

**Minutes of the BOXFORD BOARD OF SELECTMEN  
BOXFORD TOWN HALL MEETING ROOM #1  
February 2, 2016 6:30PM**

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

*Others Present: Town Administrator Alan Benson, Minutes Sec'y Judi Stickney, Lt. James P. Riter, Chief Michael Murphy, Chief Brian Geiger, Officer Matt Dupont, Kerry Stickney, Kathy O'Brien, Firefighter Kevin Foster, Firefighter Matt Dyer, Firefighter Michael Geiger, Lt. Warren Gould, Firefighter Tom Nee, Firefighter John Rowen, Lt. Michael Soltys, Tim Feeney, Director of Municipal Finance Kathy Benevento, Finance Committee members: Mike White, Joyce Ricklefs, Peter Bernardin, Christopher Wakeman, Kayla Aikins, Jeff Yespy, others.*

**6:31PM PLEDGE OF ALLEGIANCE**

**6:32PM ANNOUNCEMENTS**

- **Presidential Primary:** Selectman Vaz announced that there will be a Presidential Primary on Tuesday, March 1, 2016, 7AM-8PM, at Boxford Town Hall. Absentee ballots are now available in the Town Clerk's office.
- **Chicken Wing and Chili Super Bowl Kick-Off Cook-Off:** Selectwoman Nay announced that the Council on Aging is holding a Super Bowl Chicken Wing and Chili Kick-Off Cook-Off on Wednesday, February 3, at 5PM at the Council on Aging on Middleton Road. Call the COA for more information or reservations.
- **Annual Town Election:** Selectman Costello announced that the Annual Town Election will take place on May 17. Nomination papers are available in the Town Clerk's office. Signed papers must be returned by 3/28.
- **Ice Safety:** Selectman Cargill warned residents to be careful on the town's ponds. The ice may not be safe. He advised residents to use caution.

**6:36PM INTERVIEW FOR POLICE CHIEF**

- **Lt. James B. Riter Interview:** The Town Administrator provided details to the Board on the recent assessment of the Lieutenant and concluded that he scored very well on the rigorous evaluation process. Lt. Riter provided his background information and relative experience to the Board. The Board asked questions of the Lieutenant and each provided their comments on the prospect of his appointment as Police Chief. A brief discussion ensued. After discussion, the Board took the following action:  
On a **MOTION** made by **Cargill**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to select Boxford Police Lieutenant James B. Riter as the next Police Chief for the Town of Boxford, subject to successful completion of a personal service contract negotiations. I authorize the Town Administrator and the Chair to commence those negotiations and report back to the Board no later than February 22<sup>nd</sup>.

**7:00PM UPDATE ON THE MUNICIPAL FACILITIES EFFICIENCY PLANNING TASK FORCE:** Selectman Vaz provided the Board with a brief update on the recent meeting of the Municipal Facilities Efficiency Planning Task Force, noting that they are moving on to the next phase of evaluating locations and suitability of the identified sites.

**7:05PM SIGN SCHOOL AND NON-SCHOOL WARRANTS**

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectman **VOTED** unanimously to approve Accounts Payable Warrant #16/31S, in the amount of \$115,503.27.

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectman **VOTED** unanimously to approve Accounts Payable Warrant #16-31S, in the amount of \$89,341.88.

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectman **VOTED** unanimously to approve Accounts Payable Warrant #16-31, in the amount of \$514,096.19.

**7:09PM JOINT MEETING WITH FINANCE COMMITTEE**

**7:09PM MEETING WITH FIRE DEPARTMENT**

The Finance Committee and the Board of Selectmen met jointly with the Fire Department to discuss the following:

- **Discussion on Potential Changes to Call Firefighter Compensation Rates and Regulations:** Chief Geiger provided a brief summary of proposed changes, while Firefighter Tom Nee provided information on the firefighter compensation rates and the challenges involved with maintaining a call department. They provided charts for the boards to view as they made their presentation and proposal to increase the call firefighter hourly rate as well as the late hour response minimums. A lengthy discussion ensued between the Finance Committee members, Board of Selectmen, and the Fire Department.
- **EMT Stipend:** Discussion turned to the EMT stipend and the suggestion to decrease or eliminate the EMT stipend. Nee explained that the call firefighters feel very strongly that the EMT stipend should remain at \$566 per year.
- **Proposal for Two Additional Career Firefighters:** Chief Geiger provided the Board with information and statistics, as he made a presentation on his proposal to add two new full-time firefighters to the department. A lengthy discussion ensued on the costs involved and the statistics provided.

