

**Minutes of the BOXFORD BOARD OF SELECTMEN
BOXFORD TOWN HALL MEETING ROOM #1
November 9, 2015 7:00PM**

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

Others Present: Town Administrator Alan Benson, Kathy O'Brien, Firefighter Matt Dyer, Chief Brian Geiger, other firefighters, Chief Michael Murphy, Officer Tom Nentwig, John Dold, Paul Hayner, Kimberly Putney, Andrew Putney, David Morton, Scott Novak, and others

7:00PM PLEDGE OF ALLEGIANCE

7:01PM ANNOUNCEMENTS

- **Community Giving Tree Toy Sale:** Selectwoman Nay announced the Community Giving Tree's Toy Sale will be held again on November 14, at the Topsfield Fairgrounds (and Happy Anniversary, Ralph!)
- **Household Hazardous Waste Collection Day:** Selectman Cargill announced there will be a household hazardous waste collection day at Masconomet Regional High School on November 14, 2015, from 9AM-1PM.
- **Veteran's Day Ceremony:** Selectman Costello announced there will be a Veteran's Day ceremony on Wednesday, November 11, starting at the Boxford Community Store, at 10:30AM, with a ceremony at 11AM at the Melvin Green.

7:03PM RECOGNITION OF FIREFIGHTER ACHIEVEMENT: Chairman Perkins announced that the Board of Selectmen are recognizing the achievements of the firefighters who have completed their call training at the Massachusetts Fire Fighting Academy. Selectman Al Vaz read aloud the names of those who have completed the training:

- **Ryan Aghoian**
- **Lt. Tammy Aghoian**
- **Nick Arba**
- **James Caron**
- **Tyler Deschene**
- **Matt Dowling**
- **Michael Ferraro**
- **Chief Brian Geiger**
- **Michael Geiger**
- **Darren Greelish**
- **Brian Hertel**
- **Lt. Jack Leary**
- **Rich Lucius**
- **Lt. John Philbin**

- **John Rowen**
- **Lt. Michael Soltys**

Vaz recognized the accomplishments of the firefighters and thanked all of the men and women of the department for their service to the town. Chairman Perkins announced that Firefighter Matt Dyer was also in attendance and is the first full-time Boxford firefighter to complete the Massachusetts Fire Fighting Academy's training for full-time firefighters. He introduced Chief Brian Geiger who elaborated on the training program and praised Dyer for his diligence in completing the course. Chairman Perkins attended Dyer's graduation and reported on the ceremony. The Board congratulated Dyer on his accomplishment.

7:15PM MEETING WITH POLICE DEPARTMENT: Chief Michael Murphy met with the Board of Selectmen to discuss the following:

- **Update on Department Issues:** Murphy reported on the following department issues:
 - **New Addition to Fleet:** Murphy reported they took possession of the newest addition to their fleet this past week.
 - **Water Pump for SUV:** Murphy reported that one of the SUV's needed a new water pump at a cost of \$900, but that Lt. Hazelwood negotiated with the company and got it repaired under warranty.
 - **MEMA Grant:** Murphy reported that Hazelwood got a MEMA grant for \$2500.
 - **Sick Time is Down:** Murphy reported that absences aren't necessarily requiring overtime and sick time is down.
- **Update on Personnel Changes and Plans:** Murphy reported on the following:
 - **Officer Peter Olsen:** Murphy reported that Officer Peter Olsen was sworn in last week and will be able to assume full-time duties on a reserve basis soon.
 - **Officer Brook Deschene:** Murphy reported that Deschene is doing well at the Academy and will be graduating in February.
 - **Additional Officer to Academy:** Murphy reported that another officer will be attending the Academy in the spring.
- **Update on Operations:**
- **Software Installations and Training:** Murphy reported that the infrastructure for the software was installed last week for the Masconomet link-up and training will take place for the department soon.
- **RAD Training:** Murphy reported that Officer Dupont is completing training for another type of RAD training for 3-12-year-old children. The program should be available in the spring.
- **Anne P. and Robert Davies Charitable Foundation Donation:** Murphy reported the Police Benevolent Association received a donation from the Anne P. and Robert Davies Charitable Foundation in the amount of \$500.

