

**Minutes of the BOXFORD BOARD OF SELECTMEN
TOWN HALL MEETING ROOM #1
June 26, 2017 7:00PM**

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

Absent: None

Others Present: Town Administrator Alan Benson, Minutes Sec'y Judi Stickney, Karen Conard, Mike Parquette, Joe Hill, Ross Povenmire, Chief Jim Riter

7:00 PM ANNOUNCEMENTS

- **4th of July Parade:** Selectwoman Nay announced that the parade starts at 10AM on Tuesday, July 4th. Participants gather at Cahoon Road by 9:30AM. Business and neighborhood floats are encouraged. Just show up!
- **Free Band Concerts:** Selectman Perkins announced that the West Boxford Improvement Society presents free band concerts at the gazebo, 188 Washington Street on Sundays at 6PM, from July 9 through August 13. Bring your own lawn chairs and blankets.
- **Stiles Pond Beach is Open:** Selectwoman Jessel announced that as of Saturday, June 24, the Town Beach is open and the snack bar is fully operational. Thanks to the Town Beach staff and volunteers. Sign up for a membership at the BAA website or bring a check to the Town Beach when it's open.
- **COA Barbecue:** Selectman Costello provided a brief report on the COA's summer kickoff barbecue held last Wednesday, noting it was a huge success. Selectwoman Nay added that over 250 of Boxford's seniors attended.

7:03 PM REORGANIZATION OF BOARD

- **Election of Chair:**
On a **MOTION** made by **Perkins**, second by **Jessel**, the Board of Selectmen **VOTED** by roll call vote to elect **Chuck Costello** as Chair. **Nay abstained**
- **Election of Clerk:**
On a **MOTION** made by **Nay**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously by roll call vote to elect **Al Vaz** as Clerk.

7:05 PM MEETING WITH MERRIMACK VALLEY PLANNING COMMISSION

Karen Sawyer Conard, Executive Director, MVPC, and Mike Parquette, Comprehensive Planning Manager, MVPC, met with the Board of Selectmen to discuss the Regional Housing Initiative. Karen Sawyer Conard began the discussion by introducing Mike Parquette and advised that the MVPC was awarded grant money to study the housing needs of all 15 communities in the Merrimack Valley, and this meeting is part of that study which includes Boxford. She provided a brief presentation on what the MVPC does. After the brief presentation, Conard continued with information on the regional housing initiative and provided information for the Board to view as she made her

presentation, assisted by Mike Parquette. Conard asked the Board that they needed to appoint a “housing ambassador” to work with the MVPC on the housing initiative. Joe Hill, Chair of the Housing Partnership Committee, spoke briefly on how the MVPC study can work with Boxford and he expressed his appreciation to the MVPC for their unbiased, independent study to determine the housing needs of Boxford’s elderly. Ross Povenmire, Conservation and Planning Director, advised that the MVPC made a presentation to the Planning Board recently, adding that the Planning Board was very receptive to the ideas presented. He noted that the Master Plan will expire soon and the initiatives presented will be included in the updated Master Plan, to include housing.

Town Administrator Alan Benson advised the Board that he will be working with the Conservation and Planning Director, the Housing Partnership Committee, and others to bring more information to the Board at a later meeting, as well as the Memorandum of Agreement of the MVPC, at which time the Board can vote on it and appoint an ambassador to work with the group.

7:35 PM MEETING WITH HOUSING PARTNERSHIP COMMITTEE

Joseph C. Hill, Chair, Boxford Housing Partnership Committee, met with the Board to discuss the following:

- **Update on Housing Partnership Committee initiatives:** Hill provided information on what the Housing Partnership Committee has been working with the Town as well as with other agencies, including the MVPC, to bring housing to Boxford. He reported that there is a parcel available on Willow Road at Pine Plain Road, owned by the Price family, who are considering donating the parcel to the town for elderly housing. He added that the Prices are working with Natural Heritage to work out the “turtle issues,” before they can move forward.

