

**Minutes of the BOXFORD BOARD OF SELECTMEN  
BOXFORD TOWN HALL MEETING ROOM #1  
June 20, 2016 7:00PM**

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

*Absent: None*

*Others Present: Town Administrator Alan Benson, Minutes Sec'y Judi Stickney, Kathy O'Brien, Chief Jim Riter, Officer Kara Fitzpatrick, Officer Brooke Dechene, Officer Peter Olson, Toby & Ron Dechene, Tyler Dechene, Greg DeCoff, Gordon Russell, Nancy Merrill, Steve & Carole Davis, Mark Phelan,*

**7:00PM PLEDGE OF ALLEGIANCE**

**7:01PM BOARD REORGANIZATION:** Chairman Perkins advised the Board of Selectmen will reorganize for the coming year.

On a **MOTION** made by **Perkins**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to appoint Chuck Costello as the Chairman.

On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to appoint Mary Anne Nay as the Clerk.

**7:03PM MEETING WITH THE POLICE DEPARTMENT**

- **Thank You to Officer Brian Williams for 33-years of Service:** Chief Riter publicly thanks Officer Brian Williams for his 33 years of service to the Town of Boxford and noted that Officer Williams is retiring next week.
- **Promotion of Kara Fitzpatrick to Sergeant as of 7/1/16:**  
On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Kara Fitzpatrick as a sergeant for the Boxford Police Department, effective July 1, 2016, for an initial six-month probationary term ending December 31, 2016.
- **Promotion of Brooke Dechene as Full Time Patrolman:**  
On a **MOTION** made by **Perkins**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Brooke L. Dechene for the Boxford Police Department, effective July 1, 2016, for an initial one-year probationary term ending June 30, 2017.
- **Promotion of Peter Olson as Full Time Patrolman**  
On a **MOTION** made by **Vaz**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Peter J. Olson as a full-time probationary patrolman for the Boxford Police Department, at Step #2 on the pay scale, effective July 1, 2016, for an initial one-year probationary term ending June 30, 2017.
- **Update on Police Department Activities**

- **Detective School Graduates:** Officers Neely and Corliss completed detective school.
- **School Resource Officer Training:** Officer Fitzpatrick and Sgt. Dupont completed school resource officer training.
- **New Truck Team:** Officers Barker and Anderson have taken over the truck team, under the guidance of Officer Williams.
- **MV Stops:** 120 more stops than last year, less officers than last year.
- **Next Meeting 7/25:** The Chief would like to meet again with the Board on July 25, to appoint two new reserves – possibly a third.
- **Summer Safety:** Riter advised they will be making their regular patrols to Stiles Pond; they will be meeting with Cole School on Monday to go over safety measures for the Park Program. They will be working with the Park Program and the Library to host Bicycle Safety events. Traffic enforcement grant use is on hold while the Rail Trail issues get resolved. Once resolved, they will be patrolling the trailheads.
- **Recommendations for Appointment:** Riter advised that Officers Anderson and Barker will be taking over as Weighers of Commodities and he is requesting that Officer Anderson be appointed without expiration.  
On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously by roll call vote to approve the Chief's recommendations as printed.

#### **7:17PM ANNOUNCEMENTS**

- **Boxford Park Program:** Selectwoman Nay announced that registration for the Boxford Park Program is open. Visit [www.parkprogram.org](http://www.parkprogram.org) to register.
- **COA Annual Barbecue:** Selectwoman Nay announced that the COA will have their annual barbecue on Wednesday, June 22 and all Board members are invited.
- **July 4<sup>th</sup> Activities:** Town Administrator announced that the July 4th parade will line up at Cahoon Road at 9:30AM. The parade starts at 9:55AM, ending at the fire station/community center. There will be food available for purchase, sponsored by the Agricultural Commission, for the benefit of the Firefighters Relief Association. The parade will also include old cars and floats. Any businesses interested in providing a float, just show up. He also provided information on the Jennifer Tinney Road Race.
- **Thank You to the COA for the Beach Party:** Selectman Perkins provided a brief report on the community beach party the COA sponsored last Wednesday at Stiles Pond Beach, adding that a great time was had by all.

