

**Minutes of the BOXFORD BOARD OF SELECTMEN  
BOXFORD TOWN HALL MEETING ROOM #1  
July 25, 2016 7:00PM**

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

*Absent: Mary Anne Nay, Minutes Secretary Judi Stickney*

*Others Present: Town Administrator Alan Benson, Sgt. Rob Corliss, Officer Nathaniel Peabody, Officer Brett Moyer, Lt. Bob Hazelwood, Chief Jim Riter, Mrs. Corliss, three little Corlisses, DPW Superintendent/Town Engineer John Dold, Jim Locke, Andy Gori, Suzanne Malach, Lou Athanas, Laura Grabski,*

**7:00PM PLEDGE OF ALLEGIANCE**

**7:00PM ANNOUNCEMENTS**

- **Herrick Road Paving Schedule:** Town Administrator Alan Benson announced that the DPW will be paving Herrick Road from 7/26 through 7/28. During that time, Herrick Road will not be open to through traffic.

**7:02 PM MEETING WITH THE BOXFORD POLICE DEPARTMENT:** Chief Jim Riter met with the Board of Selectmen to discuss, request, and/or review the following:

- **Officer Nentwig Retiring 8/31:** Chief Riter announced that Officer Nentwig is retiring on August 31. He publicly thanked Officer Nentwig for his 31 years of service to the Town of Boxford.
- **Thank You Boxford Park Program:** Riter thanked Christina Eckert and Nancy Coughlin for the great job they've done with the Boxford Park Program.
- **Officer Bonney:** Riter announced he had an elderly resident stop by the police station to let him know how much they appreciated Officer Bonney's assistance recently.
- **Promotion of Officer Corliss to Sergeant:** Riter requested that the Board appoint Officer Corliss as a sergeant on the Police Department.  
On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Robert Corliss as our new sergeant, effective August 31, 2016, with a probationary term ending January 31, 2017.
- **Appointment of Nathaniel J. Peabody as Reserve Officer:** Riter requested that the Board appoint Nathaniel J. Peabody as a Reserve Officer, for a term beginning August 1, 2016, ending June 30, 2017.  
On a **MOTION** made by **Vaz**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Nathaniel J. Peabody as a Reserve Officer, effective August 1, 2016, with a probationary term ending June 30, 2017.

- **Appointment of Bret L. Moyer as Reserve Officer:** Riter requested that the Board appoint Bret L. Moyer as a Reserve Police officer for a probationary term ending June 30, 2017.  
On a **MOTION** made by **Perkins**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Bret L. Moyer as a Reserve Officer, effective August 1, 2016, with a probationary term ending June 30, 2017.
- **Update on Police Department Activities:**
  - **Statistics:** The Board briefly reviewed the statistics submitted by the Chief. The Chief briefly summarized the statistics for the Board. Perkins requested they have the stats for 2015 to compare. Riter will forward those to the Board.
  - **New Website:** Riter briefly reviewed the new website that Officer Olson has been working on and noted that the final touches are being completed and the new website should be up and running soon.
  - **New Camera System:** Perkins requested an update on the new camera system. Lt. Hazelwood was in attendance and provided the Board with an update, noting that there has been a lot of competitive bidding on the new camera system and he expects it will be purchased and installed sometime in September.
  - **Stiles Pond Beach Property Checks:** Riter advised the Board that they have been checking the Stiles Pond Beach area at least three times daily. Riter noted that at some point soon, residents will be able to request private property checks, when they're away on vacation, right on the new website.

**7:16 PM MEETING WITH DEPARTMENT OF PUBLIC WORKS: DPW**

Superintendent/Town Engineer John Dold met with the Board of Selectmen with updates and information, which included discussions on the following:

