

**Minutes of the BOXFORD BOARD OF SELECTMEN
BOXFORD TOWN HALL MEETING ROOM #1
December 7, 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, Chief Michael Murphy, American Legion Post 379 Commander John Geisel, Veteran Bob Was, Veteran Mike Rioux, other veterans, Karen Sheridan, Bob Hazelwood, and others.

7:01PM PLEDGE OF ALLEGIANCE: Led by members of the James L. Melvin American Legion Post 379.

7:04PM ANNOUNCEMENTS

- **American Legion Updates:** Commander John Geisel addressed the Board to provide information on the programs they provide to the community, including Boys and Girls State, Student Trooper Program, Tri-Town American Legion Baseball Team, Summer Barbecue for Haverhill Veterans, Thanksgiving turkeys, Christmas gift cards for needy families.
- **Wreaths Across America:** Selectman Perkins provided a brief report on the Board's participation in the Wreaths Across America program held earlier in the day. Perkins presented one of the wreaths to Commander Geisel.
- **Veterans Agent Search Update:** Selectwoman Nay, a member of the Veterans Agent Search Committee, provided a brief update of the Veterans Agent search committee, noting that there were 15 candidates. The Committee will recommend three final candidates to the Town Manager.
- **Municipal Modernization Bill Update:** Selectman Vaz provided a report on his visit to the State House earlier in the day, where the Municipal Modernization Bill was discussed.
- **Essex Regional Retirement Board Announcement:** Selectman Perkins announced that our Town Administrator, Alan Benson, was recently elected as First Member to the Essex Regional Retirement System Board. Congratulations, Alan!
- **Dog Licenses Available:** Selectman Cargill 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.
- **Chanukah Lighting Ceremony:** Selectman Costello 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.
- **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. Selectman Cargill added that the First Church will provide refreshments at the Family Life Center.

- **COA Holiday Luncheon:** Selectwoman Nay announced there will be a holiday luncheon on Wednesday, December 9, at the Family Life Center. Interested parties need to call the COA for reservations.

7:30PM REPORT OF THE TOWN ADMINISTRATOR: Alan J. Benson, Town Administrator, provided information to the Board of Selectmen on the following:

- **Update on Boxford Common Project:** Benson provided the Board with updates on what's taken place and the plans for the construction of the turtle habitat area. He added that oversight personnel have been hired to ensure all activities take place according to regulations.
- **Consideration of Police Chief Selection Process:** Benson provided the Board with information on the police chief selection process, noting that Lt. Riter is interested in seeking promotion to the position. Benson suggested that the Board may choose to forgo the full search process and conduct a single candidate assessment. He presented information on the single candidate assessment, as provided by Public Safety Consultants. After discussion, where each Board member provided their opinion on the proposal of the single candidate assessment, the Board took the following action:
 - On a **MOTION** made by **Vaz**, second by **Costello**, the Board of Selectmen **VOTED** unanimously by roll call vote to authorize the Town Administrator to engage the services of recruitment consultant firm, Public Safety Consultants, LLC, and conduct a one candidate evaluation of Lt. Riter for the Board's consideration of him for the position of Police Chief.
- **Stop Sign at Main and Maple:** Benson provided the Board with information on the proposed stop sign at Main and Maple, noting that the Police Chief isn't sure that will solve the problem, but he has no problem with it. After a brief discussion, the Board decided to add a standard stop sign
 - On a **MOTION** made by **Cargill**, second by **Costello**, the Board of Selectman **VOTED** unanimously to approve the stop sign as presented in the memo.
- **Approval of 2015-2016 Snow Plow Rates:** Benson provided the Board with an updated snow plow rate sheet and advised that the DPW Superintendent is requesting the Board's approval on the proposed rates.
 - On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve the 2015-2016 snow plow rates as proposed.
- **Police Union Negotiations:** Benson advised the Board that they have been contacted by the Union Rep to begin negotiations with the Teamsters. Selectman Costello and Selectman Vaz volunteered to negotiate with the Teamsters.
- **Solar Project Cap:** Benson provided the Board with a brief update on the negotiations taking place on the state level, noting that there have not been any meetings since November 18. A brief discussion ensued on the solar project planned for the Spofford Road property.

