

**Minutes of the BOXFORD BOARD OF SELECTMEN  
BOXFORD TOWN HALL MEETING ROOM #1  
December 5, 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, John Dold, Joe Callahan, Steve Guilmette, Julie Ring, John Fullerton, Vanessa Johnson-Hall, Flo Eagan, Kathryn Trull, and others*

**7:02 PM PLEDGE OF ALLEGIANCE**

**7:03 PM ANNOUNCEMENTS**

- **Snowman Magic Show:** Selectwoman Vaz announced that the Library is hosting a Snowman Magic Show with magician Greg McAdams on Thursday, Dec. 8, at 4PM at the library.
- **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](http://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](http://btabolt.org).
- **Caravan of Wreaths Across America:** Selectwoman Nay announced that the Topsfield Fair will host the ceremony for the caravan of Wreaths Across America on Monday, December 12. Please RSVP if you plan on attending.
- **J.T. Turner as Charles Dickens in A Christmas Carol:** Selectwoman Nay announced that the Boxford Library and the West Boxford Improvement Society present J.T. Turner as Charles Dickens in A Christmas Carol on Sunday, December 18, at 7:30PM at Lincoln Hall.
- **COA Annual Holiday Luncheon:** Selectwoman Nay announced that the COA will be hosting their annual holiday luncheon on Wednesday, December 14. Call the COA for reservations.
- **Recycling Bins Announcement:** Selectman Cargill announced that as of January 1, recycling bins will no longer be sold at Town Hall, noting that there is a small inventory of bins available at the Tax Office for \$10. Town Hall will continue to provide recycling stickers for residents.
- **Friends of the Boxford Library Membership Drive:** Selectman Cargill 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.
- **Barn Inspections:** Selectman Perkins announced that barn inspections will take place on a random basis between December 15 and December 31.

- **Boxford Facilities Task Force Meetings:** Selectman Perkins announced that the Boxford Facilities Task Force has completed the assessment of four targeted buildings and their next meetings will be December 7 and December 14, noting that residents are encouraged to attend and provide input.

**7:09 PM MEETING WITH REPRESENTATIVES OF ANDREWS FARM:** Julie Ring, John Fullerton, Steve Guilmette and Flo Eagan of Andrews Farm, met with the Board of Selectmen to discuss the Andrews Farm Water Company and its future. Guilmette provided a brief history of the Andrews Farm water situation and advised their communications with Doug Conn have not been very helpful. In summary, the residents have discussed reorganizing a Home Owners Association, but are also considering hiring an attorney to assist them in getting the issue resolved. He added that they have had limited pro bono legal assistance, but that's been exhausted. Julie Ring and Flo Eagan also contributed to the discussion. The Board and residents asked questions and provided comments on next steps. Selectman Chair Costello advised that he will contact Topsfield and discuss the water issue with them. Another resident advised they have contacted the Attorney General's office, but that has not gone anywhere. The Town Administrator will provide the residents with other free legal options. The residents will meet with the Board again at a future date for updated information.

**7:15 PM CANDIDATES FOR FINANCE COMMITTEE:** Kathryn Trull and Joseph Callahan, both recommended by the Finance Committee to be appointed to the FinCom to fill two of three vacancies, met with the Board of Selectmen to answer any questions they might have.

- **Kathryn Trull:** Trull provided the Board with her background and interest in the Finance Committee and answered the Board's questions. After a brief discussion:  
On a **MOTION** made by **Nay**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Kathryn Trull to the Finance Committee for a term ending June 30, 2019.
- **Joe Callahan:** Joe was well-known to the Board, so after no discussion:  
On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Joe Callahan to the Finance Committee for a term ending June 30, 2018.

**7:44 PM CONSIDERATION OF APPROVAL OF GREENBELT CONSERVATION RESTRICTION:** Vanessa Johnson-Hall of Greenbelt met with the Board of Selectmen to request Boxford's approval for Boxford's portion of 120 acres of land in North Andover and Boxford (65 acres). Johnson-Hall provided a photo for the Board to view as she made her brief presentation. After a brief discussion:

On a **MOTION** made by **Costello**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve the foregoing Conservation Restriction from the North Andover Boxford Realty Trust to Essex County Greenbelt Association, Inc. for the preservation of the natural resources of said Town and being in the public interest pursuant to Massachusetts General Laws Chapter 184, Section 32.

