

**Minutes of the BOXFORD BOARD OF SELECTMEN  
BOXFORD TOWN HALL MEETING ROOM #1  
March 21, 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, Chief Geiger, Lt. Mike Soltys, Communications Director Warren Gould, Kerry Stickney, Tim Feeney, Kathy O'Brien, Joyce Ricklefs, Chris Wakeman, Jeff Yespy, Director of Finance Kathy Benevento*

**7:02PM PLEDGE OF ALLEGIANCE**

**7:04PM ANNOUNCEMENTS**

- **Annual Town Election:** Selectman Cargill announced the annual town election will be held on May 17. He read aloud the positions on the ballot and added that nomination papers are available until 3/25 and must be returned by 3/28.
- **Meeting on Draft Master Plan for the Future of the Library:** Selectman Costello announced the library will be holding two open meetings regarding the draft master plan for the future of the library on March 22, from 9-11AM and from 1-3PM.
- **Scouting for Food:** Selectwoman Nay announced the Boy Scouts will be conducting a food collection on Saturday, 3/26. Put bags of food out by the mailbox for pick up, by 8:30AM, or drop off at the Community Center no later than 11:30AM.
- **Cargill Family Thank You:** Selectman Cargill publicly thanked the Fire Department and Police Department for their assistance at their family emergency over the weekend.

**7:06PM MEETING WITH FIRE DEPARTMENT:**

Selectman Chair Perkins recused himself from the discussion on fire department compensation. Selectman Clerk Costello acted as Chair for the discussion on the following:

- **New Compensation Plan for Call Firefighters \$26,500:** Tim Feeney of the Personnel Board reported to the Board that the Fire Chief met with the Personnel Board several times recently to discuss the following:
  - Base Rate Increases
  - Workers Compensation Insurance
  - Late Hour Response Rate
  - First Responders CompensationFeeney provided the Board with a proposal for Call Firefighter Hourly Rates, as he made his brief presentation on the proposals. He requested the Board support the rates, as proposed, for the Town Meeting warrant. A lengthy discussion

ensued, with Chief Geiger and Lt. Soltys contributing to the discussion. Town Administrator Benson provided information on Workers Compensation Insurance rates. Discussion turned to the proposal for double time for certain holidays. After discussion, the Board took the following action:

On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED 3-1 (NO: Costello)** to support Warrant Article 4, Call Firefighter Compensation Rates, as presented, with the exception of double time for parade activity on Independence Day and Memorial Day. **Perkins abstained.**

Selectman Chair Perkins returned to the meeting for discussion on the following:

- **Two Additional Career Firefighters \$153,000:** Chief Geiger provided the Board with additional information on the request to add two new career firefighters. After the Chief's brief presentation, the Board had many questions and comments on the proposal. Lt. Soltys contributed to the lengthy discussion. Director of Finance advised that the tax impact per average home would be approximately \$54.12. After discussion, the Board decided they would like to hear from the Finance Committee, before taking any action. Joyce Ricklefs, of the Finance Committee, advised they will be meeting on Monday night at 7PM, to meet with the Fire Department and discuss their proposals. The Board of Selectmen decided to meet at 6PM for their next meeting, on March 28. The FinCom will join the Board of Selectmen at 7:30PM and they will resolve it Monday.

- **Replace Fire Department Utility Truck \$55,000:** Town Administrator Benson advised that Lt. Soltys has also been looking into a cost to repair the current squad truck. Lt. Soltys provided the Board with information on the current squad truck, advising that there are multiple safety issues that will cost between \$4,000-\$6,000 to repair. The new truck cost is \$55,000, without the plow and portable pump, as they originally requested.

On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to sponsor and support the purchase of a new squad truck, as proposed.

- **Plumbing for Washing Machine at West Fire Station:** The Chief advised he will have a firm figure next week. The Board will hold off on taking any action until next week.
- **Increasing Officer Stipends:**  
Selectman Chair Perkins removed himself from this discussion on increasing officer stipends. Selectman Clerk Costello acted as the Chair for this discussion.

Chief Geiger provided the Board with information on the proposed stipend increases for fire officers. There ensued a lengthy discussion on paying full-time employees a stipend. The Board requested that the Chief take this issue to the Personnel Board to get their opinion on the stipends, before the Board takes any action.

- **Replacement Furniture East Fire Station \$19,287:** The Chief advised they are putting that request off.

**9:15PM MEETING WITH COMMUNICATIONS DEPARTMENT:** Warren Gould, Director of Communications, met with the Board of Selectmen to discuss the following capital budget requests:

- **Communications Budget: Fire E-Dispatch \$1,548/Year:** Gould provided the Board with information on the e-dispatch phone app and its benefits to the fire department and communications department. There ensued a brief discussion on the yearly costs. After discussion, the Board took the following action:  
On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to sponsor and support the omnibus capital article to purchase the app for one year.
- **Replace Primary Police/Fire Radio Transmitters \$50,000:** Gould provided the Board with information on the primary police/fire radio transmitter, which was installed 16 years ago. He added that it is the main repeater for the town's communications. A brief discussion ensued. After discussion, the Board took the following action:  
On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to sponsor and support the omnibus capital article to replace the primary police/fire radio transmitter at a cost of \$50,000.

