

**Minutes of the BOXFORD BOARD OF SELECTMEN
TOWN HALL MEETING ROOM #1
July 24, 2017 7:00PM**

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

Absent: None

Others Present: Assistant to the Town Administrator Susan Inman, Minutes Sec'y Judi Stickney, Chief Brian Geiger

7:00 PM ANNOUNCEMENTS

- **DPW Paving Schedule:** Selectman Perkins announced that the DPW will be paving Pond Street and High Ridge Road next week, with detours provided while paving is in progress. He noted that nearly 85% of the funds for paving has been provided by MassDOT Chapter 90 funds. He also announced that the Highland Road culvert project will start on August 14.
- **Free Band Concerts:** Selectwoman Jessel announced that the West Boxford Improvement Society presents free band concerts at the gazebo, 188 Washington Street on Sundays at 6PM, through August 13. Bring your own lawn chairs and blankets.
- **Boxford Community Housing Needs Workshop:** Selectman Vaz announced that there will be a Boxford Community Housing Needs workshop next Wednesday, August 2, at 7PM, at Town Hall, in meeting room 1. The workshop will provide information on the Merrimack Valley Planning Commission's housing plan.
- **Passing of Town Dignitaries George Fischer and Dr. Herb Rouisse:** Selectman Chair Costello announced the recent passing of George Fischer, a longtime library trustee, and Herb Rouisse, the former Superintendent of the Boxford Elementary schools, who served for 26 years as the superintendent. The Board observed a moment of silence in their memory.
- **Pledge of Allegiance:** Selectwoman Nay inquired as to why the Pledge of Allegiance has been eliminated from the agenda and meetings. Selectman Chair Costello advised they will vote on including it again at the next meeting.

7:09 PM MEETING WITH FIRE CHIEF: Chief Brian Geiger met with the Board of Selectmen to provide information and updates on the following:

- **Recent Painting of the Fire Station:** Geiger advised that the inmates have finished painting the fire station, both the outside and inside the apparatus bay, noting that they did a great job. Selectman Vaz also thanked former Chief Stickney for his oversight of the painting jobs.
- **Open Full-Time Position:** Geiger advised he has spoken with the Town Administrator and his assistant about the possibility of hiring outside of the town for the full-time firefighter position, but decided to keep the position open to in-

house candidates only. He provided a brief description on how the hiring process will proceed, noting they will be moving forward on hiring in August.

- **Change in Call Response Policy:** Geiger provided information on the still-alarm policy he has implemented in an effort for the department to become more efficient, noting that they have saved approximately \$1600 in a 6-month period, which also takes into consideration the increase in the pay rate for the firefighters.
- **EMS Grant:** Geiger announced that they were the recent recipients of a \$40,000 grant to pay for the entire Fire Department to become certified EMTs, noting that the feedback has been positive from the call members and all have agreed to the required training and certification.
- **Future Plans:** Geiger advised the Board of possible future plans for the Department that he has started to consider, including the following:
 - **BLS Ambulance Service:** Geiger conceded that an ambulance is not coming anytime soon, but advised that, when it's time to replace the Rescue vehicle, he would like to the Board to consider purchasing and equipping a BLS ambulance, in anticipation of an ambulance operation at some point in the future.
 - **Central Fire Station:** Geiger advised he has started having discussions with other department members on the idea of a central fire station and he would like to discuss it with the Board.
 - **New Fire Truck:** Geiger advised that he would like to see the next replacement truck be a ladder truck, noting the benefits to be realized with a ladder truck.
- **ACO Vehicle Trade-In?** Geiger asked if the ACO's current vehicle could be traded in towards his new chief vehicle. He was advised to discuss that possibility with the Town Administrator.
- **Call Firefighter Absenteeism:** Selectman Costello asked the Chief if his concern on call firefighter absenteeism has improved. Geiger advised he is continuing to weed out those who aren't responding, adding new people with requirements and that seems to be working.

7:32 PM RATIFICATION OF CERTAIN PERFORMANCE EVALUATIONS:

Benson provided the Board with two of the completed performance evaluations for the following employees:

- **Brian Geiger, Fire Chief:** Selectman Perkins provided a brief summary of his meeting with and evaluation of Brian Geiger, including goal-setting, noting that the overall score was 3.00. Noting the goals, as presented in his performance evaluation, Geiger added that another of his goals is to have a meeting with the Department Heads on ICS procedures, to be better prepared for catastrophic events. After a brief discussion:

On a **MOTION** made by **Perkins**, second by **Jessel**, the Board of Selectmen **VOTED** unanimously to accept the 2016 performance evaluation and approve the 2017 personal and department objectives for Fire Chief Brian Geiger, as presented.