8:25PM MEETING WITH THE DEPARTMENT OF PUBLIC WORKS: John Dold, DPW Superintendent/Town Engineer, met with the Board of Selectmen to discuss the following:

- **Discussion of Request to Add Street Lines to Maple Avenue:** Dold advised that the DPW paved a section of Main Street from Ipswich Road to Lawrence Road, adding that they paved Maple Avenue last year. He reviewed the guidelines he's used to paint lines on roads, noting that Maple Avenue is 17-19 feet wide and there are no guidelines for painting lines on roads that are less than 20 feet wide, which is why they have never painted lines on Maple Avenue. Rob Dole of the DPW, Officer Nentwig, and Chief Murphy contributed to the discussion. Chairman Perkins invited interested residents to comment. Those who participated were:
 - **Neil Ungerleider, 34 Maple Avenue:** Ungerleider spoke in favor of keeping Maple Avenue with no lines.
 - **Barbara Grant, 363 Main Street:** Grant spoke in favor of striping Maple Avenue, just as Main Street is.
 - **Gerd Tuchen, 37 Maple Avenue:** Tuchen expressed concern for the safety of Maple Avenue residents.
 - **Craig Therrien, 31 Maple Avenue:** Therrien expressed concern about the speed of cars traveling on Maple Avenue and suggested lowering the speed limit to 20MPH and installing stop signs on Maple Avenue.
 - **Pat Canonica, 17 Maple Avenue:** Canonica noted that when the speed reminder sign was out, the cars on Maple Avenue slowed down markedly. He suggested new speed signs and "Children at Play" signs be installed.
 - **Derek Repucci, 10 Maple Avenue:** Repucci suggested an island be installed at his end of Maple Avenue to improve visibility. Perkins advised that there was an island there that was removed, as it was impeding snow removal operations.

Discussion continued with each Selectman providing their comments. At the conclusion of the discussion, Town Administrator Alan Benson recommended that the Board charge the Police Chief with providing a proposal, based on the input provided, and return to the Board with their solutions.

Nay made a **MOTION** to charge the Police Chief to return to the Board of Selectmen with a description of what he would recommend as the best traffic safety solutions on Maple Avenue.

There was continuing discussion on the motion and the motion was ultimately amended by **Nay** to include an additional stop sign on Maple Avenue and the Chief return to the Board with additional safety precautions and recommendations for adding reflectors to telephone poles and anything else pertaining to Maple Avenue and Main Street, which was seconded by **Cargill**.

The **MOTION** passed unanimously.

- **Discussion of Request to Expand Drainage on Balmoral Road:** Dold provided drawings for the Board to view as he made his presentation and introduced Paul Hayner, of Hayner Swanson, Inc., to explain the preliminary engineering that has taken place to include a portion of Glen Forest Drive in the project. Hayner provided several preliminary conceptual sketches and Dold requested permission and funding to continue design development for the area and requested input from the Board about where to go from here. Upon completion of the presentation, interested residents were invited to share their comments and concerns. Residents who expressed their comments and/or concerns included:

- **Kimberly Putney, 41 Glen Forest Drive**
- **Andrew Putney, 41 Glen Forest Drive**

At the conclusion of the discussion, Dold suggested they meet with DEP and the Conservation Commission and run the proposal by them, before any further steps are taken. The Board agreed and will await the comments from those meetings before moving forward.

- **Update On Ongoing DPW Activities and Winter Plans:** Dold provided the Board with information on the following:
 - **Snow Plowing Preparations:** Dold reviewed plow routes and plowing contractor rates issues with the Board.
 - **DPW Employee Issues:** Dold advised they have an employee out on sick leave which may impede snow plowing operations somewhat.
 - **HDC Signs:** Dold advised that they are waiting for the brackets to be installed on the signs before they can put them up.
 - **Solar Lights for Colby Parking Lot:** Dold advised he inquired of National Grid for permanent lights, but they were cost prohibitive. He will look into purchasing some solar lights for the area.
 - **Ipswich Road Guardrails:** Dold advised that the guardrail work should be starting this week or next week.
 - **Tree Work:** Dold advised that Ipswich Road will be closed on Wednesday to remove four large trees between Highland and Valley Road and tree trimming will continue later in the season.

