

**Minutes of the BOXFORD BOARD OF SELECTMEN
BOXFORD TOWN HALL MEETING ROOM #1
March 14, 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, Jon Schwartz, John Dold, Kathy O'Brien, Bill Brown, Lt. Bob Hazelwood, Chief Jim Riter

7:02PM PLEDGE OF ALLEGIANCE

7:04PM ANNOUNCEMENTS

- **New Veterans Services Agent Meeting:** Selectwoman Nay announced the new veterans' services agent will be at the police station tomorrow night, at 7:30PM, to meet the town's veterans and anyone else interested.
- **Institution for Savings ATM is Open:** Selectman Vaz announced that the ATM at the Institution for Savings, at the Boxford Community Store, is now open 24/7.
- **Scouting for Food:** Selectman Costello announced the Boy Scouts will be conducting a food collection on Saturday, 3/26. Flyers will go out this Saturday and the Scouts will collect the food the following week and deliver to the Giving Tree for distribution to various organizations.
- **COA St. Patrick's Day Luncheon:** Selectman Costello announced that the COA is hosting a St. Patrick's Day luncheon on March 16, Wednesday, 11:30AM, at the Family Life Center. Call the COA for reservations.

7:08PM MEETING WITH BAA REPRESENTATIVES: Jon Schwartz of the BAA and Bill Brown of the Haynes Land Committee met with the Board of Selectmen to discuss the following:

- **Boxford Common Donor Recognition Plans:** Schwartz provided the Board with examples of signs to view as he made a brief presentation on the design and location of the signs they are having made to recognize the donors to the Boxford Common project. Brown provided information on engraved pavers and benches that can be purchased. Schwartz reviewed the cost estimates for the various donor items discussed. He noted that fundraising funds will be paying for the recognition items. Selectman Chair Perkins suggested that a sign be erected recognizing the Haynes Land Committee, who spearheaded this project. At Selectman Costello's request, Schwartz advised that fundraising is ongoing and donor information can be found on the web site. Costello added that the residents, having adopted the Community Preservation Act, had a large part in creating this community space and that should be noted on the sign. There ensued a brief discussion on the overall.

7:35PM MEETING WITH DEPARTMENT OF PUBLIC WORKS:

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

- **Discussion on Town Meeting Capital Requests:** Dold provided a detailed Capital Project Request for the Board to view as he provided information on the following requests:
 - **Replace Carpeting DPW: \$3,664:** Benson advised that the Finance Committee and the Permanent Building Committee support this project. After a brief discussion:
 - On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to support the purchase.
 - **Replace Community Center Carpeting: \$6,290:** After a brief discussion:
 - On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to support the purchase.
 - **New Plumbing for Washing Machine at West Fire: \$7,350:** There was a lengthy discussion on the cost of the plumbing/drainage. The Board put the request on hold until other options for plumbing can be looked into.
 - **Replace Community Center Picnic Tables: \$8,137:** Selectwoman Nay asked if the tables could be covered in the winter to make them last longer. Dold advised he would look into covering them with tarps. After discussion:
 - On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to support the purchase.
 - **Replace Flooring East Fire Station: \$13,115:** There was a lengthy discussion on the flooring. Bob Hazelwood of the Permanent Building Committee contributed to the discussion, noting that the PBC supported replacing the flooring. There ensued a discussion on the stair treads and the Board advised they would support the purchase, but asked Dold to look into alternatives. After discussion:
 - On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to support the purchase.
 - **Supplemental Funding for Balmoral Drainage Project: \$45,000 (est.):** Dold advised the Town Administrator requested that they provide engineering costs for the drainage on Balmoral, in conjunction with the work they are planning on Glen Forest Drive. The estimate of \$45,000 would cover costs of engineering and regulatory agencies. After a lengthy discussion, the Board requested that the price include engineering, design, costs of regulatory agencies, and the cost for the DPW to do the work.
 - **DPW Dump Truck with Plow: \$158,900:** Dold provided details on the changes made to the quote since the last meeting, resulting in a higher price. Selectman Chair Perkins asked Dold to look into the cost of the hydraulic system to see if the lower priced one would work on the new truck.

