

**Minutes of the BOXFORD BOARD OF SELECTMEN  
TOWN HALL MEETING ROOM #1  
September 25, 2017 7:00PM**

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

*Absent: Barbara Jessel*

*Others Present: Town Administrator Alan Benson, Minutes Sec'y Judi Stickney, Treasurer/Tax Collector Ellen Guerin, Kerri Lummus, Chief Jim Riter, Greg DeCoff, Assistant to the Town Administrator Susan Inman, Wendell Waters*

**7:00 PM ANNOUNCEMENTS**

- **Death of Officer Michele Nowak:** Selectman Chair Costello announced with sadness the sudden and unexpected death of Boxford Reserve Officer Michelle Nowak. Chief Riter provided his thoughts and memories of Officer Nowak. Costello asked for a moment of silence in her memory and for Gold Star Mothers.
- **Household Hazardous Waste Collection Day:** Selectwoman Nay announced there will be a household hazardous waste collection day on Saturday, October 28, from 9am-1pm, at Masconomet.
- **Large Metal Item Pick Up Day:** Selectman Vaz announced there will be a large metal item pick-up Day on Monday and Tuesday, October 16 and 17<sup>th</sup> (same as your trash pick-up day). Have items out at the roadside by 7am. Questions? Call the Board of Health, 978-887-6000. Vaz also reminded 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 Perkins announced that BTA-BOLT is sponsoring a running festival with a cookout, awards ceremony, free raffle prizes, DJ, and music. Visit [www.btabolt.org](http://www.btabolt.org) to register.

**7:11 PM MEETING WITH KERRI LUMMUS, LAKES PONDS AND STREAMS**

**COMMITTEE CANDIDATE:** Kerri Lummus met with the Board of Selectmen to provide some background, her experience, and interest in the Lakes, Ponds, and Streams Committee. The Board asked questions of Lummus and Selectman Perkins advised the Board that he has known Lummus since she moved to town and recommended her appointment to the Committee. After a brief discussion, the Board took the following action:

On a **MOTION** made by **Perkins**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Kerri Lummus to the Lakes, Ponds, and Streams Committee for a term ending June 30, 2019.

**7:17 PM MEETING WITH POLICE CHIEF JAMES RITER:** Chief Riter met with the Board of Selectmen to provide updates and information on the following:

- **Update on Department Statistics:** Riter provided data for the Board to view as he made a brief report on the department's statistics.

- **Update on Masconomet Drop-Off/Pick-Up Traffic Pattern:** At Selectman Vaz's request, a brief discussion ensued on the traffic pattern at Masconomet, which was reconfigured this year to alleviate some of the backed-up traffic.
- **Update on Route 133/Main Street Intersection:** Riter also updated the Board on the actions being proposed for the intersection at Route 133 and Main Street. Costello requested that the traffic issues there be included on the agenda for a future meeting.
- **Town Wide Speed Limit:** Selectman Perkins suggested that Boxford's speed limit be 35mph all over town, unless otherwise posted. The Town Administrator will look into the process involved and advise the Board on how to proceed.
- **Interview of Returning Police Officer, William G. DeCoff:** William "Greg" DeCoff met with the Board to provide information on his background and experience related to his return to the police department. After a brief discussion on DeCoff's overall health and ability to return to work, the Board will decide whether to appoint DeCoff, after he completes police academy training.
- **Funeral Arrangements for Officer Nowak:** Chief Riter advised that the services for Officer Nowak will be at the Peterson-O'Donnell Funeral Home in Danvers, with visiting hours on Wednesday, from 4pm-8pm, and a police walk-by at 3:45pm. Her funeral will be held on Thursday morning at 10am, at St. Richards Church in Danvers, with burial to follow in Oakdale Cemetery, Middleton.
- **Memories of Officer Michele Nowak:** Each Board member provided their moving and heartfelt memories of Michele Nowak. The Town Administrator and Chief Riter provided further details on the arrangements and involvement of neighboring towns' departments to cover Boxford.

**8:15 PM REPORT OF THE TOWN ADMINISTRATOR:** Alan J. Benson, Town Administrator, met with the Board with updates and information on the following:

- **Declare Surplus Under \$5,000:** Benson advised the Board of surplus from the Communications Department. After a brief discussion, the Board took the following action:  
On a **MOTION** made by **Costello**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously to declare the Communications Department items listed on the memo from the Assistant to the Town Administrator as surplus to be disposed of according to Town of Boxford's Disposition of Surplus Policy.
- **Lift Hiring Freeze for DPW:** Benson advised the Board that the DPW will be hiring a new HEO I operator and the Board needs to lift the hiring freeze. After a brief discussion, the Board took the following action:  
On a **MOTION** made by **Costello**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to lift the hiring freeze for the DPW, to allow the hiring of an HEO I operator.

**8:16 PM ROUTINES**

- **Minutes Review/Approval:**

On a **MOTION** made by **Perkins**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously to approve the minutes of September 11, 2017, as amended.

On a **MOTION** made by **Nay**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously to approve the minutes of September 11, 2017 Executive Session, as written.

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the minutes of September 18, 2017, as amended.

After the vote, Selectman Perkins discovered a typo in the minutes of September 18 and the Board took the following action:

On a **MOTION** made by **Costello**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously to reopen the minutes of September 18, 2017 and approve them with the correction of a typographical error noted by Selectman Perkins.

- **Sign School and Non-School Warrants**

On a **MOTION** made by **Nay**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant 18/13S, in the amount of \$142,178.99.

On a **MOTION** made by **Nay**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant 18-13, in the amount of \$401,276.04.

On a **MOTION** made by **Nay**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant 18-13S, in the amount of \$725,907.93.

#### **8:23 PM OTHER BUSINESS**

- **Thank You to Wendell Waters:** Selectman Costello thanked Wendell Waters, Tri-Town Transcript Reporter, for covering tonight's meeting, and encouraged her to return to future meetings.

#### **8:24 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.

**8:58 PM      ADJOURN**

With no further business, on a **MOTION** made by **Perkins**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously by roll call vote to return to open session and adjourn at 8:58 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 25, 2017
2. Announcement: Household Hazardous Waste Collection Day
3. Announcement: Large Metal Item Pick-Up Day
4. Announcement: Trails Less Traveled
5. Letter from Kerri Lummus to Board of Selectmen, Re: Interest in Lakes, Ponds, Streams Committee, 8/19/17
6. Packet of Reports: Boxford Police Department Incidents By Type
7. Packet of Police Department E-Mails Re: Commercial Vehicle Enforcement, July, August, September 2016
8. Letter from William DeCoff to Chief Riter, Re: Return to Duty, 6/16/17
9. PERAC Restoration to Active Service
10. E-Mail from Chief Riter to Board of Selectmen, Re: Possible return after disability: William G.DeCoff, 9/25/17
11. Memo from Assistant to the Town Administrator to Board of Selectmen, Re: Surplus Equipment, 9/22/17
12. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments FY 2018, 9/15/17
13. Letter from Kerri Lummus to Town Administrator and Board of Selectmen, Re: Lakes Ponds Streams Committee, 8/19/17
14. Meeting Minutes:
  - September 11, 2017
  - September 11, 2017 Executive Session
  - September 18, 2017