

**Minutes of the BOXFORD BOARD OF SELECTMEN  
TOWN HALL MEETING ROOM #1  
September 11, 2017 7:00PM**

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

*Absent: None*

*Others Present: Town Administrator Alan Benson, Minutes Sec'y Judi Stickney,  
Treasurer/Tax Collector Ellen Guerin, Assistant to the Town Administrator Susan Inman*

**7:00 PM ANNOUNCEMENTS**

- **16<sup>th</sup> Anniversary of 9/11/2001:** Selectman Costello provided a brief report on the East Fire Station's services today to commemorate the 16<sup>th</sup> anniversary of 9/11/2001.
- **Household Hazardous Waste Collection Day:** Selectman Vaz announced there will be a household hazardous waste collection day on Saturday, October 28, from 9am-1pm, at Masconomet.
- **Flu Clinic:** Selectwoman Nay announced there will be a flu clinic on Wednesday, September 20, at the Boxford Town Hall, from 1pm-3pm, sponsored by the Board of Health and Rite Aid.
- **COA Barbecue:** Selectwoman Nay announced the COA is having its final barbecue of the summer on Wednesday, September 13, around noon. They are also hosting flu shots after the barbecue. Call the COA for reservations or more information.
- **2017 Boxford Apple Festival:** Selectman Perkins announced that the 2017 Apple Festival will be held on Saturday, September 16, with a rain date of Sunday, September 17.
- **D-Y Wildcat 5K Trail Run & Walk:** Selectwoman Jessel announced the Danvers Y is hosting a 5K Trail Run & Walk, Wild-Kitten Kids Run, and Family Fun on Saturday, September 23, at the Danvers Y Camp on Stiles Pond Road, at 11am. Registration begins at 9:30am.
- **Boxford Common Grand Opening:** Selectwoman Jessel provided a brief report on the grand opening of Boxford Common that was held on Saturday, September 9.
- **September 11 Memorial Service:** Selectman Perkins provided a brief report on the memorial service held this morning at the Middleton Road fire station to commemorate the 16<sup>th</sup> anniversary of the September 11, 2001 attacks.
- **Boxford Call to Honor Triathlon:** Selectman Perkins provided a brief report on the triathlon held over the weekend.

**7:15 PM MEETING WITH TREASURER/TAX COLLECTOR:** Ellen Guerin, Treasurer/Tax Collector, met with the Board of Selectmen to discuss the following:

- **Annual Report on Cash Investment Holdings:** Guerin provided a report on the cash investment holdings of the Town and advised that she will be providing

quarterly reports moving forward, at the request of Standard and Poor. Guerin noted that the OPEB fund is significant and has been noticed by the bond raters, as have the earnings on those funds.

- **Fraud Prevention Policy Update:** Guerin advised that she and the Finance Director adhere strictly to the state guidelines and policies, providing examples of the measures they take in an effort to prevent fraud. She added that in the 20 years she'd been treasurer, there have been no instances of fraud or attempted fraud.
- **Discussion of Registrar of Deeds' Insert in Tax Bills:** Guerin advised the Registrar of Deeds has provided a small flyer for her office to include in the tax bills, noting that there will be a cost to the town of approximately \$300 in additional postage to include the flyer.

On a **MOTION** made by **Nay**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to include the property fraud watch insert in the tax bills going out on December 31, 2017.

Discussion continued on ways to get the message out to the property owners in town, with suggestions that it be included in the newspapers, web site, and B-CAT TV.

- **Long-Range Plans:** Municipal Facilities Task Force is in the process of finalizing plans for Town Meeting and she wanted to be sure that Town Hall water penetration issues were included. The Board will take action when they get more information from the Town Administrator. Selectman Vaz requested that they get an updated spreadsheet from the Treasurer on the Town's bonding capacity. The Treasurer will provide that to the Board.
- **Bond Anticipation Notes on October 2:** Guerin advised she will be attending the October 2 meeting with the Bond Anticipation Notes for the Board's signatures.

**7:37 PM REPORT OF THE TOWN ADMINISTRATOR:** Alan J. Benson, Town Administrator, met with the Board with updates and information on the following:

- **Update on Boxford Common Project:** Benson advised the Board that the second field is still being worked on by the Building Committee.
- **Acceptance and Ratification of Robert Aldenberg Evaluation:** Selectman Perkins provided a brief report on the evaluation, goals and objectives of Robert Aldenberg, Inspector of Buildings, noting that his overall score was 3.25.  
On a **MOTION** made by **Perkins**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to accept the 2016 performance evaluation and approve the 2017 personal and department objectives for Inspector of Buildings Robert Aldenberg, as presented.
- **Boxford Community Store Application for Alcohol Sale on Private Property:** Benson provided the Board with an application for the sale of alcohol on private property for the Boxford Community Store's Dinner Event scheduled for September 23, 2017.

On a **MOTION** made by **Perkins**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the permit for the sale of alcohol on private property for September 23, 2017, at the Boxford Community Store.