On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to support the purchase, subject to an explanation on the heavy duty plow frame.

- **Update on DPW Activities:**
 - **Middleton Road Culvert Delayed:** Benson advised that the Town needs to have significant discussions with National Grid before the project can be put back into the plans.
 - **Town Hall Waterproofing:** Dold advised this project is on hold until issues can be worked out with the contractor and Permanent Building Committee.

8:31PM MEETING WITH THE POLICE DEPARTMENT: Lt. Hazelwood and Chief Riter met with the Board of Selectmen to discuss the following capital requests:

- **Replacement/Enhancement of Police Station Video Recording System:** Hazelwood provided photos and documentation for the Board to view as he made his presentation on a replacement video recording system for the police station, at a cost not to exceed \$46,000. A lengthy discussion ensued. After discussion:
 - On a **MOTION** made by **Nay**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to support the purchase, subject to further investigation on the analog vs. digital.
- **Radar Unit for Car:** The Chief provided information to the Board on the 8-year-old radar unit they are replacing in Car 3. After a brief discussion:
 - On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to support the purchase.

8:53PM REPORT OF THE TOWN ADMINISTRATOR: Alan J. Benson, Town Administrator, provided information to the Board on the following:

- **2nd Draft: Town Meeting Article List:** Benson provided the Board with a second draft of the Town Meeting article list. A brief discussion ensued on records storage and reducing paper storage in Town Hall.
- **Update: Facilities Efficiency Study Committee:** Selectman Vaz provided a brief update on last week's meeting, noting that the primary focus is library and senior center, including a discussion about central campus and village locations. He added that, by Town Meeting, the committee should have recommendations for the town to consider.
- **Omnibus Energy Bill:** The Governor announced that he will be attacking the Omnibus Energy Bill and there should be something in place by April.
- **Elevator Issue:** At the Chair's request, Benson advised there has been no news on the elevator issue with the state.

9:11PM ROUTINES

- **Correspondence:** The Board briefly reviewed the following correspondence:
 - **Scouting for Food:** A request from the Boy Scouts to hold a food drive/collection on March 26.
On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve the Scouting for Food drive, as requested.
 - **Officer Peter Cheverie:** The Board reviewed a letter to the Police Chief from Officer Cheverie, advising he has accepted a promotion with the Mass. State Police and will not be taking a full-time position on the Boxford Police Department, but will stay on as a Reserve.
- **Minutes Approval:** After a brief discussion:
On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve the minutes of February 29, 2016, as printed.

On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the minutes of March 7, 2016, as printed.

- **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 #16-37S, in the amount of \$7,030.00.

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectman **VOTED** unanimously to approve Accounts Payable Warrant #16-37, in the amount of \$113,112.95.

9:18PM 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 negotiations: Teamsters Police Full-Time Officers, and to discuss litigating strategy on Varsity Wireless v. Boxford ZBA, 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.

10:33PM 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 10:33PM.

Respectfully submitted,


Donald H. Anderson
March 14, 2016

Minutes Secretary

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

1. Agenda: March 14, 2016
2. Boxford Common Donor Sign Examples
3. Capital Project Request: DPW Facilities Maintenance: Replace Carpet in DPW Offices, \$3,664.00
4. Capital Project Request: DPW Facilities Maintenance: Replace Community Center Carpeting, \$6,290.00
5. Capital Project Request: DPW Facilities Maintenance: New Plumbing for Washing Machine at West Fire Station, \$7,350.00
6. Capital Project Request: DPW Facilities Maintenance: Replace Community Center Picnic Tables, \$8,137.00
7. Capital Project Request: DPW Facilities Maintenance: Replace Flooring East Fire Station, \$13,115.00
8. Capital Project Request: DPW Facilities Maintenance: DPW Dump Truck with Plow, \$158,900.00
9. Capital Project Request: Police/Technology: Replacement/Enhancement of Police Station Video Recording System, \$46,000
10. Capital Project Request: Boxford Police Dept.: Radar Unit for Car, \$2,310.75
11. Draft Warrant Articles for Annual Town Meeting
12. Minutes:
 - February 29, 2016
 - February 29, 2016 Executive Session
 - March 7, 2016