- **Paving Update:** Dold reviewed the paving schedule with the Board, noting that Herrick Road was scheduled to be paved Tuesday, Wednesday, and Thursday this week. He added that there were no firm dates on the remainder of the list and that there were two culverts that need to be replaced on Adams Road before it can be repaved in August. Perkins expressed his concern about the paving company (BitCon) and the job they did on Main Street was unacceptable. He requested that Herrick Road be inspected after completion to ensure the job is acceptable, before payment is submitted. Dold advised the Board that BitCon is scheduled to return to Main Street to improve the surface.
- **Update on Boy Scout Park Field Improvements:** Dold advised that they started work two weeks ago and finished work this past weekend. He noted that BAA provided volunteers to assist with the improvements. Jim Locke of the BAA also provided comments on the improvements, noting that he is working with Dold to complete the work with BAA volunteers.
- **Community Garden Fence Installation:** Dold provided a sketch for the Board to view, as he made a brief presentation on the fence installation, noting that the fence installation (at \$1,450) is an attempt to neaten up the area. Costello and

Perkins expressed their concern over the location of the crushed asphalt pile and they would like to see that pile moved to another location. Dold advised that he needs to work with the solar panel company to open up an area for them to lay down the solar panels. Costello suggested they hold off on the fence installation for now and, in the meantime, the Board will take a look back there with Dold and see if they can come up with some suggestions.

- **Path from Library to Spofford Pond School:** Dold advised that he received a request to clear a path from the Spofford Pond School to the library. He noted that there is a patch of weeds and brush behind the Town Hall that could easily be removed to clear a path to the school and they would install a gravel pathway. The Board provided approval to cut through as time permits, and complete the gravel pathway in the fall.
- **10-Year Tree City Designation:** Dold advised that Boxford has been awarded the 10-year Tree City award. Dold attended a ceremony at Holy Cross College. Dold presented a photo to the Board of him accepting the award for the Town.
- **East Library Gravel Pile Removal:** Cargill asked if the removal of the gravel pile has been scheduled. Dold advised he will put it on the schedule.
- **Mike Clancy Resignation:** Benson advised that Mike Clancy is resigning from the DPW to accept a position with the Town of Georgetown school system. Dold requested to lift the hiring freeze so he can hire a replacement.

On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to lift the hiring freeze so the DPW vacancy can be filled.

There ensued a brief discussion on the requirements of the position. Lou Athanas, a resident in attendance, contributed to the discussion on the CDL license and hoisting license requirements.

- **Border to Boston Rail Trail Signs:** Dold provided the Board with photos of the signs he ordered to place on the roadways, directing trail users to the temporary trail. He noted that he ordered the wrong signs, but Vaz advised he may be able to use them. He has contacted several people about the signs and will get back to Dold with a confirmation from the trail committee.

## 7:53 PM APPOINTMENTS

- **Reappointments:** The Board reviewed the list of reappointments and, at Selectwoman Nay's request, will hold off on reappointments until there is a full Board. Perkins requested to appoint Brian Shea to the Forest Committee and the Board took the following action:

On a **MOTION** made by **Perkins**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Brian Shea to the Forest Committee for a 3-year term.

- **Committee/Board Vacancies:** Selectman Cargill read aloud the list of committee/board vacancies. Costello advised the Board they have an applicant for the Permanent Building Committee, John Adams; and there is a request from Steve Merriam to be appointed to the ZBA. They will wait until they hear from the ZBA with their recommendation and when the Selectmen have a full board. Andy Gori, Masconomet Scholarship Committee member, advised the Board that they

really need a third person on the committee and requested that the Board assist them in finding someone to fill the vacancy.

- **Election Worker Appointments:** Costello advised the Board that they have a request from the Town Clerk to appoint the list of election workers and Registrar of Voters and Assistant Registrar of Voters:

After Selectman Perkins removed himself from the meeting, on a **MOTION** made by **Vaz**, second by **Cargill**, the Board of Selectmen **VOTED** by roll call vote to appoint the following election workers for a one-year term, beginning August 16, 2016, ending August 15, 2017:

