

**Minutes of the BOXFORD BOARD OF SELECTMEN
BOXFORD POLICE STATION MEETING ROOM
May 23, 2016 7:00PM**

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

Absent: Chuck Costello

Others Present: Town Administrator Alan Benson, Minutes Sec'y Judi Stickney, Kathy O'Brien, John Dold

7:00PM PLEDGE OF ALLEGIANCE

7:00PM ANNOUNCEMENTS

- **Trash and Recycling Delay Due to Holiday:** Selectman Vaz announced that that trash pickup will be delayed one day, due to the Memorial Day holiday on May 31. Trash scheduled to be picked up on Monday, will be picked up on Tuesday. Trash scheduled to be picked up on Tuesday, will be picked up on Wednesday.
- **Large Metal Item Pick Up Day:** Selectman Perkins reminded residents that large metal item pick-up day will take place tomorrow for East Boxford residents.
- **Beach Party at Stiles Pond:** Selectwoman Nay announced that the Council on Aging is sponsoring a community beach party at Stiles Pond on June 8, 5PM, barbecue menu. \$5 adult, \$3 under 12. Tickets are available from the Council on Aging or the Boxford Community Store.
- **Memorial Day Festivities in Boxford:** Selectman Cargill announced the festivities planned for Boxford on the Memorial Day weekend.
- **Congratulations to Selectmen Perkins and Nay:** Selectman Cargill congratulated Selectman Perkins and Selectwoman Nay on their successful re-election campaign to the Board of Selectmen.

7:04PM MEETING WITH DEPARTMENT OF PUBLIC WORKS: The Board met with the Superintendent of Public Works/Town Engineer John Dold to discuss the following:

- **Summer Road and Work Projects:** Dold provided a list of roads to be paved and crack-sealed this summer. He added that he anticipates that the work will start in mid-June. A lengthy discussion ensued and the Board had several questions regarding the road work.
- **Update on Planned Culvert Replacement Projects:** Dold provided the Board with information on the planned culvert replacement projects. He noted that he contacted the engineer regarding Balmoral to advise that project is off the table. A lengthy discussion ensued and the Board had several questions and/or comments on the projects.
- **Washing Machine Installation at the West Station:** Dold provided the Board with information on the installation options for the washing machine at West

Station. \$1,000 to install the washer in the bay area; \$2,500 to install the washer in the office area. After a brief discussion, the Board suggested installing in the office area, in an alcove there.

On a **MOTION** made **Vaz**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to authorize the installation of plumbing for the West Station washing machine, not to exceed \$2,500.

- **Capital Projects:** Dold provided the Board with a list of the capital projects that were approved at Town Meeting, that his crew will be working on, including the library move, hopefully this fall. A brief discussion ensued on the logistics of moving part of the library into the Town Clerk's office.
- **Boy Scout Park Repairs:** Dold provided the Board with information on the repairs planned for the infield at Boy Scout Park. He noted that they are currently meeting with the Conservation Commission on the permitting process. He estimates they will start work on the project in July.
- **Any Other Issues for DPW:**
 - **Help for the Summer:** Selectman Perkins asked the DPW is all set with summer help. Dold advised he has two new employees starting in early June.
 - **ADA Compliance Walks:** Selectwoman Nay advised she has been walking around town-owned properties with Dold, noting any ADA compliance issues.
 - **10 Elm Street Pile:** Selectman Cargill asked if the DPW could remove or knock down the pile of dirt at 10 Elm Street. He's had a couple of calls on it. Dold advised he will look into it.
 - **Intern Status:** Selectwoman Nay asked if the DPW still had Andrew Fiore working as an intern. Dold advised he is still with the DPW, but he is graduating and will be moving on.
 - **Historic District Signs/Town Hall/Town Line Signs:** Selectman Cargill asked about the status on reinstalling the Historic District signs that were damaged over the winter. Dold is working on it. Perkins asked about the signs planned for the central campus. Dold advised he has to wait until July 1, when funds will be available. Selectwoman Nay asked about the town line sign on Ipswich Road, at the North Andover line. Dold will work on that, as well as the sign on Topsfield Road, at the Topsfield line.

7:45PM APPOINTMENTS: Selectman Perkins advised that Selectman Costello had requested that the Board put off appointments until he is in attendance. The Board agreed.