7:42 PM MEETING WITH POLICE DEPARTMENT

James B. Riter, Chief of Police, met with the Board of Selectmen to discuss the following:

- **Review Appointment List for Eligible Department Members:** After a brief discussion, the Board took the following action:
On a **MOTION** made by **Perkins**, second by **Jessel**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint **Brooke L. Dechene** and **Peter J. Olson** as full-time officers on the Boxford Police Department.

On a **MOTION** made by **Costello**, second by **Jessel**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint **Brian Neeley** as a detective for a one-year term ending June 30, 2018.

On a **MOTION** made by **Jessel**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint the following Reserve Officers, for a one-year term ending June 30, 2018:

- **Attilio Paglia**
- **Tyler Dechene**
- **Peter Cheverie**

- **Michelle Nowak**
- **Eric Renda**
- **Michael Ferraro**
- **Jamie Ingalls**
- **Bret Moyer**

On a **MOTION** made by **Costello**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint **David Barker** and **Kurtis Anderson** as Weighers of Commodities for a one-year term ending June 30, 2018.

- **Review Updated Departmental Organization Chart:** Riter provided an update on the organizational chart, explaining their tasks and responsibilities and to whom each report.
- **Update on Current Department Activities:**
 - **Traffic Pattern on Endicott Road:** The Chief advised he has been working with MassDOT to correct a hazardous traffic pattern on Endicott Road, noting that it will be taken care of this summer.
 - **Department Statistics:** The Chief provided the Board with statistics to view as he reviewed them.
 - **School Safety Drills:** The Chief provided a brief report on the recent drill he coordinated with surrounding towns and other agencies, using a canine team of 6 dogs, at Masconomet.
 - **Academy Graduate:** The Chief was pleased to report that Officer Knight will be graduating and coming on board full-time.
 - **New Software:** The Chief reported that he has purchased new scheduling software and policies software to expedite scheduling and ensure that officers are up to date on all policies and procedures.
 - **Barehill Road Incident:** The Chief advised Officer Neeley is the investigator in charge of the Barehill Road incident (a male in a silver car approached two girls), and is working on the several leads the department has received, noting that there may be some news on a suspect soon.
 - **William DeCoff:** Selectman Chair Costello noted that there was a letter from William DeCoff, requesting to be reappointed after he completes his training. Perkins requested a discussion, possibly in Executive Session, before appointing DeCoff
 - **Digital Sign Board:** The Chief asked the Board for direction on the usage of the digital sign board. The Board advised the Chief to work with the Town Administrator if he has any questions on when and where to use it.
 - **Two New Vehicles:** The Chief advised they have two new vehicles on order.
 - **Property Checks:** The Chief advised that the officers are checking Stiles Pond three times each day, as people from out of the area use it frequently.

8:10 PM APPOINTMENTS: After a brief review of the appointment schedule, the Board took the following actions:

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

- **Building Inspector Alternate:** David Harris, 1-year term ending June 30, 2018
- **Electrical Inspector:** Douglas Small, 1-year term ending June 30, 2018
- **Electrical Inspector Alternate:** Allan Paduchowski, 1-year term ending June 30, 2018
- **Parking Clerk:** Ellen Guerin, 1-year term ending June 30, 2018
- **Plumbing/Gas Inspector:** Stephen Galinsky, 1-year term ending June 30, 2018
- **Plumbing/Gas Inspector Alternate:** Ray Abbott, 1-year term ending June 30, 2018
- **Sealer of Weights & Measures:** Richard Zullo, 1-year term ending June 30, 2018
- **Public Works Superintendent/Town Engineer:** John J. Dold, 2-year term ending June 30, 2019
- **Tree Warden:** John J. Dold, 2-year term ending June 30, 2019

Selectwoman Nay wanted it noted that while she was appointed by the Board last week as the ADA Coordinator, she is not an employee, but a volunteer. The Board continued with their appointments:

