

**Minutes of the BOXFORD BOARD OF SELECTMEN
BOXFORD TOWN HALL MEETING ROOM #1
February 27, 2017 7:00PM**

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

Others Present: Town Administrator Alan Benson, Ron Holmgren, Sandy Colby, Richard Shaw, Tim Feeney, Bob Fanning

7:01 PM PLEDGE OF ALLEGIANCE

7:02 PM ANNOUNCEMENTS

- **Open Burning Season:** Selectman Costello 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.
- **Perley Parkhurst Cole Memorial Trust Fund News Release:** Selectman Costello 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.
- **Texas Roadhouse Lunch for Veterans:** Selectwoman Nay announced that the Veterans Service Agent would like all veterans to know that all veterans and Gold Star families free lunch Methuen Texas Roadhouse on Wednesday, March 1, 11AM-1:30PM. Call the Veterans Service office for reservations at 978-678-9725,

7:04 PM MEETING WITH RON HOLMGREN, BOXFORD GRANGE: Ron Holmgren of the Boxford Grange met with the Board of Selectmen to discuss the following:

- **Colby Park Project:** Holmgren and Sandy Colby met with the Board to advise the Grange is the recipient of a grant for \$17,000, from the Agriculture Education Grant Program of the Massachusetts State Grange, to help finance the plans they have for Colby Park improvements. He provided the Board with the Grange's proposal for landscaping improvements, including the relocation of the existing parking lot, to make it more accessible to the grange building. He added that they anticipate the project will cost approximately \$29,000 and that they are planning a fundraiser for the spring, and they are hopeful they will raise all the funds needed for the project. Colby added that the Colby family will be matching funds donated at the fundraiser. After a brief discussion, the Chair advised Holmgren that they will not be taking any action on it tonight, but will at a later meeting.

7:25 PM MEETING WITH THE PERSONNEL BOARD: Personnel Board members Tim Feeney and Bob Fanning met with the Board of Selectmen to discuss the following:

- **Board of Selectmen Personnel Liaisons:** Before the Personnel Board discussed the evaluation process, Selectman Chair Costello provided information on the liaisons have been assigned for the following departments:
 - **Fire Department and Building Inspector:** Peter Perkins
 - **Police Department:** Mary Anne Nay
 - **Town Administrator:** Al Vaz
 - **DPW:** Bill Cargill
 - **Finance Director and Communications:** Chuck Costello
- **Evaluations System Pilot Program:** Town Administrator Alan Benson provided the Board with an update with his recent meeting with the Personnel Board, noting that the evaluations will be done this month for 2016, including department and individual goals for 2017. He added that the Board of Selectmen will develop town-wide goals for each department to work together on achieving for the town. Benson reviewed the “tool packet” for the Board members to use to conduct their evaluations, with a guide and instructions. There ensued a lengthy discussion on the Town Administrator conducting the evaluations in the future, as the Town Administrator works more closely with the Town employees and is more qualified to evaluate them. There was a general consensus that that could be explored for some time in the future. Discussions continued on the evaluation criteria, with the Board of Selectmen and Personnel Board working together on definitions for the evaluation form.

8:16 PM ROUTINES

- **Review Correspondence:** The Board briefly reviewed the following:
 - **Scouting for Food:** Selectwoman Nay announced that the Boy Scouts will be collecting non-perishable food items on Saturday, April 1 and are requesting permission from the Board to hold their event.
On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the event, as requested.
 - **Letter from Middleton Town Planner to Town Administrator, Re: Tri-Town Community Cycle & Stroll, 2/3/17:** After a brief discussion, the Board took the following action:
On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve the event, as presented.
 - **Letter from Mass. DEP to Board of Selectmen, Re: Andrews Farm Water Company, 2/14/17:** The Board briefly reviewed the DEP’s findings and permit application.
 - **Letter from Mass. School Building Authority to Town Administrator, Re: Spofford Pond School, 2/15/17:** The Board briefly reviewed the letter notifying the Town of approval of a grant for a roof, window, and door replacement project at the Spofford Pond School.

- **Approval of Minutes:** After a brief discussion, the Board took the following actions:

On a **MOTION** made by **Nay**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously to approve the minutes of February 13, 2017, as submitted. **Cargill abstained.**

On a **MOTION** made by **Perkins**, second by **Vaz**, the Board of Selectmen **VOTED** to approve the minutes of February 13, 2017 Executive Session, as submitted. **Cargill abstained.**

- **Sign School and Non-School Warrants:**

On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve accounts payable warrant #17-35 in the amount of \$2,512,628.74.

On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve accounts payable school vendor warrant #17-35S in the amount of \$32,351.42

8:26PM ANY OTHER BUSINESS TO COME BEFORE THE BOARD

- **Boxford Athletic Association:** Selectmen Costello reported to the Board that he spoke with John Schwartz of the BAA recently, who has requested that the Board approve a sign to acknowledge contributors to the Boxford Common project. Costello told him to get on the agenda and make his proposal before the Board.
- **Ribbon Cutting Solar Field:** Benson advised there will be a ribbon-cutting ceremony for the solar field opening, coming up this spring. Date is uncertain at this time.
- **Perkins Unavailable 3/14:** Perkins advised he will not be able to attend the meeting scheduled for March 14.
- **Entering Historic District Sign is Down:** Selectman Cargill reported that the Entering Historic District sign is down on Topsfield Road and asked if the DPW has been notified. Benson will notify them.
- **Life is Good:** Benson encouraged the Board to read the “Life is Good” book that is the catalyst for the Community Wak Cycle Day.
- **Masco Budget:** Benson advised that the expectation for Boxford is for a 3.2% increase, which is larger than the Finance Committee guideline.

8:42 PM EXECUTIVE SESSION

On a **MOTION** made by **Costello**, second by **Cargill**, 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.

ADJOURN

With no further business, a **MOTION** was made and seconded, and the Board of Selectmen **VOTED** unanimously by roll call vote to return to open session and immediately adjourned.

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 27, 2017
2. Announcement: Burning Season
3. Announcement: Perley Parkhurst Cole Memorial Trust Fund
4. Announcement: Nomination Papers Available
5. Massachusetts State Grange Agriculture Education Grant Program for Subordinate and Pomona Granges
6. User Guide: Performance Evaluations, Town of Boxford, Massachusetts
7. Annual Performance Review (Evaluation Form I)
8. Packet of Comments from Board of Selectmen Regarding Performance Evaluations: Town Employees Classified Non-Union, Benefit Eligible Employees
9. E-Mail from Town Administrator to Board of Selectmen, Re: Department Head Evaluations, 2/8/17
10. Announcement: Scouting for Food, Good Turn for America, Yankee Clipper Council, BSA
11. E-Mail from Middleton Town Planner to Town Administrator, Re: Tri-Town Community Cycle & Stroll, 2/3/17
12. Letter from Mass. DEP to Andrews Farm Water Company, Re: System Modifications Plan Approval: Pump House Replacement, 2/14/17
13. Andrews Farm Water Company Water Pump House Rebuild – PWS#3038020, Boxford MA 01921
14. Letter from Massachusetts School Building Authority to Town Administrator, Re: Spofford Pond School, 2/15/17
15. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments FY 2017, 2/23/17
16. Minutes:
 - February 13, 2017
 - February 13, 2017 Executive Session