

**Minutes of the BOXFORD BOARD OF SELECTMEN  
BOXFORD TOWN HALL MEETING ROOM #1  
September 12, 2016 7:00PM**

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

*Absent: None*

*Others Present: Town Administrator Alan Benson, Town Clerk Robin Phelan, Louise Kress, Ron Holmgren, Charlene Mansell, Chris Dorman, and others*

**7:00 PM PLEDGE OF ALLEGIANCE**

**7:01 PM ANNOUNCEMENTS**

- **Live Fire Training:** Selectman Cargill announced that the Fire Department will be doing extrication drills on September 19 and live fire drills on September 26. Both will be held behind the DPW.
- **Boxford Board of Health Rite Aid Flu Clinic:** Selectwoman Nay announced that there will be a Boxford Board of Health Rite Aid Flu Clinic on Wednesday, September 21 at Boxford Town Hall, Meeting Room 1, from 1PM until 4PM.
- **Large Metal Item Pick-Up Day:** Selectman Vaz announced that there will be a large metal item pick-up day on Monday and Tuesday, October 17 and 18, same as your trash pick-up day. Have items out at the curb by 7AM.
- **Call to Honor Triathlon:** Selectman Perkins provided information on the Call to Honor Triathlon held this past Sunday, September 11, adding that approximately 250 bicyclists participated with only two minor medical issues.
- **Family 5K Run at YMCA Stiles Pond Camp:** Selectman Perkins announced that the Danvers YMCA is holding a Family 5K Run, beginning at the YMCA Stiles Pond Camp on October 23, with registration from 7AM to 8:15AM and the race starting at 8:30AM. There will be a Monster Bash from 9:30AM-11:30AM, after the race.
- **Town of Boxford Drought Statement:** Selectman Chair Costello read aloud the Town of Boxford Drought Statement, updated 9/12/16.

**7:14 PM EXECUTION OF NATIONAL GRID EASEMENT:** Town Administrator Alan Benson provided a copy of the Grant of Easement for the Board to review, vote on, and sign. After a very brief discussion, the Board took the following action:

On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to grant the easement on Samuel Bixby Way, as described in the packet, dated September 7, 2016.

**7:18 PM MEETING WITH THE WEST BOXFORD GRANGE:** Chris Dorman, Master of the West Boxford Grange, and Ron Holmgren, chair of the Agriculture Education Grant Committee, met with the Board of Selectmen with a proposal to landscape Colby Park. Holmgren provided the Board with drawings and information

on the proposed landscaping project, for which he procured a grant from the Massachusetts State Grange. Charlene Monsell, a landscape architect and certified horticulturalist, described her role in designing the landscaping for the project. The Board provided their comments and suggestions and the Grange will work on additional funding and return to the Board with additional details.

**7:47 PM APPOINTMENTS:** Benson advised the Board that there were several residents who have recently expressed interest in volunteering on various Boards/Committees. Some were in attendance.

- **Margaret Costello, Masconomet Scholarship Committee:** Margaret Costello provided the Board with her background information and experience relative to the position.
- **Dorothy Johnson, Masconomet Scholarship Committee:** Dorothy Johnson provided the Board with her background information and experience relative to the position. After a brief discussion:

On a **MOTION** made by **Nay**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Margaret Costello to the Masconomet Scholarship Committee for a term ending June 30, 2017.  
**Costello abstained.**

On a **MOTION** made by **Perkins**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Dorothy Johnson to the Masconomet Scholarship Committee for a term ending June 30, 2017.  
**Costello abstained.**

- **Gary Martin, Sustainability Committee:** Benson provided the Board with Martin's background information, in Martin's absence, noting that the Sustainability Committee supports the appointment. After a brief discussion:  
On a **MOTION** made by **Perkins**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Gary Martin to the Sustainability Committee for a term ending June 30, 2017.
- **Frank DiLuna, Agricultural Commission:** Costello provided the Board with information on the proposed appointment. After a brief discussion:  
On a **MOTION** made by **Cargill**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Frank DiLuna to the Agricultural Commission for a term ending June 30, 2019.
- **Chuck Adam, Permanent Building Committee:** Costello advised they have a letter from the Permanent Building Committee supporting Chuck Adams' appointment to the PBC. After a lengthy discussion on Adams' past resignation from the PBC, the Board took the following action:  
On a **MOTION** made by **Cargill**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Chuck Adam to the Permanent Building Committee for a term ending June 30, 2017.