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

- **Agricultural Commission:** Randy Johnson, 3-year term ending June 30, 2020
- **Agricultural Commission:** Chuck Kornely, 3-year term ending June 30, 2020
- **Appeals Board:** Paula Fitzsimmons, 3-year term ending June 30, 2020
- **Appeals Board Alternate:** David Peterson, 3-year term ending 6/30/2020
- **Border to Boston Trail Committee:** Stephen Davis, 1-year term ending June 30, 2018
- **Border to Boston Trail Committee:** Nancy Merrill, 1-year term ending June 30, 2018
- **Border to Boston Trail Committee:** Carole Davis, 1-year term ending June 30, 2018
- **Border to Boston Trail Committee:** Mark Phelan, 1-year term ending June 30, 2018
- **Border to Boston Trail Committee:** Anthony Brogna, 1-year term ending June 30, 2018
- **Border to Boston Trail Committee:** Peter Perkins, 1-year term ending June 30, 2018
- **Border to Boston Trail Committee:** Al Nierenberg, 1-year term ending June 30, 2018
- **Boxford Housing Partnership Committee:** Joseph C. Hill, 1-year term ending June 30, 2018

- **Boxford Housing Partnership Committee:** Peter Delaney, 1-year term ending June 30, 2018
- **Cable Television Advisory Committee:** Bradley Sweet, 1-year term ending June 30, 2018
- **Cable Television Advisory Committee:** Richard Rivers, 1-year term ending June 30, 2018
- **Cable Television Advisory Committee:** James Barnes, 1-year term ending June 30, 2018
- **Cable Television Advisory Committee:** Matt Ellis, 1-year term ending June 30, 2018
- **Community Preservation Act Committee:** F. Richard Shaw, 1-year term ending June 30, 2018

Selectwoman Nay had a question on whether Barbara Jessel should serve on both the Board of Selectmen and the Community Preservation Act Committee. Jessel answered her questions and provided a brief history of the committee. Similarly, Selectman Vaz questioned whether Steve Merriam should serve on the ZBA and the Community Preservation Act Committee, suggesting that there may be times when he'd vote on a project, as a member of the ZBA, and then finance it, as a member of the Community Preservation Act Committee. However, Selectwoman Jessel pointed out that some municipalities require a ZBA member on their CPA Committee. After discussion, the Board took the following actions:

On a **MOTION** made by **Nay**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Barbara Jessel to the Community Preservation Act Committee for a 1-year term ending June 30, 2018.

On a **MOTION** made by **Nay**, second by **Perkins**, the Board of Selectmen **VOTED** 4-1 by roll call vote to appoint J. Steven Merriam Jr. to the Community Preservation Act Committee for a 1-year term ending June 30, 2018. **(NO: Vaz)**

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

- **Conservation Commission:** Peter Delaney and Frank Di Luna, 3-year terms ending June 30, 2020
- **Council on Aging:** Suzanne Coz, 4-year term ending June 30, 2021
- **Finance Committee:** Peter Bernardin and Jeffrey A. Yespy, 3-year terms ending June 30, 2020
- **Friends of the Ackerman Playground:** Molly Chung and Karthi Streb, 3-year terms ending June 30, 2020
- **Historic District Commission:** Gwendolyn E. Perkins and Virginia Havey, 3-year terms ending June 30, 2020
- **Lakes, Ponds, & Streams:** Brooks Tingle, 2-year term ending June 30, 2019
- **Land Committee:** Stuart Saginor, 3-year term ending June 30, 2018
- **Masconomet Regional Scholarship Committee:** Diane E. Gori, Andrew Gori, Joan Gordon, Dorothy Johnson, 1-year terms ending June 30, 2018

After Selectman Costello recused himself, on a MOTION made by Vaz, second by Nay, the Board of Selectmen VOTED unanimously by roll call vote to appoint Margaret Costello to the Masconomet Regional Scholarship Committee for a 1-year term ending June 30, 2018. **Costello abstained.**

