

**Minutes of the BOXFORD BOARD OF SELECTMEN  
BOXFORD TOWN HALL MEETING ROOM #1  
October 5, 2015 7:00PM**

*Present: Peter Perkins, Mary Anne Nay, Bill Cargill, Al Vaz, Chuck Costello*

*Others Present: Town Administrator Alan Benson, Minutes Sec'y Judi Stickney, Jeffrey Yespy, Paula Fitzsimmons, and others*

**7:02PM PLEDGE OF ALLEGIANCE**

**7:03PM ANNOUNCEMENTS**

- **Trash Disposal and Recycling Information:** Selectwoman Nay announced that due to Columbus Day on Monday, October 12, trash and recycling collection will be delayed one day.
- **Capt. Ed Bryant's Funeral Service:** Selectwoman Nay reported that she attended Ed Bryant's funeral service and wanted to share a quote from Capt. Bryant: "Live, Love, Laugh, and Learn."
- **Household Hazardous Waste Collection Day:** Selectman Vaz announced there will be a household hazardous waste collection day at Masconomet Regional High School on November 14, 2015, from 9AM-1PM.
- **Large Metal Item Pick-Up Day:** Selectman Costello announced that there will be a large metal item pick-up day on Monday & Tuesday, October 19<sup>th</sup> and 20<sup>th</sup>. Items should be out at the curb by 7AM.
- **Flu Clinic:** Selectman Cargill announced there will be a flu clinic on Wednesday, October 21, at the Town Hall, from 1PM-4PM, for all Boxford residents. Health insurance cards need to be presented or payment is expected at the flu clinic.

**7:09PM INTERVIEW JEFFERY A. YESPY:** Jeffrey A Yespy, candidate for the Finance Committee, met with the Board of Selectmen for an interview. Yespy provided the Board with his background and related experience. After a brief discussion, the Board took the following action:

On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to appoint Jeffrey A. Yespy to the Finance Committee for a term ending June 30, 2016.

**7:14PM SPECIAL TOWN MEETING – OCTOBER 27, 2015 – 7:00PM**

- **Review of the Final Draft of the Warrant and Sign:** The Board reviewed the articles of the Special Town Meeting and took the following action:  
On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to sponsor and support Article 5.  
After voting, Benson provided the Board members with copies of the Warrant to sign.

**7:28PM REPORT OF THE TOWN ADMINISTRATOR:** Alan Benson, Town Administrator, provided the Board with updates and information on the following:

- **Review of Proposals for Police Chief Search:** Benson provided the Board with proposals from BadgeQuest, MMA Consulting Group, Municipal Resources, and PSC. Benson provided a brief summary on each company's proposals. Benson will get more information from the consultants and report back to the Board.
- **Consider Remote Participation Policy:** Benson provided the Board with information on the proposed remote participation policy for town's boards and committees. A lengthy discussion ensued. After discussion, the Board took the following action:
  - On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to adopt the Remote Participation Policy, as presented, with a sunset clause of June 30, 2017.
- **Masconomet School Committee Budget Announcement:** Benson introduced Paula Fitzsimmons of the Masconomet School Committee, who provided information to the Board on their new budget process, meeting more regularly with the Finance Committees and Boards of Selectmen in all three towns. She provided the Board with a copy of a draft of their latest vision exercise and budget priorities. She advised the Board that she will be back to meet with them in a month or so with an update on the process.
- **Road Line Standards/Maple Avenue:** Benson advised the Board that the information he provided in the packet was a mistake and not what they were looking for, but added that they will be discussing the road lines with the DPW Superintendent at a future meeting.
- **Review Job Descriptions of Town Hall Reorganization Plan:** Benson provided the Board with draft job descriptions for the new positions they are proposing for Town Hall. He asked the Board for their feedback on the job descriptions. After a lengthy discussion, the Board took the following action:
  - On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to authorize the Town Administrator to present the job descriptions, as drafted, to the Union.
- **Consider Approval for Registration Signs for Girl Scouts:** After a brief discussion:
  - On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the signs, as requested.
- **Declare Surplus – Computer Items:** After a brief discussion:
  - On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to declare the Boxford Communications equipment as surplus, as printed.
- **Convention Report:** Benson provided the Board with information on the convention he recently attended.

