

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

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

*Others Present: Town Administrator Alan Benson, DPW Superintendent/Town Engineer John Dold*

**7:00 PM PLEDGE OF ALLEGIANCE**

**7:03 PM ANNOUNCEMENTS**

- **Burning Permits:** Selectman Perkins announced that burning season has begun in Boxford. Open burning allowed from January 15-May 1. Permits may be obtained online or at the East Fire Station. Cost is \$20 and is good for the season.
- **Scouting for Food 2017:** Selectman Perkins announced that Yankee Clipper Council of the Boy Scouts of America will be collecting non-perishable food items in your neighborhood on Saturday, April 1, 2017. If your food is not picked up by 10:30AM, bring it to the Boxford Community Center before 11AM.
- **Veteran and Family Mobile Food Bank:** Selectman Vaz announced that there is a mobile food bank available every third Wednesday for veterans, their widows and orphans. Contact Veteran Service Officer Gerry Maguire for more information.
- **Paper Shredding Service:** Selectman Vaz announced that the Saturday, April 8 at the Recycling Center.
- **Museum of World War II Field Trip:** Selectman Cargill announced that the North Andover/Boxford Veterans Service is sponsoring a field trip to the World War II Museum in Natick on Saturday, April 15. Cal 978-688-9525 for bus reservations.
- **Letters from Home Show:** Selectman Cargill announced that Honor Flight New England is hosting a benefit on Saturday, April 22, at Relief of Lawrence. Courtney Groves and Erinn Diaz will perform in Letters from Home. Tickets are \$20 and available [www.vfwma.eventbrite.com](http://www.vfwma.eventbrite.com).
- **Earth Day:** Selectwoman Nay announced that Saturday, April 29 is Earth Day in Boxford. Join us to get rid of litter! Pick up a trash bag at Town Hall and clean up the litter in your area. Bring your filled bag to Town Hall and enjoy an ice cream cone.

**7:06 PM ANNUAL TOWN MEETING WARRANT FOR MAY 9, 2017:** John C. Dold, Superintendent/Town Engineer, met with the Board of Selectmen to review the following DPW Capital purchases:

- **Middleton Road Fire Station Painting of Ceiling: \$7,240/\$9,240:** Dold provided the Board with an updated proposal to paint the interior ceilings only, at a cost of \$8,389. A discussion ensued on what was included in the proposal and

what is not included. Town Administrator Alan Benson advised the Board that the final contract will not look like the one they have in front of them, as that is only an estimate and he added a contingency to that for a total estimated cost of \$9,240, which is what will go on the Town Meeting warrant.

- **Alternative Exterior Painting Options:** Dold advised he is holding off on painting the Community Center at this time. He has looked into the possibility of having Essex County Corrections inmates paint the Community Center at a reduced cost. He provided the Board with a summary of his discussions with the Sheriff's Department's Frank Garrison, provider of inmate labor. The Town will provide supervision, supplies, ladders, a carpenter to repair rotted wood. The Correctional Facility will provide lunch for the inmates. They need a commitment as soon as possible and recommended that Dold contact Mike Farrell, Town Administrator of Georgetown, who has used inmates to paint the Town Hall in Georgetown. The total cost was \$10,000 and the job was completed successfully. Dold suggests that the supervision be outsourced at a rough estimate cost of \$3,000; adding paint, painting supplies, renting high lifts, hiring a carpenter, providing lunch, brings the estimated total cost for painting of the two buildings to \$17,000. Selectman Chair Costello offered to provide the required OSHA training. The Board suggested Dold contact Chief Riter for security/supervisory details. Benson recommended that the number for the warrant be \$20,000 for the two painting projects . the Community Center and the Police Station. Costello suggested the estimate of \$25,000. The Board authorized Dold to contact the Sheriff's Department to contract the inmates for the job beginning June 26.
- **Utility Tractor for Boxford Common: \$13,450:** Dold provided the Board with an updated quote of \$12,450, noting that they do not need a closed cab, which brought the cost of the tractor down. After a lengthy discussion,  
On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to support the purchase of the utility tractor, as printed in the Town Administrator's memo, for the May Town Meeting, at a cost of \$12,451.
- **Middleton Road Culvert: \$95,500:** Dold advised he had submitted an application to Federal Emergency Management for funding for the project and it was approved. FEMA will provide 75% of the total estimated project cost and the Town will be responsible for the remaining. Bids are due April 11 and he expects to have a firm number well before Town Meeting.
- **Main Street Fire Station Repairs Discussion:** Dold advised he met with Selectman Perkins on Thursday with the carpentry contractor who will be providing an estimate to repair/replace the rotted wood and replace gutters. Costello advised they need the cost before the end of next week in order to get it into the warrant for the May Town Meeting. Dold will advise the contractor to get the estimate in as soon as possible.

