

**Minutes of the BOXFORD BOARD OF SELECTMEN
BOXFORD TOWN HALL MEETING ROOM #1
April 11, 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, Director of Municipal Finance, Kathy Benevento; Rick Rivers, Brad Sweet, Steve Davis, Carole Davis, Steve Harvey, Heidi Ellard, Jane Moody, Library Director, Kevin Bourque; Jeannette Glesmann, George Fischer, Chief Jim Riter, Nancy Merrill, Mark Phelan, Kathy O'Brien, and others

7:00PM PLEDGE OF ALLEGIANCE

7:01PM ANNOUNCEMENTS

- **Healthy Kids Day at Danvers YMCA:** Selectman Vaz announced that the Danvers YMCA is hosting a Healthy Kids Day on April 16, from 1-3PM, at the Danvers YMCA.
- **Upcoming Election Meetings:** Selectwoman Nay announced there will be a Moderator's Forum on Tuesday, April 26, 7PM, at Town Hall; Candidate's Night on Thursday, April 28th, at 7:30PM, Town Hall; Annual Town Meeting, Tuesday, May 10th, Masconomet; Annual Town Election, Tuesday, May 17th, Town Hall.
- **Boxford Common Construction Project:** Selectwoman Nay reminded residents that the construction of Boxford Common playing fields and conservation land off Middleton Road is closed to the public.
- **Earth Day:** Selectman Costello announced that Earth Day will be celebrated in Boxford on May 7th, from 10AM-3PM. Clean up your favorite roadside, playground, ballfield, pond or stream. Drop off bags of litter at the Recycling Center and proceed to Town Hall for an ice cream treat.
- **Boxford Homes Tour:** Selectman Cargill announced that BEST is hosting the Boxford Homes Tour on Saturday, May 7. Tickets are on sale now at <http://www.boxfordhometour.com>.
- **When Daffodils Bloom:** Selectman Perkins announced that the Garden Club is posting cards around town where they've planted various types of daffodils for the information of passersby. The cards will be removed two weeks after the blooms are gone.

7:06PM MEETING WITH BCATv: Rick Rivers and Brad Sweet, board members of the BCATv Corp. met with the Board of Selectmen, at the Board's request, to discuss their financial situation. Sweet began the discussion with a description of their 2016-2019 capital expenditure outlook and their plans for the future of BCATv. A lengthy discussion ensued. At the request of Selectman Costello, Sweet clarified the reason that BCATv purchased a condo on Georgetown Road to use as their studio/office, rather than a vacant town building. At the conclusion of the discussion, Sweet requested that the Board notify Verizon to activate the third PEG channel. Sweet also provided the

Board with information on their quarterly payments from Comcast, consisting of one check that needs to be divided between BCATv and the Town. He requested that the Board authorize the Director of Municipal Finance to prepare the payment. After discussion, the Board took the following actions:

On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to contact Verizon, as outlined in Brad Sweet's memo, to activate the third PEG channel.

On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to authorize the Director of Municipal Finance to prepare a quarterly payment to BCATv, as requested in a memo from BCATv.

At the request of the Chair, Sweet addressed the volume/audio issue that some residents have been complaining about. Sweet described the problem and the solution and advised they are working on it.

8:00PM JOINT MEETING WITH LIBRARY TRUSTEES: The Library Trustees, with a quorum present, had a joint meeting with the Board of Selectmen. Library Director, Kevin Bourque, introduced the Library Trustees and declared a quorum was present. met with the Board of Selectmen to discuss the following:

- **Appointment of Library Trustee:** Town Administrator Alan Benson explained that there is a vacancy on the Board of Library Trustees and advised that a candidate for appointment, Jeannette Glesmann, was present. Heidi Ellard, Chair of the Trustees, added that the Trustees were delighted that Jeannette Glesmann has volunteered to be on the Board of Library Trustees. The Board took the following action:
On a MOTION made by Costello, second by Nay, the Board of Selectmen VOTED unanimously by roll call vote, to appoint Jeannette Glesmann to the Board of Library Trustees, for a term ending May 16, 2017. **Motion by Costello, may 16, 2017, nay**
- **Update on Library Activities:** Bourque advised they are at 90% of their business prior to the move to Town Hall. Bourque also mentioned the Books in Bloom event and noted that they had the highest number of entries this year
- **Upcoming Events:** They are collaborating with the Earth Day coordinators and will be showing the movie, "Wally." He added that story times will be focusing on recycling and saving the planet, etc. Collaborating with the Tri-Town libraries; bringing in two authors in June. They are in the planning stages for a Tri-Town community read, to have a read that spans from preschool to 65+.

