

**Minutes of the BOXFORD BOARD OF SELECTMEN
BOXFORD TOWN HALL MEETING ROOM #1
January 9, 2017 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, Wendell Waters, Liam McGrath, Cameron Bouthot, Jonathan Burbank, Frank Quackenbush, Ralph Nay, and others.

7:00 PM PLEDGE OF ALLEGIANCE

7:01 PM ANNOUNCEMENTS

- **Trash Disposal and Recycling Information:** Selectman Perkins announced that due to the Martin Luther King holiday on Monday, January 26, trash and recycling collection will be delayed by one day.
- **Open Burning Season:** Selectman Perkins announced that open burning will begin on January 15 and runs through May 1. Permits can be obtained online at <http://www.town.boxford.ma.us/>.
- **Boxford Kindergarten Registration:** Selectwoman Nay announced that 2017-1018 Boxford Kindergarten registration will take place on Wednesday, January 25th and Thursday, January 27th, from 1PM-2:30PM at Cole School.
- **Municipal Facilities Task Force Public Hearing:** Selectman Vaz announced that the Municipal Facilities Task Force will be holding a public hearing on Saturday, February 4, in Town Hall Meeting Room #1, at 10AM, to discuss the Master Plan.
- **Dog Licenses:** Selectman Cargill announced that dog license applications are available online at www.town.boxford.ma.us and are due no later than January 31, 2017.

7:04 PM MEETING WITH EAGLE SCOUTS – TROOP 51: Scouts Liam Edmond McGrath, Cameron James Bouthot, and Jonathan Isaac Burbank met with the Board of Selectmen to provide information on their Eagle Scout projects. The Court of Honor was held previously. Information on their projects was provided to the Board for their review, as the Scouts discussed their projects with them.

- **Liam McGrath:** Liam advised he received his Eagle Scout designation in November. His project was building four horsefly traps for Windrush Farm.
- **Cameron Bouthot:** Cameron, a senior at Brooks School, worked with the Bradford Ski Patrol. He made six leg splints and six arm splints, as well as a storage unit for them. The splints will assist the Ski Patrol in getting the injured down the mountain.
- **Jonathan Burbank:** Jon, a senior at Masconomet, worked with the Middleton Congregational Church to build a memory garden and convert the screened porch into an area where the minister can meet with church members.

After their brief presentations, Selectman Chair Costello read aloud proclamations proclaiming January 10 as Liam Edmond McGrath Day, January 11 as Cameron James Bouthot Day, January 12 as Jonathan Isaac Burbank Day in the Town of Boxford. Selectwoman Nay read aloud a presentation from US Senator Elizabeth Warren, recognizing the three Eagle Scouts on their accomplishments.

7:18 PM MEETING WITH CANDIDATE FOR ZONING BOARD OF APPEALS:

Ralph H. Nay, recommended by the ZBA, to be appointed as an associate member, met with the Board of Selectman to express his interest in serving on the Zoning Board of Appeals. Selectwoman Nay recused herself from discussion on this agenda item.

- **Ralph H. Nay:** Nay introduced himself to the Board and provided a brief background and his interest in serving on the Zoning Board. After a very brief discussion:

On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of **Selectmen VOTED** unanimously by roll call vote to appoint Ralph Nay to the Zoning Board of Appeals, as an associate member for a term ending June 30, 2018. **Selectwoman Nay abstained.**

After the vote, Selectwoman Nay returned to the meeting.

7:22 PM DISCUSSION ON DEED RESTRICTION ON 10 ELM STREET

Selectman Vaz provided the Board with a brief update on the meetings of the Municipal Facilities Task Force and advised they need to get an answer on the deed restriction for 10 Elm Street, before they can move forward. He added that the Library Trustees support the Board considering alternative uses for the building and they are requesting that the Town ask Town Counsel to get the ball rolling in that direction. A lengthy discussion ensued. After discussion:

On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to authorize the Town Administrator to contact Town Counsel to have them contact the Attorney General's office to ascertain the feasibility of the deed restriction on 10 Elm Street to determine whether or not the property can be used as something other than a library and/or sold.

7:34 PM REPORT OF THE TOWN ADMINISTRATOR: Alan J. Benson, Town Administrator, met with the Board of Selectmen to provide information and updates on the following:

- **Legal Budget Update:** Benson advised that the Varsity case is taking the largest chunk out of the budget, but they are in good shape.
- **Chief Brian Geiger - Certification as Credentialed Fire Chief:** Benson advised the Board that the Fire Chief has achieved certification as a credentialed Fire Chief. The Board will send him a congratulatory letter.
- **Boxford Safest Small Town in MA:** Benson provided the Board with an article from a statistical analysis website proclaiming Boxford as the safest small town in Massachusetts.
- **Designation of Record Access Officers:** The Town Administrator provided the Board with information on records management and advised them that they need

to officially designate records access officers for the Town. He suggested that the Town Clerk be designated the Records Access Officer and the Town Administrator be designated as the Assistant Records Access Officer:

- On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to designate the Town Clerk as the Records Access Officer and the Town Administrator as the Assistant Records Access Officer for the Town of Boxford.
- **Junk License for David A. Noyes, 212 Main Street:** After a brief discussion: On a **MOTION** made by **Vaz**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve the junk license as presented.
- **Computer Surplus List:** Benson provided the Board with a list of computer/tech items to declare as surplus: On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to declare the tech equipment as printed, as surplus.

