

**Minutes of the BOXFORD BOARD OF SELECTMEN
BOXFORD POLICE STATION MEETING ROOM
February 29, 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, Chief Riter, Chief Murphy, Chief Russell, Chief Geiger, Chief Stickney, Charlie Killam, Ryan Knight, Officer Brooke Deschene, Officer Tyler Deschene, Officer Louann Bonny, Officer Kara Fitzpatrick, Officer Michele Nowak, Officer Rob Corliss, Ted Riter, Henry Riter, Sheri Riter and three little Riters, Officer Mike Ferraro, Lt. Bob Hazelwood, Warren Gould, Inspector of Buildings Bob Aldenberg, Town Clerk Robin Phelan,

7:00PM PLEDGE OF ALLEGIANCE

7:01PM ANNOUNCEMENTS

- **Excise Tax Bills Due Today:** Selectman Vaz announced that excise tax bills are due today, February 29.
- **Soup and Chowder Fest:** Selectwoman Nay announced there will be a Soup and Chowder Fest, sponsored by the West Boxford Improvement Society, on Saturday, March 12, at Lincoln Hall, from 5PM-7PM.
- **Report on One-Day Finance Symposium:** Selectman Costello provided a brief report on the finance symposium that took place on Saturday, organized by Heidi Ellard, Liz Mullard, and Chris Bolzan. The theme of the symposium was to generate ideas on how the town can increase revenues. Selectman Perkins and Selectwoman Nay contributed to the report.

7:07PM APPOINTMENT OF NEW POLICE CHIEF: Chief Jim Riter was in attendance. After a brief discussion, the Board took the following action:

On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint James B. Riter as Chief of Police for the Town of Boxford commencing March 2, 2016, with a term ending June 30, 2019.

7:15PM MEETING WITH THE POLICE DEPARTMENT:

Chief Murphy and Chief Riter met with the Board of Selectmen to discuss the following:

- **Ryan Knight, Candidate for Reserve Police Officer:** Murphy provided the Board with Knight's background and related experience. After a brief discussion, the Board took the following action:
 - On a **MOTION** made by **Nay**, second by **Costello**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Ryan Knight as Reserve Police Officer for the Town of Boxford, for a term ending June 30, 2017.
- **Update on Department Activities:** Chief Murphy provided a brief update for the Board on the following:
 - **Brook Deschene's Graduation:** Murphy advised that Officer Brooke Deschene recently graduated from the Reading Police Academy.

- **Peter Cheverie Attending Police Academy:** Murphy advised that Officer Peter Cheverie will be attending the Reading Police Academy.
- **Prescription Drug Disposal:** Murphy advised that the Department's Facebook page has been updated with information on how to properly dispose of prescription drugs.
- **Thank You:** Chief Murphy thanked the Board for the privilege of working for the Town over the past few years.
- **Presentation of Plaque to Chief Murphy:** Lieutenant Hazelwood presented Chief Murphy with a plaque from the Boxford Police Benevolent Association.
- **Letter of Appreciation:** Selectman Perkins read aloud a letter of appreciation to Chief Murphy and presented it to him.

7:29PM REPORT OF THE TOWN ADMINISTRATOR: Alan J. Benson, Town Administrator, present

- **Update: Facilities Efficiency Study Committee:** Selectman Vaz provided a brief update on last week's meeting, noting that they are focusing on 10 Elm Street and 188 Washington Street buildings, to determine what they can reasonably be used for.
- **Update: Boxford Common Project:** Benson provided a brief update on the Boxford Common project, noting that there have been many calls from residents regarding the number of trees that have been cut, the mud on the roadway, the truck traffic, etc. Selectman Vaz advised he spoke with some of the residents as well as Margaret Chow-Menzer, who advised that most of the issues have been addressed. Benson advised that the DPW is stepping up their oversight on the project. Charlie Killam, in attendance, advised that he was appalled at the mud on the road and he thanked Selectman Vaz for his attention to the issue. He added that his concern is oversight, as it appears that no one is keeping an eye on what's going on there. He also is concerned that there are no signs at the intersections noting that the area ahead is under construction.
- **Declare Surplus:** Benson provided the Board with a memo from the Assistant to the Town Administrator, asking the Board to declare 12 outdated office items as surplus.
On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to declare surplus, as outlined in the Assistant to the Town Administrator's memo.
- **Sign Request:** Benson provided the Board with a request from the Boxford Village Garden Club and the Recycling Committee for two sandwich-board signs for Earth Day.
On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve the signs as requested.
- **Disclosure of Warren Gould to Serve as Call Firefighter:** Benson provided the Board with information from the Ethics Commission which Gould needs to submit to the Ethics Commission regarding his employment as the Communications Director and

On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to accept the disclosure by municipal employee Warren Gould as prepared.

7:59PM ROUTINES

- **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 22, 2016, as amended.

A brief discussion ensued on the Jake brake ordered for the new truck for the DPW, as included in the minutes of February 22.

On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** to approve the minutes of February 10, 2016, Executive Session, as submitted.

- **Signature Folder:** The Board briefly reviewed and signed the following:
 - **Birthday Proclamation**
 - **Warren Gould Disclosure**
- **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 Selectman **VOTED** to approve Accounts Payable Warrant #16/35, in the amount of \$335,455.94. **Perkins abstained.**

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectman **VOTED** unanimously to approve Accounts Payable Warrant #16-35S, in the amount of \$133,698.76.

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectman **VOTED** unanimously to approve Accounts Payable Warrant #16-35, in the amount of \$384,777.29.

8:07PM OTHER BUSINESS

- **Future Agenda Items:** Selectman Costello reminded the Board that they were going to have BCAT-TV in to a meeting at some point. Selectman Perkins added that they want to have the Haynes Land Committee in to discuss Boxford Common. Benson will make it happen.
- **Personnel Board Meeting Update:** Selectwoman Nay advised that the Personnel Board approved the rate change for the firefighters, as well as the double-time request, and they supported the stipend. She added that the Personnel Board will be meeting with the Board of Selectmen to review the Fire Department pay rates, as voted. Selectman Costello suggested that Chief Geiger also attend that meeting.

8:11PM 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 litigation on 30 Lawrence Road and discussion on strategy on negotiations: Teamsters Police Officers, AFSCME DPW, AFSCME Town Hall/Library, 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.

9:29PM ADJOURN

On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously by roll call vote to return to open session and adjourned at 9:29PM.

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 29, 2016
2. Announcement: Excise Tax Bills Due
3. Motion to Appoint James B. Riter as Police Chief
4. Employment Agreement Between the Town of Boxford and the Chief of Police
5. Letter from Police Chief to Board of Selectmen, Re: Ryan Knight, 2/10/16
6. My Old Meds In-Home Disposal Information
7. Memo from Assistant to the Town Administrator to Board of Selectmen, Re: Surplus Equipment, 2/25/16
8. Letter from Boxford Village Garden Club/Boxford Recycling Committee to Board of Selectmen, re: Sign Request, 2/19/16
9. Earth Day Proclamation
10. Disclosure by Municipal Employee of Part-Time, Call, or Volunteer Services to a Police, Fire, Rescue or Ambulance Department: Warren Gould
11. Minutes:
 - 2/22/16