- **Warren Gould, Director of Communications:** Selectman Costello provided a brief summary of his meeting with and evaluation of Director of Communications, Warren Gould, noting that the overall score was 3.17. After discussion:
On a **MOTION** made by **Costello**, second by **Jessel**, the Board of Selectmen **VOTED** unanimously to accept the 2016 performance evaluation and approve the 2017 personal and department objectives for Director of Communications Warren Gould, as presented.
- **Kathleen Benevento, Municipal Finance Director:** Selectman Costello provided a brief summary of his meeting with and evaluation of Municipal Finance Director, Kathleen Benevento, noting that the overall score was 3.42. After discussion:
On a **MOTION** made by **Costello**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to accept the 2016 performance evaluation and approve the 2017 personal and department objectives for Municipal Finance Director Kathleen Benevento, as presented.
- **James Riter, Chief of Police:** Selectwoman Nay provided a brief summary of her meeting with and evaluation of Police Chief James Riter, noting that the overall score was 3.08. After discussion:
On a **MOTION** made by **Nay**, second by **Jessel**, the Board of Selectmen **VOTED** unanimously to accept the 2016 performance evaluation and approve the 2017 personal and department objectives for Chief of Police James Riter, as presented.

Selectman Vaz started a brief discussion on department heads and developing town-wide goals, noting that they have made a great start. Selectman Costello agreed and suggested that they might want to schedule another meeting with the facilitator and the department heads.

8:21 PM REPORT OF THE ASSISTANT TO THE TOWN ADMINISTRATOR

Susan L. Inman, Assistant to the Town Administrator, provided the Board with information and updates on the following:

- **Lift the Hiring Freeze:** Inman provided the Board with information on the 20-hour Account Clerk III position being requested for the Treasurer's Department and asked the Board to lift the hiring freeze so the position could be filled. After a brief discussion:
On a **MOTION** made by **Nay**, second by **Jessel**, the Board of Selectmen **VOTED** unanimously to lift the hiring freeze to fill the open Account Clerk III position in the Treasurer's department, as requested by Ellen Guerin, Treasurer/Tax Collector.
- **Common Victualler's Licenses:** The Board briefly reviewed the Common Victualler's licenses for Ingaldsby Farm and took the following action:
On a **MOTION** made by **Perkins**, second by **Jessel**, the Board of Selectman **VOTED** to approve the Common Victualler's Licenses for permit 17-07, Ingaldsby Farm, 14 Washington Street, Boxford, and permit 17-09, Ingaldsby Farm 664 Main Street, Boxford, as submitted.

- **Consider Approval of Trail Run Festival:** Inman provided the Board with information on the Trail Run Festival, scheduled for October 22, at 92 Lakeshore Road. After discussion, the Board took the following action:
On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectman **VOTED** to approve the Trail Run Festival for October 22, as presented.

8:29 PM ROUTINES

- **Review Correspondence:** The Board briefly reviewed the following:
 - **E-Mail from Sen. Tarr's Office Re: Governor's FY18 Vetoes**
 - **Board/Committee Vacancies:** Selectman Costello advised the Board that James Barnes would like to be appointed to the Housing Partnership Committee. After a brief discussion, the Board took the following action:
On a **MOTION** made by **Nay**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint James Barnes to the Housing Partnership, with a term ending 6/30/18.
Selectman Vaz read aloud the list of committee and board vacancies.
- **Approval of Minutes:** After a brief discussion on edits of the minutes, the Board took the following actions:
On a **MOTION** made by **Jessel**, second by **Nay**, the Board of Selectmen **VOTED** to approve the minutes of July 10, 2017, as amended.
- **Sign School and Non-School Warrants**
On a **MOTION** made by **Jessel**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant 18-4, in the amount of \$123,499.67.

On a **MOTION** made by **Jessel**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant 18-02, in the amount of \$259,887.95.

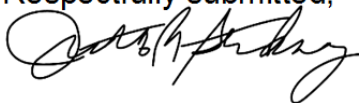
8:37 PM OTHER BUSINESS

- **Selectmen's Association Meeting:** Selectman Costello provided a brief report on his recent Selectmen's Association meeting, held at Endicott College, with information on 40B's, the Marijuana Law, and the State budget cuts.

8:42 PM ADJOURN

With no further business, on a **MOTION** made by **Jessel**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously to adjourn at 8:42 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: July 24, 2017
2. Town of Boxford DPW Paving Schedule FY2018
3. Performance Evaluation: Warren Gould, Director of Communications
4. Performance Evaluation: Kathy Benevento, Director of Municipal Finance
5. Performance Evaluation: James Riter, Police Chief
6. Performance Evaluation: Brian Geiger, Fire Chief
7. Motion to accept the 2016 Performance Evaluation and 2017 Goals
8. Memo from Treasurer/Collector of Taxes to Board of Selectmen, Re: Request to Lift Hiring Freeze and Hire Replacement Account Clerk III, 7/20/17
9. Application for Permit: Ingaldsby Farm, Inc., 14 Washington Street, and 664 Main Street, Farm/Market
10. E-Mail Packet from BTA/BOLT, Inc. to Assistant to the Town Administrator, Re: Trails Less Traveled Trail Running Festival, 7/17/17
11. E-Mail from Senator Bruce Tarr's Office to Selectman Costello, Re: SPAMFREE Fiscal Year 2018 Veto Message, 7/19/17
12. Executive Office for Administration and Finance Governor's FY18 Vetoes
13. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments FY 2018, 7/21/17
14. Meeting Minutes:
 - 7/10/17
 - 7/10/17 Executive Session
15. Motion to go into Executive Session
16. Motions to accept the 2016 Performance Evaluations for John Dold and Alan Benson