7:39 PM ROUTINES

- **Review Correspondence**
 - **Building Inspector Report:** The Board briefly reviewed the yearend report of the Building Inspector.
 - **Resignation:** Diane Annunziato, Cultural Arts Council, notified the Board that she is resigning from the Cultural Arts Council. The Board accepted her resignation with regret.
- **Appointments:** Selectwoman Nay read aloud the list of committee and board vacancies.
- **Review Items in Signature Folder:** Benson provided the following documents to the Board for their signatures:
 - **MMA Conference Designation:** Benson advised the Board that they need to provide the MMA with a signed document designating him to represent the town on Saturday.
 - **ACO/Assistant ACO:** Benson advised the Board needs to officially notify the state of the people voted to be designated as the Animal Control Officer and the Assistant Animal Control Officer. He provided the Board with the document to sign.
 - **Junk License:** Benson provided the Board with the Junk License for David Noyes for their signatures.
 - **Dispatchers Union Contract:** Benson provided the Board with the contract for the Communications Dispatchers Union for their signatures.
- **Approval of Minutes:** After a brief discussion on a typo correction, the Board took the following action:
 - On a **MOTION** made by **Cargill**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously to approve the minutes of December 12, 2016, as amended.
- **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 #17-14, for non-school payroll in

the amount of \$200,487.79, school payroll in the amount of \$334,422.51, for a total payroll of \$534,910.30. **Perkins abstained.**

- On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectman **VOTED** unanimously to approve Accounts Payable Warrant #17-28, in the amount of \$52,174.29.
- On a **MOTION** made by **Vaz**, second by **Perkins**, the Board of Selectman **VOTED** unanimously to approve Accounts Payable Warrant #17-28S, in the amount of \$80,762.96.

7:54 PM ANY OTHER BUSINESS TO COME BEFORE THE BOARD

- **Wendell Waters, Reporter for the Tri-Town Transcript:** Chairman Costello asked Waters to introduce herself to the Board and welcomed her to the meeting.

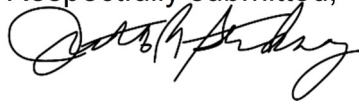
7:56 PM EXECUTIVE SESSION

On a **MOTION** made by **Costello**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously by roll call vote to go into Executive Session for the purpose of discussing strategy on employment contract negotiations with AFSCME Represented Employees, and to discuss strategy on litigation: Varsity v. ZBA and Losee v. ConsCom, and to discuss security personnel and or devices, 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.

9:03 PM ADJOURN

On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously by roll call vote to return to open session and adjourned at 9:03 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: January 9, 2017
2. Announcement: Trash Disposal and Recycling Information
3. Announcement: 2017-2018 Boxford Kindergarten Registration
4. Announcement: Municipal Facilities Task Force Public Hearing
5. Announcement: Dog Licenses
6. Eagle Scout Profile: Liam Edmond McGrath
7. Eagle Scout Profile: Cameron James Bouthot
8. Eagle Scout Profile: Jonathan Isaac Burbank

9. Proclamation: Jonathan Isaac Burbank Day, Cameron James Bouthot Day, Liam Edmond McGrath Day
10. E-Mail from Paula Fitzsimmons to Town Administrator, Re: ZBA Alternate, 12/19/16
11. Resume: Ralph H. Nay
12. Memo from Boxford Town Library Board of Trustees to Board of Selectmen, Re: Petition Regarding Other Municipal Department Use of the Premises of 10 Elm Street, Boxford, MA, 12/12/16
13. Letter from Kopelman and Paige, P.C. to Town Administrator, Re: East Boxford Library, 1/29/2001
14. Procedure for Disposition of the East Boxford Library and Use of Proceeds for New Library
15. Plan of Land in Boxford, MA, dated May 10, 2004
16. Town of Boxford FY 2017 Legal Expenses for Year Month End Report
17. Letter from the Massachusetts Executive Office of Public Safety and Security to Town Administrator, Re: Chief Brian Geiger – Fire Chief Credentialing, 12/22/16
18. Web Article: 2016 Safest Places in Massachusetts, Susan Gulliford, ValuePenguin, www.valuepenguin.com/2016-safest-places-massachusetts
19. Town of Boxford Non-School Records Managers (revised December 2016)
20. Junk License: David A. Noyes, 212 Main Street
21. E-Mail from Library Director to Assistant to the Town Administrator, Re: Technology to be surpused, 1/4/17
22. Memo from Inspector of Buildings to Board of Selectmen, Re: Yearend Report, 1/4/17
23. Letter from Diane Annunziato to Board of Selectmen, Re: Resignation from Cultural Arts Council, 12/20/16
24. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 1/5/17
25. Minutes:
 - December 12, 2016
26. Motion to go into Executive Session