

**Minutes of the BOXFORD BOARD OF SELECTMEN
BOXFORD TOWN HALL MEETING ROOM #1
November 16, 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, Kathy O'Brien, Lisa Teichner, Meredith Shaw, Lt. Jim Riter, Randy and Carol Johnson, Laura Sapienza-Grabski, Mike Smolak, Chuck Kornely, Lou Athanas, Paula Fitzsimmons, Jeff Kruck, Natasha Grigg

7:01PM PLEDGE OF ALLEGIANCE

7:02PM ANNOUNCEMENTS

- **Winter Festival:** Selectwoman Nay announced there will be a Winter Festival in the West Village on December 5, 9AM-3PM, sponsored by the West Boxford Improvement Society and Ladies Charitable Society of Second Congregational Church of Boxford UCC.
- **Thank You to Veterans:** Selectwoman Nay thanked all who serve and have served so that we may enjoy our freedoms.
- **Veterans Ceremony:** Selectman Cargill provided a brief report of the Veteran's Day ceremony he and Selectwoman Nay attended on November 11.
- **Chanukah Lighting Ceremony:** Selectman Cargill announced there will be a candelabra lighting ceremony to celebrate the Jewish holiday of Chanukah, to be held at the Community Center in the East Village on December 13, at 5PM.
- **Dog Licenses Available:** Selectman Costello announced that dog licenses for 2016 are available at the Town Clerk's office and online. They are \$20 for spayed and neutered dogs and \$25 for intact dogs. A late fee of \$25 will be assessed for licenses obtained after the January 31, 2016 deadline.
- **Holiday Craft Fair & Grand Illumination:** Selectman Vaz announced there will be a holiday craft fair on December 20, at the Council on Aging, from 3PM-5PM and the Grand Illumination will take place at 5PM with caroling through the East Village, sponsored by the Boxford Historical Society.
- **Boxford Common Groundbreaking Celebration:** Selectman Chair Perkins announced there will be a groundbreaking ceremony for the Boxford Common recreational fields and conservation project on Wednesday, November 18, at 2PM, at the driveway entrance to the project, in the area of 15 Middleton Road.

7:08PM TRI-TOWN COUNCIL: Lisa Teichner, Executive Director of the Tri-Town Council, and Meredith Shaw, met with the Board of Selectmen to discuss the following:

- **Youth Risk Behavior Issues and The Opioid Epidemic:** Lisa Teichner and Meredith Shaw provided information to the Board of Selectmen on the 2015 Adult Perception Survey Report and the Coalition, accompanied by a PowerPoint presentation. Lt. Riter contributed to the discussion, advising that Masconomet,

this year, is very quiet and calls for service have dropped considerably. He added that the school is secure, has cameras and monitoring systems in place, and security officers from all three towns actively involved in the school.

7:53PM AGRICULTURAL COMMISSION: Randolph Johnson, Chair of the Agricultural Commission, met with the Board of Selectmen to discuss the following:

- **Program for Forest Stewardship:** Johnson provided an outline of the Forest Stewardship Program, accompanied by other members of the Agricultural Commission and materials he and Michael Smolak provided. There ensued a lengthy discussion on the forest management plan proposal and Selectman Costello suggested that the Town Forest Committee should be involved and asked the Town Administrator to provide the Board with the charge of the Town Forest Committee, which Benson will have for the next meeting. Commissioner Laura Sapienza-Grabski advised they are presenting this as a first step in acquiring a grant for the project. Michael Smolak, of Smolak Farm, provided the Board with his personal experience with the Forest Stewardship Program, as implemented on his properties in Boxford and North Andover. The Board will meet again with the Agricultural Commission after the first of the year for an update and more information.