8:11PM MEETING WITH POLICE DEPARTMENT: Chief Jim Riter met with the Board to discuss the following:

- **Staffing:** Riter advised that the department is down one officer, with the former Chief's retirement. Several officers will be, or have completed training in various areas. Riter added that he has also been taking classes and has attended the Chief's Association meetings.
- **Upcoming Events:**

- **Opiate Forum:** Riter notified the Board that he met with Middleton Police, State Rep. Brad Hill, and Topsfield Police and they will be having an opiate forum at Masconomet in May.
- **Active Shooter Drill:** Riter notified the Board that they are planning an active shooter drill, as well as accompanying police training. They are currently working on the details and the drill will take place on April 24. He invited the Board members to observe at the police station.
- **Pedestrian and Bicycle Safety Enforcement and Equipment Grant:** Riter advised the Department has received a grant for pedestrian and bicycle safety enforcement.
- **Credit for Life Fair:** Riter described the Credit for Life Fair event that was held recently at Masconomet, with kids working on budgets, and other life scenarios.
- **Monthly Statistics:** Costello noted that motor vehicle stops were up this year. Riter explained the increase, as well as the increase in other incidents on the reports he prepared.
- **Cars Driving Past Stopped Buses:** At Selectman Vaz's request, Riter addressed the issue of cars driving past stopped school buses.
- **Earth Rock Half Marathon:** Riter advised they are planning to have several officers at various posts and are confident the event will run smoothly.
- **Sergeant's Examination:** Riter advised there are four candidates interested and Chief Wayne Sampson's company will be administering the exam on May 26. He is looking at July 1 as an appointment date.

8:30PM MEETING WITH BORDER TO BOSTON TRAIL COMMITTEE: Nancy Merrill, Chair; Mark Phelan, Steve Davis, Tony Brogna, all members of the Border to Boston Trail Committee, met with the Board to discuss the following:

- **Wire Measurements:** Nancy Merrill, Chair of the Committee, advised that they have submitted wire measurements to National Grid, with no response. She added that they need to have a ruling from National Grid before they can have any equipment working down there on the trail. Steve Davis mentioned that they are getting assistance from Senator Tarr and are hopeful that they will be hearing from National Grid next week.
- **Trail Signs/Kiosks:** Member Tony Brogna provided the Board with a sign for the Board to view as he made his brief presentation on the signs and kiosks they will be installing at various locations on Boxford's portion of the Border to Boston Trail. He added that they have been awarded a grant for the sign project.
- **Final Approval of National Grid License Agreement:** Benson provided the Board with information on the license agreement they need to approve for the trail use of the existing unpaved pathway located on National Grid property.
On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve the license agreement with National Grid, as discussed.
- **Plans for Pyebrook Trail:** Brogna advised the Board on the plans they have for the Pyebrook section of the trail, noting that they are looking into funding via grants, donations, work by the DPW, etc.

- **Road Traffic Warning Signs for Trail Crossings:** Chief Riter provided the Board with information on the road traffic warning signs that will be placed at the trail crossings.

8:55PM REPORT OF THE TOWN ADMINISTRATOR: Alan J. Benson, Town Administrator, provided information to the Board on the following:

- **Common Victualler's License**
On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve the Common Victualler's License for Ingalsby Farm.
- **Boxford Common Update:** Benson advised the field anchors are in, providing a general shape of the way the project will proceed. He noted that the area will need to be stabilized before they can move on to the next phase. He added that the Building Committee is looking into better barriers for the neighbors.
- **Alcohol Distribution Permit:** Benson provided the Board with an application for the alcohol distribution permit for BTA-BOLT's event, scheduled for May 12 at Lincoln Hall. Selectman Vaz suggested that the Board should consider requiring TIPS certified personnel be hired for these types of events and make it a condition of the permit approval. After a lengthy discussion, the Board decided to discuss this further after July 1 and consider making that a policy. The Board took the following action:
On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED 3-2 (NO: Vaz, Cargill)** to approve the alcohol distribution permit, as requested.
- **Monthly Report of Building Inspector:** The Board briefly reviewed the Building Inspector's monthly report for March.

