

**Minutes of the BOXFORD BOARD OF SELECTMEN  
BOXFORD TOWN HALL MEETING ROOM #1  
February 22, 2016 7:00PM**

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

*Others Present: Town Administrator Alan Benson, Minutes Sec'y Judi Stickney, Kathy O'Brien, DPW Superintendent/Town Engineer John Dold, Mike Smolak, Randy Johnson, Lou Athanas, Tammy Aghoian, Dan Volchok, Paula Fitzsimmons, David Smallman, Carolyn Miller, Brian Shea, Kevin Lyons, Joe Dox, Jeff Yespy, Town Finance Director Kathy Benevento, Mike White, Peter Bernardin, Joyce Ricklefs, Chris Wakeman, Lt. James Riter*

**7:04PM PLEDGE OF ALLEGIANCE**

**7:05PM ANNOUNCEMENTS**

- **Annual Town Election:** Selectman Vaz announced that the Annual Town Election will take place on May 17<sup>th</sup>. Nomination papers are available in the Town Clerk's office. Signed papers must be returned by March 28<sup>th</sup>.
- **Boston Bruins' Cradles to Crayons Pajamas Drive:** Selectwoman Nay announced that the library is working with the Boston Bruins and collecting new pajamas for the Cradles to Crayons Pajama Drive. Bring new pajamas to the library from February 1-March 15, in sizes 4T-18/20, or donate \$10.
- **Presidential Primary:** Selectman Costello 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.
- **One-Day Symposium on Boxford Finances:** Selectman Cargill announced there will be a one-day symposium to discuss Boxford finances on Saturday, February 27<sup>th</sup> at 10AM-4PM, at Lincoln Hall. Registration is required and limited. Register on the town website at [town.boxford.ma.us](http://town.boxford.ma.us).

**7:09PM MEETING WITH BOXFORD AGRICULTURAL COMMISSION:**

Agricultural Commission Chair, Randy Johnson, met with the Board of Selectmen to discuss the Forest Stewardship Program. Johnson provided information for the Board members to look at while he made his brief presentation on the program sponsored by the Massachusetts Department of Conservation and Recreation. Johnson was accompanied by Mike Smolak, who has had success with the Forest Stewardship Program on his property. Johnson noted that there is a potential of several acres in town that could come under the stewardship program. There ensued a brief discussion on the program. After 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 Agricultural Commission, in conjunction with the Conservation Commission, the Town Forest Committee, and the Town Administrator to apply for grants through DCR for improvements to the Town's forest lands, if applicable.

Smolak invited the Board to view his property at 314 South Bradford Street to see the improvements made to the forest there.

**7:33PM BOY SCOUT JOE DOX, TROOP 57:** Selectman Chair Peter Perkins introduced Joe Dox, a Boy Scout from Boxford Troop 57, who was in attendance to observe a town government meeting to earn a communications badge.

**7:34PM MEETING WITH MASCONOMET SCHOOL COMMITTEE:**

**7:34PM JOINT MEETING WITH THE FINANCE COMMITTEE:**

Members of the Masconomet School Committee met with the Board of Selectmen, along with members of the Finance Committee, to discuss the following:

- **Discussion of FY2017 Masconomet Budget:** The School Committee provided a budget report for the Board to review, as they made their presentation. Masconomet School Committee Vice-Chair, Dan Volchok, began the discussion with a brief overview of the proposed FY2017 budget. Superintendent Kevin Lyons contributed to the discussion. After discussion, member Paula Fitzsimmons assured the Board they would be returning to a future Selectmen's meeting with additional updates.

**7:50PM MEETING WITH DEPARTMENT OF PUBLIC WORKS: DPW**

Superintendent/Town Engineer John Dold, met with the Board of Selectmen and the Finance Committee to discuss the following:

- **Capital Project Requests:**
  - **New Truck to Replace 2003 Chevrolet 8500 Truck:** Estimate: \$158,900: Dold advised this is the last truck in the fleet to be replaced. The existing stainless steel sander will be used.
  - **Water Proofing Brick on Town Hall:** Estimate: \$15,042.50: There was a lengthy discussion on the fact that the work would not be warrantied and, for that reason, the PBC would not recommend it. At the Selectmen's request, Dold will look into finding a company that will warrantee their product and report back to the Board.
  - **Replace Carpet in DPW Offices:** Estimate: \$3,664.00
  - **Replace Carpet – Community Center:** Estimate: \$6,388.71
  - **Purchase New Picnic Tables for Community Center:** Estimate: \$8,136.71: At the request of the Selectmen, Dold will ensure that there are accessible tables.
- **Middleton Road Culvert Replacement and Detour Plan:** Dold provided drawings, plans and photos for the Board to view as he made his presentation. He advised that grants have been applied for, from FEMA, to pay for part of the project, and that Trout Unlimited has provided engineering for the project. Lt. Tammy Aghoian of the Fire Department, and Lt. Jim Riter of the Police Department, contributed to the discussion on the detour plan that will be in place during the construction. The Board requested that Dold look into shortening the project to less than 7 days, working longer hours, and return back to the Board with the information.

