

**Minutes of the BOXFORD BOARD OF SELECTMEN  
BOXFORD TOWN HALL MEETING ROOM #1  
January 11, 2016 7:00PM**

*Present: Peter Perkins, Mary Anne Nay, Bill Cargill, Al Vaz, Chuck Costello (7:06PM)*

*Others Present: Town Administrator Alan Benson, Minutes Sec'y Judi Stickney, Kathy O'Brien, Bonnie Lucas, Chief Michael Murphy, and others.*

**7:01PM PLEDGE OF ALLEGIANCE**

**7:02PM ANNOUNCEMENTS**

- **Trash Schedule:** Selectwoman Nay announced that the trash pick-up schedule will be delayed by one day, due to the Martin Luther King holiday on January 18.
- **Christmas Tree Recycling:** Selectman Vaz announced that residents can drop off Christmas trees at the Recycling Center every Saturday when the Center is open, between 8AM and 3:30PM.
- **Boxford Common Construction Project:** Selectman Cargill reminded residents that the construction of Boxford Common playing fields and conservation land off Middleton Road is closed to the public. This is an active busy construction site with large equipment. For your own safety, avoid the area at all times until construction is complete.
- **COA Chicken Wing Chili Cook-Off:** Minutes Secretary Judi Stickney announced that the Council on Aging will be sponsoring a Super Bowl Chicken Wing and Chili Kick-Off Cook-Off on Wednesday, February 3, at 5PM. Call the Council on Aging at 887-3591 for reservations, or for more information on the cook-off. Free for all who enter a crockpot full of chili or 3 pounds of chicken wings; \$5 for all others, \$3 for children under 12. Bring the family and join the fun!
- **Burning Season:** Selectman Perkins announced that burning season opens January 15<sup>th</sup> and runs through May 1<sup>st</sup>. Permits can be obtained online at the town's website. The cost is \$20 for the season.
- **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.

**7:06PM MEETING WITH THE CHIEF OF POLICE:** Police Chief Michael Murphy met with the Board of Selectmen to discuss the following:

- **2015 Year in Review:** Murphy provided a copy of the year's statistics for the Board to view as he presented a brief summary of the Department's statistics for the past year. He added that the officers have managed to stay fairly healthy throughout the year.
- **Budget Update:** Murphy advised that the budget is on target and he is not expecting any surprises.

- **New Police Chief:** Murphy noted that a new police chief should be chosen soon and he assured the Board that they will make the right decision and will be happy with their choice.
- **Dedication of the Police Meeting Room:** Murphy provided information to the Board on the idea of dedicating the police station meeting room with the name of a deserving veteran, with a plaque provided by the American Legion.
- **Highlight of Chief Murphy's Career in Boxford:** Murphy provided the Board with a brief summary of highlights of his accomplishments here during his tenure as the police chief of Boxford.
- **Boxford: 8<sup>th</sup> Safest Community in the Country:** Murphy noted that the Tri-Town Transcript published an article naming Boxford the 8<sup>th</sup> safest community in the country and the safest community in Massachusetts.

There ensued a brief discussion on some of the topics covered and Benson notified the Board that Officer Nentwig has submitted a letter to the Board of his intent to retire within the next fiscal year and his intent to "buy back" 50% of eligible sick days accrued.

**7:27PM MEETING WITH BTA/BOLT:** Bonnie Lucas of BTA/BOLT met with the Board of Selectmen to discuss support for grant applications for the following proposed projects:

- **Wetland Crossing:** Chapman Way near Lowe Pond
- **Wetland Crossing:** Nason Conservation Land

Lucas provided the Board with photos and information to view as she made a brief presentation on the proposed projects and funding information. The Board had many questions and suggestions for Lucas and her group. After a brief discussion, the Board took the following action:

On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to authorize the Town Administrator Alan Benson to support BTA/BOLT on the grant applications presented.

**7:43PM UPDATE ON FACILITIES NEEDS AND EFFICIENCY PLAN:** Selectmen Vaz provided the Board with information on the most recent meeting of the Municipal Facilities Planning Committee, including the following:

- **Facilities Needs and Efficiency Plan:** Steve Cecil, the consultant from the Cecil Group, has renamed the plan.
- **Members of the Task Force:** Vaz provided the Board with the names of the people serving on the committee, noting that they would still like to get two members at large for an 8-week assignment and asked anyone interested to get in touch with Jeff Kruck. Meetings are on Tuesday evenings.
- **Draft Problem Statement:** Vaz provided the Board with a draft Problem Statement, prepared by the consultant, and reviewed the plan with the Board.