**7:23PM MEETING WITH THE BORDER TO BOSTON COMMITTEE:** Nancy Merrill, Chair of the Boxford Rail Trail Committee, met with the Board of Selectmen to discuss the following:

- **Consideration of Reopening a Portion of the Temporarily Closed Trail:** Merrill explained that the portion closed is also part of the Bay Circuit Trail. She provided information on the suggested route to reopen the trail. Selectman Vaz added to the discussion, advising that he has talked with the Border to Boston

Committee with suggestions on how to reopen part of the trail. He provided a map and information for the Board to review as he made his brief presentation.

On a **MOTION** made by **Perkins**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to support the recommendations of Selectman Vaz, as proposed, with all the bulleted items adhered to, and to reopen those sections of the trail, and to include adoption of the action items in his memos to the Board dated June 12, 2016 and June 17, 2016.

**7:38PM APPOINTMENTS:** The Board reviewed the list of candidates for reappointment to various boards and committees. 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 the following:

- David Harris, Building Inspector Alternate, 1-year term
- Douglas Small, Electrical Inspector, 1-year term
- Allan Paduchowski, Electrical Inspector Alternate, 1-year term
- Stephen Galinsky, Plumbing/Gas Inspector, 1-year term
- Ray Abbott, Plumbing/Gas Inspector Alternate, 1-year term
- Robert D. Hazelwood, Emergency Management Director, 1-year term
- Ellen Guerin, Parking Clerk, 1-year term

On a **MOTION** made by **Perkins**, second by **Cargill**, the Board of Selectmen **VOTED** 4-1 (**NO: Costello**) by roll vote to appoint the following:

- Louis Athanas, Agricultural Commission, 3-year term
- Stephen Davis, Border to Boston Trail Committee, 1-year term
- Nancy Merrill, Border to Boston Trail Committee, 1-year term
- Carole Davis, Border to Boston Trail Committee, 1-year term
- Mark Phelan, Border to Boston Trail Committee, 1-year term
- Anthony Brogna, Border to Boston Trail Committee, 1-year term
- Al Neirenberg, Border to Boston Trail Committee, 1-year term
- Joseph C. Hill, Boxford Housing Partnership Committee, 1-year term
- Peter Delaney, Boxford Housing Partnership Committee, 1-year term
- Bradley Sweet, Cable Television Advisory Committee, 1-year term
- Richard Rivers, Cable Television Advisory Committee, 1-year term
- James Barnes, Cable Television Advisory Committee, 1-year term
- Matt Ellis, Cable Television Advisory Committee, 1-year term

On a **MOTION** made by **Nay**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint the following:

- Mark P. Mitsch, Conservation Commission, 3-year term
- Alan Fowler, Conservation Commission, 3-year term
- Natasha Grigg, Conservation Commission, 3-year term
- Joan Tarleton, Council on Aging, 4-year term
- Elizabeth Murphy, Council on Aging, 4-year term
- Michael White, Finance Committee, 3-year term
- Christopher Wakeman, Finance Committee, 3-year term

- Andrew Gori, Historic District Commission, 3-year term
- Nancy Merrill, Historic District Commission Alternate, 3-year term
- Gregory Murrer, Lakes Ponds and Streams Committee, 2-year term

**MOTION:** By **Nay**, second by **Perkins**, to appoint the following:

- Barbara Jessel, Community Preservation Act Committee, 1-year term
- F. Richard Shaw, Community Preservation Act Committee, 1-year term

**DISCUSSION:** Vaz took issue with the Community Preservation Act Committee reappointments and advised that he prefer that the four “at-large” members of this committee consist of members who do not serve on any other committee or board in town, other than the state-mandated committee members. Cargill agreed, but added that he would prefer that members of this committee not serve on any regulatory board, but could serve on this committee and a non-regulatory board. A lengthy discussion ensued with all members of the Board contributing to the discussion. After discussion turned to appointing them individually, rather than together, Cargill proposed an amendment to vote to appoint each member individually:

**Amendment:** Proposed by **Cargill**, second by **Perkins**, to appoint the two individuals in separate votes and to appoint Barbara Jessel to a 1-year term on the CPC.