9:35PM VOLUNTEER COMMITTEE CANDIDATES:

- **David Morton, Candidate for Computer Management Committee:** Morton provided the Board with his background and related experience to fill a vacancy on the Computer Management Committee. After the Board asked questions and made their comments, they took the following action:
 - On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint David Morton to the Computer Management Committee for a term ending 6/30/17.
- **Scott D. Novak, Candidate for the Permanent Building Committee:** Novak provided the Board with his back and related experience to fill a vacancy on the Permanent Building Committee. After the Board asked questions and made their comments, they took the following action:

On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Scott Novak to the Permanent Building Committee for a term ending 6/30/16.

9:48PM REPORT OF THE TOWN ADMINISTRATOR: Alan Benson, Town Administrator, provided the Board with updates and information on the following:

- **Sign Request: Tri-Town Sports Sale:** Benson explained that the Tri-Town sports group have requested to put up a two-part sign for their planned sale. After a brief discussion, the Board took the following action:
On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve the sign, as requested.
- **Sign Request: Tribal LaCrosse Sign Up Signs:** Benson provided the Board with information on the Tribal LaCrosse signs. 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 approve the signs, as requested.
- **Update on the Planning Board and Facilities Planning Committee Meetings:** Selectman Vaz provided the Board with a brief update on the meetings he and Selectwoman Nay have been attending. Nay contributed to the update with additional information on the meetings. Town Administrator Benson also provided information on the discussions on the Cummings building on Elm Street, which prompted a lengthy discussion by the Board members.
- **Opening for East Constable:** Benson advised the Board that there is an opening for East Constable. The Board will take action on filling the position after the constable moves. Benson advised there are two candidates who are interested in the position, who will be invited to a future meeting for an interview.
On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to announce that there is an opening for an East Constable.

10:10PM ROUTINES

- **Approval of Minutes:**
On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** to approve the minutes of November 2, 2015 minutes as written.
- **Sign School and Non-School Warrants**
On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant #16-19, in the amount of \$277,816.81.

10:12PM OTHER BUSINESS

- **Meeting Schedule:** Town Administrator Benson suggested that the Board not meet on 11/23 and 11/30 and meet December 7 and invite the veterans to lead the Pledge of Allegiance. The Board agreed.

10:14PM ADJOURN

On a **MOTION** made by **Cargill**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously to adjourn at 10:14PM.

Respectfully submitted,


Minutes Secretary

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

1. Agenda: November 9, 2015
2. Announcement: Household Hazardous Waste Day
3. E-Mail from Chief Brian Geiger to Assistant to the Town Administrator, Re: Matt Dyer and Selectmen, 11/6/15
4. Letter from Chief Michael Murphy to Board of Selectmen, Re: Selectmen Meeting Agenda for Monday, 11/5/15
5. Letter from Chief Michael Murphy to Board of Selectmen, Re: Main/Maple Issues, 7/6/15
6. E-Mail from Main Street Resident to Chief Michael Murphy, Re: Main/Maple Issues, 9/24/15
7. E-Mail from Main Street Resident to Town Administrator, Re: Contact All Selectmen, 10/5/15
8. E-Mail from Maple Avenue Resident to Board of Selectmen, Re: Maple Avenue Traffic Flow, 10/11/15
9. Manual on Uniform Traffic Control Devices for Streets and Highways, 2003 Edition, Part 3: Markings
10. Memo from Town Administrator to Board of Selectmen, Re: 41 Glen Forest Drive, 11/6/15
11. Opinion of Probable Cost (OPC), 10/29/15, prepared by Hayner/Swanson, Inc.
12. Boxford Department of Public Works 2015-2016 Snow Plow Routes
13. E-Mail from Co-Chair for the Sports Sale Event to the Assistant to the Town Administrator, Re: Approval to Post Signs, 11/6/15
14. E-Mail from Tribal Lacrosse to Town Administrator, Re: Tribal Sign Up Posters, 11/4/15
15. E-Mail from East Parish Constable to Town Administrator/Town Clerk, Re: East Parish Constable, 11/4/15
16. Memo from Inspector of Buildings to Board of Selectmen, Re: Monthly Report October 2015, 11/1/15

17. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 11/6/15

18. Meeting Minutes:

- November 2, 2015
- November 2, 2015 Executive Session

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