

**Minutes of the BOXFORD BOARD OF SELECTMEN
TOWN HALL MEETING ROOM #1
September 18, 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, Matt Ellis, Brad Sweet, James Barnes, Richard Rivers

7:00 PM ANNOUNCEMENTS

- **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.
- **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.
- **D-Y Wildcat 5K Trail Run & Walk:** Selectman Perkins 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.
- **Large Metal Item Pick Up Day:** Selectwoman Jessel announced there will be a large metal item pick-up Day on Monday and Tuesday, October 16 and 17th (same as your trash pick-up day). Have items out at the roadside by 7am. Questions? Call the Board of Health, 978-887-6000. Jessel also reminds viewers that the Recycling Center is open on Saturdays, from 8am-3:30pm.
- **Trails Less Traveled, Boxford Trail Running Festival: Sunday, October 22, 2017:** Selectman Costello announced that BTA-BOLT is sponsoring a running festival with a cookout, awards ceremony, free raffle prizes, DJ, and music. Visit www.btabolt.org to register.

7:08 PM CABLE ASCERTAINMENT HEARING: Town Administrator Alan Benson provided the Board with information on the license renewal process for Verizon, which expires in September 2018. The Cable Committee, consisting of Matt Ellis, Brad Sweet, James Barnes, and Richard Rivers were in attendance. Selectman Chair Costello read aloud the public notice, notifying the public of the cable ascertainment hearing. He also noted that the Department of Telecommunications and Cable notified the Town that they must hold the cable ascertainment hearing at this point in the renewal process. Brad Sweet provided a detailed report on the survey they sent out to town residents, noting they received 792 responses about cable TV service in Boxford. A hard copy of the report was provided to the Board for their reference. Overall, residents are more satisfied with the cable services offered, than they were in the last survey. The Board

had an opportunity to ask questions of the Cable Committee. There were no residents attending the hearing, so, at the end of discussion, the hearing was closed.

7:47 PM DISCUSSION OF CHARGE OF LAKES, PONDS, AND STREAMS COMMITTEE:

- **Lakes, Ponds, and Streams Committee:** Town Administrator Alan Benson advised the Board that Kerri Lummus will attend the next meeting to discuss her interest in serving on the Lakes, Ponds, and Streams Committee. He also provided the Board with the Charge to the Town of Boxford Lakes, Ponds, and Streams Committee and advised the Board that they have the authority to change the number of members from 7 to 5, if they desired, noting that the Board had discussed the possibility at an earlier meeting. After a very brief discussion, the Board took the following action:
On a **MOTION** made by **Perkins**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to change the charge to the Town of Boxford Lakes, Ponds, and Streams Committee, decreasing the Committee members from 7 to 5.

7:51 PM DISCUSSION OF FALL INITIATIVES: Selectman Chair Costello advised the Board he asked the Town Administrator to include this on the agenda, so they would have an opportunity to begin discussions on the following:

- **Options for Future of Recreational Services in Boxford:** Selectman Vaz provided the Board with a starting point for discussion by providing the Board with his thoughts on the types of recreational services Boxford provides and how other neighboring towns provide recreational services to their residents. He suggested they could appoint a committee to study the future of recreational services. A lengthy discussion ensued on the Recreation Committee and their charge, as well as other recreational-type committees in town. After discussion, the Chair summarized the discussion by advising that the review of options for future recreation services consists of increased communications, with responses from the various recreational committees reporting to the Board, or providing a summary to the Town Administrator's office, with what they do for the Town and inviting them in to discuss.
- **Options for Achieving Senior Community Housing at Boxford Common:** Selectman Chair Costello began the discussion by suggesting that the Board do some research on finding other towns that have town-owned land where senior housing was built. Selectwoman Jessel suggested that the Housing Partnership Committee be invited in to discuss, as they may already have information on that. A discussion ensued on whether the Board of Selectmen is jumping the gun by working on senior housing before the Task Force has completed their study on all municipal buildings in town to be brought to the Spring Town Meeting. It was suggested that the Task Force also be invited to an upcoming Selectmen's meeting to provide an update. James Barnes, member of the Housing Partnership Committee, advised the Board that they do have information, but he hasn't had an opportunity to go over it in detail yet.

8:30 PM REPORT OF THE TOWN ADMINISTRATOR: Alan J. Benson, Town Administrator, provided updates and information to the Board on the following:

- **Police Line of Duty Injury Reports:** Benson provided the Board with information on two injury reports – one involving gasoline spilled on an officer, and the second involving high levels of CO2 in a police vehicle.
On a **MOTION** made by **Vaz**, second by **Jessel**, the Board of Selectmen **VOTED** unanimously to, upon the results of the investigation of the Chief of Police, to determine that the injuries sustained by Officer Nathaniel Peabody on Sunday, September 10, 2017 were sustained in the line of duty.

On a **MOTION** made by **Vaz**, second by **Jessel**, the Board of Selectmen **VOTED** unanimously to, upon the results of the investigation of the Chief of Police, to determine that the injuries sustained by Officer Michelle Nowak on August 12, 2017 were sustained in the line of duty.
- **Tropical Storm Jose Preparations:** Benson advised the Board that our emergency management staff were involved in a conference phone call with MEMA and FEMA regarding preparations for the arrival of Tropical Storm/Hurricane Jose, which is predicted to be mostly a coastal storm, but they have posted the reminder to residents of the National Grid power outage phone number. A brief discussion ensued on National Grid and their improved response to town outage issues.