8:44PM REPORT OF THE TOWN ADMINISTRATOR: Alan J. Benson, Town Administrator, provided information to the Board of Selectmen on the following:

- **Far Corners Farm Golf Course Liquor License Renewal:** Benson provided a copy of the liquor license renewal to the Board for review. After a brief discussion:
On a **MOTION** made by **Cargill**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to approve the club liquor license for Far Corner Farm Golf Course for 2016.
Benson provided the Board with the documents for signing.
- **Update on Boxford Common Project and Ground Breaking Celebration:** Benson provided the Board with information on the Boxford Commons project and the upcoming groundbreaking celebration scheduled for Wednesday. The contracts are signed, the bonds have been reviewed, and the insurance came in with higher coverage than requested. He added that the required pre-work commencement meeting will occur on Wednesday, after the groundbreaking.
- **Further Discussion on Planning Board Facilities Study:** Benson provided the Board with a questions and answer sheet he prepared for the Planning Board, adding that Selectman Vaz had more information on the study. Selectman Vaz provided an update to the Board on the recent facilities study meeting. Jeff Kruck of the Planning Board and Facilities Study Committee, contributed to the discussion, noting that their next full committee meeting is scheduled for December 7. He provided additional information on the progress they've made to date. A discussion ensued between the Board and Kruck on the work they're doing and direction they're heading in. Kruck advised that their goal is to have a plan ready for Annual Town Meeting in May. Selectman Costello provided Kruck with a copy of a letter from Charlie Killam, suggesting that a combined

library/senior center be built on the Spofford Road property. Kruck will take it to the next meeting.

- **Upcoming Board Schedule:**
 - 11/17, 11AM: Council on Aging
 - 11/17, 3PM: First Round of AFSCME Negotiations
 - 11/18, 2PM: Boxford Common Groundbreaking
 - 11/19, 7:30PM: Personnel Board
- **Superintendent Search:** Benson advised there are 2 finalists for the position:
 - Dr. Patrick Daley, North Reading Public Schools
 - Scott Morrison, Manchester Essex Regional Schools (candidate for PhD)
- **Masconomet FY 2017 Budget Plans:** Masconomet School Committee Member, Paula Fitzsimmons, provided the Board with a budget development calendar for FY2017.
- **Solar Project Cap:** Benson advised that the legislature is set to discuss lifting the cap on Wednesday and they may be passing a law on it as well. He recommended that the Board contact any legislators they know to recommend lifting the cap.

9:20PM ROUTINES

- **Review Correspondence:** The Board briefly reviewed correspondence:
 - **Letter to Old Topsfield Road Resident:** Re: Complaint about speeding
 - **Letter from FEMA:** Re: Flood Hazards Risk MAP Project
 - **Letter from Ipswich Road Resident:** Re: Building Project Suggestion
- **Appointments:** Selectman Costello read aloud the list of committee and board vacancies.
- **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 #16-20, in the amount of \$40,512.62.

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectmen **VOTED** to approve Payroll Warrant #16-10, for non-school payroll in the amount of \$166,872.58, school payroll in the amount of \$336,303.13, for a total payroll of \$503,175.71.

9:34PM ADJOURN

On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to return to open session and adjourned at 9:34PM.

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 16, 2015
2. Announcement: Winter Festival
3. Announcement: Lighting Ceremony
4. Announcement: Holiday Craft Fair & Grand Illumination
5. Announcement: Groundbreaking Ceremony, Boxford Common
6. Announcement: Dog Licenses Available
7. Tri-Town Council: The Coalition: 2015 Adult Perception Survey Report Executive Summary
8. Tri-Town Council: The Coalition: MS YRBS Executive Summary 2014
9. Tri-Town Council: The Coalition: HS YRBS Executive Summary 2014
10. Memo from Boxford Agricultural Commission to Town Administrator, Re: Meeting with the Board of Selectmen, 11/9/15
11. On Premises License Renewal Application: Far Corners Farm Golf Course, Inc.
12. Copy of Letter from Chief Michael Murphy to Joseph R. Pugia, Re: Speeding on Topsfield Road, 11/12/15
13. Questions and Answers – Planning Board: Alan J. Benson, Town Administrator, 11/4/15
14. Letter from Department of Homeland Security to Board of Selectmen, Re: Town of Boxford, Essex County, Massachusetts Community No. 250078, 10/30/15
15. Letter from Charles E. Killam to Board of Selectmen, Re: Library/Senior Center on Spofford Site, 11/11/15
16. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 11/12/15
17. Tri-Town Council Flyer: Ways to Effectively Connect with Kids
18. Notes from Meeting with the Conservation Commission, 9/17/15 (provided by Michael Smolak)
19. Executive Office of Energy and Environmental Affairs: Forest Stewardship Program, www.mass.gov/eea/agencies/dcr/conservaton/forestry-and-fire-control/forest-stewardship-program.html
20. Masconomet Regional School Committee Budget Calendar FY 2017

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