

**Minutes of the BOXFORD BOARD OF SELECTMEN
BOXFORD TOWN HALL MEETING ROOM #1
August 15, 2016 7:00PM**

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

Absent: Al Vaz

Others Present: Assistant to the Town Administrator Susan Inman, Kathy O'Brien, Jim Locke, Stephen Guilmette, Jeff McCann, John Dold, Nancy Coughlin, Christina Eckert, Suzanne Malach, Chief Jim Riter, and others

7:00 PM PLEDGE OF ALLEGIANCE

7:01 PM ANNOUNCEMENTS

- **Vietnam War Memorial Moving Wall:** Selectwoman Nay advised that the North Andover/Boxford Veterans Service Officer sponsored a day trip to Waltham to visit the Vietnam War Memorial Moving Wall on August 12, from 9am-noon.
- **Hazardous Waste Collection Day:** Selectman Cargill announced that there will be a Hazardous Waste Collection Day on Saturday, November 12, at Masconomet Regional High School parking lot, from 9AM to 1PM.
- **Tri-Town Reporter Kathy O'Brien Recognition:** Selectman Perkins announced that this meeting will be Kathy's last meeting covering the news of the Boxford Selectmen's meetings in the Tri-Town Transcript. He added that Kathy is becoming a grandmother any day now and wants to be free to travel.
- **Statement on Boxford Common Closure:** Selectman Chair Costello read aloud a statement on the closure of the Boxford Common while the fields are under construction.

7:05 PM MEETING WITH RESIDENTS OF ANDREWS FARM:

- **Review AFWC Submission to DEP Emergency Declaration:** Andrews Farm resident Stephen Guilmette, and other Andrews Farm residents met with the Board of Selectmen to discuss the water supply issue at Andrews Farm. Guilmette advised the Board they want to work with the town to resolve the water supply issue. He added that the residents' preferred option is to continue using Topsfield's water supply as a permanent solution and they strongly urged the Board to support that preference. Selectman Chair Costello assured the residents that the Board will not be an impediment to solving the water issue. Another resident, Jim Locke, contributed to the discussion. The residents and the Board are awaiting word from DEP on their recommendation.

7:24 PM Passing of Bob Conroy: Selectman Chair Chuck Costello announced that Bob Conroy passed away recently. Costello read aloud the proclamation the Board issued upon Conroy's retirement from the Zoning Board of Appeals in 2013 and asked those present to join him in a moment of silence in Bob's memory.

7:23 PM MEETING WITH DEPARTMENT OF PUBLIC WORKS: John C. Dold, Superintendent/Town Engineer, Representatives from Fire Department and Police Department, met with the Board to discuss the following:

- **Safety and Detour Plan for Topsfield Road Culvert Project:** Dold advised that he met with all safety officials to develop a comprehensive safety and detour plan for the Topsfield Road culvert project. The project will begin on Tuesday, August 23. He provided a map and plan for the Board to view as he reviewed the plans for the road closure, with a detour on Pinehurst Drive.
- **Discussion Public Outreach Plan:** Dold advised that they have prepared a Reverse 911 call to notify immediate area residents and that the electric sign will notify other motorists in the area. He requested that the information be added to the Town Website and the Assistant to the Town Administrator will make it happen, as well as a notice on the Boxford 2.0 Facebook page. Selectman Chair Costello suggested that Dold contact Brad Sweet to put an announcement on TV as well. Selectman Cargill suggested that the Reverse 911 call go out to more residents. The Chief will take care of that.
- **Consider Board of Selectmen Vote of Approval:** Dold requested that the Board support the plans as presented. Chief Riter advised the signs are ready to be turned on once the Board approves.

On a **MOTION** made by **Perkins**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve the road closure and detour plan as presented by DPW Superintendent John Dold.

7:42 PM MEETING WITH PARK PROGRAM PERSONNEL: Nancy Coughlin, Director, Christina Eckert, Recreation Committee Representative, met with the Board of Selectmen to discuss the following:

- **Discussion of Development in Boxford Park Program Since Town Adoption:** Christina Eckert discussed the successes of the program over the ten years of the program's existence, focusing on the past year's program highlights. Nancy Coughlin and Suzanne Malach contributed to the discussion. Selectwoman Nay provided her observations on the program the day she dropped by, noting that every child was having a great time. Topics covered included:
 - **Growth of Program**
 - **Personnel**
 - **Field Trips – Potential Future Expansion**
 - **Fiscal Success**
 - **Challenges**

7:59 PM REQUEST FROM YMCA: Selectman Chair advised they have a late request from the Danvers YMCA to post signs for the yoga event they are hosting at Stiles Pond on August 21.

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

After the vote, Selectwoman Nay announced details of the event to be held at Stiles Pond.

8:02 PM LEGISLATIVE LUNCH AT THE YMCA CAMP: Suzanne Malach, Community Outreach Director for the Danvers YMCA, provided details on the legislative lunch the Danvers Y hosted to determine what the needs of the Tri-Town and Danvers communities are and how they can help provide what's needed. She added that the lunch was very well attended and it is a first step in getting more engaged in the communities. Malach also advised the Board that they will be hosting a 5K Family Trail Run and Walk in Wildcat on October 23.