- **Danvers Y Application for Alcohol Sale on Private Property:** Benson provided the Board with an application from the Danvers Y for the sale of alcohol on private property for the Danvers Y's event schedule for September 23, 2017. On a **MOTION** made by **Perkins**, second by **Jessel**, the Board of Selectmen **VOTED 4-1 (Nay: NO)** to approve the permit for the sale of alcohol at the Danvers YMCA Camp on Stiles Pond, on September 23, 2017, from 10:30am-2:00pm.

**7:47 PM      ROUTINES**

- **Appointments:** Selectman Costello read aloud the list of Board and Committee openings.
- **Minutes Review/Approval:**  
On a **MOTION** made by **Jessel**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve the minutes of July 24, 2017, as amended.

On a **MOTION** made by **Perkins**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously to approve the minutes of August 7, 2017, as printed.

On a **MOTION** made by **Nay**, second by **Jessel**, the Board of Selectmen **VOTED** unanimously to approve the minutes of August 7, 2017, Executive Session, as written.

On a **MOTION** made by **Nay**, second by **Perkins**, the Board of Selectmen **VOTED** to approve the minutes of August 21, 2017, as written. Jessel abstained.

**7:51 PM      UPDATE ON SITE VISIT BY CATALDO AMBULANCE:** Selectman Costello advised he was to meet with Cataldo tomorrow, but hasn't heard back from them to confirm. The Assistant to the Town Administrator, Susan Inman, advised she talked to them today and the meeting was confirmed for 2:30. Costello asked if she would call them back and push the meeting to 3:30. Inman will call them in the morning and let him know.

**7:54 PM      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 18-11, in the amount of \$241,091.17.

On a **MOTION** made by **Jessel**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant 18-11S, in the amount of \$922,685.00.

On a **MOTION** made by **Jessel**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Payroll Warrant 18-05S, in the amount of \$3,208.36.

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

- **Apple Festival Parking:** Selectwoman Nay advised the Board she has heard from some residents about the parking for the Apple Festival, noting that the Haynes Field is no longer available for parking. The Board discussed parking areas that could be used as an alternate to the Haynes Field.
- **10 Elm Street Vacant Building:** Selectwoman Nay advised that the 10 Elm Street building is an eyesore and is not being maintained. There was a brief discussion on the condition of the building and the Library Trustees' interim plan that was discussed with the DPW Superintendent. Benson will advise the DPW of the Board's concerns and remind him of the Trustees' plans.
- **Stiles Pond License Agreement:** Selectman Vaz advised the license for Stiles Pond expires in December and he would like the Board to begin discussions on town recreation and how the Town should operate the Town Beach moving forward. A discussion ensued on the BAA's historical involvement with the Town Beach and volunteerism. Benson will schedule a discussion for an October meeting.
- **Andrews Farm Water Update:** At Selectwoman Jessel's request, Benson advised the water was switched from Topsfield Town Water to the Andrews Farm Water Company. The rates are still pending with the Department of Public Utilities and he doesn't anticipate hearing anything further until the beginning of the year, noting that the rates are frozen until the outcome of the hearing.
- **Spofford Pond School Roof Update:** Benson advised it was not complete before the beginning of school. Work continues on one of the roof units, and there will be no disruptive work during school hours. He added that the windows will be done in the spring.

**8:14 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 employment contract negotiations with AFSCME Town Hall/Library, 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.

**8:45 PM ADJOURN**

With no further business, on a **MOTION** made by **Nay**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously by roll call vote to return to open session and adjourn at 8:45 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: September 11, 2017
2. Announcement: Household Hazardous Waste Collection Day
3. Announcement: Boxford Board of Health Rite Aid Flu Clinic
4. Announcement: 2017 Boxford Apple Festival
5. Announcement: D-Y Wildcat 5K Trail Run & Walk
6. E-Mail from Treasurer/Tax Collector to Finance Director, Town Administrator, Board of Selectmen, Finance Committee, Re: Annual Reporting – Investments and Debt, 9/7/17
7. Treasurer/Collector of Taxes Annual Report
8. Town of Boxford Report on Investments Year Ended 6/30/17
9. Office of the Treasurer/Collector of Taxes Report of Outstanding Debt Fiscal Year 2017, Ended June 30, 2017
10. Town of Boxford Trust, Gift and Restricted Funds Fiscal Year Ended 6/30/17
11. E-Mail from First Assistant Register of Deeds Southern Essex District Registry of Deeds to Assistant to the Town Administrator, Re: Registry of Deeds, Property Fraud Watch, 8/10/17
12. Report of the Inspector of Buildings
13. Performance Evaluation: Robert Aldenberg, Inspector of Buildings
14. Motion to accept evaluation
15. Application for Alcohol Sale Permit on Private Property: Boxford Community Store, 9/23/17
16. Application for Alcohol Sale Permit on Private Property: Danvers Y Camp at Stiles Pond, 9/23/17
17. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments FY 2018, 9/8/17
18. Letter from Kerri Lummus to Town Administrator and Board of Selectmen, Re: Lakes Ponds Streams Committee, 8/19/17
19. Meeting Minutes:
  - July 24, 2017
  - August 7, 2017
  - August 7, 2017 Executive Session
  - August 21, 2017
20. Motion to go into Executive Session