

**Minutes of the BOXFORD BOARD OF SELECTMEN  
TOWN HALL CONFERENCE ROOM #2  
May 22, 2017 7:30PM**

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

*Others Present: Town Administrator Alan Benson, Minutes Sec'y Judi Stickney, Charlie Killam, Eric Curtis*

**7:32 PM PLEDGE OF ALLEGIANCE**

**7:33 PM ANNOUNCEMENTS**

- **Thank You to Bill Cargill/Welcome to Barbara Jessel:** Selectman Chair Chuck Costello thanked Bill Cargill for his service on the Board and welcomed back Barbara Jessel to the Board.
- **Memorial Day Service:** Town Administrator Alan Benson announced the special services that will be held on Memorial Day in memory of Corporal James L. Melvin and related some historical stories about Boxford during the time of the Vietnam war and Corporal Melvin's heroic killed-in-action death.
- **BAA Beach:** Selectman Chair Costello explained the indemnification issues with the BAA and the Town and the Town's suggested resolution to the issues, noting that the beach director resigned shortly thereafter. The BAA held an emergency meeting and determined they would not be able to run the beach this year. The Board of Selectmen will hold a special meeting on Wednesday at 6:30PM to discuss the Town Beach and its future. Charlie Killam was in attendance and suggested that the DPW be divided into two divisions: Public Works and Parks & Recreation.

**7:53 PM TOWN-WIDE GOALS DEVELOPMENT:** Eric Curtis, Curtis Strategy, LLC, a facilitator, met with the Board of Selectmen to assist the Board in developing town-wide goals and strategies. Curtis handed out a strategic planning process paper for the Board to view as he made his presentation and divided the Board into two groups to brainstorm suggested goals, barriers and challenges to those goals, and what Boxford will be known for in five years. After the two groups completed their tasks, a lengthy discussion ensued as the Board tried to determine which goals would work as town-wide goals. After a lengthy discussion, the Board agreed on the following town-wide goals:

1. Housing Options for Aging Population
2. Community: Building a Spirit of Ownership of Community
  - a. Activities
  - b. Information
  - c. Centers: Location, Access

There was discussion about conducting a professional survey of the residents to determine what the townspeople want the town to be. Focus groups, a Master Plan and

Strategic Plan, and co-developing goals with the department heads were also discussed. Action items included:

1. Survey: Focus Group
2. Engage Direct Reports: Department Heads and School Administrators
3. Start New Master Planning Process
4. Strategic Plan to Remove Fragmentation

After discussion, Curtis summed up the evening with suggestions on how to begin:

1. Design the Process
2. Acquire Feedback and Insight
3. Design the Plan
4. Implement the Plan

Curtis will write up a summary of the meeting and get it to the Town Administrator to distribute for the Board's review.

**9:45 PM REPORT OF THE TOWN ADMINISTRATOR:** Alan J. Benson, Town Administrator, provided the Board with updates and information on the following:

- **Memorial Day Events:** Benson advised the Board that there are scheduled events in each end of town and at each cemetery.
- **Consider the Boxford Cable Access Committee's Request to Hire Peter Epstein as Counsel for Verizon Franchise Renewal:** Benson provided information to the Board on Peter Epstein's intent to retire, but there is a Verizon renewal coming up and they would like to hire Epstein while he's still available.  
On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to appoint Peter Epstein as Special Counsel for the Verizon renewal.
- **Consider Request from Wide Eyes Theatre Company for Use of Lincoln Hall for Summer Program August 21st through 26<sup>th</sup>:** Benson explained that the Wide Eyes Theatre group is requesting to a reduced rental fee for 6 days for \$300, as they have in the past. He added that they are running a summer theatre camp for one week and will put on a show at the end of the camp week. Benson added that the West Boxford Improvement Society has rented Lincoln Hall for every Monday night, which will interfere with the theatre camp's proposed schedule. Benson proposed that the Board approve the \$300 rate.  
On a **MOTION** made by **Perkins**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously to approve a rental rate of \$300 for the Wide Eyes Theatre group to rent Lincoln Hall for their summer camp.

**9:53 PM ROUTINES**

- **Review Correspondence:** The Board briefly reviewed the following items of correspondence:
  - **Building Inspector's Monthly Report**
  - **Masconomet's Intention to Spend \$26,000 from Stabilization Fund**
  - **Massachusetts Selectmen's Association May 24**
  - **Jon Schwartz Appointment as Liaison to Recreation Committee**

On a **MOTION** made by **Nay**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Jon Schwartz to the Recreation Committee for a term ending June 30, 2018.

- **Steve Davis Appointment to Finance Committee:** The Board will postpone appointment until they receive the Finance Committee's recommendation.
- **BAA and Town Beach:** Benson advised the Board will be meeting on Wednesday night to discuss the future of the Town Beach.
- **Approval of Minutes**  
On a **MOTION** made by **Perkins**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the minutes of May 2, 2017, as submitted. **Jessel abstained.**

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the minutes of May 2, 2017 Executive Session, as submitted. **Jessel abstained.**

On a **MOTION** made by **Nay**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve the minutes of May 9, 2017, as submitted. **Jessel 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 #17-47, in the amount of \$2,873,382.08.

On a **MOTION** made by **Costello**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to refund warrant #17-402, in the amount of \$4,910.27

On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve accounts payable warrant #17-403, in the amount of \$31,580.63.

On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve accounts payable warrant #17-47S, in the amount of \$17,442.69

#### **10:10 PM ANY OTHER BUSINESS TO COME BEFORE THE BOARD**

- **Meeting on Wednesday:** Costello reminded the Board they will be meeting on Wednesday night, noting that the Town Administrator is working on alternatives for the Town Beach.
- **Phone List:** Perkins requested that his cell phone be made public information on the phone list.
- **Resignation from Zoning Board of Appeals:** Barbara Jessel informed the Board that she will be resigning from the ZBA, but will be staying until one of the current cases is resolved.

- **Next Regular Meeting:** Selectwoman Nay noted that she will not be available for the next regular meeting, scheduled for June 12.

**10:16 PM            ADJOURN**

On a **MOTION** made by **Costello**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously to adjourn at 10:16PM.

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 22, 2017
2. Letter from James L. Melvin Post No.379 to Board of Selectmen, Re: Memorial Day Activities, 5/10/17
3. E-Mail from Cable Advisory Committee to Town Administrator, Re: BCAC Request to Hire Peter Epstein as Counsel for Verizon Franchise Renewal, 5/18/17
4. Letter from Assistant to the Town Administrator to Board of Selectmen, Re: Lincoln Hall Rental by Wide Eyes Theatre, 5/18/17
5. Memo from Inspector of Buildings to Board of Selectmen, Re: Monthly Report for April 2017, 5/1/17
6. Letter from Masconomet to Board of Selectmen, Re: Stabilization Fund Expenditure, 5/3/17
7. Letter from Masconomet to Board of Selectmen, Re: Stabilization Fund Expenditure, 5/3/17
8. Announcement from Massachusetts Municipal Association Re: Massachusetts Selectmen's Association Regional Meeting, 5/3/17
9. E-Mail from Jon Schwartz to Assistant to the Town Administrator, Re: CPC . Recreation Committee, 5/13/17
10. E-Mail from Steve Davis to Town Administrator, Re: Finance Committee, 5/17/17
11. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments FY 2017, 5/18/17
12. Meeting Minutes:
  - May 2, 2017
  - May 2, 2017 Executive Session
  - May 9, 2017
13. Strategic Plan