**7:58 PM MEETING WITH DEPARTMENT OF PUBLIC WORKS:** John Dold, DPW Superintendent/Town Engineer, met with the Board of Selectmen to provide updates and information on the following:

- **Update on Winter Preparedness Plans/Challenges:** Dold advised they have moved the field equipment to the containers behind the DPW building, making room for the trucks. The salt shed is full of the salt/sand mix and they were using that today. He provided a brief update on the two employees out on sick leave, noting that they have five workers available as well as some new private contractors. A brief discussion ensued on options to fill the gap of the two missing employees and Dold noted that they have an acting foreman in place, which is working.
- **Update on Solar Project:** Dold provided a drawing for the Board to view, as he provided an update on the solar project, noting that he met with the project manager today to review the work that's been completed to date. He added that they are aware that January 8 is the deadline and that more than 50% is complete at this time.
- **Update on Library Expansion Project:** Dold advised that they are on target with the schedule. The children's library is now in operation at its new location. They are working on the new adult section, noting work that will be completed this week. He added that the project will cost approximately \$50,000 when complete – about \$10,000 under budget.
- **Update on Ongoing Town Building Projects:** Dold noted that they are replacing tile at East Station, including new office area on 2<sup>nd</sup> floor, also replacing carpet at the COA building and at the DPW.
- **Announcement of Energy Star Certifications:** Dold noted that he worked with Steve Clifford, Director of Facilities, and Scott Morrison, Superintendent, to discuss energy usage at the elementary schools, noting that this is the 6<sup>th</sup> year that they have met the requirements for certification.
- **Annual Tree City Application:** Dold advised that Boxford was awarded its 10<sup>th</sup> year as a Tree City Town and he just submitted the application for the 11<sup>th</sup> year.
- **Tree Work Update:** Dold advised the tree company will be in town tomorrow and then they will resume tree work in the spring.
- **Highland Road Culvert:** Dold advised they need a permit from ConsCom. The design and plan has been submitted to the ConsCom, who had several questions. DEP has not yet commented on the plan. He added that they need to go to Town Meeting to get easements from two homeowners.
- **Boxford Common Update:** Dold advised he was there today and they are working on the natural turf field, adding that hundreds of trees have been removed. They are bringing in sub-base material, which uses a lot of trucks. They need 11,000 cubic yards of sub-grade to bring the field up to grade, adding that they have brought in about 5,000 to date. They are also working on the drainage system for the field.

**8:30 PM            CONSIDERATION OF APPROVAL PERSONAL SERVICE**

**CONTRACTS:** After a very brief discussion:

On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve the Employment Agreement Contract with the Communications Director, Warren Gould, for a term of 3 years, ending June 30, 2019, as presented.

On a **MOTION** made by **Nay**, second by **Cargill**, approve the Employment Agreement Contract with the Town Administrator, Alan J. Benson, for a term of 3 years, ending June 30, 2019, as presented.

**8:32 PM            REPORT OF THE TOWN ADMINISTRATOR:**

- **Resignation of Jeff Kruck:** The Chair accepted, with regret, the resignation of Jeff Kruck, and announced openings on the Planning Board and the Facilities Task Force.
- **Boxford Common Electricity Feed:** Benson noted that there is an underground conduit that runs to Samuel Bixby which needs to be connected to National Grid, adding that the fee was much higher than anticipated. The Building Committee appealed to National Grid to no avail and they will be charging the full rate for installation. There ensued a brief discussion and the Chair suggested that the Town Administrator contact National Grid to let them know the Board voted to appeal to National Grid to lower the rate, as follows:  
On a **MOTION** made by **Costello**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to instruct Town Administrator Benson, on behalf of the Board of Selectmen, we believe the cost is \$10,000 and will they do it for that amount of money and note that we will expect a written response.
- **Next Week: Finance Director:** Benson advised they will be meeting with the Director of Finance next week to go over the FY18 expenses and income projections.