7:49PM REPORT OF THE TOWN ADMINISTRATOR: Town Administrator Benson provided the Board with updates or questions on the following:

- **Memorial Day Weekend Activities:** Benson provided the Board with information on the activities planned by the James Melvin Post for Memorial Day weekend.
- **Signs for Jennifer Tinney Road Race:** Benson advised the Board that the BAA is requesting to post signs for their road race scheduled for July 4.

On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve the signs as requested.

- **Building Inspector's Monthly Report:** Benson advised the Board that building permits have increased significantly over last year.
- **Rail Trail Bypass:** Benson advised the Board that the B to B Committee is working on trail bypasses and, while they are working out any issues, he recommends that the Board vote to temporarily close the rail trail from Georgetown Road to Pond Street, until an alternative bypass route can be implemented. A lengthy discussion ensued

On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to close the rail trail, from Georgetown Road to Pond Street, until an alternative bypass route is evaluated and implemented.

8:06PM **ROUTINES**

- **Correspondence:** The Board briefly reviewed the following correspondence:
 - **Letter from Library Director:** Selectman Vaz read aloud the letter from the Library Director thanking the Board for their support in the passage of Article 12 at Town Meeting.
 - **Memo from Town Administrator Re: Land for Sale:** Benson provided the Board with information from former Selectman Charlie Killam regarding property that is for sale that would be suitable for the town to purchase for municipal use. A brief discussion ensued and the Board will notify the Land Committee to look into the parcel.
 - **Invitation to Masconomet Graduation:** The Board briefly reviewed the invitation from the Class of 2016 to their graduation on June 3.
 - **Letter from National Grid, Re: Yearly Operational Plan:** Benson advised this is National Grid's yearly notice to the town on the work they will be doing throughout the year.

8:16PM **OTHER BUSINESS**

- **Meeting Schedule:** Selectman Perkins provided the Board with a report on the Arbor Day activities he and Selectwoman Nay attended at the Cole School. Benson advised there will be no meeting on Memorial Day. The summer schedule will begin June 6, as follows:
 - **June 6:** Benson will not be here; Assistant Susan Inman will attend.
 - **June 20**
 - **July 11**
 - **July 25**

8:22PM **ROUTINES (Cont'd)**

- **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 May 16, 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 #16-47, in the amount of \$81,555.11.

8:26PM EXECUTIVE SESSION

On a **MOTION** duly made by **Perkins** second by **Cargill**, the Board of Selectmen **VOTED** unanimously by roll call vote to go into Executive Session for the purpose of discussing a request for release of executive session minutes pursuant to M.G.L. c30A§22(g)(2) and upon completion of the Executive Session to return to open session and immediately adjourn without conducting any further business.

9:15PM ADJOURN

On a **MOTION** made by **Cargill**, and seconded by **Nay**, the Board of Selectmen **VOTED** unanimously by roll call vote to return to open session and adjourn at 9:15PM.

Respectfully submitted,



Minutes Secretary

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

1. Agenda: May 23, 2016
2. Announcement: Trash Disposal and Recycling Information
3. Announcement: Memorial Day Festivities in Boxford
4. April 26, 2016 Paving List
5. Appointment Schedule – FY2017
6. Memo from Director of Municipal Finance to Assistant to the Town Administrator, Re: Board/Committee Volunteer Form, 5/19/16 (Kate Grossman/Playground Committee)
7. Memo from Director of Municipal Finance to Assistant to the Town Administrator, Re: Board/Committee Volunteer Form, 5/19/16 (Carrie Yespy/Ackerman Playground Committee)
8. Letter from James L. Melvin Post No. 379 to Board to Selectmen, Re: Memorial Day Weekend Events, 5/1/16
9. E-Mail from Matthew Richards to Assistant to the Town Administrator, Re: Signs for Jennifer Tinney Road Race, 5/16/16
10. Memo from Inspector of Buildings to Board of Selectmen, Re: Monthly Report, 5/2/16
11. Memo from Town Administrator to Board of Selectmen, Re: Rail Trail Bypass, 5/20/16
12. Letter from Library Director to Board of Selectmen, Re: Thank You for Support in Passage of Article 12

13. Memo from Town Administrator to Board of Selectmen, Re: 146 Georgetown Road, 5/20/16
14. Invitation to Masconomet Class of 2016 Graduation Ceremony, June 3, 2016
15. Letter from National Grid to Board of Selectmen, Re: Yearly Operational Plan (YOP), 4/25/16
16. Minutes:
 - May 16, 2016
17. Motion to go into Executive Session