Judith Anderson  
Susan Arsenault  
Lois Bell  
Jill Benas  
Ruthann Budrewicz  
Thomas Budrewicz  
Karen Collari-Troake  
Ellen Criscione  
Harry Crockett  
Michele Delfino  
Joan Gordon  
Judy Gore  
Leona Gormley  
Patricia Gleason  
Natasha Grigg  
Anne Gyles  
Patricia-Lane Houghton  
Richard Houghton  
Adelina Janiak  
Barbara Jessel  
Selma Johanson  
June Kaiter  
Bernice Kehoe  
Virginia Keilty  
Stephen Knowles  
Mary (Holly) Langer  
Sandra Lieto  
Mary Lynn Lovejoy  
Charlene Mead  
Robyn Muetterties  
Cynthia Middleton  
Beverly Perkins  
Sandra Pinkham  
Rebecca Potts  
Linda Shea  
Jayne Smallman  
Judith Stickney

Jason Trail-Nicewicz  
Peter Tybinkowski  
Meredith Zafonte  
Steven Zafonte  
Joseph Zaryski  
Selectman Perkins abstained.

After the vote, Selectmen Perkins returned to the meeting to vote on the following motion:

On a **MOTION** made by **Vaz**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously by roll call vote to reappoint Bradley Sweet to the Board of Registrars, for a three-year term ending August 15, 2019, and Michelle Johnson as Assistant Registrar of Voters, for a one-year term ending August 15, 2017.

#### 8:04 PM REPORT OF THE TOWN ADMINISTRATOR

**Alan J. Benson, Town Administrator, present**

- **Update on Solar Project:** Benson advised that they are working finishing up the language on the contract and getting easements for the electric poles.  
On a **MOTION** made by **Vaz**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve and execute the first amendment to grant the easement as provided in the document.
- **Update on Boxford Common:** Benson advised that the Conservation Commission met last Thursday and all the members were concerned about the lack of growing grass and they did not approve moving on to the next phase. Benson added that they will be making efforts to get things growing and approved to move forward as soon as possible. Benson also advised the Board that there were other issues with the contractor regarding the fencing that was to be installed for the abutters months ago, but fencing has not yet been installed.
- **State Primary:** Benson advised the Board that they need to call the Warrant for the State Primary on September 8, 2016.  
On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to call the Warrant for the State Primary to be held on September 8, 2016, with the polls open from 7AM to 8PM, in accordance with #18 in the packet.

#### 8:14 PM ROUTINES

- **Review Correspondence**
  - **Essex County Greenbelt Annual Cycling Event:** Benson advised the Police and Fire Departments have approved the event, with conditions. After the Board reviewed the e-mails from the fire and police departments, they took the following action:  
On a **MOTION** made by **Cargill**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously to authorize the approval of the race for the 17<sup>th</sup> of September as requested.
  - **Danvers Community YMCA Community Run:** Suzanne Malach, representing the Danvers Community YMCA, requested permission

from the Board to hold a community run on October 22. Perkins advised that the Fire Department has requested that the YMCA hire two EMTs for the event. The YMCA has agreed to work with the Fire Chief to get the EMTs.

On a **MOTION** made by **Cargill**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously to authorize run on Saturday, October 22, as requested.

Lou Athanas, a citizen in attendance, advised that the date requested encompasses archery season for deer hunting and the race is scheduled to go through the Wildcat area.

After discussion, the **MOTION** was amended (**Cargill/Vaz**) to change the date to Sunday, October 23.

- **Apple Festival Approval:** Benson provided the Board with a request from the Historical Society to hold the Annual Apple Festival on September 17, rain date September 18.

On a **MOTION** made by **Perkins**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to permit the Boxford Historical Society to hold their annual Apple Festival on September 17, with a rain date of September 18, from 10am to 3:30pm, also to permit the erection of a temporary banner as requested and to place flags on telephone poles on Elm Street, subject to conditions of the Historic District Commission, further that the Selectmen authorize the Chief of Police to approve appropriate traffic and parking plans, to authorize the installation of temporary portable toilets, including handicapped units, and to instruct the various town departments to assist the Historical Society as appropriate, and to offer their support and best wishes to the Boxford Historical for a successful Apple Festival.

- **Cow Flop Contest:** Andy Gori of the Boxford Historical Society met with the Board to request permission to hold a Cow Flop Contest at the Apple Festival. He provided details on the contest to the Board. After a brief presentation and lengthy discussion on insurance for the event, which included comments from Laura Grabski and Lou Athanas from the Agricultural Commission, the Board took the following action:

On a **MOTION** made by **Cargill**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously to authorize the Historical Society to hold a Cow Flop Contest with, if possible, obtaining an insurance certificate naming the Town of Boxford as an additional insured and, if not possible, we'll use our own insurance.

