

**Minutes of the BOXFORD BOARD OF SELECTMEN
TOWN HALL MEETING ROOM #1
August 21, 2017 7:00PM**

Present: Chuck Costello, Peter Perkins, Mary Anne Nay

Absent: Al Vaz, Barbara Jessel

Others Present: Town Administrator Alan Benson, Minutes Sec'y Judi Stickney, Paula Fitzsimmons, Dan Volchok, Brad Sweet, Rick Rivers, Judy Gore

7:00 PM ANNOUNCEMENTS

- **2017 Boxford Apple Festival:** Selectwoman Nay announced that the 2017 Apple Festival will be held on Saturday, September 16, with a rain date of Sunday, September 17.

7:01 PM MEETING WITH REPRESENTATIVES OF MASCONOMET REGIONAL SCHOOL DISTRICT COMMITTEE: Dan Volchok and Paula Fitzsimmons of the Masconomet Regional District School Committee, met with the Board of Selectmen to discuss the following:

- **Discussion on District's Expenditure of Funds:** At Chairman Costello's request, Daniel Volchok explained the justification of the one-time expenditure, as outlined in a memo to the Board dated 6/23/17. Volchok explained the process for appropriating money out of the Excess and Deficiency fund and how it differs from how other town boards expend funds, noting that the School Committee votes on each appropriation.
- **Discussion on District's Increase of FY 2018 Budget:** Discussion turned to the District's unexpected increase in the FY 2018, \$30,000 more than was approved at Town Meeting. Volchok explained that the \$30,000 is offset by increased revenues.
- **Security Equipment Purchase:** Selectman Vaz had requested (via text message to the Chair) that the Board discuss the roll out of the security equipment purchases they are in the process of planning. Fitzpatrick advised they are working on a financial plan for roll out and will keep the Board of Selectmen informed.
- **Generator Transfer Switch Replacement:** At Selectman Perkins request, Volchok explained the switch was damaged in a storm and should be covered under insurance, but they will need to replace it and be reimbursed.

7:21 PM MEETING WITH CABLE ADVISORY COMMITTEE: Brad Sweet, Chair, and Rick Rivers, Secretary of the Cable Advisory Committee, met with the Board of Selectmen to discuss the following:

- **Update on License Extension for The Verizon Cable License:** Sweet explained they conducted a survey of town residents, with a 25% response. They

are compiling the results and will have them available for the public hearing they are planning for 9/18.

- **Schedule a Public Hearing Date of September 18, 2017:** Sweet requested that the Board of Selectmen approve and advertise the public hearing on September 18, in the Selectmen's meeting room at 7PM.

On a **MOTION** made by **Nay**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve the public ascertainment hearing for September 18, in Town Hall meeting room 1, at 7PM, at the Board of Selectmen's meeting.

Sweet and Rivers continued to explain the ascertainment process and renewal agreements, the public hearing, and recent broadcasts, including live streaming of the total solar eclipse from Murfreesboro, North Carolina. At Selectman Perkins' request, Sweet and Rivers provided information on their plans for future camera and equipment purchases.

7:35 PM REPORT OF THE TOWN ADMINISTRATOR: Alan J. Benson, Town Administrator, met with the Board with updates and information on the following:

- **Camp Sacajawea Rental:** Benson advised the Board of a request from a local family to use the Camp Sacajawea for a memorial service on Saturday, September 23, from 11am-5pm, and to approve the installation of a memorial bench, for the dedication and memory of a former camp worker.

On a **MOTION** made by **Perkins**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the use of Camp Sacajawea on Stiles Pond for a memorial service on Saturday, September 23, 2017, from 11am-5pm, no alcohol permitted, and to approve the memorial bench, as requested.

- **Acknowledgement of Vacancy on Library Trustees:** Due to death of long-time member George Fischer, the Library Trustees are requesting that the Board announce the vacancy and interested candidates should contact the Library Trustees.
- **Update on Boxford Common Project:** Benson provided the Board with the punch list of items needing attention at the Boxford Common, compiled by Huntress Sports.
- **Apple Festival Approval – 9/16/2017:** Benson provided the Board with information on the Apple Festival, with the request from the Historical Society for the Board to approve the event for September 16 and place signs and flags in the East Village, as well as the traffic and parking plans, and portable toilets.

