

**Minutes of the BOXFORD BOARD OF SELECTMEN
TOWN HALL MEETING ROOM #1
June 12, 2017 7:00PM**

Present: Chuck Costello, Al Vaz, Peter Perkins, Barbara Jessel

Absent: Mary Anne Nay

Others Present: Town Administrator Alan Benson, Minutes Sec'y Judi Stickney, Suzanne Malach, John Dold, Greg Netland

7:00 PM ANNOUNCEMENTS:

- **COA Barbecue:** Selectman Vaz announced that the COA is hosting their first barbecue of the season on Wednesday, June 21 at 11:30AM. Call the COA for reservations.

7:01 PM MEETING WITH THE DEPARTMENT OF PUBLIC WORKS: John Dold, Superintendent of the DPW/Town Engineer, met with the Board to discuss the following:

- **Safety and Detour Plan for Highland Road Culvert Project:** Dold requested that the Board approve the plan submitted for a detour while they work on the Highland Road culvert. Dold provided the Board with a map and information on the culvert project, along with the permissions and easements needed to complete the work as planned, with a planned start date of June 26, but he also mentioned that there has been a delay in getting the pipe and final approval from Chapter 90 funding agency, which may delay the start date. He noted it is a \$103,000 project, which includes the pipe and repaving the road. Dold advised that a week before the job begins the Police Department will put up their road sign, notifying motorists that the road will be closed, the Communications Department is going to put out a reverse 911 call, the Fire Department will notify the ambulance companies of the detours, and information on the road detour will be put on the town's website and Facebook page. Dold continued with details on the road project, including the equipment needed, the permits required, etc. The paving on Highland Road will take place in the fall.
- **Summer Schedule:** Dold provided the Board with a tentative schedule of work the DPW will undertake over the next several months, including:
 - **2 Culverts on Woodcrest Road**
 - **Highland Road Culvert**
 - **Kelsey Road Culvert:** Dold noted that this one may not take place, if they don't have the time for it.
 - **Parking Area Construction on Nason Conservation Land**
 - **Parking Area Construction on BTA/BOLT property at the corner of Kelsey Road and Hemlock Road**
 - **Parking Area Construction on Colby Park**
 - **Paving Plans:** Dold advised the following roads are under consideration for paving this summer/fall:

- Highland Road
- Cross Road
- Pond Street (from Ipswich to Depot)
- High Ridge Road
- Moonpenny
- Glendale
- Pearl
- Lockwood
- Silverbrook
- **New Maintenance Responsibilities:** Dold advised the DPW will begin maintaining the following areas:
 - Boxford Common Fields
 - Keith Koster Baseball Field
- **Inmate Painting Supervisor:** Dold advised that they will start work on Monday, June 26, painting the East Fire Station and the Police Station. He added that the town will need to hire a local liaison to be on site each day during the painting to help facilitate any needs by inmate/Essex County site staff. Town Administrator Alan Benson advised that they will advertise the position on the website and the Facebook page.
- **Valley Road Grant:** Dold advised they have hired Brian Sullivan, of Bayside and Tim Chorey, Division of Ecological Restoration, to collect field data to comply with the grant. There will also be a one-day training seminar held at Town Hall to bring everyone up to date on the new regulations. Benson noted that Dold was only one of two grant recipients of this type – one from the north and one from the south.

After discussion, Town Administrator Benson advised the Board they need to vote on the approval for the Highland Road Culvert Project detour and safety plan. The Board took the following action:

On a **MOTION** made by **Perkins**, second by **Jessel**, the Board of Selectmen **VOTED** unanimously to approve the detour and safety plan for Highland Road, as presented.

7:46 PM MEETING WITH SUSTAINABILITY COMMITTEE: Greg Netland, Chair of the Sustainability Committee, met with the Board to discuss the following:

- **Discussion of Proposed Contract Amendments:** Netland advised he has met with the Town Administrator on the proposed changes to the lease agreement and the Power Purchase Agreement. Netland added that he is continuing negotiations with SRS and will be talking with the Town Administrator in an effort to come to an agreement on the estimated output and estimated terminal value. He will bring it to the Board once an agreement is reached. There ensued a lengthy discussion on the project and the agreements. Netland added that they are not producing electricity yet, as they are still waiting on National Grid to complete their part.