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

- **Permanent Building Committee:** Margaret Chow-Menzer, Robert Hazelwood, Garth Tolman, Chuck Adam, Scott Novack, for 1-year terms ending June 30, 2018
- **Personnel Board:** Robert Fanning, 1-year term ending June 30, 2018
- **Recreation Committee:** John Rowen, 3-year term ending June 30, 2020
- **Recycling Committee:** Patty Hojnowski-Diaz and Georgia Cameron, 3-year terms ending June 30, 2020
- **Registrar of Voters:** Karen Sheridan, 3-year term ending June 30, 2020
- **Registrar of Voters, Assistant:** Michelle Johnson, 1-year term ending June 30, 2018
- **Sustainability Committee:** Gregory Netland, Marc Aronson, Gary Martin, Keith Sampson, 1-year terms ending June 30, 2018

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

- **Town Forest Committee:** Brian Shea and David Smallman, 2-year terms ending June 30, 2019
- **Veterans Graves Officers:** Javier Morales, 3-year term ending June 30, 2020

The Board acknowledged receipt of three letters from Department heads and/or committees recommending the following appointments:

- Ellen Guerin as Treasurer/Collector of Taxes
- Peter Delaney and Frank Di Luna to the Conservation Commission (appointed above)
- David Smallman to the Conservation Commission
- Steve Davis to the Finance Committee

After a brief discussion, the Board took the following action:

On a **MOTION** made by **Vaz**, second by **Jessel**, the Board of Selectmen **VOTED** unanimously to ratify the Director of Finance's appointment of Ellen Guerin as Treasurer/Collector of Taxes for a 3-year term ending June 30, 2020.

On a **MOTION** made by **Perkins**, second by **Costello**, the Board of Selectmen **VOTED** to appoint David Smallman to the Conservation Commission for a 3-year term ending June 30, 2020.

The Board will wait to hear from the Finance Committee before appointing Steve Davis to it.

8:29 PM REPORT OF THE TOWN ADMINISTRATOR

Alan J. Benson, Town Administrator, provided the Board with information and updates on the following:

- **Report of Inspector of Buildings:** The Board briefly reviewed the monthly report of the Building Inspector.
- **Common Victualler License – BAA Beach:** Benson provided the Board with an application for a Common Victualler's License from the BAA to run the snack bar and the Board took the following action:
 - On a **MOTION** made by **Costello**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to issue the Common Victualler's License to the BAA to operate the snack bar at the Town Beach.

8:34 PM ROUTINES

- **Review Correspondence:** The Board briefly reviewed the following:
 - **Helen Phillips, Animal Control Officer:** 3 letters to residents of Hickory Lane to restrain their dogs at all times.
 - **Thank You from the American Legion:** Selectman Chair Costello read aloud the thank you note from Ron Holmgren.
 - **Grant:** Selectwoman Nay announced that she and the Town Administrator applied for a grant and the Town received the grant to hire a consultant for a transition plan on work to be done for accessibility within the town buildings. The consultant has already started working on the report. Nay is also looking into filing for another grant to help with resolving more buildings' accessibility issues.
 - **Letter to Boxford Clerical/Library Union:** Benson provided the Board with a response letter he drafted and posted to the Union Steward.
 - **Motion Dismissed on Summary Judgement:** Benson provided the Board with a Clerk's Notice from the Trial Court of Massachusetts, The Superior Court, declaring the defendant Town of Boxford's motion to dismiss is allowed.
 - **Town Administrator Out:** Benson advised that he will be out the next two days, and that his assistant, Susan, is covering for him.
- **Approval of Minutes:** After a brief discussion on the minutes, the Board took the following actions:
 - On a **MOTION** made by **Perkins**, second by **Vaz**, the Board of Selectmen **VOTED** to approve the minutes of June 12, 2017, as printed. **Nay abstained.**

 - On a **MOTION** made by **Perkins**, second by **Vaz**, the Board of Selectmen **VOTED** to approve the minutes of June 12, 2017 Executive Session, as amended. **Nay abstained.**
- **Review Items in Signature Folder:** The Board reviewed the following items in the signature folder and provided signatures, as necessary.
 - **Letter to DPU:** Benson provided the Board with a letter he drafted to the DPU for the Board's signature.
 - **Common Victualler's License:** Stiles Pond Beach

- **2 Cards**
- **Sign School and Non-School Warrants**
On a **MOTION** made by **Jessel**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Payroll Warrant 17-26, in the amount off \$298,007.42.