**Carried: 4-1 (NO: Nay)**

**MOTION:** By **Nay**, second by **Cargill**, to appoint Barbara Jessel, to the Community Preservation Act Committee, for a 1-year term.

**Carried 3-2, Roll Call:**

**Cargill: NO**

**Vaz: NO**

**Perkins: Yes**

**Nay: Yes**

**Costello: Yes**

**MOTION:** By **Nay**, second by **Cargill**, to appoint F. Richard Shaw, to the Community Preservation Act Committee, for a 1-year term.

**Carried 4-1, Roll Call:**

**Cargill: Yes**

**Vaz: No**

**Perkins: Yes**

**Nay: Yes**

**Costello: Yes**

On a **MOTION** made by **Vaz**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint the following:

- Natasha Grigg, Land Committee, 1-year term
- Diane E. Gori, Masco Scholarship Committee, 1-year term
- Andrew Gori, Masco Scholarship Committee, 1-year term
- Margaret Chow-Menzer, Permanent Building Committee, 1-year term
- Garth Tolman, Permanent Building Committee, 1-year term

- Scott Novack, Permanent Building Committee, 1-year term
- Paige Andrews, Recreation Committee, 3-year term
- Karen Sheridan, Recycling Committee, 3-year term
- Gregory Netland, Sustainability Committee, 1-year term
- Joseph C. Hill, Sustainability Committee, 1-year term
- Marc Aronson, Sustainability Committee, 1-year term
- Keith Sampson, Sustainability Committee, 1-year term

After appointing all the above individuals, Chairman Costello publicly thanks Miika Ebbrel for all of her contributions to the Permanent Building Committee. Town Administrator Benson advised the Board there three more appointments and provided information on them to the Board.

On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED 4-1**, by roll call vote (**NO: Vaz**), to appoint Steve Merriam for a 1-year term on the Community Preservation Act Committee.

After the vote, there was a question on whether Steve Merriam was currently serving on any other board/committee in town and the Board determined that he was not. At that time, Vaz called for a second vote on the appointment. **The second vote was unanimous.**

On a **MOTION** made by **Cargill**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Kate Grossman to the Ackerman Playground Committee for a 3-year term.

On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Carrie Yespy to a 3-year term on the Ackerman Playground Committee.

**8:10PM FY2017 PERSONNEL COMPENSATION ACTIONS:** Benson provided information on the personnel actions, as authorized at the Annual Town Meeting of May 10, 2016, with regards to the following:

- **Fire Department Call Rates and Stipends:** Benson provided information to the Board on the proposed changes and additions to the stipend positions on the Fire Department. A lengthy discussion ensued. After discussion:  
On a **MOTION** made by **Perkins**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve the rates, as proposed.
- **Certain Part-time Employees:** 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 to approve the compensation rates, as voted at Town Meeting.

**8:20PM REPORT OF THE TOWN ADMINISTRATOR:** Town Administrator, Alan Benson, provided the Board with information on the following:

- **Review of Summer Schedule:** Benson provided a draft summer meeting schedule for the Board to view. All agreed to 7/11, 7/25, and one meeting in August, on 8/15.
- **Draft Conservation Restrictions:** Benson advised the comments need to be in, so he can compile them and send them in. The Board briefly reviewed the CRs and will get their comments to Benson ASAP.
- **Gazebo Use and Sign Request:** Benson advised the WBIS has several concerts scheduled over the summer and have requested the use of the gazebo and to post signs for each concert.  
On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the use of the gazebo and signs as proposed.
- **Adoption of Hazard Mitigation Plan:** Benson provided a brief  
On a **MOTION** made by **Nay**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve the resolution adopting the Merrimack Valley Region Multi-Hazard Mitigation Plan Update for 2016.
- **Acceptance of Gift of Grand Piano, Lincoln Hall:** After a brief discussion:  
On a **MOTION** made by **Perkins**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to accept the gift of a grand piano for Lincoln Hall, and declare the current upright piano as surplus.
- **10-Month Legal Expense Report:**  
Benson provided a report on the town's legal expenses for the Board.
- **Approval: Bicycle Ride for Angels, 9/11/16:**  
On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the ride, as proposed.

