

**Minutes of the BOXFORD BOARD OF SELECTMEN
BOXFORD TOWN HALL MEETING ROOM #1
April 10, 2017 7:00PM**

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

Others Present: Town Administrator Alan Benson, Minutes Sec'y Judi Stickney, Toni Booras, Alison Chase, Nancy Merrill, Steve Davis, Ross Povenmire, Barbara Jessel, Mark Phelan, Beverly Ingalls, Natasha Grigg, Wayne Merrill, David Merrill, and others

7:24 PM PLEDGE OF ALLEGIANCE

7:24 PM STATEMENT ON FATAL ACCIDENT OVER THE WEEKEND: Selectman Chair Costello read aloud a prepared statement regarding the fatal accident on Route 95 over the weekend, expressing the Board's sympathy to the family of the deceased and appreciation to the town's Fire Department and First Responders, and the mutual aid towns who assisted.

7:26 PM MEETING WITH BTA/BOLT AND B TO B COMMITTEE: Natasha Grigg, Chairman of BTA-BOLT, and Nancy Merrill, Chairman of the B to B Trail Committee met with the Board to discuss the following:

- **B to B Project:** Merrill provided the Board with an update on the B to B trail project, noting the three projects that MassDOT is undertaking on the Boxford trails. Grigg provided the Board with an update on the Hemlock Road purchase and added that they will be requesting funding for the completion of the trail connections, as noted in the information she handed out to the Board. She added that they are going to the Conservation Commission to request funding of \$2500. Merrill added that the southern section from Pyebrook Road to the Topsfield line will be completed by the B to B Trail Committee.
- **BTA/BOLT Request for Liquor License:** After a request from Grigg, the Board took the following action:
 - On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve the one-day liquor distribution license for town property, Lincoln Hall, for BTA-BOLT's event on May 11, from 5-7PM, as presented.
- **Blanket Sign Request:** Grigg advised they are requesting a blanket approval for signs for this year's events. Wednesday before the event on the islands, and a sandwich board in Memorial Park in the center of town
 - On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the blanket signs requested for BTA/BOLT events on 5/11 meeting at Lincoln Hall, 6/11 dog show, 7/22 horse show, 10/22 trail race Alderbrook Farm, and 10/29 Pumpkin Hunt Davis Hay Field.

7:47 PM EXECUTE TOWN MEETING WARRANT FOR MAY 9, 2017

- **Update Finance Committee and Personnel Board Actions:** Benson advised there is a single change to the Personnel Board's Article 4, upgrading the Director of Finance/Town Accountant from N-12 to N-14.
On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to reopen the warrant for the Annual Town Meeting, May 9, 2017.
- **Support the Personnel Board's Change**
On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to support the proposed changes by the Personnel Board.
- **Consideration of New Fire Command Vehicle:** Benson advised the FinCom withdrew their support for a new ACO vehicle and, instead support purchasing a new fire command vehicle and giving the current vehicle
On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to delete the capital request to purchase a replacement vehicle for the Animal Control Officer and in lieu of add a capital request to purchase a new replacement Fire Chief Command Vehicle at a cost of \$55,000, with the intent to re-purpose the current vehicle for use by the Animal Control Officer
- **Any Other Final Changes:**
 - **Wireless Communications Bylaw:** Benson advised the Board to pass over the wireless communications services warrant article completely. He added that they will be ready to bring it up next year.
On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to delete the proposed article to amend the Town's Zoning Bylaws related to Wireless Communications Services.+
 - **Municipal Facilities Task Force Article Change:** Selectman Vaz advised the Municipal Facilities Task Force met last week and determined they should include a contingency of \$8,000 for additional meetings with Harriman and other unknown expenses, bringing the total to \$25,500 from the \$17,500 discussed last week, in Article 10.
On a **MOTION** made by **Vaz**, second by **Cargill**, the Board of Selectmen **VOTED** to amend and support Article 10 to amend the amount from \$17,500 to \$25,500.
- **Execute Warrant**
On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to close the warrant for the Annual Town Meeting, May 9, 2017.

7:58 PM REPORT OF THE TOWN ADMINISTRATOR: Alan J. Benson, Town Administrator, provided the Board with information and updates on the following:

- **One Day Liquor License – Boxford Community Store:** David Merrill, general manager of the Boxford Community Store, met with the Board to request a one-

day liquor license, a BYO beer and wine for an event they are hosting at the Boxford Community Store on April 29.