9:17PM ROUTINES

- **Minutes Approval:** After a brief discussion on edits proposed by Nay:
On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the minutes of April 4, 2016, as written.

On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve the minutes of April 4, 2016, Executive Session, as written.

Costello had a question on the executive session minutes of March 21, 2016. They will be discussed during executive session.
- **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 #16-41, in the amount of \$31,152.48.

9:20PM 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 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.

10:00PM 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 10:00PM.

Respectfully submitted,



Minutes Secretary

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

1. Agenda: April 11, 2016
2. Announcement: Reminder: Upcoming Voter Meetings
3. Announcement: Earth Day
4. Announcement: Healthy Kids Day
5. Announcement: Boxford Common Construction Project
6. Announcement: Boxford Homes Tour
7. Memo from Director of Municipal Finance to Board of Selectmen, Re: Boxford Cable Access Television Corp., 9/2/15
8. Informational Packet: Boxford Cable Access Television (BCATv) 501(c)(3) Non-Profit, www.BoxfordCableTv.com
9. Summary Financial Statements: Boxford Cable Access Television Corp., Inc.
10. Boxford Cable Access TV BCATv Produced Videos 2015
11. Copy of Letter from Tilton Wheeler & Company, LLC, Certified Public Accountants, to the Board of Directors, Boxford Cable Access Television Corporation, Inc., Re: Review of Statements of Assets, Liabilities and Fund Balance, 7/22/15
12. Copy of Letter from Tilton Wheeler & Company, LLC, Certified Public Accountants, to the Board of Directors, Boxford Cable Access Television Corporation, Inc., Re: Review of Statements of Assets, Liabilities and Fund Balance, 11/6/14
13. Copy of Letter from Tilton Wheeler & Company, LLC, Certified Public Accountants, to the Board of Directors, Boxford Cable Access Television Corporation, Inc., Re: Review of Statements of Assets, Liabilities and Fund Balance, 10/31/13
14. Copy of Letter from Tilton Wheeler & Company, LLC, Certified Public Accountants, to the Board of Directors, Boxford Cable Access Television

- Corporation, Inc., Re: Review of Statements of Assets, Liabilities and Fund Balance, 11/2/12
15. Copy of Letter from Tilton Wheeler & Company, LLC, Certified Public Accountants, to the Board of Directors, Boxford Cable Access Television Corporation, Inc., Re: Review of Statements of Assets, Liabilities and Fund Balance, 5/31/11
 16. E-Mail from Brad Sweet (BCATv) to Town Administrator, Re: BCAC Enabling 3rd PEG Channel Under Current Verizon Contract, 1/14/16
 17. E-Mail from Brad Sweet (BCATv) to Director of Municipal Finance, Re: Your 12/31/15 Franchise Fee Payment from Comcast, 2/18/16
 18. Resume of Jeanette P. Glesmann
 19. Agenda from Chief of Police Re: Selectmen's Meeting, 4/11/16
 20. Boxford Police Department Incidents by Type, 1/1/15 to 4/7/15
 21. Boxford Police Department Incidents by Type, 1/1/16 to 4/7/16
 22. Locus Map: Boxford Recreational Trail Feasibility & Conceptual Design Study
 23. Massachusetts Department of Transportation Highway Division Plan and Profile of Border to Boston Trail in the Towns of Boxford, Georgetown, Newbury and Salisbury
 24. Informational Sheet: Boxford Rail Trail, a Section of the Border to Boston Trail
 25. License Agreement between National Grid (Massachusetts Electric) and the Town of Boxford
 26. Application for the Alcohol Distribution Permit: BTA-BOLT, 5/12/16
 27. Memo from Inspector of Buildings to Board of Selectmen, Re: Monthly Report, 4/4/16
 28. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 3/31/16
 29. Minutes:
 - April 4, 2016
 - April 4, 2016, Executive Session
 - March 21, 2016, Executive Session
 30. Motion to go into Executive Session
 31. BCATv Boxford Cable Access Television 2016-2019 Capital Expenditure Outlook