**8:28PM ROUTINES**

- **Outstanding Appointments:** Selectman Costello read aloud the list of committee and board openings.

- **Minutes Approval:** After a brief discussion on amendments, the Board took the following action:

On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** to approve the September 21, 2015 Executive Session minutes as printed. **Perkins abstained.**

On a **MOTION** made by **Nay**, second by **Vaz**, the Board of Selectmen **VOTED** to approve the September 21, 2015 minutes as amended. **Perkins abstained.**

On a **MOTION** made by **Cargill**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously to approve the September 28, 2015 minutes as amended.

- **Treasury Bills:**

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant #16-14, in the amount of \$407,941.71.

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Refund Warrant #16-376, in the amount of \$1,922.52.

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant #16\*14S, School Warrant Report, in the amount of \$115,000.21

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant #16/14S, in the amount of \$89,878.57.

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant #16-14S, in the amount of \$200,910.87.

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant #16-5, Supplemental School Payroll, in the amount of \$35.00.

After Selectman Chair Perkins removed himself from the meeting, on a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectmen **VOTED** to approve Payroll Warrant #16-7, for non-school payroll in the amount of \$178,998.48, school payroll in the amount of \$332,961.76, for a total payroll of \$511,960.24. **Perkins abstained.**

**8:42PM OTHER BUSINESS**

- **District Director of Veteran's Services:** Selectwoman Nay advised the Board that she has been asked to apply to serve on the District Director of Veteran's Services search committee. She will notify the Board if she is selected.
- **MMA Selectman's Conference:** Selectman Vaz provided a brief report on the MMA Selectman's Conference that he recently attended.

**8:44PM EXECUTIVE SESSION**

On a **MOTION** made by **Perkins**, second by **Nay**, the Board of Selectmen **VOTED** unanimously by roll call vote to go into Executive Session for the purpose of discussing strategy on litigation: Varsity vs. Boxford, and discussing strategy on negotiations with non-represented employees, and declared that an Executive Session is necessary since an open public discussion may have a detrimental effect on the negotiating, bargaining or litigating position of the Board of Selectmen, and upon completion of the Executive Session to return to open session and immediately adjourn without conducting any further business.

**9:32PM ADJOURN**

On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to adjourn at 9:32PM.

Respectfully submitted,



Minutes Secretary

Documents either distributed to the Board of Selectmen before the meeting in a packet or at the meeting:

1. Agenda: October 5, 2015
2. Announcement: Trash Disposal and Recycling Information
3. Announcement: Large Metal Item Pick-Up Day
4. Announcement: Flu Clinic, October 21, Town Hall
5. Announcement: Household Hazardous Waste Day
6. Announcement: Reception for Middleton Town Administrator Ira Singer
7. Resume: Jeffrey A. Yespy
8. BadgeQuest Proposal Police Chief Recruitment for Boxford, Massachusetts
9. MMA Consulting Group, Inc. Proposal to Assist the Town with the Recruitment of a Police Chief and the Development and Administration of an Assessment Center
10. Municipal Resources Police Chief Recruitment Proposal
11. PSC Consultants Proposal for Boxford Police Chief Assessment
12. Charge to the Police Chief Screening Committee
13. Packet of Committee E-Mails and Remote Participation Policy, 8/29/15

14. Manual on Uniform Traffic Control Devices
15. Town of Boxford Position Descriptions: Secretary II Town Clerk, Secretary III Selectman, Finance, Conservation Commission, Secretary III DPW
16. E-Mail from Girl Scouts to Board of Selectmen, Re: Sign Request, 10/1/15
17. Boxford Communications Surplus Equipment, 10/15
18. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 10/1/15
19. Meeting Minutes:
  - September 21, 2015 Executive Session
  - September 21, 2015
  - September 28, 2015

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