

**Minutes of the BOXFORD BOARD OF SELECTMEN
BOXFORD TOWN HALL MEETING ROOM #1
November 21, 2016 7:00PM**

Present: Chuck Costello, Mary Anne Nay, Bill Cargill, Al Vaz, Peter Perkins (7:17PM)

Others Present: Town Administrator Alan Benson, Minutes Sec'y Judi Stickney, David Rivers, Carol Hubbard, Elizabeth Palmer, Scott Morrison, Terri Teleen, Jeff Kruck, Bob Gore, Paula Fitzsimmons, Carolyn Miller, Natasha Grigg, Nancy Merrill

7:00 PM PLEDGE OF ALLEGIANCE

7:03 PM ANNOUNCEMENTS

- “ **Friends of the Boxford Library Membership Drive:** Selectwoman Nay announced that the Friends of the Library are holding a membership drive now through December 31, adding that membership forms are available at the library desk.
- “ **Winter Festival:** Selectman Cargill announced that the Winter Fest will take place in the West Village on December 3, sponsored by the West Village Improvement Society and the Ladies Charitable
- “ **BTA BOLT Make the Connection Auction:** Selectman Vaz announced that BTA BOLT will be holding an auction to benefit the Make the Connection project on Saturday, December 10 at Lincoln Hall. Purchase tickets online at BTABOLT.org.

7:03 PM MEETING WITH ELEMENTARY SCHOOL COMMITTEE: A quorum of the Elementary School Committee was present, in joint session with the Board of Selectmen, for consideration of a candidate for an open seat on the Elementary School Committee. David Rivers, chair of the Elementary School Committee, along with members Elizabeth Palmer and Carol Hubbard, introduced their only applicant, Terri Teleen.

- **Terri Teleen, 128 Main Street:** Terri Teleen met with the Boards to provide information and her background for a potential appointment to the School Committee until the next Town Election on May 16, 2017.
On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen and the Elementary School Committee **VOTED** unanimously by roll call vote to appoint Terri Teleen to the Elementary School Committee until the next regular Town Election on May 16, 2017.

Roll Call:

Board of Selectman
Cargill: Yes
Vaz: Yes
Nay: Yes
Costello: Yes

Elementary School Committee
Palmer: Aye
Hubbard: Aye
Rivers: Aye

- **Meet the Superintendent:** Scott Morrison, Superintendent of the Tri-Town School Union, met with the Board of Selectmen to introduce himself and provide some of his background to the Board.

7:13 PM MEETING WITH MASCONOMET REGIONAL SCHOOL DISTRICT

REPRESENTATIVE: Paula Fitzsimmons and Carolyn Miller of the Masconomet Regional District School Committee met with the Board to discuss the following:

- “ **Potential Communications Upgrade Warrant Article:** Fitzsimmons provided the Board with a brief background on the communications system at the school, noting that they were before the Board last year with the same request, but all three towns were not in favor of the upgrade, so they are back to discuss it again. She added that the school is in the process of being evaluated for facility maintenance needs and that there may be additional needs that they will be looking at. They were tossed around the number of about \$500,000, but they would know for certain until the maintenance assessment is complete.

7:22 PM MEETING WITH MUNICIPAL FACILITIES PLANNING TASK FORCE:

Jeff Kruck and Bob Gore, Co-Chairs of Boxford Municipal Facilities Planning Task Force, met with the Board of Selectmen with updates and information on the following:

- “ **Update on Progress to Date:** Bob Gore and Jeff Kruck, along with Selectman Al Vaz, another member of the Task Force, provided a PowerPoint presentation on the historical and current activities of the Municipal Facilities Planning Task Force, noting that they expect to be ready for a Town Meeting Warrant Article, for the Annual Town Meeting in May 2017, to proceed to design and construction drawings development.
- “ **Launch of Public Awareness & Community Engagement Phase:** Selectman Vaz provided information on the community engagement process that they were put together to get the word out to the community and promote community input and involvement. Town Administrator Benson confirmed that they are also getting the word out about upcoming meetings on social media.

7:59 PM CONSIDERATION OF APPROVAL/RECOMMENDATIONS –

CERTAIN WAGE ADJUSTMENTS: This agenda item is being postponed to a future meeting.

