

**Minutes of the BOXFORD BOARD OF SELECTMEN
BOXFORD TOWN HALL MEETING ROOM #1
October 3, 2016 7:00PM**

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

Others Present: Town Administrator Alan Benson, Treasurer/Tax Collector Ellen Guerin, Keith Bovardi, Town Clerk Robin Phelan

7:03 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 meeting with a grievance committee of the Teamsters Boxford Patrol Officers, 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 Board of Selectmen, and upon completion of the Executive Session to return to open session and continue business.

7:45 PM ADJOURN EXECUTIVE SESSION

On a **MOTION** made by **Vaz**, and seconded by **Cargill**, the Board of Selectmen **VOTED** unanimously by roll call vote to adjourn Executive Session and return to open session and continue business.

7:49 PM PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL

Selectman Chair Costello asked the employee if he would prefer the hearing on any disciplinary action be held in Executive Session. The employee answered in the affirmative and the Board took the following action:

7:51 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 considering the discipline or dismissal of, or to hear complaints or charges brought against a public officer, employee, staff member or individual, 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 Board of Selectmen, and upon completion of the Executive Session to return to open session and continue business.

8:13 PM ADJOURN EXECUTIVE SESSION

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 conduct further business at 8:13 PM.

8:13 PM OPEN REGULAR SESSION/PLEDGE OF ALLEGIANCE

8:14 PM ANNOUNCEMENTS

- **Early Voting:** Selectman Perkins announced that in accordance with a new Massachusetts law, the Town of Boxford will conduct early voting from October 23 through November 3.
- **Family 5K Wild Kitten Run at YMCA Stiles Pond Camp:** Selectman Cargill 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.
- **Twice-Loved Toy Sale:** Selectwoman Nay announced that the Community Giving Tree is holding their Twice-Loved Toy Sale at the Topsfield Fairgrounds on October 29th and November 5.
- **Boxford Historic Document Center's 40 Year Celebration:** Selectwoman Nay announced that the Historic Document Center is celebrating 40 years on Saturday, October 22, beginning at 3PM with a BBQ at 4:30PM with local homegrown foods.
- **YMCA Needs Assessment Survey:** Selectman Vaz announced that the YMCA in Danvers is conducting a Tri-Town Community Needs Assessment Survey available online, at the town hall and at the library.

8:20 PM PUBLIC HEARING: UNDERGROUND UTILITIES ON SAMUEL BIXBY

WAY: Selectman Chair Costello read aloud the public notice upon the petition of National Grid Company and opened the public hearing. There was no one in attendance from National Grid. One abutter (Keith Bovardi, 8 Samuel Bixby Way) was in attendance. Town Administrator Benson provided the Board with information on the proposed installation of the underground utilities. After a very brief discussion:

On a **MOTION** made by **Perkins**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the underground conduits as presented.

8:29 PM MEETING WITH TOWN TREASURER: Ellen Guerin, Town Treasurer/Tax Collector, met with the Board to provide information and updates on the following:

- **Bond Anticipation Note: \$1,250,000, Boxford Common:** Guerin explained the Board needs to vote on and sign the Bond Anticipation Note, adding that the interest rate is 0.95% from Century Bank. 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 to approve as directed by the Town Treasurer/Collector of Taxes that which was presented to us, dated October 3, 2016. (Copy Attached)

Guerin provided the Board with copies of the Note and certificates to sign, and to be sealed by the Town Clerk.

- **Report on Cash and Investment Holdings for the Town:** Guerin advised she sent an official statement on the Town's holdings to each Board member for their information and added that they are in compliance with the Town's investment

policies. She noted that the Town has just under \$8M in debt and will pay down \$1M in principal over this next year.

8:45 PM PERSONNEL EVALUATION REPORTS

- **John C. Dold, DPW Superintendent/Town Engineer:** Selectman Cargill provided a summary of his meeting and evaluation of John Dold.
On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to place on file the 2015 composite performance evaluation of John C. Dold, DPW Superintendent/Town Engineer 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.
- **James B. Riter, Chief of Police:** Selectman Perkins provided a summary of his meeting and evaluation of Chief Riter.
On a **MOTION** made by **Perkins**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to place on file the 2015 composite performance evaluation of James B. Riter, Chief of Police 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.
- **Robert M. Aldenberg, Inspector of Buildings:** Selectman Perkins provided a summary of his meeting and evaluation of Building Inspector Bob Aldenberg.
On a **MOTION** made by **Perkins**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to place on file the 2015 composite performance evaluation of Robert M. Aldenberg, Inspector of Buildings 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.

