

**Minutes of the BOXFORD BOARD OF SELECTMEN
BOXFORD TOWN HALL MEETING ROOM #1
January 23, 2017 7:00PM**

Present: Chuck Costello, Bill Cargill, Al Vaz, Peter Perkins

Absent: Mary Anne Nay

Others Present: Town Administrator Alan Benson, Minutes Sec'y Judi Stickney, Officer Neeley, Officer Dechene, Sgt. Corliss, Chief Riter, Officer Knight, Officer Dupont, Amanda Bruce, and others

7:01 PM PLEDGE OF ALLEGIANCE

7:02 PM ANNOUNCEMENTS

- **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.
- **Perley Parkhurst Cole Memorial Trust Fund News Release:** Selectman Perkins announced that the Board of Commissioners of Trust Funds is accepting applications to the Perley Parkhurst Cole Memorial Trust through March 16, 2017. Guidelines are available at the Office of the Selectmen.
- **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 9AM, to discuss the Master Plan. He added there is a regular meeting this Wednesday night at 7:30PM.
- **Boxford Kindergarten Registration:** Selectman Costello 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.
- **Open Burning Season:** Town Administrator Alan Benson announced that open burning has begun and runs through May 1. Permits can be obtained online at <http://www.town.boxford.ma.us/>. The one-time permit is \$20 and is good for the season.
- **MMA Convention Report:** Selectman Chair Costello provided a brief report on the MMA Convention he attended over the weekend. He noted that the Governor made an announcement of a \$52M culvert repair fund. Town Administrator Benson provided additional information on the convention and the Governor's session.

7:13 PM MEETING WITH POLICE DEPARTMENT: Chief Riter met with the Board of Selectmen with updates, information and requests on the following:

- **Officer Ryan Knight:** Riter requested that Officer Knight be promoted to full time probationary patrol officer for the period of January 1, 2017 to July 1, 2018. He will be attending the police academy on January 30, 2017. Officer Knight provided the Board with his background and interest in joining the department as a full-time officer.

On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Ryan Knight as a full-time patrolman, on a probationary basis, for the period January 1, 2017 to July 1, 2018.

- **Review of Department Statistics:** Riter provided the Board with handouts on various statistics on incidents and reviewed the statistics with the Board, comparing yearly statistics for 2015 and 2016.
- **Other Police Business:**
 - **Speeding/Speeders:** Selectman Vaz asked the Chief about speeders on roads leading to the highways and a brief discussion ensued on how the department is handling the speeding all over town. Riter encouraged the Board to call, if residents call them about speeding in specific areas of town.
 - **Icy Road Conditions:** Discussion turned to how icy roads are reported and if the police work with the DPW on reporting icy roads. Riter advised the patrol officers call the DPW on-call person directly, as they notice the roads glazing over.
 - **State Aid for Police Training:** Benson advised that the Governor announced that funding for the police training budget has been cut and a brief discussion ensued on how the Police Department can improve their in-house training, rather than relying on state-funded training. Selectman Chair Costello advised the Chief to include an increase in his training budget and they will discuss during the budget season.
 - **Boy Scout Park and Stiles Pond Gates:** Riter advised the Board that the gates at Boy Scout Park and Stiles Pond have been installed.

7:36 PM CANDIDATES FOR CULTURAL COUNCIL: Judi Stickney and Christine Barry, both applied as candidates for the Cultural Council. Benson advised the Board that Christine Barry was unable to attend tonight's meeting. 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 Judi Stickney to the Boxford Cultural Council for the term ending June 30, 2019.

On a **MOTION** made by **Cargill**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Christine Barry to the Boxford Cultural Council for the term ending June 30, 2019.

7:39 PM REPORT OF THE TOWN ADMINISTRATOR: Alan J. Benson, Town Administrator, provided the Board with updates and information on the following:

- **Union Reclassification Request:** Benson advised that three of the library employees believe they have achieved a higher level of complexity in their jobs and are requesting a reclassification. He added that the Town has 60 days to answer and he recommends setting up a task force to evaluate the positions. After input from the Board, Benson will set up the task force and report back to the Board.
- **Assistant Library Director:** Benson advised the Board that the Head of Circulation resigned and the Library Trustees are recommending that the Assistant Library Director position be reinstated. He provided a letter from the Library Director for the Board's review, proposing the new position. After a brief discussion, the Board directed the Town Administrator to discuss with the Library Director.
- **Common Victualler's Licenses:** Benson provided the Board with Common Victualler's Licenses for the Stone House Farm and the Boxford House of Pizza and the Board took the following actions:

On a **MOTION** made by **Vaz**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to issue the Common Victualler's License to Stone House Farm, Inc., #17-02, 276 Washington Street, as presented.