On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED** to approve the one-day license as printed in the packet.

- **Easements on Highland Road:** Benson provided the Board with information on the easements for Highland Road culvert work. He provided the Board with copies of the easements, noting that the residents gifted the town with the easements.

On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to receive the grant of easements of Robert Bowen and Brian Spencer.

- **Request for Closure of Town Hall/Library Parking Lot:** Benson advised the Board that the library is holding an Easter Egg Hunt on April 13 and have requested that the back parking lot be closed for the event.

On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve the parking lot closure for the egg hunt on April 13, as requested.

Perkins suggested that vehicles be placed at the entrances, blocking the entrances, rather than traffic cones.

- **Boxford Fire Department Training – Indemnification Agreement with Masconomet:** Benson provided the Board with information on the indemnification agreement and requested that the Board authorize him to sign the indemnification agreement for the town.

On a **MOTION** made by **Costello**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to authorize the Town Administrator to execute the indemnification agreement for the Town.

- **Request for Appointment of Custodian – 126 Ipswich Road:** Benson provided the Board with information on a tax lien foreclosure at 126 Ipswich Road. He advised the Board to appoint Ellen Guerin as the custodian for the property.

On a **MOTION** made by **Nay**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously to appoint Ellen Guerin as custodian of the property at 126 Ipswich Road.

8:11 PM OTHER BUSINESS

- **Memorial Day, Monday, May 29:** Benson advised the Board that Memorial Day services will be held at the Melvin Green this year and it is the anniversary of the Melvin Post. He added that the guest speaker will be a retired marine that served with James Melvin.
- **Nason Property Parking Area:** Benson advised the Board that the DPW had begun excavating the parking area on the Nason property and discovered a demolition dump, which has delayed the parking lot excavation while authorities are notified, the property inspected, and any necessary remediation is completed.
- **Ballot Complete:** Benson advised that the ballot is complete. There are two races . one for the Board of Assessors and the other for the Board of Selectmen.

Every other position has the incumbent running unopposed. He added that there are two ballot questions on the ballot.

8:15 PM ROUTINES

- **Appointments:** Selectwoman Nay read aloud the list of board and committee openings and encouraged any interested viewers to contact the Board of Selectmen's office for details.
- **Approval of Minutes:** After a brief discussion on the minutes, the Board took the following action:
 - On a **MOTION** made by **Perkins**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the minutes of March 27, 2017, as amended.

 - On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve the minutes of April 3, 2017, as written.
- **Signature Folder:** Benson provided the Board with two easements to sign, as well as the Town Meeting Warrant.
- **Sign School and Non-School Warrants:**
 - On a **MOTION** made by **Costello**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve accounts payable warrant #17-41, in the amount of \$45,964.61.

8:25 PM ADJOURN

On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to adjourn 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: April 10, 2017
2. Stantec MassDOT Border to Boston Locus Map, March 22, 2017
3. Summary of Costs to Complete PS&E Design of Border to Boston Trail
4. Alcohol Distribution Permit on Town Property: BTA-BOLT Annual Dinner
5. E-Mail from BTA-BOLT to Assistant to the Town Administrator, Re: April 10th, 4/4/17
6. Annual Town Meeting Article List
7. Draft Town of Boxford Warrant for Annual Town Meeting, revised 4/7/17
8. Grant of Easement: 20 Highland Road
9. Grant of Easement: 17 Highland Road

10. Application for Alcohol Sale Permit on Private Property Board of Selectmen:
Boxford Community Store
11. E-Mail from Library Director to Assistant to the Town Administrator, Re: Request
for Parking Lot Closure for Library Program, 3/29/17
12. Fire Department Connection (FDC) & Standpipe Operations
13. Memo from Treasure/Tax Collector to Town Administrator, Re: Request for
Appointment of Custodian for 126 Ipswich Road, Property Acquired by
Foreclosure of Tax Lien, 4/3/17
14. Memo from Town Administrator to Board of Selectmen, Re: Outstanding
Appointments FY2017, 4/7/17
15. Minutes: April 3, 2017 & March 27, 2017