**9:00PM MEETING WITH DIRECTOR OF MUNICIPAL FINANCE:** Director of Municipal Finance, Kathy Benevento, met with the Board of Selectmen, along with the Finance Committee, to discuss the following:

- **FY2017 Revenue/Expense Projection:** Benevento provided information on the revenue and expense projections for FY2017, noting that the total estimated revenues are \$32,550,128 and total estimated expenses are \$32,372,870.
- **FY2017 Draft Non-School Budget:** Benevento advised that most departments stuck to the 2% guideline set by the Finance Committee. She provided a brief

summary on the increases to longevity, salary reserve, health insurance, other insurance, veterans services, Medicare, library, step increase (DPW), as well as other changes to the budget.

- **FY2017 Draft Capital Budget and Non-Budget Financial Requests:** Benevento briefly reviewed the capital budget and other non-budget financial requests for FY2017, including those not yet reviewed by the Permanent Building Committee. In addition to those items listed on her sheet, Benevento advised that the Fire Department is requesting a pick-up truck to replace the 2007 truck that needs a new engine.

**9:45PM      END OF JOINT MEETING WITH FINANCE COMMITTEE**

**9:46PM      REPORT OF THE TOWN ADMINISTRATOR:** Alan J. Benson, Town Administrator, present

- **Dog Licenses:** Benson provided an update on the dog licenses issued to date, noting that the Board's announcements appear to have helped to remind the public to get their dogs licensed before the January 31<sup>st</sup> deadline.
- **Update on the Boxford Common Project:** Benson provided the Board with a brief update on the Boxford Common project, noting that they are hopeful to get approval from the Conservation Commission and other regulatory agencies to move on to Phase 2. Benson provided photos for the Board to view on the turtle habitat.

**9:51PM      ROUTINES**

- **Appointments:** The Board briefly reviewed the outstanding appointments.
- **Review Correspondence:** The Board briefly reviewed the following:
  - **Annual Request for Funding from Tri-Town Council**
- **Minutes:** The Board briefly reviewed recent minutes and, after suggested amendments, took the following action:  
On a **MOTION** made by **Cargill**, second by **Costello**, the Board of Selectmen **VOTED** to approve the minutes of January 14, 2016 Executive Session, as submitted. **Vaz and Nay abstained.**

After the vote, Nay suggested that the Board already approved the Executive Session minutes of January 14, 2016.

On a **MOTION** made by **Cargill**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously to approve the minutes of January 19, 2016, as amended.

On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve the minutes of January 19, 2016 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 25, 2016, as submitted.

**9:56PM ANY OTHER BUSINESS TO COME BEFORE THE BOARD**

- **Constable East:** Selectman Cargill asked if the two residents interested in the position could come to a meeting, with the intention of appointing one of them, until the election in May. There was a brief discussion on whether that was needed.

**9:58PM ADJOURN**

On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to adjourn at 9:58PM.

Respectfully submitted,



Minutes Secretary

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

1. Agenda: February 2, 2016
2. Announcement: Presidential Primary, Tuesday, March 1, 2016
3. Job Description: Chief of Police
4. Resume: James B. Riter
5. Letter from Tri-Town Council to Board of Selectmen, Re: Support of Lt. Riter as Police Chief, 1/20/16
6. Letter from Masconomet Regional School District to Board of Selectmen, Re: Support of Lt. Riter as Police Chief, 1/14/16
7. Letter from Donald Doliber to Board of Selectmen, Re: Support of Lt. Riter as Police Chief, 1/22/16
8. E-Mail from Bob Was to Town Administrator, Re: Support of Lt. Riter as Police Chief, 1/4/16
9. Motion to select James B. Riter as the next Police Chief
10. Draft Proposed Pay Scale for Call Firefighters
11. Memo from Town Administrator to Board of Selectmen, Re: Call Firefighter Compensation, 1/29/16
12. Report: Additional Career Staffing for Boxford Fire, 1/7/16, Brian Geiger
13. Memo from Director of Finance to Town Administrator, Re: Budget FY17, 1/28/16
14. Revenue/Expense Projection, FY17
15. Budget Changes FY16/FY17

16. Town of Boxford Draft Budget FY17
17. Capital Budget Requests
18. FY2017 Local Aid Estimates: Boxford
19. Letter from Tri-Town Council to Board of Selectmen, Re: Finance Support for FY2017, 1/25/17
20. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 1/29/16
21. Minutes:
  - 1/14/16 Executive Session
  - 1/19/16
  - 1/19/16 Executive Session
  - 1/25/16