**8:38 PM            ROUTINES**

- **Correspondence:**
  - **Resignation of Greg Murrer:** The Board accepted, with regret, the resignation of Greg Murrer from the Lakes Ponds and Streams Committee.
  - **Request for Public Records:** The Board briefly reviewed the letter regarding the Police Department's refusal to release records.
  - **Inspector of Buildings Monthly Report:** The Board briefly reviewed the monthly report of the Building Inspector.
  - **Xfinity Increase in Rates:** The Board reviewed the letter from Xfinity regarding its increase in rates and discussed briefly.
- **Approval of Minutes:** After a brief review of available draft minutes:
  - On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve the minutes of November 1, 2016, Executive Session, 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, Executive Session, as amended.
- On a **MOTION** made by **Nay**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously to approve the minutes of November 21, 2016, as amended.
- On a **MOTION** made by **Nay**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously to approve the minutes of November 21, 2016, Executive Session, as submitted.
- On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the minutes of November 28, 2016, as submitted.
- On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the minutes of November 28, 2016, Executive Session, as submitted.
- **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 #17-23, in the amount of \$586,106.11.
  - On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectman **VOTED** unanimously to approve Accounts Payable Warrant #17-23S, in the amount of \$114,434.41.

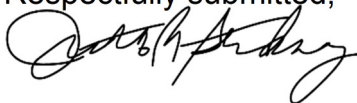
**8:48 PM OTHER BUSINESS**

- **Wreaths Across America:** Selectman Perkins asked if the Town Administrator's office will RSVP for the Board. Perkins, Cargill, and Nay would like to attend.
- **Andrews Farm Abandoned Structure:** Selectman Costello asked if the Building Inspector needs to be notified of the abandoned water company building at Andrews Farm. Benson advised he has been notified.
- **Personnel Board Evaluation Process Comments Due:** Selectman Costello reminded the Board to get comments to the Town Administrator and the Assistant to the Town Administrator, regarding the evaluation process, by December 9.
- **Next Meeting:** December 12; then no meetings until after the first of the year.

**8:53 PM ADJOURN**

With no further business, on a **MOTION** made by **Cargill**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously to adjourn at 8:53PM.

Respectfully submitted,



Minutes Secretary

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

1. Agenda: December 5, 2016
2. Announcement: Snowman Magic Show
3. Announcement: BTA-BOLT Make the Connection Auction
4. Announcement: Wreaths Across America
5. Announcement: J.T. Turner as Charles Dickens
6. Announcement: Recycling Bins
7. Announcement: Friends of the Library Membership Drive
8. Announcement: Barn Inspections
9. Announcement: Boxford's Facilities Task Force
10. E-Mail Packet Re: Andrews Farm Water Company, 11/3/16
11. Energy Star Application for Certification: Spofford Pond School, 9/30/16
12. Copy of Letter from Department of Environmental Protection to Douglas Con, Andrews Farm Water Company, Re: Approval for Temporary Water Service, 10/13/16
13. Resume of Kathryn Trull
14. Resume of Joseph Callahan
15. Conservation Restriction: 997 Dale Street North Andover, Ipswich Road Boxford
16. Municipal Certification: North Andover Boxford Realty Trust/Boxford Conservation Commission, 12/01/16
17. Aerial Photo: Leonard Farm Conservation Restriction
18. Energy Star Application for Certification: Harry Lee Cole School, 9/30/16
19. Town of Boxford Employment Agreement: Director of Communications, 12/1/16
20. Town of Boxford Employment Agreement: Town Administrator, 12/1/16
21. E-Mail from Selectman Costello to Director of Finance, Re: Candidates for Finance Committee, 11/30/16
22. E-Mail from Jeff Kruck to Town Administrator, et al, Re: Planning Board and Task Force, 12/1/16
23. E-Mail from Director of Conservation to Gregory Murrer, Re: Boxford Lakes, Ponds & Streams Committee, 12/1/16
24. Copy of Letter from Secretary of the Commonwealth to Mr. Tom Duggan, Re: Request for Records, 11/28/16
25. Memo from the Inspector of Buildings to Board of Selectmen, Re: Monthly Report, 11/2/16
26. Letter from Xfinity to Board of Selectmen, Re: Important Information on Price Changes, 11/17/16
27. Letter from Xfinity to Xfinity Customers, Re: Important Price Change Information for Boxford, MA, 11/16
28. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 12/02/16
29. Minutes:
  - November 1, 2016 Executive Session
  - November 7, 2016 Executive Session
  - November 21, 2016
  - November 21, 2016 Executive Session

- November 28, 2016
- November 28, 2016 Executive Session