**9:35PM REPORT OF THE TOWN ADMINISTRATOR:** Alan J. Benson, Town Administrator, provided information to the Board on the following:

- **Town Meeting Request: New Sign at Town Municipal Center \$1,170:** Benson advised that the town campus sign is out.
- **3<sup>rd</sup> Draft: Town Meeting Article List:** Benson provided the Board with a third draft of the Town Meeting article list, reviewing the articles that still need a vote by the Board of Selectmen. The Board took the following actions:  
On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** to support Article 13, to add \$5,000 to the Conservation Fund.  
**Costello abstained.**

On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to support Article 14 to add \$40,000 to the Insurance Fund.

On a **MOTION** made by **Nay**, second by **Vaz**, the Board of Selectmen **VOTED** to support Article 15, to fund \$32,000 for sick leave buy-back for long-term retirees. **Costello abstained.**

On a **MOTION** made by **Cargill**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to support Article 16, to fund the OPEB study.

On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to support the Article 18, CPC Annual Appropriation and Reserve: \$917,939.

- On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to support Article 19, CPC Signage for Town Recreational Sites (7).
- **Update on Boxford Common Project:** Benson advised they are doing a much better job on sweeping, adding that the PBC is meeting this week to discuss fencing for the abutters. They anticipate this phase to be completed in 8-10 weeks.
  - **Update: Facilities Efficiency Study Committee:** Selectman Vaz provided a brief update on last week's meeting, noting that the task force is giving its recommendation at their meeting tomorrow and meeting with the Planning Board to present it to them and they will be making their presentation to the Board of Selectmen at next Monday's meeting.

#### **10:01PM     ROUTINES**

- **Correspondence:** The Board briefly reviewed the following correspondence:
  - **Building Inspector Monthly Report:** The Board briefly reviewed the Building Inspector's report, commenting on the increase in activity in permits.
  - **Outstanding Appointments:** The Board briefly reviewed the committee/board vacancies and will read them next week.
- **Minutes Approval:** After a brief discussion:

On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve the minutes of February 29, 2016, Executive Session, as printed.

- On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the minutes of March 14, 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 Payroll Warrant #16-19, for non-school payroll in the amount of \$146,353.55, school payroll in the amount of \$335,171.04, for a total payroll in the amount of \$481,524.59.

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectman **VOTED** unanimously to approve Accounts Payable Warrant #16-38S, in the amount of \$65,136.47.

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectman **VOTED** unanimously to approve Accounts Payable Warrant #16-38, in the amount of \$78,101.94.

#### **10:08PM     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 overall strategy on employment contract negotiations with represented and non-represented employees: Teamsters Police Patrol Officers, 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,

  
Minutes Secretary

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

1. Agenda: March 21, 2016
2. Announcement: Annual Town Election
3. Announcement: Library Master Plan Meetings
4. Proposed Call Firefighter Compensation Increases
5. Proposed Call Firefighter Hourly Rates
6. Memo from Fire Chief to Director of Finance, Re: Two New Firefighters and New Squad, 1/7/16
7. Memo from Fire Chief to Director of Finance, Re: Proposed Increases, 1/6/16
8. Capital Project Request: Fire Department: New Squad 2 w/plow and portable pump, \$62,363
9. Memo from Lt. Soltys to Town Administrator, Re: Squad 2, 3/14/16
10. Capital Project Request: DPW Facilities Maintenance: New Furniture in East and West Fire Stations, \$11,969.25 (East), \$7,316.72 (West)
11. Memo from Fire Chief to Director of Finance, Re: Future Capital Budget Items, 1/7/16
12. Capital Project Request: DPW Facilities Maintenance: New Plumbing for Washing Machine at West Fire Station, \$7,350.00
13. Rentals and Leases
14. Capital Project Request: Communications, Replace Primary Police and Fire Transmitter, \$50,000
15. Town of Boxford Communications Department 5 Year Capital Budget Proposal Summaries by Fiscal Year: FY17-FY21
16. Capital Project Request: Board of Selectmen, Sign for Driveway to Town Campus, \$1,170
17. 3<sup>rd</sup> Draft Warrant Articles

18. Facility Master Plan for Boxford Town Library, 2/29/16
19. Capital Project Request: Library, Library Computer Replacement, \$6,520.00
20. Memo from Inspector of Buildings to Board of Selectmen, Re: Monthly Report, 1/6/16
21. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 3/17/16
22. Minutes:
  - February 29, 2016, Executive Session
  - March 14, 2016
  - March 14, 2016, Executive Session
23. Motion to go into Executive Session