

**Minutes of the BOXFORD BOARD OF SELECTMEN
BOXFORD TOWN HALL MEETING ROOM #1
February 13, 2017 7:00PM**

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

Absent: Bill Cargill

Others Present: Town Administrator Alan Benson, Minutes Sec'y Judi Stickney, Kathy Trull, Carole Davis, Kevin Bourque, Charlene Mead, Heidi Ellard, Jeanette Glessman, David Rivers

7:01 PM PLEDGE OF ALLEGIANCE

7:02 PM ANNOUNCEMENTS

- **Agenda:** The Chair provided a brief summary of tonight's agenda.
- **Open Burning Season:** Selectman Perkins 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.
- **Free Seminar on How to Protect Your Home and Savings:** Selectwoman Nay announced that there will be a free seminar on how to protect your home and savings from a prolonged nursing stay. The speaker is Attorney Edward Beasley and will be held on Feb. 16, 3-5pm at the library.
- **Perley Parkhurst Cole Memorial Trust Fund News Release:** Selectman Vaz 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.
- **Nomination Papers are Available:** Selectman Costello announced that nomination papers are available in the Town Clerk's office for residents who wish to run for any of the available positions in the May 16 Annual Election.
- **Update on Trash Collection:** Selectman Costello provided an update on trash collection delays this week, due to the snowstorm.
- **Winter Snow Driving Safety:** Selectman Costello advised viewers to drive with caution on snow-covered roads, watching for pedestrians. He also reminded plow drivers not to push snow across the street.

7:08 PM MEETING WITH LIBRARY DIRECTOR AND LIBRARY TRUSTEES

CHAIR: Library Director Kevin Bourque and Library Trustees Chair Heidi Ellard met with the Board of Selectmen to discuss the following:

- **Assistant Library Director Position:** Heidi Ellard provided background information on the library's request to reinstate the Assistant Library Director, noting that the Head of Circulation recently resigned and they would like to combine the Head of Circulation and former Assistant Library Director position

into one position, as it was in the past, at a U-5 level, reporting to the Library Director. Library Director Bourque provided additional information on the job description and experience needed for the proposed position. Ellard added budget and financial information and clarified that the position title will be Head of Circulation at a U5 union level. A lengthy discussion ensued and the Board requested that the job description be updated and they will vote on it when the final form is presented.

- **Additional 18-Hour Part-Time Position:** Ellard advised that request has been withdrawn.

7:41 PM REPORT OF THE TOWN ADMINISTRATOR: Town Administrator Alan Benson provided updates and information on the following:

- **Pilot Evaluation Process:** Benson provided the Board with detailed information on the pilot evaluation process which they will begin using this year with the seven department heads the Board evaluates.

7:56 PM ROUTINES

- **Review Correspondence:** The Board briefly reviewed the following:
 - **Sign Request from West Boxford Improvement Society for Soup Chowder Fest:**
On a **MOTION** made by **Nay**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously to approve the signs as requested.
 - **Letter from Boxford Village Garden Club and Recycling Committee, Re: Earth Day, April 29:**
On a **MOTION** made by **Nay**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve April 29, 2017 as Earth Day in Boxford.
- **Grant of Easement:** Benson advised the Board that National Grid has provided an updated Grant of Easement for the solar field at 7A Spofford Road, which the Board needs to agree to, execute and sign.
On a **MOTION** made by **Nay**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously to authorize Selectman Peter Perkins to sign the second amendment to Grant of Easement.
- **Reserve Police Officer Interview Criteria:** Benson provided the Board with a memo from the Police Chief on the criteria he will use to choose candidates for reserve police officers to be appointed by the Board.
- **Approval of Minutes:** After a brief discussion, the Board took the following actions:
On a **MOTION** made by **Nay**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve the minutes of February 6, 2017, as submitted.

On a **MOTION** made by **Perkins**, second by **Vaz**, the Board of Selectmen **VOTED** to approve the minutes of January 23, 2017 Executive Session, as submitted. **Nay abstained.**

- **Signature Folder:** Benson provided Selectman Perkins with the 2nd Amendment to the Grant of Easement for his signature and a greeting card for the Board to sign.

8:06PM ANY OTHER BUSINESS TO COME BEFORE THE BOARD

- **Snow Storm Safety:** Selectmen Perkins reminded residents to shovel out their doorways in the event of emergencies at their homes. Costello reminded residents to shovel out their gas vents and dryer vents. Benson reminded residents that Boxford does not use the amount of salt that other neighboring towns may use, so our roads have more snow on them. Vaz asked residents to be watchful for kids at and getting to school bus stops.

8:09 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: AFSCME, Police Reserve Association, 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.

8:43 PM ADJOURN

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectmen **VOTED** unanimously by roll call vote to return to open session and adjourned at 8:43 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: February 13, 2017
2. Announcement: Free Financial Seminar
3. Announcement: Burning Season
4. Announcement: Perley Parkhurst Cole Memorial Trust Fund
5. Announcement: Nomination Papers Available
6. Memo from Town Administrator to Board of Selectmen, Re: Library Personnel Issues, 2/8/17
7. Memo from Library Director to Town Administrator, Re: Reinstatement of Assistant Library Director Position, 1/12/17
8. Boxford Town Library Organization Charts

9. Memo from Library Director to Finance Director, Re: Warrant Article Placeholder, 1/9/17
10. Memo from Town Administrator to Board of Selectmen, Re: Department Head Evaluations, 2/8/17
11. E-Mail from West Boxford Improvement Society to Board of Selectmen, Re: 9th Annual Soup & Chowder Fest Sign Request, 2/8/17
12. Letter from Boxford Village Garden Club and Recycling Committee, Re: Earth Day, 2/9/17
13. Second Amendment to Grant of Easement, Property Address: 7A Spofford Road, Boxford, MA
14. Minutes:
 - February 6, 2017
 - January 23, 2017 Executive Session