**8:07PM REPORT OF THE TOWN ADMINISTRATOR:** Alan J. Benson, Town Administrator, provided information and updates to the Board on the following:

- **Update on Boxford Commons Project:** Benson advised the Board that he attended a Conservation Commission meeting last Thursday with members of the Haynes Land Committee, some of the construction team, project

- coordinator, and the environmental monitor, and provided a summary of the meeting, encouraging residents to stay away from the site while construction is going on. There ensued a brief discussion on the construction update.
- On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to post the second sign, at the entrance to the site, as described, correcting the spelling of “authorized.”
- **Charles River Wheelmen Bike Ride:** Benson provided the Board with information on the annual bike ride through town by the Charles River Wheelmen Spring Century:
    - On a **MOTION** made by **Nay**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to approve the bike ride for the Charles River Wheelmen and American Diabetes bike rides, to include a police detail at Georgetown and Ipswich as a condition of approval.
  - **Victualler’s License:** Benson provided the Board with Common Victualler’s License for Stone House Farm, Inc.:
    - On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to issue a Common Victualler’s License to Boxford House of Pizza, 256 Georgetown Road, expiring December 31, 2016.

#### **8:22PM ROUTINES**

- **Review Correspondence:** The Board briefly reviewed the correspondence as follows:
  - **Letter from Board of Health Re: Drainage on Glen Forest/Balmoral:** Benson provided the Board with background information on the issues.
  - **E-Mail from Massachusetts Department of Conservation & Recreation Re: Tree City USA Application Confirmation**
  - **Monthly Report from Inspector of Buildings**
  - **Card from Senator Tarr**
  - **Letter from Masconomet School Committee Re: Masco Vision 2025 Task Force**
- **Appointments:** Selectwoman Nay noted that there are the two at-large members of the Task Force Committee.
- **Approval of Minutes:**
  - On a **MOTION** made by **Cargill**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously to approve the minutes of November 2, 2015 Executive Session, as submitted.

On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the minutes of January 4, 2016, as submitted.

On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve the minutes of January 4, 2016 Executive Session, as submitted.

- **Sign School and Non-School Warrants:**

After Selectman Perkins removed himself from the meeting, on a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectmen **VOTED** to approve Payroll Warrant #16-14, for non-school payroll in the amount of \$174,454.78, school payroll in the amount of \$314,910.56, for a total payroll of \$489,365.34. **Perkins abstained.**

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant #16-28, in the amount of \$72,316.71.

**8:30PM OTHER BUSINESS**

- **Meeting Schedule:** The Chair noted that there will be no meeting on Monday, January 18, but the Board will meet on Tuesday, January 19, at 7PM. There is another meeting scheduled for Monday, January 25. The Chair advised that he will be out of town for the next meeting on Monday, January 25 and the meeting scheduled for Monday, February 1 and asked if the Board could meet on Tuesday, February 2, instead. After discussion, the Board will meet at 6:30PM on February 2.

**8:35PM EXECUTIVE SESSION**

On a **MOTION** duly made by **Perkins**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously by roll call vote to go into Executive Session for the purpose of discussing strategy and litigation: 30 Lawrence Road, 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.

**8:53PM ADJOURN**

On a **MOTION** made by **Cargill**, second by **Costello**, the Board of Selectmen **VOTED** unanimously by roll call vote to return to open session and adjourned at 8:53PM.

Respectfully submitted,

  
Minutes Secretary

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

1. Agenda: January 11, 2016

2. Announcement: Christmas Tree Recycling
3. Announcement: Dog Licenses Available
4. Announcement: Burning Season
5. Announcement: Boxford Common Construction Project
6. Announcement: COA Super Bowl Chili and Chicken Wing Kick-Off Cook-Off
7. Letter from Chief Michael Murphy to Board of Selectmen Re: Agenda, 1/7/16
8. Letter from Thomas J. Nentwig to Town Administrator Re: Retirement, 11/30/15
9. E-Mail from Richard Tomczyk to Assistant to the Town Administrator, Re: Request to Meet with Selectmen, 1/6/16
10. Municipal Facilities Planning Draft Problem Statement, 1/5/16
11. E-Mail from Charles River Wheelmen to Assistant to the Town Administrator, Re: CRW Event Sunday May 15, 2016, 12/2/15
12. Common Victualler's License: Stone House Farm, Inc., 276 Washington Street
13. Letter from Board of Health to Board of Selectmen, Re: Groundwater and Surface Water Drainage at Glen Forest Road and Balmoral Road, 1/5/16
14. E-Mail from Mass. Department of Conservation and Recreation to DPW Superintendent, Re: Tree City USA Application Confirmation, 12/24/15
15. Letter from Inspector of Buildings to Board of Selectmen, Re: Monthly Report, 12/3/15
16. Card from Senator Tarr to the Assistant to the Town Administrator, Season's Greetings
17. E-Mail from Masconomet School Committee to Town Administrator, Re: Masconomet Vision 2025, 1/8/16
18. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 1/7/16
19. Meeting Minutes:
  - November 2, 2015 Executive Session
  - January 4, 2016
  - January 4, 2016 Executive Session
20. Motion to go into Executive Session