

**Minutes of the BOXFORD BOARD OF SELECTMEN
BOXFORD TOWN HALL MEETING ROOM #1
November 28, 2016 7:00PM**

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

Others Present: Town Administrator Alan Benson, Minutes Sec'y Judi Stickney, Bob Fanning, Tim Feeney,

7:01 PM PLEDGE OF ALLEGIANCE

7:02 PM ANNOUNCEMENTS

- " **Winter Festival:** Selectman Perkins announced that the Winter Fest will take place in the West Village on December 3, 9AM-3PM, sponsored by the West Village Improvement Society and the Ladies Charitable Society of Second Congregational Church.
- " **Dating Houses in Boxford and Essex County:** Selectman Cargill announced that the Friends of the Boxford Library is hosting John Cole, The Old House Whisperer, on Saturday, December 3, at 11AM, at the Boxford Library.
- " **Snowman Magic Show:** Selectwoman Nay announced that the Library is hosting a Snowman Magic Show with magician Greg McAdams on Thursday, Dec. 8, at 4PM at the library.
- " **J.T. Turner as Charles Dickens in A Christmas Carol:** Selectwoman Nay announced that the Boxford Library and the West Boxford Improvement Society
- " **BTA BOLT Upcoming Fundraising Events: 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. **Benefit Concert:** To be held at the First Congregational Church on Friday, December 16, at 8PM. Tickets are \$45 and available at btabolt.org.
- " **Friends of the Boxford Library Membership Drive:** Selectman Costello 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.

7:08 PM CONSIDERATION OF APPROVAL/RECOMMENDATIONS –

CERTAIN WAGE ADJUSTMENTS: In accordance with Article #7 of the May 10, 2016 Annual Town Meeting and performance evaluations, FY2017 wage adjustments as recommended by the Personnel Board and the Board of Selectmen were considered. Selectman Chair **Costello** explained the process the Board of Selectmen and the Personnel Board went through to determine rate increases for non-union, benefit-eligible employees and, after a brief discussion, made the following **MOTION:**

I move to set the FY2017 wage rates for the following personnel:

Animal Control Officer: \$29.44/hr.
Fire Career Lieutenant: \$26.11/hr.
Career Firefighter: \$22.33
Assistant to Town Administrator: \$28.87/hr.
Director of Communications: \$65,068/yr.
Director of Council on Aging: \$57,990/yr.
Director of Public Health: \$74,986/yr.
Library Director: \$72,450/yr.
Inspector of Buildings: \$1,400/biweekly
Police Lieutenant: \$89,310/yr.
Director of Assessment: \$75,535/yr.
Treasurer/Collector of Taxes: \$83,647/yr.
DPW Superintendent/Town Engineer: \$101,785/yr.
Director of Municipal Finance: \$104,565/yr.
Fire Chief: \$90,137/yr.
Town Administrator: \$142,100/yr.

The motion was **seconded by Cargill** and there was a brief comment by Selectman Vaz regarding the omission of the Police Chief on the list of personnel. He noted that the Police Chief was not overlooked, but was hired near the beginning of the Fiscal Year and, therefore, not eligible for a wage increase at this time.

After discussion, the **MOTION** carried unanimously.

7:15PM **ROUTINES**

- **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** unanimously to approve Payroll Warrant #17-11, for non-school payroll in the amount of \$191,126.96, school payroll in the amount of \$379,447.65, for a total payroll of \$570,574.61.
 - On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectman **VOTED** unanimously to approve Accounts Payable Warrant #17-22, in the amount of \$2,886,427.95.
- **Signature Folder:** The Town Administrator provided the Board with the letters to sign, to the employees, regarding their just-voted wage increases.

7:19 PM **REPORT OF THE TOWN ADMINISTRATOR:** Alan J. Benson, Town Administrator, provided an update and information to the Board on the following:

- **Update on Town Hall/Library Renovation:** Benson provided the Board with an update on the work that's been taking place at the Town Hall to move the Town Clerk's office upstairs and renovate the old Town Clerk's office into a children's library area, noting that the work is complete and cleanup was taking place this week.

7:25 PM ROUTINES

- **Approval of Minutes:** After a brief review of available draft minutes:
 - On a **MOTION** made by **Nay**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve the minutes of October 3, Executive Session #2, as amended.
 - On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the minutes of November 7, 2016, as submitted.
- Selectmen Vaz, Costello, and Nay had comments on the Executive Session minutes of November 1 & 7. They will be discussed in Executive Session.