On a **MOTION** made by **Perkins**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to permit the Boxford Historical Society to hold the annual Apple Festival on Saturday, September 16, 2017, from 10:00 AM until 3:30 PM, with a rain date of Sunday, September 17, 2017; also to permit the erection of a temporary banner, as requested and to place flags in brackets on telephone poles along Elm Street and directional signage as requested, subject to the conditions of the Historic District Commission; further, that the Selectmen approve the traffic and parking plans subject to the approval of the Police Chief; also approve the temporary installation of portable toilets, including handicap accessible units, and to instruct the various town

departments to assist the Historical Society as appropriate; and further to offer the Board's support and best wishes to the Boxford Historical Society for a successful Apple Festival.

7:41 PM ROUTINES

- **Review Correspondence:** The Board briefly reviewed the following:
 - **E-Mail from Dept. of Revenue:** Notification of Free Cash Approval certification of \$3,833,134.00
- **Lift the Hiring Freeze for the DPW:** Benson requested that the Board approve the lifting of the hiring freeze for the open position in the DPW for a heavy equipment operator.
On a **MOTION** made by **Nay**, second by **Perkins**, the Board of Selectman **VOTED** unanimously to lift the hiring freeze for the DPW to fill their open position.
- **Personnel Board Appointment:** Chair Costello advised that Judy Gore is interested in serving on the Personnel Board. After a brief discussion, the Board took the following action:
On a **MOTION** made by **Perkins**, second by **Gore**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Judy Gore to the Personnel Board for a term ending 6/30/2019.
- **Culvert Work on Wednesday and Thursday:** Benson advised residents have been notified of the road closures for both culvert locations.
- **Review Items in Signature Folder:** The Board signed two greeting cards.
- **Sign School and Non-School Warrants**
On a **MOTION** made by **Costello**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant 18-8, in the amount of \$2,546,462.26.

On a **MOTION** made by **Costello**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant 18-8S, in the amount of \$23,497.46.

On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant 18/8S, in the amount of \$1,650.00.

On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve Payroll Warrant 18-03S, in the amount of \$471,232.08.

7:55 PM ANY OTHER BUSINESS TO COME BEFORE THE BOARD

- **School Opening:** Selectman Perkins advised that school will be opening and cautioned viewers to use common sense and caution when it comes to children being back on the roads, waiting for buses, etc.
- **Solar Field Opening:** Selectman Chair Costello provided a brief report on the Solar Field Array dedication on Wednesday, meeting with the constructor and

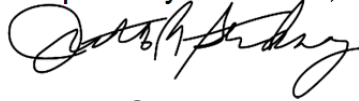
investors, along with Sustainability Committee and Senator Tarr. Town Administrator Benson noted the savings the Town will realize with the solar array.

- **Danvers YMCA Camp Presentation:** Selectman Perkins reported on the dedication ceremony he attended honoring Len Mercier, director of the Danvers YMCA, who is retiring next year. The event was held at their Stiles Pond Camp, where they dedicated a building to the retiring director.

8:08 PM ADJOURN

With no further business, on a **MOTION** made by **Nay**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to adjourn at 8:08 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: August 21, 2017
2. Announcement: 2017 Boxford Apple Festival
3. Letter from Masconomet Assistant Superintendent for Finance and Operations to Board of Selectmen, Re: Recent Appropriations, 6/23/17.
4. Letter from Masconomet Assistant Superintendent for Finance and Operations to Board of Selectmen, Re: Recent Appropriations, 7/20/18.
5. E-Mail from Boxford Cable Access Committee to Board of Selectmen, Re: BCAC Request for Meeting with Selectmen, 8/4/17
6. E-Mail from Boxford Town Library Board of Trustees to Board of Selectmen, et al, Re: Filling Library Board of Trustees Vacancy, 8/17/17
7. Huntress Sports: Boxford Common Comprehensive Punch List
8. Letter from Boxford Historical Society to Board of Selectmen, Re: Apple Festival, 8/10/17
9. E-Mail from Department of Revenue to Town of Boxford, Re: Notification of Free Cash Approval, 8/14/17
10. E-Mail from Personnel Board to Board of Selectmen, Re: Proposed Nomination for Personnel Board, 8/15/17
11. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments FY 2018, 8/4/17
12. E-Mail from Cheryl Mulvey to Assistant to the Town Administrator, Re: Request use of camp on Stiles Pond, Sept. 23, 2017, 8/10/17