

**Minutes of the BOXFORD BOARD OF SELECTMEN  
BOXFORD TOWN HALL MEETING ROOM #1  
September 26, 2016 7:00PM**

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

*Absent: Town Administrator Alan Benson*

*Others Present: Assistant to the Town Administrator Susan Inman, Deputy Fire Chief Mike Madden, Firefighter Katie Colangelo, Firefighter Tyler Brown, Chief Brian Geiger, Chief Jim Riter, Officer Nathaniel Peabody, Officer Brooke Dechene, Officer Dave Barker, Library Director Kevin Bourque, Paula Fitzsimmons, and others*

**7:00 PM PLEDGE OF ALLEGIANCE**

**7:01 PM ANNOUNCEMENTS**

- **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.
- **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.

**7:03 PM MEETING WITH FIRE DEPARTMENT:** Brian D. Geiger, Boxford Fire Chief, met with the Board to provide information and updates on the following:

- **Introduction of New Full Time Staff Members:** Chief Geiger introduced Firefighter Katie Colangelo and Firefighter Tyler Brown to the Board. Both firefighters were given an opportunity to provide the Board with some information on themselves. The Chief provided the Board with the process followed to hire the two new firefighters.
- **Announcement: Grant Award:** The Chief provided the Board with information on the grant they were awarded, adding that Lt. Soltys wrote the grant to replace the department's self-contained breathing apparatus (SCBA). The grant was provided by the Assistance to Firefighters Grant, in the amount of \$166,865.00.
- **Update on Other Fire Department Matters:** The Chief provided the Board with an update on the courses he is planning on taking during this upcoming year.
- **Update on Department Staffing and Command:** The Chief provided the Board with an update on fire station staffing and scheduling, noting that the West Station will be staffed on a limited basis. He will also be implementing a new system for toning out calls during the weekdays, limiting toned calls during the weekdays.

- **Update on Water Sources:** Deputy Chief Madden provided the Board with information on the town's firefighting water supplies, noting that, due to the drought, there is a concern that if the water freezes before the water levels are restored, the dry hydrants may crack and need to be replaced.
- **New Squad Vehicle:** At Selectmen Perkins' request, the Chief provided an update on the new Squad vehicle the Town recently received.

**7:34 PM MEETING WITH POLICE DEPARTMENT:** James B. Riter, Boxford Chief of Police, met with the Board to provide information and updates on the following:

- **Recommendation for Police Appointment:** The Chief recommended that Reserve Officer Nathaniel J. Peabody be appointed as a full-time Police Patrol Officer, for a probationary term commencing October 3, 2016 to October 3, 2017. The Chief provided the Board with details on Peabody's background. After a brief discussion, the Board took the following action:  
On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously by roll call vote to, at the recommendation of Chief Riter, appoint Nathaniel J. Peabody as a full-time police patrol officer for a probationary term commencing October 3, 2016 to October 3, 2017.

**7:40 PM MEETING WITH BOXFORD LIBRARY:** Kevin J. Bourque, Library Director, met with the Board to provide information and updates on the following:

- **Announcement of Community Reading Event:** Bourque announced that there will be a 10-month long community read, involving the communities of Middleton, Topsfield, and Boxford. The book chosen is *Life is Good, The Book* by Bert and John Jacobs. Bourque provided copies of the book to each Board member.
- **Update on Library/Town Hall Renovations:** Selectman Chair Costello provided an update on the renovations planned for the library, which will begin after the election in November.

**7:50 PM REPORT OF THE ASSISTANT TO THE TOWN ADMINISTRATOR:** Susan J. Inman, Assistant to the Town Administrator, provided information and updates to the Board on the following:

- **Application for Temporary Liquor License:** Inman provided information to the Board on the temporary liquor license application for the Boxford Community Store, scheduled for October 22, 5PM-11PM. After a brief discussion:  
On a **MOTION** made by **Cargill**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously to approve the one-day temporary liquor license for the Boxford Community Store, contingent upon evidence that a TIPS certified bartender and a \$1M general liability insurance policy naming Town of Boxford as an additional insured have been obtained.
- **Sign Request:** Inman provided the Board with information on the signs requested by the Masconomet Music Parents for a fundraiser they are having on October 15<sup>th</sup>.

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

- **Review Correspondence**

- **BCATv Capital Update:** Inman advised this was just for the Board's information, no action needed.
- **Letter from FEMA Re: Merrimack Valley Regional Multi-Hazard Mitigation Plan Update Review:** Inman advised this was just for the Board's information, no action needed.
- **Board and Committee Vacancies:** Selectwoman Nay read aloud the list of board and committee vacancies.

#### **8:00 PM      ROUTINES**

- **Approval of Minutes:**

On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the minutes of September 12, 2016, as written.

On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** to approve the minutes of August 15, 2016, as written. **Vaz abstained.**

Selectwoman Nay had edits for the Executive Session minutes of the 9/12/16 meeting, which the Board will discuss in Executive Session.

- **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 #17-13, in the amount of \$177,202.40.

#### **8:06 PM      ANY OTHER BUSINESS TO COME BEFORE THE BOARD**

- **Masconomet School Committee Update:** Masconomet School Committee member Paula Fitzsimmons provided the Board with a meeting calendar and budgeting information for the upcoming year.

#### **8:09 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 the Executive Session minutes of September 12, 2016, 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.

**8:13 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 8:13 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: Large Metal Item Pick-Up Day
3. Announcement: Family 5K Run at YMCA Stiles Pond Camp
4. E-Mail from Fire Chief to Town Administrator, Re: Grant Awarded to Boxford Fire, 8/22/16
5. Letter from Fire Chief to Board of Selectmen, Re: Professional Development Courses, 9/1/16
6. Letter from Nathaniel J. Peabody, Re: Police Officer Position and Qualifications
7. E-Mail from Library Director to Assistant to the Town Administrator, Re: Tri-Town Community Read Book Presentation to the Board of Selectmen, 8/15/16
8. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 9/23/16
9. E-Mail from Personnel Board to Town Administrator, Re: Personnel Board, 9i/16/16
10. Application for Alcohol Sale Permit on Private Property, Boxford Community Store, 9/6/16
11. E-Mail from Masco Music Parents to Assistant to the Town Administrator, Re: Sign Approval Request, 9/23/16
12. E-Mail from BCATv to Town Administrator et al, Re: BCATv – Capital Equipment Project Update, 9/22/16
13. Letter from FEMA to Board of Selectmen, Re: Merrimack Valley Region Multi-Hazard Mitigation Plan Update, 8/18/16
14. Minutes:
  - August 15, 2016
  - September 12, 2016
  - September 12, 2016 Executive Session