

**Minutes of the BOXFORD BOARD OF SELECTMEN
BOXFORD TOWN HALL MEETING ROOM #1
July 11, 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, Stephen Guilmette, James Locke, Jeff McCann, Deputy Chief Mike Madden (BFD), Laura Grabski, Dick Taylor, Charlie Killam

7:00PM **MOMENT OF SILENCE:** Selectman Vaz asked those present to observe a moment of silence for the fallen police officers of Dallas, Texas.

PLEDGE OF ALLEGIANCE

7:01 PM **MEETING WITH REPRESENTATIVES OF ANDREWS FARM**

- **Stephen Guilmette, James Locke, and Jeff McCann** met with the Board of Selectmen to discuss the public water supply at Andrews Farm. Stephen Guilmette read a prepared statement from the residents of Andrews Farm, requesting that the Board support permanently connecting to Topsfield's water supply. A lengthy discussion ensued and the Board advised the residents that the Town will await further information from DEP before deciding on taking any action. Deputy Mike Madden of the Fire Department advised the Board that the Fire Department's preference is to continue using Topsfield's water permanently for that location.

7:19 PM **REVIEW BOARD'S ALCOHOL ONE DAY PERMIT POLICIES:** Town Administrator Alan Benson provided information to the Board on the current permit policies for the sale of alcohol, which included discussions on the following:

- **Proposed Amendments to One-Day Liquor Licenses On Town-Owned Property:** After reviewing the information provided by Benson, Cargill suggested that there be a limit of liability of \$3M required for the license.
- **Proposed New One-Day Liquor License for Private Entities in Boxford:** After reviewing the information provided by Benson, Cargill suggested that the Town be included as an additional insured. Vaz suggested a TIPS-certified bartender be required for both town-owned property and private entities.
- **Review Request for One-Day License by Second Congregational Church:** Benson advised iFarm is scheduling a one-day informational and dining event and would like to have a cash bar at the event, to be held in the Second Congregational Church.

On a **MOTION** made by **Cargill**, second by **Vaz**, the Board of Selectmen **VOTED** 4-1 (**NO: Perkins**) to, under Section 3 that the requirement of liquor

liability policy includes a specified \$1M, and strike co-insured, and have that be effective or both town-owned property and private property.

On a **MOTION** made by **Vaz**, second by **Cargill**, the Board of Selectmen **VOTED** 4-1 (**NO: Perkins**) to adopt the Alcohol Distribution Policy on Town Property, and the Alcohol Sale Permit on Private Property, as amended.

On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** to authorize the Town Administrator to issue the one-day alcohol sale permit, as amended, to iFarm.

7:37 PM APPOINTMENTS

MOTION by **Nay**, second by **Cargill** to appoint the following:

- Animal Control Officer, Helen Phillips, 1-year term
- Animal Control Officer Alternate, Reed Wilson, 1-year term
- Town Administrator, Alan J. Benson, 3-year term
- Chief Procurement Officer, Alan J. Benson, 3-year term
- Director of Communications, Warren E. Gould, 3-year term
- Building Inspector, Robert Aldenberg, 3-year term
- Sealer of Weights & Measures, Richard Zullo, 1-year term

DISCUSSION: There was a brief discussion on Helen Phillips, the Sealer of Weights and Measures, and the terms in general.

VOTE: The motion carried by a unanimous roll call vote.

On a **MOTION** made by **Perkins**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Barbara G. Jessel to the Board of Appeals, for a 3-year term.

On a **MOTION** made by **Costello**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Timothy Smith to the Lakes, Ponds, and Streams Committee, for a 2-year term.

Benson provided the Board with information on the Boxford I95 Salt Study Committee and the Haynes Land Advisory Committee, suggesting that the committees have fulfilled their purpose. Costello would like to hear from Jon Schwartz before dissolving the Haynes Land Advisory Committee, but the Board agreed that the I95 Salt Study Committee was no longer needed.

On a **MOTION** made by **Perkins**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Robert Hazelwood to the Permanent Building Committee for a 1-year term.

On a **MOTION** made by **Nay**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Javier Morales as the Veterans Graves Officer for a 3-year term.

Benson advised the Board that he has not heard from Brian Shea, on the Town Forest Committee. Selectman Perkins will follow up with him and get back to the Board on his appointment.

Evaluations: Selectman Chair Costello provided the Board with a book on employee evaluations and asked that they look at it and pass it along to the next board member to review. He also made personnel evaluations assignments as follows:

- Selectwoman Nay: Fire Chief
- Selectman Perkins: Building Inspector and Police Chief
- Selectman Cargill: DPW Superintendent/Town Engineer
- Selectman Vaz: Town Administrator and Communications Director
- Selectman Costello: Director of Municipal Finance

7:54 PM REPORT OF THE TOWN ADMINISTRATOR

Alan J. Benson, Town Administrator, present

- **Update on Boxford Common:** Nothing much to report. The Conservation Commission needs to approve the next phase. He advised that National Grid is charging an installation fee for a new transformer at the end of the driveway, to the tune of \$7,000, which will come out of the contingency fund.
- **Update on BtoB Trail – Including New Signage:** Benson advised the sign has been ordered and should be up in the next week or two.
- **Execute Solar Lease Assignment to Sun Raise Investments, Inc.:** Benson provided the Board with a copy of the Notice of Lease for their approval and signatures:
 - On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the Notice of Lease, as presented.
- **Execute CR's on Boxford Common:** Benson advised the Conservation Commission had several changes that need to be included in the CRs, before the Board can sign them. He will have them ready for the next meeting. Laura Grabski, an interested citizen in attendance, requested that the Conservation Restrictions be held by the Conservation Commission, rather than the BAA.
- **Approval of Surplus of Old FD Utility Vehicle:**
 - On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to declare the 2007 Ford F250 Super Duty Fire Department utility vehicle as surplus.

