

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

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

Others Present: Town Administrator Alan Benson, Natasha Grigg, and others

7:00 PM PLEDGE OF ALLEGIANCE

7:01 PM ANNOUNCEMENTS:

- **BTA/BOLT Land Purchase Auction:** The Chair read aloud an e-mail from Natasha Grigg, of BTA-BOLT, with information on their upcoming auction on December 10, to benefit the Make the Connection program. There was also a request to post several signs in town promoting the auction. After a brief discussion:
On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectman **VOTED** unanimously to approve the signs as requested.
- **Household Hazardous Waste Collection:** Selectwoman Nay announced there will be a Household Hazardous Waste Collection day on Saturday, November 12, at Masconomet Regional High School, from 9AM-1PM.
- **Passing of Retired Topsfield Police Chief Dan O'Shea:** Selectman Chair Costello announced the passing of retired Topsfield Police Chief, Daniel O'Shea, who also served on the Boxford Police Department. He provided information on calling hours and funeral arrangements and requested that all in attendance observe a moment of silence in his memory.
- **Annual Meeting of the Friends of the Council on Aging:** Selectwoman Nay announced there will be an annual meeting of the Friends of the Council on Aging this Thursday, November 3, at 6PM, at the COA Community Center. She added that they are looking for new members to support the senior population.

7:06 PM MEETING WITH BTA/BOLT: Natasha Grigg, President, Invited

- **Discussion of "Make the Connection" Program for the purchase of 27 Hemlock Road:** Natasha Grigg and other members of BTA-BOLT met with the Board to explain the Make the Connection program to connect the rail trail from Pond Street to Georgetown Road, adding that they need to raise \$250,000 to purchase the parcel, with a donation of \$125,000. She noted that they had originally planned their fundraising auction for November 6, but have since changed the date to December 10, 5:30PM, at Lincoln Hall. Tickets are \$50 each.

7:31 PM MEET RECOMMENDED CANDIDATE FOR BOXFORD

REPRESENTATIVE TO MVPC: James Barnes met with the Board of Selectmen to provide information about himself, as a candidate for the position of Boxford

Representative to the Merrimack Valley Planning Commission. After a lengthy discussion on the MVPC and Boxford's involvement in it, the Board took the following action:

On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint James Barnes as Boxford's Representative to the Merrimack Valley Planning Commission.

7:43 PM REPORT OF THE TOWN ADMINISTRATOR: Alan J. Benson, Town Administrator, met with the Board to provide updates and information on the following:

- **Update on Early Voting:** Robin Phelan, Town Clerk, advised the Board that early voting is going very well, noting that as of today, 36% of the town's electorate have cast their ballots. There ensued a lengthy discussion on the early voting.
- **Update on Funeral Plans for Chief Daniel J. O'Shea:** Benson advised the Board that the Boxford Police will be attending the services and will also provide coverage while Topsfield's officers attend the funeral. Our Fire Department will also assist with coverage.
- **Update on Solar Project:** Benson provided the Board with a brief update on the solar project, providing photos for the Board to view. He noted that the project will offset the town's energy costs and should be completed by January 8.
- **Update on Plans to Remove Old Holiday Tree:** Benson advised that the removal of the old holiday tree was delayed while the DPW ensured the new tree was viable and growing. It is and the old tree is scheduled to be taken down next month.
- **Consider Request for Approval of a 5K Road Race:** Benson advised that the Masco Music Parents Association (MMPA) have requested approval for a 5K road race on Sunday April 30th, 2017, to raise funds for Masconomet music department enrichment opportunities. After a brief discussion, the Board took the following action:
 - On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen approved the road race for April 30, 2017, noting that a sign request will be at a future meeting.
- **Town's New Facebook Page:** Benson advised the Board that we now have a new Facebook page. He provided photos and information for the Board to view, noting that the page will become more active, as they ramp up their efforts to use social media.
- **Tax Recap Sheet:** Benson provided the Board with the Tax Recap Sheet, noting that, on average, taxes went up 2.2%. A brief discussion ensued on the taxes. The Chair requested that the Director of Finance be invited to a future meeting to provide the Board with detailed information on the town's tax recap.

8:12 PM ROUTINES

- **Board and Committee Openings:** Selectman Vaz read aloud the list of Board and Committee openings, noting that there is a recent vacancy on the elementary school committee.
- **Correspondence:**
 - “ **Memo from Planning Director:** Selectwoman Nay advised they received a memo from Ross Povenmire, noting that Angela Steadman has been appointed as the Permanent Building Committee liaison to the Community Preservation Committee.
- **Review Items in Signature Folder:** Benson provided the Board with Bayside’s request for funding for engineering on the 133 project. Benson noted that he could not sign the Route 133 project paper, as he is an abutter.
- **Approval of Minutes**
- **Minutes Approval:**

On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve the minutes of October 17, 2016, as written.

On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve the Executive Session minutes of October 17, 2016, as written.

Costello had a question on the executive session minutes of October 3, 2016. They will be discussed at the next executive session.

- **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 #17-09, for non-school payroll in the amount of \$153,004.96, school payroll in the amount of \$343,093.92, for a total payroll of \$496,098.88. **Perkins abstained.**

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectman **VOTED** unanimously to approve Accounts Payable Warrant #17-18S, in the amount of \$105,092.10.

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectman **VOTED** unanimously to approve Accounts Payable Warrant #17-18, in the amount of \$591,988.34.

8:22PM OTHER BUSINESS

- **Policy on Posting Lawn and Other Signs:** Selectwoman Nay asked the Town Administrator to explain the town’s policy on posting signs around town. Benson advised that political and religious signs may be posted anywhere at any time, along the roadside. Political signs must not be posted on public buildings. He added that commercial signs are permitted, such as real estate for sale signs, in

a specific size. If the Chief of Police determines that the sign is a hazard, it can be removed.

8:29PM EXECUTIVE SESSION

On a **MOTION** made by **Nay**, second by **Perkins**, the Board of Selectman **VOTED** unanimously by roll call vote to go into Executive Session for the purpose of discussing overall strategy on employment contract negotiations with represented and non-represented employees and declared that an Executive Session is necessary since an open 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 immediately adjourn without conducting any further business.

ADJOURN

With no further business, after Executive Session, the November 1, 2016 meeting of the Board of Selectmen adjourned.

Respectfully submitted,



Minutes Secretary

Documents either distributed to the Board of Selectmen before the meeting in a packet or at the meeting:

1. Agenda: November 1, 2016
2. E-Mail from BTA-BOLT to Assistant to the Town Administrator, Re: Make the Connection Auction and Signs, 10/21/16
3. BTA-BOLT Sign Examples
4. Announcement: BTA-BOLT Make the Connection Auction
5. E-Mail from Planning Director to Town Administrator, Re: Appointments, 9/22/16
6. Obituary: Daniel G. O'Shea
7. Packet of E-Mails Re: Masco Music Parents Association Road Race:
 - E-Mail from Masco Music Parents Association to Assistant to the Town Administrator, Re: 5K Road Race, 10/19/16
 - E-Mail from Fire Chief to Assistant to the Town Administrator, Re: 5K Road Race, 10/19/16
 - E-Mail from DPW Superintendent/Town Engineer to Assistant to the Town Administrator, Re: 5K Road Race, 10/19/16
 - E-Mail from Police Chief to Assistant to the Town Administrator, Re: 5K Road Race, 10/19/16
8. Tax Rate Recapitulation
9. Town of Boxford Average Assessment Tax Rate History
10. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 10/27/16

11. Minutes:

- October 17, 2016

12. Motion to go into Executive Session