#### **8:31PM      ROUTINES**

- **Minutes Approval:** After a brief discussion on edits proposed by Nay:  
On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve the minutes of June 6, 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 #16-51, in the amount of \$926,285.73.

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectman **VOTED** unanimously to approve Accounts Payable Warrant #16-51S, in the amount of \$108,884.54.

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectman **VOTED** unanimously to approve Accounts Payable Warrant #16-51, in the amount of \$244,278.20.

#### **8:36PM      OTHER BUSINESS**

- **Warrants:** Selectman Perkins asked whether Selectman Vaz wanted to continue to handle the weekly warrants. He agreed to continue.

- **Code of Conduct:** Selectman Perkins suggested that all departments, committees and boards be reminded of the Code of Conduct the Town has adopted. Benson will make it happen.
- **Volunteer Fair:** Selectman Costello suggested the Board of Selectmen hold a "Volunteer Fair" to encourage residents to volunteer for boards and committees. It was suggested they plan to make it an annual event, possibly at the Apple Festival.
- **Possible Violation of Open Meeting Law:** Selectman Nay advised the Board that the Town Clerk e-mailed her to have her look into a possible violation of the Open Meeting Law by the Planning Board. A discussion followed, with Vaz advising they did not meet, as was proposed, so no violation occurred.

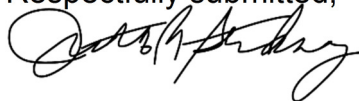
**8:46PM EXECUTIVE SESSION**

On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously by roll call vote to go into Executive Session for the purpose of discussing strategy on employment contract negotiations with represented and non-represented employees; discussing strategy on litigation: Varsity v Boxford; discussing potential land acquisition; and declared that an Executive Session is necessary since an open public discussion may have a detrimental effect on negotiating, bargaining or litigating position of the Executive Session to return to open session and immediately adjourn without conducting any further business.

**9:20PM ADJOURN**

On a **MOTION** made by **Perkins**, and seconded by **Cargill**, the Board of Selectmen **VOTED** unanimously by roll call vote to return to open session and adjourn.

Respectfully submitted,



Minutes Secretary

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

1. Agenda: June 20, 2016
2. Announcement: Boxford Park Program
3. Resume: Patrolman Kara Fitzpatrick
4. Resume: Peter Olson
5. Resume: Brooke Larson Dechene
6. Boxford Police Department FY2017 Recommendations for Appointment
7. E-Mail from Selectman Vaz to the Trail Committee and Board of Selectmen, Re: Rail Trail Info, 6/12/16
8. Appointment Schedule FY2017 Town Officers, revised 6/16/16
9. E-Mail from Kate Grossman to Board of Selectmen, Re: Board/Committee Volunteer Form, 5/18/16

10. E-Mail from Carrie Yespy to Board of Selectmen, Re: Board/Committee Volunteer Form, 5/4/16
11. Memo from the Board of Selectmen to the Director of Municipal Finance, Re: FY2017 Fire Department Pay Rates, 6/20/16
12. Memo from Board of Selectmen to Director of Municipal Finance, Re: FY2017 Compensation Rates Approved at Town Meeting, 6/20/16
13. Board of Selectmen Summer Meeting Schedule
14. E-Mail from West Boxford Improvement Society to Board of Selectmen, Re: Gazebo Concert Request, 6/9/16
15. Certificate of Adoption, Town of Boxford, Massachusetts, A Resolution Adopting Merrimack Valley Region Multi-Hazard Mitigation Plan Update 2016
16. Town of Boxford FY2016 Legal Expenses for Year: Month End Report
17. Letter from Ride for Angels to Board of Selectmen, Re: Charity Cycling Event, 1/8/16
18. Memo from Assistant to the Town Administrator to Town Administrator, Re: Surplus Equipment, 6/16/16
19. Minutes:
  - June 6, 2016
20. E-Mail from Selectman Vaz to Board of Selectmen, Re: Action Item List for Rail Trail to Open, 6/17/16
21. Police Officers/Sergeant appointments motions
22. E-Mail from Steve Merriam to Board of Selectmen, Re: CPC At-Large Position, 6/19/16
23. Appointment Schedule FY2017, Town Officers, Revised 6/16/16
24. Motion to go into Executive Session