**8:04 PM PERSONNEL EVALUATION REPORTS:** The Chair advised that all Board members have completed their assigned evaluations and provided time for each Board member to summarize their evaluations, as follows:

- **Brian D. Geiger, Fire Chief:** Selectwoman Nay provided a summary of her meeting and evaluation of Chief Geiger.  
On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to place on file the 2015 composite performance evaluation of Brian D. Geiger, the Fire Chief for the Town of Boxford and adopt the listed 2016 performance objectives. This composite evaluation to be placed in the personnel file of the employee.
- **Warren Gould, Director of Communications:** Selectman Vaz provided a summary of his meeting and evaluation of the Director of Communications.  
On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to place on file the 2015 composite performance evaluation of Warren Gould, the Director of Communications for the Town of Boxford and adopt the listed 2016 performance objectives. This composite evaluation to be placed in the personnel file of the employee.
- **Alan J. Benson, Town Administrator:** Selectman Vaz provided a summary of his meeting and evaluation of the Alan Benson, Town Administrator.  
On a **MOTION** made by **Vaz**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to place on file the 2015 composite performance evaluation of Alan Benson, Town Administrator for the Town of Boxford and adopt the listed 2016 performance objectives. This composite evaluation to be placed in the personnel file of the employee.
- **Kathleen J. Benevento, Director of Municipal Finance:** Selectman Costello provided a summary of his meeting and evaluation of Kathy Benevento, Director of Municipal Finance.  
On a **MOTION** made by **Costello**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to place on file the 2015 composite performance evaluation of Kathleen J. Benevento, Director of Municipal Finance for the Town of Boxford and adopt the listed 2016 performance objectives. This composite evaluation to be placed in the personnel file of the employee.

**8:37 PM REPORT OF THE TOWN ADMINISTRATOR:** Alan Benson, Town Administrator, provided the Board with information and updates on the following:

- **Schedule for the Board of Selectmen:** Benson provided the Board with information on upcoming meetings and availability of Selectmen. After discussion, the Town Administrator and the Board agreed to meet on the following dates:
  - 9/26
  - 10/3
- **Consider Sign Request for Herrick Tree Farm:** The Board reviewed the request from Herrick Tree Farm to install a temporary sign at the corner of Georgetown Road and Herrick Road. After a brief discussion, the Board took the following action:  
On a **MOTION** made by **Cargill**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously to approve the sign as requested.

- **Consider Request for Reduced Fee: Lincoln Hall:** The Board briefly reviewed the request from Wide Eyes Theatre Company for a reduced fee to use Lincoln Hall for one week, 11/13-11/20 for a musical production. After a brief discussion, the Board took the following action:
  - On a **MOTION** made by **Cargill**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to approve the reduced rental fee of \$400 for the time period 11/13-11/20, for the rental of Lincoln Hall, as presented.
- **Consider Permission for Fifth Annual Ride for the Troops:** The Board briefly reviewed the request of the American Legion Riders to have a motorcycle ride through Boxford on September 17. After a brief discussion, the Board took the following action:
  - On a **MOTION** made by **Vaz**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve the motorcycle ride as presented.
- **Notice of Officer John Iannazzo's Intent to Retire:** Benson provided the Board with information on Officer John Iannazzo's intent to retire.
- **Consider Approval of Alcohol Permit:** The Board briefly reviewed the request from the Danvers YMCA for an alcohol permit for their event on 10/23/16. After a brief discussion, the Board took the following action:
  - On a **MOTION** made by **Nay**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve the alcohol permit as presented.
- **Consider Adoption of Proposed Link Policy:** Benson provided the Board with information on the proposed link policy for the Town's website. Benson provided the Board with a draft policy to review and approve. After a brief discussion, the Board took the following action:
  - On a **MOTION** made by **Nay**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously to adopt the link policy for the town websites, as presented by the Town Administrator.