- **Fire Department Kudos:** Selectman Chair Costello read aloud a thank you e-mail to the Board from Jonathan Rowell, 19 Rowley Bridge Road in Topsfield, thanking 1<sup>st</sup> responders for saving his life on June 16, after a bicycle accident.

- **Approval of Minutes:** After a brief discussion:

On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve the Minutes of July 11, 2016, as written.

On a **MOTION** made by **Cargill**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously to approve the Minutes of July 11, 2016, Executive Session, as written.

- **Sign School and Non-School Warrants**

On a **MOTION** made by **Vaz**, second by **Perkins**, the Board of Selectman **VOTED** unanimously to approve Accounts Payable Warrant #17-4, in the amount of \$17,286.62.

On a **MOTION** made by **Vaz**, second by **Perkins**, the Board of Selectman **VOTED** unanimously to approve Accounts Payable Warrant #17-4S, in the amount of \$7,740.00

**After Selectman Perkins removed himself from the meeting**, and on a **MOTION** made by **Vaz**, second by **Cargill**, the Board of Selectman **VOTED** to approve Payroll Warrant #17-02, for non-school payroll in the amount of \$186,826.23, and school payroll in the amount of \$66,951.99, for a total payroll of \$253,778.22. **Perkins abstained.**

**8:53 PM ANY OTHER BUSINESS TO COME BEFORE THE BOARD**

- **Letter from Andrews Farm Road Residents:** Selectman Cargill advised the Board that he received a letter from Andrews Farm Road residents, Steve Guillmette and James Locke. He would like to make it part of the Board's record and put it on the agenda once the Board gets a ruling from DEP.

**8:53 PM ADJOURN**

On a **MOTION** made by **Costello**, and seconded by **Vaz**, the Board of Selectmen **VOTED** unanimously by roll call vote to return to open session and adjourned at 8:53 PM.

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 25, 2016
2. Resume: Bret L. Moyer
3. Resume: Nathaniel J. Peabody
4. Resume: Robert Edward Corliss
5. Boxford Police Department: Incidents By Type
6. Boxford Police Department: Incidents By Type
7. Boxford Police Department: Incidents By Type
8. April 25, 2016 Paving List

9. E-Mail from DPW Superintendent to Assistant to Town Administrator, Re: Sketch, 7/21/16
10. Photo and Press Release, Re: Boxford 10-Year Tree City Award,
11. Memo from DPW Superintendent to Assistant to the Town Administrator, Re: Hiring Freeze, 7/20/16
12. Letter from Michael Clancy to DPW Superintendent, Re: Resignation, 7/18/16
13. Appointment Schedule FY2017
14. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 7/22/16
15. E-Mail from Town Clerk to Town Administrator, et al, Re: Appointment of Election Officers and Registrars, 7/20/16
16. E-Mail from Steve Merriam to Town Administrator, et al, Re: ZBA Alternate Positions, 7/19/16
17. First Amendment to Grant of Easement, 7A Spofford Road
18. Letter from Town Administrator to R.A.D. Sports, Re: Abutter Fence Installation, 7/20/16
19. Commonwealth of Massachusetts, Secretary of the Commonwealth, Warrant for 2016 State Primary
20. Letter from Greenbelt to Board of Selectmen, Re: Annual Cycling Event, 5/5/16
21. Request from Danvers Community YMCA to Board of Selectmen, Re: Trail Use Request
22. E-Mail from Boxford Historical Society to Town Administrator, Re: Apple Festival, 7/16/16
23. E-Mail from Boxford Historical Society to Town Administrator, Re: Cow Flop Contest, 7/16/16
24. E-Mail from Jonathan Rowell to Town Administrator, Re: Thank You to 1<sup>st</sup> Responders, 7/22/16
25. Minutes:
  - July 11, 2016
  - July 11, 2016 Executive Session
26. Motion to go into Executive Session