- **Summer Road Projects:** Dold quickly reviewed the road projects planned for the summer.

**8:42PM REPORT OF THE TOWN ADMINISTRATOR:** Alan J. Benson, Town Administrator, present

- **8<sup>th</sup> Annual Call to Honor Triathlon:**  
On a **MOTION** made by **Cargill**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to approve the 8<sup>th</sup> Annual Call to Honor triathlon on Sunday, September 11, 2016, as requested.
- **Monthly Report of Building Inspector:** The Board briefly reviewed the report of the Building Inspector.

**8:44PM ROUTINES**

- **Review Correspondence:** The Board briefly reviewed the following:
  - **E-Mail from East Parish Constable:** The Board reviewed the e-mail from the East Parish Constable, who is resigning his position, because he's moved to Salem. He will, however, continue to serve, as needed, until the election. The Board noted there are two candidates running for the position.
- **Officer Deschene's Police Academy Graduation:** Selectman Perkins advised he attended the graduation of Officer Deschene from the Police Academy. He noted that several Boxford police officers attended as well.
- **Minutes:** The Board briefly reviewed available minutes and took the following action:  
On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** to approve the minutes of February 10, 2016, as amended.
- **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 #16-34, in the amount of \$2,430,157.13, of that \$2,332,857 is the Masconomet quarterly assessment.

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectman **VOTED** to approve Payroll Warrant #16-17, for non-school payroll in the amount of \$164,156.80, school payroll in the amount of \$329,146.11, for a total payroll in the amount of \$493,302.91.

**8:52PM OTHER BUSINESS**

- **Town Administrator's Schedule:** Benson advised he will be away Wednesday and Thursday, but will be back in time for the Symposium scheduled for Saturday at Lincoln Hall.

**8:54PM EXECUTIVE SESSION**

On a **MOTION** made by **Perkins**, second by **Cargill**, the Board of Selectman **VOTED** unanimously by roll call vote to go into Executive Session for the purpose of discussing strategy on employment contract negotiations with represented and non-represented employees: Teamsters Police Full-Time Patrol Officers, AFSCME Town Hall/Library, AFSCME DPW, Police Chief, 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.

**ADJOURN**

On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously by roll call vote to return to open session and adjourned.

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 22, 2016
2. Announcement: Presidential Primary, Tuesday, March 1, 2016
3. Announcement: Annual Town Election, May 17, 2016
4. E-Mail from Agricultural Commission to Assistant to Town Administrator, Re: BOS Meeting, 2/18/16
5. Massachusetts General Laws, Chapter 128, Section 1A, Agriculture
6. Boxford Property Parcel Maps
7. Department of Conservation and Recreation Cost-Share Application Forest Stewardship Plan
8. Masconomet Budget Report, February 16, 2016
9. Town of Boxford Capital Project Request: Department of Public Works, New Truck to Replace 2003 Chevy 8500 Truck: \$158,900
10. Town of Boxford Capital Project Request: Department of Public Works/Lakes Ponds Streams Committee: Replace Middleton Road Culvert, \$382,000
11. Town of Boxford Capital Project Request: Department of Public Works, Waterproofing Brick on Town Hall: \$15,042.50
12. Town of Boxford Capital Project Request: Department of Public Works, Replace Carpet in DPW Offices: \$3,664.00
13. Town of Boxford Capital Project Request: Department of Public Works, Replace Carpet Community Center: \$6,288.71
14. Town of Boxford Capital Project Request: Department of Public Works, Purchase New Picnic Tables for Community Center: \$8,136.71

15. Department of Public Works 5-Year Capital Plan
16. E-Mail from Jon Schwartz to Assistant to Town Administrator, Re: Date for 2016 Triathlon, 2/10/16
17. Memo from Inspector of Buildings to Board of Selectmen, Re: Monthly Report, 2/3/16
18. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 2/19/16
19. E-Mail from East Parish Constable to Town Administrator, Town Clerk, Re: East Parish Constable, 11/4/15
20. Minutes:
  - 2/10/16
  - 2/10/16 Executive Session
21. Detour Plan for Middleton Road Culvert Project
22. Capital Requests FY17