

**Minutes of the BOXFORD BOARD OF SELECTMEN
POLICE STATION CONFERENCE ROOM
May 15, 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, Daniel Edward Cline, Nick Cline, Matthew Dzwil, Kyle Faddis, Nicholas Messina, Devlin W. Murray, Thomas Richards, Deborah Dzwil, Chief James Riter, Paul Jarosiewicz, Gridley Losee, Albert Manzi, Brian Church, Kevin Bourke, and others

7:00 PM PLEDGE OF ALLEGIANCE: With a quorum present, Chair Costello called the meeting to order and invited attendees to join the Board in the Pledge of Allegiance.

7:00 PM ANNOUNCEMENTS

- **Town Elections:** Selectman Perkins announced that the Annual Town Election will be held on Tuesday, May 16, at the Town Hall, from 7AM to 8PM.
- **Large Metal Item Pick Up Day:** Selectman Cargill announced that Large Metal Item Pick Up Day will be on Monday, May 22 and Tuesday, May 23. Have items out at the street by 7AM.
- **Memorial Day Ceremonies:** Selectman Costello announced that this year's Memorial Day ceremonies will be held at the Melvin Green, commemorating the 50th anniversary of the line-of-duty death of James Melvin, for whom the town's American Legion post is named.

7:01 PM MEETING WITH TROOP 57 EAGLE SCOUTS:

- **Thomas Richards:** Richards provided details on his Eagle Scout project on the health of the local water supplies by running daily tests and investigating local macro invertebrates. The Board asked questions and provided comments on the project. Selectman Chair Costello read aloud the proclamation the Board prepared in recognition of the Eagle Scouts' achievements, proclaiming May 18 as Thomas Richards Day in the Town of Boxford.
- **Devlin W. Murray:** Murray provided details on his Eagle Scout project of replacing all the fire exit maps for Cole School, making them easier to read, along with instructions. The Board asked questions and provided comments on the project. Chair Costello proclaimed that May 19 will be known as Devlin W. Murray Day in the Town of Boxford.
- **Matthew Dzwil:** Dzwil provided the Board with details on his Eagle Scout project, building four equipment boxes to hold baseball supplies at the fields for the Boxford Athletic Association. The Board asked questions and provided comments on the project. Chair Costello proclaimed that May 24 will be known as Matthew Dzwil Day in the Town of Boxford.

- **Kyle Faddis:** Faddis provided details on his Eagle Scout project for improvements at the Stiles Pond Beach, including building benches a shoe rack and renovating the basketball court. The Board asked questions and provided comments on the project. Chair Costello proclaimed that May 22 will be known as Kyle Faddis Day in the Town of Boxford.
- **Nicholas Messina:** Messina provided the Board with details on his Eagle Scout project to improve the trails behind Cargill Field, including clearing trails of debris and installing three bridges over the muddy parts of the trail. The Board asked questions and provided comments on the project. Chair Costello proclaimed that May 23 will be known as Nicholas Messina Day in the Town of Boxford.
- **Nick Cline:** Nick provided the Board with details on his Eagle Scout project to cut and mark a new section of the Bay Circuit Trail near Boy Scout Park. The Board asked questions and provided comments on the project. Chair Costello proclaimed that May 25 will be known as Nick Cline Day in the Town of Boxford.
- **Daniel Edward Cline:** Daniel provided details on his Eagle Scout project of building four mounting steps for Windrush Farm, a non-profit organization providing equine assisted activities and therapy to children and adults with special needs. The Board asked questions and provided comments on the project. Chair Costello proclaimed that May 26 will be known as Daniel Edward Cline Day in the Town of Boxford.

7:30 PM MEETING WITH POLICE CHIEF JAMES RITER: Chief Riter met with the Board to provide updates and information on the following:

- **Appointment of Reserve Officers:** The Chief advised the Board that he has two candidates for appointment as Reserve Officers:
 - **Albert Manzi:** The Chief provided the Board with Manzi's education and experience. Manzi added to the discussion, answering the Board's questions. On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Albert P. Manzi III as a Reserve Officer for the Town of Boxford, term ending June 30, 2018.
 - **Brian Church:** The Chief provided the Board with Church's education and experience. Church added to the discussion, answering the Board's questions. On a **MOTION** made by **Nay**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Brian Church as a Reserve Officer for the Town of Boxford, term ending June 30, 2018.
- **Update on Department Activities:** The Chief provided the Board with statistics to view as he answered their questions on them.