8:00 PM CONSIDER REQUEST FROM YMCA TO POST SIGNS: Suzanne Malach, Community Outreach Director of the Danvers YMCA, met with the Board to

request approval for the posting of lawn signs promoting the Y's summer launch on Friday, June 23. Malach requested the signs go up this Wednesday and be up for 10 days, at the following locations:

- Melvin Green: 2 signs
- Ipswich/Georgetown: 1 sign
- Kelsey/Route 97: 1 sign
- Spofford/Ipswich: 2 signs
- Ipswich/Main: 1 sign
- Middleton/Main: 1 sign
- Stiles Pond/Main: 1 sign
- Main/Route 133: 1 sign

On a **MOTION** made by **Perkins**, second by **Jessel**, the Board of Selectmen **VOTED** unanimously to approve the signs, as requested, for the YMCA's summer launch party, on Friday June 23, 2017; signs to be put in locations as specified.

8:05 PM DISCUSSION OF TOWN GOAL-SETTING INITIATIVE: Chairman Chuck Costello advised he requested that this be on the agenda, so the Board could discuss the report from Curtis Strategy. The Board agreed that the report was an accurate description of their meeting on May 22. A lengthy discussion ensued on the goals outlined in the report:

1. Build belonging, ownership, and spirit of community
2. Develop housing options for our community to age in place

Benson advised the Board that they need to complete their reviews and introduce the department heads to the goals, as developed during the meeting. Costello suggested the Board complete the reviews by June 26, so they could plan a department head meeting in July to further discuss goal setting with them.

8:17 PM REPORT OF THE TOWN ADMINISTRATOR: Town Administrator Alan Benson provided updates and information to the Board on the following:

- **Consider Opening Ceremony Plans/Date for Boxford Common:** Benson advised the tentative date requested by the BAA, is September 9.
- **Consider Approval of Jennifer Tinney Road Race:** After a brief review of the written request, the Board took the following action:

On a **MOTION** made by **Vaz**, second by **Jessel**, the Board of Selectmen **VOTED** unanimously to approve the Jennifer Tinney Road Race, as requested.

Selectman Perkins and Selectwoman Jessel expressed concern over the Fire Department's change to providing Fire Department volunteers to cover the event and, instead, the Fire Department has requested that the BAA hire the Fire Department details at the detail rate. There was a lengthy discussion on whether the organizers should pay for the details. The Board also discussed the parking issues brought up by the Fire Chief in his e-mail. Selectman Perkins suggested that parking be allowed at the COA and commuter lot, but not in the fire station lot.

On a **MOTION** made by **Jessel**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to waive any fees to sponsors of the Tinney Road Race for the firefighters/EMTs needed, as specified by the Fire Chief.

On a **MOTION** made by **Perkins**, second by **Jessel**, the Board of Selectmen **VOTED** unanimously to approve parking for the Tinney Road Race in the COA parking lot, and the Commuter parking lot, but not in the fire station parking lot.

On a **MOTION** made by **Perkins**, second by **Jessel**, the Board of Selectmen **VOTED** unanimously to approve the signs as requested.

- **Overlay Reserve Release:** Benson advised the Board that the Board of Assessors is releasing \$200,000 from the Overlay Reserve.
- **DPU Testimony on Andrews Farm:** The DPU found that the increase of 217% should be denied and questioned whether the current rates are fair, adding that actions be taken to compel the Water Company to meet their obligations.
- **Perambulation Request:** Benson advised the Board that there is a law that towns meet every five years to verify the boundary markers. Boxford has received requests from Georgetown and North Andover. Costello advised Benson to send a letter to them to request that it be put off until the leaves are off the trees to make it easier to locate the markers, i.e. early or late November.
- **MIIA Credit:** Benson provided the Board with information from MIIA on a participation credit amount of \$9,826, which will be applied to the town's renewal invoice for July 1, 2017.

8:46 PM ROUTINES

- **Appointments:** The Board reviewed the list of town officers which need to be reappointed. Costello noted that Selectwoman Nay has requested that the Board hold off on appointments until she is present. Benson informed the Board that the DPW Superintendent/Town Engineer has notified the Board that he is planning on retiring July 5, 2019. After a brief discussion on appointments, the Board determined they could appoint the first three on the list:

On a **MOTION** made by **Perkins**, second by **Jessel**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint the following:

- **Animal Control Officer, Helen Phillips, 3-Year Term, ending June 30, 2020**
 - **Animal Control Officer Alternate, Reed Wilson, 1-Year Term, ending June 30, 2018**
 - **ADA Coordinator, Mary Anne Nay, 3-Year Term, ending June 30, 2020**
- **Approval of Minutes:** After a discussion on amendments, the Board took the following action:
On a **MOTION** made by **Perkins**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously to approve the minutes of May 15, 2017, as printed.
Jessel abstained.