8:10 PM ROUTINES

- **Review Correspondence**
 - **Ron Holmgren, James P. Melvin Post:** Thank you to the Board for their participation in the Memorial Day ceremony at Lincoln Hall.
 - **Tri-Town Council:** Thank you for your continuing support.

- **Lift Hiring Freeze:** Benson provided the Board with a memo from the Library Director requesting to lift the hiring freeze, so they can fill the vacant library assistant position.
On a **MOTION** made by **Perkins**, second by **Nay**, the Board of Selectmen **VOTED** unanimously by roll call vote to lift the hiring freeze in order to fill the vacant library assistant position.
- **Approval of Minutes:** After a brief discussion:
On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve the Minutes of June 20, 2016, as amended.

On a **MOTION** made by **Perkins**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the Minutes of June 20, 2016, Executive Session, 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 #16-54S, in the amount of \$39,493.65.

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectman **VOTED** unanimously to approve Accounts Payable Warrant #16-54, in the amount of \$55,313.59.

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectman **VOTED** unanimously to approve Accounts Payable Warrant #16-389, in the amount of \$2,571.75.

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectman **VOTED** unanimously to approve Accounts Payable Warrant #16-388, in the amount of \$98.91.

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectman **VOTED** unanimously to approve Payroll Warrant #16-27S, in the amount of \$34,233.19.

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectman **VOTED** unanimously to approve Accounts Payable Warrant #17-2S, in the amount of \$77,136.99.

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectman **VOTED** unanimously to approve Accounts Payable Warrant #17-2, in the amount of \$456,141.57.

After Selectman Perkins removed himself from the meeting, and on a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectman **VOTED** to approve Payroll Warrant #17-01, for non-school payroll in the amount of

\$264,326.81, and school payroll in the amount of \$40,398.50, for a total payroll of \$304,725.31. **Perkins abstained.**

8:27 PM ANY OTHER BUSINESS TO COME BEFORE THE BOARD

- **Library/Council on Aging Facility:** Charlie Killam asked to address the Board regarding the building of a new library/Council on Aging building. He strongly encouraged the Board to pursue alternative pieces of property, as he has suggested in the past. He requested that the Board consider their position on the future of the Town's facilities.
- **July 4th:** Cargill mentioned that the July 4th events in town was outstanding as was the weather.

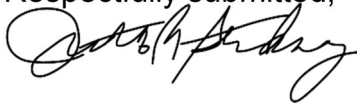
8:40 PM EXECUTIVE SESSION

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 non-represented employees; discussing strategy on litigation: Varsity v ZBA; 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.

9:29PM ADJOURN

On a **MOTION** made by **Cargill**, and seconded by **Vaz**, the Board of Selectmen **VOTED** unanimously by roll call vote to return to open session and adjourned at 9:29PM.

Respectfully submitted,



Minutes Secretary

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

1. Agenda: July 11, 2016
2. Letter from Andrews Farm Residents to Board of Selectmen, Re: Water Supply Continuity Plan for Andrews Farm Development Residents, 7/6/16
3. Letter from Selectmen Chair Charles Costello to Andrews Farm Residents, Re: Drinking Water at Andrews Farm, 7/7/16
4. Letter from Andrews Farm Water Co., Inc., to Board of Selectmen, Re: Catastrophic Failure of Water Pump, 7/4/16
5. Letter from Department of Environmental Protection to Andrews Farm Water Company, Inc., et al, Re: Emergency Declaration, 6/30/16
6. Alcohol Distribution Permit on Town Property
7. Alcohol Sale Permit on Private Property

8. E-Mail from Town Counsel to Assistant to Town Administrator, Re: Question on Alcohol Distribution Permit, 6/29/16
9. Appointment Schedule FY2017, Revised 7/8/16
10. Notice of Lease, Assignee: Spofford Road Solar 1, LLC
11. Memo from Assistant to the Town Administrator to Town Administrator, Re: Surplus Vehicle, 7/8/16
12. Letter from James P. Melvin Post to Board of Selectmen, Re: Thank You, 6/28/16
13. Letter from Tri-Town Council to Board of Selectmen, Re: Thank You, 6/9/16
14. E-Mail from Library Director to Assistant to Town Administrator, Re: Request to lift hiring freeze, 7/8/16
15. Letter from Second Congregational Church to Board of Selectmen, Re: Permit to Sell Alcohol, 7/11/16
16. Minutes:
 - June 20, 2016
 - June 20, 2016 Executive Session
17. Motion to go into Executive Session