On a **MOTION** made by **Jessel**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve School Payroll Warrant School 17 Final Teacher, in the amount off \$917,141.52.

On a **MOTION** made by **Jessel**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Refund Warrant 17-406, in the amount off \$26,555.59.

On a **MOTION** made by **Jessel**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Refund Warrant 17-405, in the amount off \$2,923.20.

On a **MOTION** made by **Jessel**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant 17-52, in the amount off \$432,157.98.

8:46 PM ANY OTHER BUSINESS TO COME BEFORE THE BOARD

- **Weekly Reports of the Town Administrator:** Selectman Perkins requested that the Town Administrator continue with the weekly e-mail reports of the Town Administrator's office activities each week.
- **Vacation Schedules for August:** Selectman Perkins requested that the Board provide their August schedules by the next meeting.
- **Reviews Update:** Selectman Costello provided a brief update on his meetings with his two department heads and is hopeful his reviews will be completed by the next meeting, including objectives. The other Board members agreed they would have theirs completed by the next meeting, as well – some had already completed them.

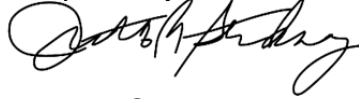
8:55 PM EXECUTIVE SESSION

On a **MOTION** made by **Costello**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously by roll call vote to go into Executive Session for the purpose of discussing strategy on litigation, 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.

9:47 PM ADJOURN

With no further business, the Board of Selectmen **VOTED** unanimously by roll call vote to return to open session and adjourn at 9:47 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 26, 2017
2. Announcement: 4th of July Parade
3. Announcement: Free Band Concerts
4. 2017 Merrimack Valley Regional Housing Plan
5. 2017 Merrimack Valley Regional Housing Plan Memorandum of Agreement
6. Minutes of the Boxford Planning Board, May 17, 2017
7. Selectmen's Meeting June 26, 2017 Possible Discussion Topics
8. Boxford Police Department Organizational Chart
9. Map of Endicott Road near Masconomet
10. Copy of Letter from William DeCoff to Chief Riter, Re: Reappointment
11. Boxford Police Department Incidents by Type: 1/1/2016 to 6/21/2016
12. Boxford Police Department Incidents by Type: 1/1/2017 to 6/21/2017
13. Copies of E-Mail Reports of Commercial Vehicle Enforcement, 5/4/17, 6/7/17, 6/13/17, 6/21/17
14. Appointment Schedule – FY2018
15. Memo from Director of Municipal Finance to the Board of Selectmen, Re: Reappointment of Ellen Guerin, 6/19/17
16. Memo from Conservation Director to Board of Selectmen, Re: Reappointment of Peter Delaney and Frank Di Luna to the Boxford Conservation Commission, 6/19/17
17. E-Mail from Director of Conservation to Town Administrator and Assistant to Town Administrator, Re: Position Appointment, 6/20/17
18. E-Mail from Steve Davis to Town Administrator, Re: Finance Committee, 5/17/17
19. Memo from Inspector of Buildings to Board of Selectmen, Re: Monthly Report, 6/5/17
20. Application for Permit: BAA Stiles Pond Beach, 6/21/17
21. Copies of 3 Letter from Animal Control Officers to residents of Hickory Lane, Re: Dog Attack, 6/5/17
22. Thank You Note from Ron Holmgren, James L. Melvin American Legion Post to the Board of Selectmen, Re: Memorial Day
23. Letter from Town Administrator to AFSCME Council 93, Local 939 Union Steward, Re: Classification Appeal, 6/22/17
24. Clerk's Notice, Trial Court of Massachusetts The Superior Court, Re: Kerri Lummus et al vs. Boxford, Town of et al, Dismissed
25. Meeting Minutes:

- 6/12/17
 - 6/12/17 Executive Session
26. Motion to go into Executive Session
27. Letter from Board of Selectmen to Secretary Marini and Counsel Hale,
Department of Public Utilities, Re: DPU Docket #17-35, 6/22/17