8:08 PM REPORT OF ASSISTANT TO THE TOWN ADMINISTRATOR: Susan Inman, Assistant to the Town Administrator, met with the Board to provide information and updates on the following:

- **Review Miika Ebbrell Ethics Disclosure:** The Board reviewed the disclosure submitted by Miika Ebbrell and Inman advised that it has been filed with the Town Clerk.
- **Review Executed M.E.D. Proposal for Library Expansion Project:** The Board briefly reviewed the proposal and took the following action:
On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to hire Miika Ebbrell to provide architectural design services for the library expansion project.
- **Declare Surplus – Police Station Equipment:** Inman advised this was a list of surplus equipment from the police department. After a brief discussion, the Board took the following action:
On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to declare the list provided as surplus in a memo dated July 2016.

8:15 PM ROUTINES

- **Review Correspondence:** The Board briefly reviewed the following:
 - **Letter from Office of Consumer Affairs and Business Regulation:** Inman noted that the Building Inspector received a thank you from the Office of Consumer Affairs and Business Regulation regarding his denial of a permit due to the contractor not being registered.
 - **Monthly Reports of Building Inspector, June and July 2016**
 - **Board of Health to Board of Selectmen, Re: Andrews Farm Water Supply, 7/26/16**
 - **Masconomet Chief Financial Officer to Board of Selectmen, Re: Excess and Deficiency Fund, 6/28/16**
 - **Letter from Richard B. Alm to Board of Selectmen, Re: DPW, 8/6/16**
- **Appointments:**
 - **Border to Boston Committee:** Selectman Chair Costello noted that Peter Perkins has indicated he would like to continue serving on the Border to Boston Committee and 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 Peter Perkins to a one-year term on the Border to Boston Committee, for a term ending 6/30/2017.

- **Zoning Board of Appeals Alternate:** Selectman Cargill noted that Steve Merriam's desire to serve as the alternate on the Zoning Board of Appeals is supported by the ZBA, and the Board took the following action:

On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Steve Merriam as an alternate on the Zoning Board of Appeals for a three-year term ending 6/30/2019.

- **Approval of Minutes**

On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** to approve the Minutes of July 25, 2016, as written. **Nay abstained.**

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

On a **MOTION** made by **Nay**, second by **Perkins**, the Board of Selectman **VOTED** unanimously to approve Accounts Payable Warrant #17-7, in the amount of \$842,975.98

On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectman **VOTED** unanimously to approve Accounts Payable Warrant #17-7S, in the amount of \$2,083.07

8:23 PM ANY OTHER BUSINESS TO COME BEFORE THE BOARD

- **Gridley Losee, 102 Georgetown Road:** Mr. Losee requested to meet with the Board to discuss his well failure. Selectman Chair Costello advised he just got his e-mail and has not yet had an opportunity to distribute it to the other board members and asked Losee to provide the information to the Town Administrator's office, to be put on the agenda.
- **Ball Field Signs:** Cargill asked Inman for the status on the signs that were approved at Town Meeting (Article 22). Inman advised that the signs are being ordered.
- **Summer Meeting Schedule:** Selectman Cargill noted that he has enjoyed the summer meeting schedule.

8:30 PM ADJOURN

On a **MOTION** made by **Cargill**, and seconded by **Nay**, the Board of Selectmen **VOTED** unanimously to adjourn at 8:30 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: August 15, 2016
2. Announcement: Vietnam Memorial Moving Wall Day Trip
3. Announcement: Household Hazardous Waste Collection Day
4. Announcement: Statement on Boxford Common Closure
5. Memo from Town Administrator to Selectman Chair, Re: Andrews Farm Water Company, 7/28/16
6. E-Mail Packet from DEP to Town Administrator, Re: Andrews Farm Water Company, 7/18/16
7. Summary Park Program Revenue & Expense
8. Memo from DPW Superintendent/Town Engineer to Board of Selectmen, Re: Topsfield Road Culvert Replacement Detour Plan, 8/11/16
9. Disclosure by Municipal Employee of Financial Interest in a Municipal Contract: Miika Ebbrell, 8/3/16
10. Letter from MED to Town Administrator, Re: Boxford Town Hall Library Renovations Design Services Proposal, 7/31/16
11. List of Surplus Materials, July 2016, Boxford Police
12. Letter from Massachusetts Office of Consumer Affairs and Business Regulation to Inspector of Buildings, Re: Unregistered Contractor, 8/4/16
13. Memo from Building Inspector to Board of Selectmen, Re: June 2016 Monthly Report, 7/5/16
14. Memo from Building Inspector to Board of Selectmen, Re: July 2016 Monthly Report, 8/2/16
15. Letter from Board of Health to Board of Selectmen, Re: Andrews Farm Water Supply, 7/23/16
16. Memo from Masconomet Chief Financial Officer to Board of Selectmen, Re: Excess and Deficiency Fund, 6/28/16
17. Memo from Masconomet Chief Financial Officer to Board of Selectmen, Re: Middle School Air Conditioning Repair, 7/27/16
18. Letter from Richard Alm to Board of Selectmen, Re: DPW Staffing, 8/6/16
19. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 8/5/16
20. Minutes:
 - July 25, 2016
21. E-Mail from Danvers YMCA to Assistant to Town Administrator, Re: Yoga on Pond Signs, 8/15/16