8:05PM RECYCLING COMMITTEE: Karen Sheridan, Chair of the Recycling Committee, met with the Board of Selectmen to discuss the following:

- **Video Security at Recycling Center:** Sheridan advised they have applied and were awarded a grant \$5,150 and her committee voted unanimously to use it to provide video security at the Recycling Center and asked the Board to approve the expenditure. Lt. Bob Hazelwood added that the cost of the video monitor would include monitoring at the communications center, at the police station, but that he could not guarantee the cost would not exceed the grant award. He recommended waiting until the winter is over before deciding on the camera, to give him enough time to further investigate the cost of the trenching. In the meantime, he suggested that a deer cam could be used to monitor the activity at the new gate. After a lengthy discussion, the Board decided to wait until after winter to reconsider approval of the proposed video surveillance camera installation. At the conclusion of the discussion, Lt. Hazelwood provided a brief description of the new video cameras they are putting on the Town Meeting Warrant for spring town meeting.

8:30PM ROUTINES

- **Review Correspondence:** The Board briefly reviewed correspondence:
 - **Letter from Old Topsfield Road Resident:** Re: Complaint about speeding
 - **E-Mail from Superintendent Creeden:** Re: New Superintendent Being Chosen on Thursday
- **Upcoming Meetings:** Selectman Chair Perkins asked the Board for their schedules, as far as meetings coming up. Benson provided the Board with the schedule for the upcoming meetings:
 - **12/14 Meeting:** Finance Committee Update
 - **12/21 & 12/28:** The Board decided to not meet.
 - **January 4:** First meeting of the new year.
- **Appointments:** Selectman Costello read aloud the list of committee and board vacancies.
 - **Planning Board Task Force Sub-Committee:** Selectwoman Nay advised there is a Planning Board task force sub-committee and they are looking for one person from specific committees to serve on the task force sub-committee. Nay asked if the Board of Selectman appoints them. After a brief discussion, it was determined that the members are sent to the committee from their own committees and that the Planning Board should determine how the at-large people are appointed.
- **Meeting Minutes:** After a brief discussion on amendments, the Board took the following action:

On a **MOTION** made by **Cargill**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to approve the minutes of November 9, 2015, as amended.

On a **MOTION** made by **Cargill**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to approve the minutes of November 16, 2015, 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 #16-23S, in the amount of \$2,001.51.

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant #16/23S, in the amount of \$138,449.50.

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant #16-23, in the amount of \$516,814.88.

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant #16-378, in the amount of \$4,040.69.

8:51PM OTHER BUSINESS

- **Meeting Video Complaint:** Selectwoman Nay advised the Board that she got a call from a resident complaining about the audio on a recent Planning Board task force meeting that was held in a small room upstairs. The audio was mostly inaudible. Benson will discuss the proposal to add more audio equipment to the smaller meeting rooms with the BCAT people.
- **Planning Board Sub-Committee:** Selectman Costello advised that the Family Life Center at the First Church is available for town use, as offered by the Pastor of the Church. He added that the building is under-utilized and that the Town could rent it, if needed.
- **Ipswich Road Update:** Benson advised the Board that the tree and shoulder work on Ipswich Road is nearing completion.
- **Historic District Signs Update:** Selectman Cargill advised that the sign posts have been installed for the Historic District signs.

8:59PM ADJOURN

On a **MOTION** made by **Cargill**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to return to open session and adjourned at 8:59PM.

Respectfully submitted,


Minutes Secretary

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

1. Agenda: December 7, 2015
2. Announcement: Dog Licenses Available
3. Announcement: Lighting Ceremony
4. Announcement: Holiday Craft Fair & Grand Illumination
5. Memo from Town Administrator to Board of Selectmen, Re: Police Chief Selection Process, 12/04/15
6. Proposal: Public Safety Consultants, LLC, 10/15/15, Re: Single Candidate Assessment
7. Letter from Police Chief (and accompanying material) to Board of Selectman, Re: Main and Maple, 11/23/15
8. Letter from Police Chief to Board of Selectmen, Re: Stop Sign, 12/04/15
9. Memo from DPW Superintendent/Town Engineer to Town Administrator, Re: 2015-2016 Snow Plow Rates, 11/18/15
10. Copy of Letter from Joseph Puglia to Police Chief, Re: Thank You, 11/17/15
11. E-Mail from Elementary School Superintendent to Town Administrator, Re: TTU Superintendent Search Update, 12/03/15
12. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 12/03/15
13. Meeting Minutes:
 - November 9, 2015
 - November 16, 2015
14. State House News Service: Solar Talks Turn Cold Over Winter Recess, 12/7/15

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