On a **MOTION** made by **Vaz**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to issue the Common Victualler's License to Boxford House of Pizza, #17-01, 256 Georgetown Road, expiring December 31, 2017, as presented.

7:49 PM ROUTINES

- **Review Correspondence**
 - **E-Mail from Masconomet Chief Financial Officer:** The Board briefly reviewed the e-mail from the Chief Financial Officer at Masconomet Regional School District regarding the school's proposed budget for FY18.
- **Appointments:** Selectman Vaz read aloud the list of committee and board vacancies.
- **Approval of Minutes:** After a brief discussion, the Board took the following actions:

On a **MOTION** made by **Perkins**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously to approve the minutes of January 9, 2017, as amended.

On a **MOTION** made by **Cargill**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously to approve the minutes of January 9, 2017, Executive Session, as presented.

On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve the minutes of January 18, 2017, Executive Session, as presented.

On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve the minutes of January 18, 2017, Executive Session, as presented.

- **Sign School and Non-School Warrants:** Before presenting the warrants for approval, Selectman Vaz requested the Board discuss the option of appointing a designee to sign the warrants for the Board, rather than requiring the entire Board to sign the warrants. After a brief discussion, the Board will think about it more and discuss again at a future meeting.
 - On a **MOTION** made by **Vaz**, second by **Cargill**, the Board of Selectman **VOTED** unanimously to approve Accounts Payable Warrant #17-30, in the amount of \$103,187.25.
 - On a **MOTION** made by **Vaz**, second by **Cargill**, the Board of Selectman **VOTED** unanimously to approve Accounts Payable Warrant #17-30S, in the amount of \$64,004.45.
 - On a **MOTION** made by **Vaz**, second by **Cargill**, the Board of Selectman **VOTED** unanimously to approve Accounts Payable Refund Warrant #17-396, in the amount of \$1,151.36.
 - On a **MOTION** made by **Vaz**, second by **Cargill**, the Board of Selectman **VOTED** unanimously to approve Payroll Warrant #17-15, for non-school payroll in the amount of \$150,295.26, school payroll in the amount of \$345,158.41, for a total payroll of \$495,453.67.

8:02PM ANY OTHER BUSINESS TO COME BEFORE THE BOARD

- **Retiring Topsfield Fire Chief Ron Giovannacci:** Chairman Costello provided a copy of the letter Town Administrator Benson prepared to send to the retiring Topsfield Fire Chief and former Boxford Police Sergeant, Ron Giovannacci.
- **Amanda Bruce:** Amanda Bruce introduced herself to the Board, noting that she and her family moved to town in August and she would like to get involved in town politics. She provided the Board with a little bit about her background.

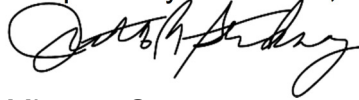
8:06 PM EXECUTIVE SESSION

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 Represented Employees, and to discuss strategy on litigation: Varsity v. ZBA 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.

8:25 PM ADJOURN

On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously by roll call vote to return to open session and adjourned at 8:25 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 23, 2017
2. Announcement: Dog Licenses
3. Announcement: Perley Parkhurst Cole Memorial Trust Fund
4. Announcement: Municipal Facilities Task Force Public Hearing
5. Announcement: 2017-2018 Boxford Kindergarten Registration
6. Announcement: Burning Season
7. Resume: Ryan Knight
8. Boxford Police Department: Statistics: Incidents by Type from 1/1/16-12/31/16
9. Packet of Police Reports Re: Commercial Vehicle Enforcement
10. E-Mail Packet from Judi Stickney to Assistant to Town Administrator, Re: Cultural Council Vacancies, 1/17/17
11. E-Mail from Christine Barry to Assistant to Town Administrator, Re: Boxford Cultural Council Vacancies, 1/19/17
12. Memo from Town Administrator to Board of Selectmen, Re: Reclassification Requests, 1/19/17
13. Memo from Library Director to Town Administrator, Re: Reinstatement of Assistant Library Director Position, 1/12/17
14. Common Victualler's License: Stone House Farm, Inc.
15. Common Victualler's License: Boxford House of Pizza
16. E-Mail from CFO Masconomet to Town Administrator, et al, Re: FY18 Thumbnail, 1/19/17
17. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 1/12/17
18. Minutes:
 - January 9, 2017
 - January 9, 2017 Executive Session
 - January 18, 2017 Executive Session
 - January 18, 2017 Executive Session