7:59 PM REPORT OF THE TOWN ADMINISTRATOR: Alan J. Benson, Town Administrator, met with the Board of Selectmen to provide updates and information on the following:

- “ **Update on Solar Project:** Benson advised there are solar panels on the landfill, noting that the East side is complete and the West side should be completed by Thanksgiving.
- “ **Update on Boxford Common:** Benson provided photos for the Board to view of Area 2, the second ballfield, showing the progress to date. Vaz commented on the excessive speed of the 18-wheelers he has witnessed, noting that he called the Police Chief and the matter was dealt with appropriately.

- “ **Consider Approval of Liquor License for Far Corners Farm Golf Course, Inc.:**
On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve the renewal of the annual retail liquor license for the Far Corner Farm Golf Course, Inc.
- “ **Consider Approval of One Day Liquor License for BTA/BOLT Auction at Lincoln Hall on December 10, 2016:**
On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the liquor license as requested.
- “ **Consider Approval of Granite Marker for Kimball-Colby House:** Benson provided the Board with information on the request of Sandy Colby to place a memorial granite marker on the site of their former family homestead on Washington Street. The Chair would like to take this under consideration and act on it at a later meeting.
- “ **Spofford Pond School Roof Replacement:** Benson advised the Board that the school is providing a schematic for the replacement of the Spofford Pond School roof and the Town should receive a substantial reimbursement from the State for it. David Rivers of the Elementary School Committee noted that the school is also talking about the possibility of adding some solar panels to the school roof, as it is being replaced. Benson advised he will bring it up with the Sustainability Committee to see if there may be grants available for it.
- “ **Meeting Schedule:** 11/28 and 12/5, and probably 12/12.

8:16 PM ROUTINES

- “ **Appointments:** Benson advised the Board that Joan Gordon is interested in serving on the Masconomet Scholarship Committee. 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 Joan Gordon to the Masconomet Regional Scholarship Committee for a one year term ending 6/30/17.

Selectman Chair Costello read aloud the list of remaining committee and board vacancies.

- “ **Approval of Minutes:**
On a **MOTION** made by **Nay**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve the minutes of November 1, 2016, as written.
- “ **Review Items in Signature Folder:** The Board briefly reviewed and signed the following:
 - **Alcohol Distribution Permit on Town Property**
 - **Liquor License Renewal**

8:22 PM ANY OTHER BUSINESS TO COME BEFORE THE BOARD

- “ **BTA-BOLT Fundraiser:** Natasha Grigg requested to address the Board regarding the fundraising efforts for the Make the Connection project, noting that

they have not been successful in raising many funds and are hoping that the auction and concert will bring in some money for the project. Grigg also asked why the Board is now requiring a TIPS-certified bartender for their functions. Chair Costello provided information on why the Board added that requirement to their temporary liquor licenses. Nancy Merrill contributed to the discussion.

“ **Fire Department Presentation:** Selectman Perkins (former Chief Perkins) advised he attended a presentation at the East Station, along with former Chief Stickney, where Wendy and Mike Madden were presented a pin for 20 years of service. Warren Gould received a pin for 35 years of service on the Fire Department.

8:33 PM EXECUTIVE SESSION

On a **MOTION** made by **Costello**, second by **Cargill**, 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.

9:17 PM ADJOURN

With no further business after Executive Session, on a **MOTION** made by **Cargill**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously by roll call vote to adjourn at 9:17PM.

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 21, 2016
2. Announcement: Friends of the Library Membership Drive
3. Letter from Terri Teleen to Town Clerk and School Committee, Re: Committee Vacancy, 10/26/16
4. Announcement: BTA-BOLT Make the Connection Auction
5. Talking Points: Boxford Facilities Task Force
6. PowerPoint Presentation: Boxford Facilities Task Force
7. Proposed Draft: Wage and Salary Adjustments
8. Retail License Renewal: Far Corners Farm Golf Course, Inc.
9. E-Mail from Sandy Colby to the Board of Selectmen, Re: Granite Marker, 11/16/16

10. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 11/18/16

11. Minutes:

- November 1, 2016
- November 1, 2016 Executive Session
- November 7, 2016 Executive Session
- October 3, 2016 Executive Session #2