7:28 PM UPDATE ON BOXFORD COMMON PROJECT: Selectman Chair Costello provided an update to the Board on the bridgework he observed at Boxford Common, noting that the bridge is currently over a bone-dry riverbed, but will be more useful in the spring when the water level is high. Benson added that the designer, Chris Huntress, was recently written up in the Lawrence Eagle Tribune for his efforts to save the field at Lawrence High School.

7:34 PM COFFEE FOR LT. HAZELWOOD'S RETIREMENT: Selectman Chair Costello provided a report on the coffee that was held this morning at the police station to honor Lt. Bob Hazelwood's retirement, noting that among many others, Senator Bruce Tarr was in attendance with citations from the State House. Selectwoman Nay and Town Administrator Benson contributed to the discussion on Hazelwood's 36 years on the police force.

7:39 PM MEETING WITH PERSONNEL BOARD: Timothy M. Feeney, Chair of the Personnel Board, and member Robert Fanning, met with the Board of Selectmen to discuss the following:

- **Discussion of Improvements to Personnel Evaluation Process:** Selectman Chair Costello explained that the Board is interested in the Personnel Board's input on developing improvements to the personnel evaluation process. Costello provided copies of Selectman Vaz's suggestions to the Personnel Board. Selectman Vaz explained the improvements he is suggesting and a lengthy discussion ensued. After discussion, the Boards agreed that the job descriptions for all employees should be updated. Benson suggested that the employees send a marked-up, updated job description along with their self-evaluations. Feeney suggested that the evaluations be completed in a timelier manner, as there are still evaluations outstanding from last January. Discussion turned to the merit pool and the amount that should be budgeted in the future. Additional topics of discussion included town goals that employees can help achieve, providing selectmen liaisons to the boards/committees, and implementing mentoring programs for new department heads. All agreed that Vaz's

suggestions were good and, with some time put aside for reviewing and tweaking, there are improvements that can be implemented. Feeny suggested that the Board of Selectmen get all their thoughts, questions, and comments together for the Personnel Board to discuss. The Board of Selectmen will get their comments together by December 9. Benson added that self-evaluations and marked-up job descriptions will be due in January and requested that the Board of Selectmen set three strategic goals for the town in the meantime.

8:29 PM REPORT OF THE TOWN ADMINISTRATOR: Alan J. Benson, Town Administrator, provided updated and information to the Board on the following:

- **Update on Solar Project:** Benson reported that the entire East side is complete. The West side is 20% completed. A hole was dug in preparation for the 22-ft. long pad.
- **MMA Annual Meeting – January 20 & 21, 2017:** Benson advised the Board to contact his assistant if they are interested in attending.
- **Proposal to Consolidate BCATv Equipment and Regain Storage Room:** Benson explained that the back storage room is housing some of BCATvqs transmission equipment. They have requested to use the Network Server Room for their equipment, located next to their control room. Costello asked if their equipment could be stored at their facility on Georgetown Road. Benson advised that it would not be useful to them if stored out of the building at this time, but may happen in the future.

8:40 PM ROUTINES

- **Review Correspondence:** The Board briefly reviewed a letter from resident Charlie Killam regarding municipal buildings.
- **Appointments:** Selectwoman Nay read aloud the list of board and committee vacancies.

8:43 PM ANY OTHER BUSINESS TO COME BEFORE THE BOARD

- **Sign Installations:** Selectman Cargill commented on the great job the DPW is doing installing signs around town. Perkins suggested that Dold be scheduled to come to a future meeting to review his winter plans. The Chair suggested he be invited to attend on December 5.

8:48 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 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.

9:32 PM ADJOURN

With no further business after Executive Session, on a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectmen **VOTED** unanimously by roll call vote to adjourn at 9:32PM.

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 28, 2016
2. Announcement: West Boxford Winter Festival
3. Announcement: Dating Houses in Boxford and Essex County
4. Announcement: Snowman Magic Show
5. Announcement: BTA-BOLT Make the Connection Auction
6. Announcement: J.T. Turner as Charles Dickens
7. Announcement: Friends of the Library Membership Drive
8. Statement By Chair Regarding Non-Union Benefit-Eligible Employeesq
9. Memo from Brian Huntley to Weston & Sampson, Re: Boxford Landfill Utility Pole Installation, 11/8/16
10. Letter from Mass. Municipal Association to Town Administrator, Re: Annual Meeting and Trade Show, 11/18/16
11. E-Mail from BCATv to Assistant to the Town Administrator, Re: BCATv . Broadcast Equipment Rack Move at Town Hall, 11/9/16
12. Letter from Charlie Killam to the Board of Selectmen, Re: Municipal Buildings, 10/4/16
13. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 11/18/16
14. Minutes:
 - November 7, 2016
 - November 1, 2016 Executive Session
 - November 7, 2016 Executive Session
 - October 3, 2016 Executive Session #1