**Previously Voted Items:**

- ✓ **Painting the Exterior of Police Station and East Fire: \$47,325 PD, \$51,750 FS**

- ✓ **Police Station Duct Work \$9,988**
- ✓ **Police Station Replacement of AC Unit \$17,055**
- ✓ **Backhoe \$97,850**
- ✓ **Utility Truck \$55,298**
- ✓ **Paint Machine for Street Marking \$7,384**
- ✓ **Boy Scout Park Irrigation Well \$13,551**

**7:40 PM REPORT OF THE TOWN ADMINISTRATOR:** Alan J. Benson, Town Administrator, met with the Board to provide information and updates on the following:

- **Consider Approval of Allie Hayes, Animal Inspector and Nancy Drago, Assistant Animal Inspector**

On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously by roll call vote to nominate **Allison Hayes** as the Animal Inspector for a term ending April 30, 2018.

On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously by roll call vote to nominate **Nancy Drago** as the Assistant Animal Inspector for a term ending April 30, 2018.

- **10 Elm Street Articles:** Benson advised there is an application to the CPC for half of the money needed, \$200,000, to demolish the addition in order to preserve the historic Cummings House and adjacent barn. A lengthy discussion ensued on the proposed project and the votes of the various town boards to support or not support the project.
- **ACO Vehicle Replacement:** Benson advised that to purchase a new stripped-down version of the required vehicle is \$45,000. He added that most used vehicles they looked at were not the stripped-down model and were about the same price. The Board discussed at length the pros and cons of purchasing a new vehicle over a used one and they all agreed that the new vehicle would make more sense. Benson advised the Board that the Finance Committee will be discussing the ACO vehicle at their meeting tomorrow.

On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to support the ACO replacement vehicle at a cost of \$45,000 on the warrant for the May Town Meeting.
- **Forest Management Plan for Wildcat:** Benson advised they do not have any documentation for that yet, adding that the Conservation Director may be getting funding for it through CPC funds. Benson will have more info at the next meeting.
- **Spofford Pond Roof Presentation:** Benson advised the public forum is tomorrow night on the Spofford Pond School roof.
- **Highland Road Culvert Agreements:** Benson advised both abutters have offered to gift the Town with the easements and the Town can accept the gift without going to Town Meeting. Abutters will be offered tax write-offs.
- **Masco Three-Town Security Improvements:** A lengthy discussion ensued on the cost of the improvements and whether the hardware they are proposing to purchase, at a cost of \$667,000, will be outdated in a short time. There was also concern that the voters would find the purchase to be costly, especially when

presented with the operating budget of over \$1M. After discussion, the Board took the following action:

- On a **MOTION** made by **Cargill**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously to support the capital purchase for security improvements at Masconomet, as presented.
- **Verizon Easement for Conduit:** Benson advised this was a late-arising issue and provided the Board with information on the easement Verizon needs to provide a conduit between the DPW and Police Station. After discussion, the Board took the following action:
  - On a **MOTION** made by **Nay**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to support the article for granting an easement to Verizon on Town property.
- **Brief Proposed Operating Budget Overview:** At Selectwoman Nay's request, Benson provided a brief overview of the proposed budget, noting that there are two ballot questions included in the budget.
- **Municipal Facilities Task Force Presentation:** Selectman Al Vaz advised they are meeting with Harriman tomorrow night to discuss the additional scope, as it was discussed at the community forum they held. As a result, they adjusted the plan, based on resident feedback, and may need another \$10,000 to complete the plan. They will know more in time for next Monday's meeting. In the meantime, they have put a placeholder in the warrant for an additional \$10,000. He added that they will not have anything ready, as far as buildings, in time for the Town Meeting, but will continue working on the revised plan with the added funding.
- **Boxford Police Reserve Association Agreement:** Benson advised they have completed negotiations with the Boxford Police Reserve Association. He reviewed the changes with the Board and provided a copy to the Board for their signatures.
  - On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve the agreement between the Boxford Police Reserve Association and the Town of Boxford, as presented.