#### **8:53 PM      ROUTINES**

- **Review Correspondence:** The Board briefly reviewed the following:
  - **Monthly Report of Building Inspector, August 2016**
  - **Boxford Historical Society to Board of Selectmen:** Re: Postponement of the Cow Flop Contest, 8/21/16
  - **Masconomet Chief Financial Officer to Board of Selectmen,** Re: Excess and Deficiency Fund, 6/28/16
- **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 #17-11, in the amount of \$188,991.29.

#### **8:56 PM      ANY OTHER BUSINESS TO COME BEFORE THE BOARD**

- **Bob Conroy's Memorial Service:** Selectman Chair Costello expressed his regret in not being able to attend Mr. Conroy's memorial service. Selectwoman Nay, Selectman Cargill, and Town Administrator Alan Benson attended. Costello

suggested that the Town possibly purchase some sort of memorial in his memory.

#### **8:58 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 litigation including Georgetown Road, Varsity Wireless, and discussing strategy on potential land acquisition: Georgetown Road, and declared that an Executive Session is necessary since an open and public discussion may have a detrimental effect on the negotiating, bargaining or litigating position of the Executive Session to return to open session and immediately adjourn without conducting any further business.

#### **9:40 PM 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 adjourned at 9:40 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: September 12, 2016
2. Announcement: Fire Department Training Drills
3. Announcement: Boxford Board of Health Rite Aid Flu Clinic
4. Announcement: Large Metal Item Pick-Up Day
5. Announcement: Family 5K Run at YMCA Stiles Pond Camp
6. Town of Boxford Drought Statement
7. E-Mail from National Grid to Town Administrator, Re: National Grid Easement/Samuel Bixby Way and Middleton Road, Boxford/WR21966925, 9/7/16
8. Letter from West Boxford Grange to Board of Selectmen, Re: Colby Park Landscaping Proposal, 9/6/16
9. Letter from West Boxford Grange to Massachusetts State Grange, Re: Mass. State Grange Grant Program
10. Letter from Mass. State Grange to West Boxford Grange, Re: Massachusetts State Grange Grant, 8/17/16
11. Memo from DPW Superintendent/Town Engineer to Town Administrator, Re: Grange Proposal for Colby Property, 9/8/16
12. E-Mail from Margaret Costello to Kathleen Benevento, Re: Board/Committee Volunteer Form, 7/30/16

13. E-Mail from Dorothy Johnson to Kathleen Benevento, Re: Board/Committee Volunteer Form, 9/6/16
14. E-Mail from Gary Martin to Kathleen Benevento, Re: Board/Committee Volunteer Form, 9/7/16
15. E-Mail from Francis DiLuna to Assistant to the Town Administrator, Re: Agricultural Commission, 7/22/16
16. E-Mail from Selectman Chair Costello to Permanent Building Committee, Re: Appointment to Permanent Building Committee, 7/27/16
17. Motion to place on file the 2015 performance evaluation
18. Performance Evaluation: Kathleen Benevento
19. Performance Evaluation: Alan J. Benson
20. Performance Evaluation: Warren Gould
21. Performance Evaluation: Brian Geiger
22. E-Mail from Herrick Tree Farm to Town Administrator, Re: Herrick Tree Farm Sign, 8/18/16
23. E-Mail from Wide Eyes Theatre Company to Assistant to Town Administrator, Re: Wide Eyes Theatre Company Lincoln Hall Inquiry, 8/16/16
24. E-Mail Packet: Fifth Annual Ride for the Troops, 9/9/16
25. Draft of Town of Boxford Disclaimer, Re: Town Website Links
26. Memo from Building Inspector to Board of Selectmen, Re: August 2016 Monthly Report, 8/6/16
27. Letter from Boxford Historical Society to Board of Selectman, Re: Cow Flop Contest, 8/21/16
28. Memo from Masconomet Chief Financial Officer to Board of Selectmen, Re: Excess and Deficiency Fund, 6/28/16
29. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 9/9/16
30. Minutes:
  - August 15, 2016
31. Motion to go into Executive Session