On a **MOTION** made by **Perkins**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously to approve the minutes of May 15, 2017 Executive Session, as printed. **Jessel abstained**.

On a **MOTION** made by **Jessel**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve the minutes of May 22, 2017, as amended.

On a **MOTION** made by **Vaz**, second by **Jessel**, the Board of Selectmen **VOTED** unanimously to approve the minutes of May 24, 2017, as amended.

On a **MOTION** made by **Vaz**, second by **Jessel**, the Board of Selectmen **VOTED** unanimously to approve the minutes of May 31, 2017, as amended.

On a **MOTION** made by **Perkins**, second by **Jessel**, the Board of Selectmen **VOTED** unanimously to approve the minutes of June 2, 2017, as amended.

- **Schedule:** Benson advised the Board will be meeting June 26, July 10, July 24
- **Reorganizing:** Costello suggested that the Board members think about reorganizing on June 26.
- **Sign School and Non-School Warrants**

After Selectman Perkins removed himself from the meeting, on a **MOTION** made by **Costello**, second by **Jessel**, the Board of Selectmen **VOTED** unanimously to approve Payroll Warrant 17-25, in the amount off \$535,623.30. **Perkins abstained**.

on a **MOTION** made by **Costello**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant 17-50, in the amount off \$379,904.02.

on a **MOTION** made by **Costello**, second by **Jessel**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant 17-50S, in the amount off \$155,856.48.

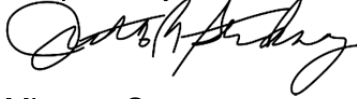
9:03 PM EXECUTIVE SESSION

On a **MOTION** made by **Costello**, second by **Jessel**, 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 AFSCME Town Hall/Library and discussing strategy on litigation: Varsity v. ZBA, 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.

9:36 PM ADJOURN

On a **MOTION** made by **Costello**, second by **Jessel**, the Board of Selectmen **VOTED** unanimously to return to open session and adjourn at 9:36 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: June 12, 2017
2. Memo from John C. Dold, PE to Board of Selectmen, Re: Highland Road Culvert Replacement Detour Plan, 4/27/17
3. Town of Boxford Property Parcel Map 14
4. Highland Road Site Plan, 11/17/16
5. E-Mail from DPW Superintendent/Town Engineer to Town Administrator et al, Re: DPW Summer Schedule, 6/9/17
6. E-Mail from DPW Superintendent/Town Engineer to Town Administrator et al, Re: Valley Road Grant, 6/9/17
7. E-Mail from DPW Superintendent/Town Engineer to Town Administrator et al, Re: Painting, 6/9/17
8. Certificate of Appreciation to John Dold for participating in the 10th Annual Masconomet Engineering Day, May 25, 2017
9. 2017 Board Report from Curtis Strategy
10. Memo from Town Administrator to Board of Selectmen, Re: Solar Project Contracts, 6/9/17
11. Appointment Schedule – FY2018
12. E-Mail from Danvers Y Community Outreach Director to Assistant to the Town Administrator, Re: Summer Launch and Picnic on Pond, 6/6/17
13. E-Mail from Jon Schwartz to Assistant to the Town Administrator, Re: Boxford Common Opening Ceremony, 6/6/17
14. E-Mail Packet Re: BAA Jennifer Tinney Road Race Approvals
15. Memo from Board of Assessors to Board of Selectmen, Re: Overlay Reserve, 5/24/17
16. Copy of Letter from Commonwealth of Massachusetts General Court to DPU Secretary and Counsel, Re: DPU Docket #17-35 (Andrews Farm Water Company), 5/10/17
17. Letter from Town of Georgetown to Board of Selectmen, Re: Perambulation, 4/25/17
18. Letter from MIIA to Town Administrator, Re: Participation Credits, 5/9/17
19. Memo from Masconomet to Board of Selectmen, Re: \$80,000 Appropriation for Repairs, 5/18/17
20. Meeting Minutes:
 - 5/15/17
 - 5/15/17 Executive Session
 - 5/22/17
 - 5/24/17

- 5/31/17
- 6/2/17

21. Motion to go into Executive Session