## **8:22 PM      ROUTINES**

- **Review Correspondence:** The Board briefly reviewed the following:
  - **Notice from Verizon to Board of Selectmen**, Re: Notice of Copper Retirement, 2/28/17
  - **Memo from Inspector of Buildings to Board of Selectmen**, Re: Monthly Report, February 2017, 3/1/17
  - **Letter from Great Rock Farm to Board of Selectmen**, Re: Goats to Go, 3/16/17
  - **Merrimack Valley Planning Commission Assistance to the Region, Cities and Towns**, Re: Planning Ahead for Housing
  - **Letter from Massachusetts Office on Disability to Town Administrator**, Re: Availability of Grant, 3/16/17
  - **Letter from Massachusetts Fiscal Alliance to Selectman Charles Costello**, Re: Local Aid, 2/28/17

- **Appointments:** Selectman Chair Costello read aloud the list of open seats on the town's volunteer boards and committees and encouraged interested viewers to contact the Board of Selectmen to apply. Selectman Cargill added that the ZBA is requesting that the Board of Selectmen appoint Steve Merriam to fill the permanent vacancy created by David Peterson's resignation.

On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Steve Merriam to fill the permanent member vacancy on the ZBA for a term ending June 30, 2018.

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

On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** to approve the minutes of March 15, 2017, as amended. **Perkins abstained.**

On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** to approve the minutes of March 20, 2017, as amended.

On a **MOTION** made by **Vaz**, second by **Cargill**, the Board of Selectmen **VOTED** to approve the minutes of March 20, 2017, Executive Session, as written.

- **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 17-39, in the amount of \$159,343.33.

**8:36 PM ANY OTHER BUSINESS TO COME BEFORE THE BOARD**

- **Reference Letter Draft:** Selectman Vaz requested that the Board approve the reference letter he drafted, at the request of the Harriman Group, noting the great job they've done working with the Task Force. The Board agreed and authorized Vaz to sign for the Board.

**8:38 PM ADJOURN**

On a **MOTION** made by **Cargill**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously to adjourn at 8:38PM.

Respectfully submitted,



Minutes Secretary

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

1. Agenda: March 27, 2017

2. Announcement: Burning Permits
3. Announcement: Scouting for Food 2017
4. Announcement: Veteran and Family Mobile Food Bank
5. Announcement: Paper Shredding
6. Announcement: Museum of World War II Field Trip
7. Announcement: Letters from Home
8. Announcement: Earth Day
9. Letter from Aulson Company to DPW, Re: Painting of the Community Center, Shed, Police Station, East Fire Station, revised, 3/24/17
10. Town of Boxford Capital Project Request: DPW . Facilities Maintenance: Paint Interior and Exterior of East Fire Station: \$87,782
11. E-Mail from Town Administrator to Huntress Associates, FinCom, Town Engineer, et al, Re: Boxford Common Contingency Fund, 3/18/17
12. E-Mail from DPW Superintendent/Town Engineer to Town Administrator, et al, Re: Utility Tractor, 3/23/17
13. Town of Boxford Capital Project Request: DPW: New John Deere Utility Tractor: \$17,800
14. E-Mail from MEMA to DPW Superintendent/Town Engineer, Re: HMGP 4214-19-Middleton Road Culvert Replacement, 3/24/17
15. Nomination of Inspector of Animals
16. Annual Town Meeting Article List
17. Historical Operating Budget: FY15-Proposed FY18
18. Letter from Masconomet Regional School District to Town Treasurer, Re: Certified Budget, 3/16/17
19. Memorandum of Agreement between Boxford Police Reserve Association and Town of Boxford
20. Application for Community Preservation Act Funding: board of Selectmen: Cummings House Preservation Phase I, \$100,000 requested
21. [www.edmunds.com/used-cars-for-sale/i/chevrolet/suburban](http://www.edmunds.com/used-cars-for-sale/i/chevrolet/suburban)
22. Letter from Masconomet Regional School District Committee to Board of Selectmen, Re: Capital Budget Approval: \$667,000, 2/15/17
23. Draft: Easement: Verizon New England, Inc.
24. Verizon Notice of Copper Retirement, 2/28/17
25. Memo from Inspector of Buildings to Board of Selectmen, Re: Monthly Report, 3/1/17
26. Merrimack Valley Planning Commission Assistance to the Regions Cities and Towns, 3/23/17
27. Letter from Great Rock Farm/Goats-To-Go to Town Administrator, Re: Availability of Sheep for Weeding, 3/16/17
28. Letter from Office of Disability to Town Administrator, Re: Municipal Americans with Disabilities Act (ADA) Improvement Grant Program, 3/16/17
29. Letter from Massachusetts Fiscal Alliance to Selectman Costello, Re: Local Aid Initiatives, 2/28/17
30. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments, 3/24/17
31. Minutes: 3/15/17

32. Minutes: 3/20/17

33. Minutes: 3/20/17 Executive Session