7:54 PM MEETING WITH BOXFORD ATHLETIC ASSOCIATION (BAA): Paul Jarosiewicz and Gridley Losee met with the Board to discuss the following:

- **2017 Beach License:** Chair Costello reviewed the actions taken so far with the Town's attorney and the BAA's attorney to come to an agreement on the future of

the management of the Town Beach. Town Administrator Alan Benson had provided the Board with a draft agreement which Town Counsel drafted and Losee marked up. Losee, attorney for the BAA, advised that the BAA has issues with the agreement and indemnification. There ensued a lengthy discussion on how to resolve the liability issues. Selectman Cargill suggested that each BAA volunteer look into an umbrella insurance policy, paid by the BAA, to cover themselves until the issue is permanently resolved.

8:47 PM REPORT OF THE TOWN ADMINISTRATOR: Town Administrator Alan Benson met with the Board to provide updates and information on the following:

- **Sign Request: Toy Sale:** Benson advised the Board that the Community Giving Tree is requesting permission to post signs for their upcoming toy sale, from June 4-June 11.
On a **MOTION** made by **Cargill**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously to approve the signs as requested.
- **Sign Request: Park Program:** Benson advised the Board that the town's park program is requesting permission to post yard signs from May 30-June 30.
On a **MOTION** made by **Vaz**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve the signs as requested.
- **Lincoln Hall Rental:** Benson advised the Board that the Wide Eyes Theatre Company would like to rent Lincoln Hall from August 21-August 26 for their summer program and are requesting a reduction in the rental fee to \$300 for the 6-day rental. There ensued a brief discussion on the rental fee and the Board agreed that the rental fee should be determined by the Town Administrator and they can vote on it at the next meeting.
- **Fire Chief/Vendor Appearance of Conflict Disclosure:** Benson provided the Board with an Appearance of Conflict of Interest Disclosure from the Fire Chief for work he had done on his home by a call firefighter.

8:51 PM ROUTINES

- **Correspondence:** The Board briefly reviewed the following items of correspondence:
 - **Letter from Boxford Village Garden Club:** Re: Proposed reduction of parking spaces at Colby property, 5/2/17
- **Appointments:** Selectman Cargill read aloud the list of Board and Committee openings.
- **Sign School and Non-School Warrants**
After Selectman Perkins recused himself, on a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve payroll warrant #17-23, in the amount of in the amount of \$583,690.92. **Perkins** abstained.

On a **MOTION** made by **Costello**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve accounts payable warrant #17-46, in the amount of \$36,319.92.

- **Minutes Review/Approval:** After a brief discussion on amendments, the Board took the following actions:

On a **MOTION** made by **Nay**, second by **Cargill**, the Board of Selectmen **VOTED** unanimously to approve the minutes of April 17, 2017, as amended.

On a **MOTION** made by **Cargill**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve the minutes of April 24, 2017, as amended.

On a **MOTION** made by **Nay**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously to approve the minutes of April 24, 2017 Executive Session, as submitted.

9:00 PM ANY OTHER BUSINESS TO COME BEFORE THE BOARD

- **Town Meeting:** Selectman Chair Costello commended the Board for the great job all did at Town Meeting, particularly to Selectman Vaz for the work and time put into the Municipal Facilities Task Force.
- **Employee Evaluations:** Selectman Chair Costello reminded the Board members to get their employee evaluations in to the Town Administrator.

9:00 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 Town Hall/Library and Reserve Police Officers, 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.

9:59 PM ADJOURN

On a **MOTION** made by **Cargill**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to return to open session and adjourn at 9:59 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: May 15, 2017
2. Announcement: Town Election
3. Announcement: Large Metal Item Pick Up Day
4. Eagle Scout Projects
5. Boxford Police Department Training Stats
6. Resume: Albert P. Manzi III, Esquire
7. Boxford Police Department Incidents By Type: 1/1/15-5/11/15
8. Boxford Police Department Incidents By Type: 1/1/16-5/11/16
9. Boxford Police Department Incidents By Type: 1/1/17-5/11/17
10. Packet of E-Mails: Re: Commercial Vehicle Enforcement
11. Letter from Community Giving Tree to Board of Selectmen, Re: Sign Request, 5/11/17
12. E-Mail from Park Program to Board of Selectmen, Re: Sign Request, 5/7/17
Boxford Common Donor Recognition, Presentation to Selectmen, May 9, 2017
13. E-Mail from Wide Eyes Theatre Company to Board of Selectmen, Re: Lincoln Hall Rental and Fee, 5/1/17
14. Disclosure of Appearance of Conflict of Interest: Brian D. Geiger, Fire Chief, 5/10/17
15. Letter from Boxford Village Garden Club to Board of Selectmen, Re: Proposed reduction of parking spaces at Colby property, 5/2/17
16. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments FY 2017, 5/12/17
17. Meeting Minutes:
 - April 10, 2017
 - April 24, 2017
18. Draft: Town of Boxford License Agreement for Stiles Pond Beach and Recreation Facilities
19. Draft Addendum to Boxford License Agreement for Stiles Pond Beach and Recreation Facilities
20. Resume: Brian Church
21. Motion to go into Executive Session