8:59 PM REPORT OF THE TOWN ADMINISTRATOR: Alan Benson, Town Administrator, provided information and updates to the Board on the following:

- **Consider Sign Request:** Benson provided the Board with information on the signs requested by BTA-BOLT for their fundraising for the Rail Trail.
On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve the signs as requested.
- **Consider Sign Request:** Benson provided information to the Board on the sign request from the Community Giving Tree for their upcoming toy sale. After a brief discussion:
On a **MOTION** made by **Nay**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve the signs as presented.
- **Consider Sign Request:** Selectman Vaz recused himself from this discussion. Benson provided information to the Board on the sign request from the Northeast Ice Skating Club for their Learn to Skate program. After a brief discussion:
On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** to approve the signs as requested. **Vaz abstained** and returned to the meeting.
- **Upcoming Masconomet Improvements:** Benson provided the Board with information on the upcoming plans for capital improvements to Masconomet

Regional School, adding that the School Committee is holding informational meetings for the Tri-Towns on cost issues.

- **Thanks to the Board:** Benson publicly thanked the Board for their support of his attendance at the annual ICMA conference in Kansas City last week, noting that he was recognized for his 30 years of service at the event.
- **Update on Town Hall Renovations:** Benson provided the Board with an update on the plans to move the Town Clerk's office to the second floor.

9:12 PM ROUTINES

- **Approval of Minutes:**

On a **MOTION** made by **Nay**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve the Executive Session minutes of September 12, 2016, as presented.

On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the minutes of September 26, 2016, as written.

On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve the Executive Session minutes of September 26, 2016, as written.

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

After Selectman Perkins removed himself from the meeting, on a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectman **VOTED** to approve Payroll Warrant #17-07, for non-school payroll in the amount of \$173,337.14, school payroll in the amount of \$345,098.65, for a total payroll of \$518,435.79. **Perkins abstained** and returned to the meeting.

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectman **VOTED** unanimously to approve Accounts Payable Warrant #17-14 in the amount of \$669,595.73.

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectman **VOTED** unanimously to approve Accounts Payable Warrant #17/14S, in the amount of \$7,517.90.

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectman **VOTED** unanimously to approve Accounts Payable Warrant #17-14S, in the amount of \$13,211.95.

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectman **VOTED** unanimously to approve Accounts Payable Warrant #17*14S, in the amount of \$86,689.02.

9:17 PM ADJOURN

On a **MOTION** made by **Costello**, and seconded by **Cargill**, the Board of Selectmen **VOTED** unanimously by roll call vote to return to open session and adjourned at 9:17 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: October 3, 2016
2. Motion to go into Executive Session: Teamsters
3. Motion to go into Executive Session: Town Employee
4. Announcement: Early Voting
5. Announcement: Wild Kitten Run at YMCA Stiles Pond Camp
6. Announcement: Twice-Loved Toy Sale
7. Announcement: Danvers YMCA Needs Assessment Survey
8. Public Notice: Public Hearing Re: National Grid Underground Conduits
9. Vote of the Board of Selectmen

10. E-Mail from Town Treasurer/Tax Collector to Assistant to the Town Administrator, Re: Boxford BAN Results, 9/28/16
11. E-Mail from Town Treasurer/Tax Collector to Finance Director et al, Re: Annual Reporting – Investments and Debt, 8/31/16
12. Motion to place composite performance evaluation on file
13. Performance Evaluation: James Riter, Police Chief
14. Performance Evaluation: Robert Aldenberg, Inspector of Buildings
15. Performance Evaluation: John Dold, DPW Superintendent/Town Engineer
16. Letter from Community Giving Tree to Board of Selectmen, Re: Sign Request, 9/27/16
17. E-Mail from BTA-BOLT to Assistant to the Town Administrator, Re: Sign Request, 9/27/16
18. E-Mail from Northeast Ice Skating Club to Board of Selectmen, Re: Sign Request, 9/29/16
19. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 9/29/16
20. Minutes:
 - September 12, 2016 Executive Session
 - September 26, 2016
 - September 26, 2016 Executive Session