8:39 PM ROUTINES

- **Correspondence:** The Board briefly discussed the upcoming MMA breakfasts and notified the Town Administrator on who was attending.
- Memo from Inspector of Buildings to Board of Selectmen, Re: Monthly Report August 2017, 9/12/17
- Letter from Dana Road residents to Board of Selectmen, Re: Park Program Noise, 8/16/17
- Letter from MassDOT to Board of Selectman, Re: Chapter 90 Local Transportation Aid Funding, 3/31/17
- **Appointments:** Selectman Costello read aloud the list of Board and Committee openings.

8:42 PM SIGN SCHOOL AND NON-SCHOOL WARRANTS

On a **MOTION** made by **Jessel**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant 18/12S, in the amount of \$73,031.95.

On a **MOTION** made by **Jessel**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant 18-12, in the amount of \$376,867.89.

On a **MOTION** made by **Jessel**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant 18-12S in the amount of \$109,891.66.

After Selectman Perkins removed himself from the meeting, and on a **MOTION** made by **Jessel**, second by **Nay**, the Board of Selectmen **VOTED** to approve Payroll Warrant 18-06, total payroll in the amount of \$516,799.86. **Perkins abstained.**

8:44 PM ANY OTHER BUSINESS TO COME BEFORE THE BOARD

- **Boxford Common:** Selectman Perkins reported that the artificial turf field was full of kids on Sunday and remarked how nice it was to see the number of people that were there using the fields and property. He added that the first parking lot was full and the second parking lot was $\frac{3}{4}$ full. He also advised that on the other side, where the building is, people were parking on the road, and when people were trying to leave the second parking lot, they couldn't get by the cars parked on the road. He suggested that NO PARKING signs be posted there to avoid the blocked road issue. Selectman Chair Costello expressed his concern that the top beam on the gate is at windshield height and he is concerned that the gate may open and people won't see it. Benson advised it was discussed at the PBC meeting this past Thursday night, noting that they are aware and that there is a latch missing and is being fabricated at this time. They anticipate it will be in place within a week or so. Costello suggested that the ends of the beam need to be marked so people can see it.
- **Apple Festival:** Selectman Costello provided a brief report on the Apple Festival.
- **Triathlon Volunteers:** Selectman Perkins recognized Officers Rob Corliss, Kara Fitzpatrick, A.J. Paglia, Peter Cheverie, Michelle Nowak, Erik Renda, Brian Church, and Albert Manzi for volunteering their services to cover the Triathlon.
- **Statehouse ADA Summit:** Selectwoman Nay provided a brief report on her attendance at the ADA summit held at the State House recently.
- **Farewell Reception: Leslie Levinson:** Selectman Perkins provided a brief report on the farewell reception he and Beverly Perkins attended in honor of Leslie Levinson, one of the organizers of the Community Giving Tree. He suggested that the Board send a card. Benson will make it happen.

8:59 PM ADJOURN

With no further business, on a **MOTION** made by **Vaz**, second by **Jessel**, the Board of Selectmen **VOTED** unanimously to adjourn at 8:59 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 18, 2017
2. Announcement: Boxford Board of Health Rite Aid Flu Clinic
3. Announcement: Household Hazardous Waste Collection Day

4. Announcement: D-Y Wildcat 5K Trail Run & Walk
5. Announcement: Trails Less Traveled, Boxford Trail Running Festival
6. Announcement: Large Metal Item Pick-Up Day
7. Letter from Department of Telecommunications and Cable to Board of Selectmen, Re: License Expiration Notice, 9/2/17
8. Public Notice: Boxford Cable Television Public Ascertainment Hearing
9. BCAT Boxford Cable Access Television Verizon Cable TV Franchise License Renewal Ascertainment Hearing Report, September 18, 2017
10. Charge to the Town of Boxford Lakes, Ponds, and Streams Committee
11. Letter from Kerri Lummus to Town Administrator, Re: Lakes, Ponds, and Streams Committee, 8/19/17
12. Memo from the Town Administrator to Board of Selectmen, Re: Process for Completion of Two Fall Tasks, 9/15/17
13. Boxford Police Department Incident Report: Officer Injury, 8/13/17
14. Copy of Memo from the Police Department, Re: Medical CO Exposure, 9/12/17
15. Motion to determine that officer injuries were sustained in the line of duty
16. Announcement: MMA Legislative Breakfasts on September 15, 22, 29
17. Memo from Inspector of Buildings to Board of Selectmen, Re: Monthly Report August 2017, 9/12/17
18. Letter from Dana Road residents to Board of Selectmen, Re: Park Program Noise, 8/16/17
19. Letter from MassDOT to Board of Selectman, Re: Chapter 90 Local Transportation Aid Funding, 3/31/17
20. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments FY 2018, 9/8/17
21. Letter from Kerri Lummus to Town Administrator and Board of Selectmen, Re: Lakes Ponds Streams Committee, 9/15/17