

**Minutes of the BOXFORD BOARD OF SELECTMEN  
TOWN HALL MEETING ROOM #1  
October 2, 2017 7:00PM**

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

*Absent: None*

*Others Present: Town Administrator Alan Benson, Assistant to the Town Administrator Susan Inman, Minutes Sec'y Judi Stickney, Treasurer/Tax Collector Ellen Guerin, , Library Director Kevin Bourque, Town Clerk Robin Phelan, Wendell Waters, Jeannette Glesmann, Linda Shea*

**7:00 PM ANNOUNCEMENTS**

- **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](http://www.btabolt.org) to register.
- **Large Metal Item Pick Up Day:** Selectman Costello 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.

**7:01 PM MEETING WITH TREASURER, ELLEN S. GUERIN:** Town Treasurer/Tax Collector, Ellen Guerin, met with the Board of Selectmen to discuss the following:

- **Sign Bond Anticipation Note:** Guerin provided the Board with copies of the bond anticipation note for \$2.5M, as she described what the notes were for, and what the Board needs to vote on. Guerin provided a copy of the motion needed for the vote. After a brief discussion, the Board took the following action:  
**MOTION** made by **Vaz**, that he, the clerk of the Board of Selectmen of the Town of Boxford, Massachusetts, certify that at a meeting of the board held October 2, 2017, of which meeting all members of the board were duly notified and at which a quorum was present, and that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, in accordance with G.L. c.30A, ss18-25, as amended.

The **MOTION** was seconded by **Nay** and unanimously carried.

**7:15 PM MEETING WITH BOARD OF LIBRARY TRUSTEES:** Kevin Bourque, Library Director, and the Board of Library Trustees met with the Board of Selectmen to provide updates and information on the following:

- **Presentation on Library 5-Year Plan:** Bourque provided a copy of the 55-page 5-year plan for the Board to view as he made his presentation. Jeanette Glesmann and Linda Shea, members of the Library Trustees, contributed to the

presentation. A discussion ensued and the Board thanked the Trustees and the Director for a great report.

- **Update on Library Activities:** Bourque provided the Board with an update on library programs including:
  - **Afterschool @ the Library:** Bourque advised that the library provides snacks and space in the children's area for children to come to after school to complete homework or to just gather with friends.
  - **Complimentary Guided Meditation Classes:** Bourque provided the Board with information on the upcoming guided meditation classes.
  - **Greeting Card Class:** Bourque advised that Carol Carter, a local craftswoman, is conducting a class on creating greeting cards on November 22.
  - **October Cookbook Club:** Bourque advised that this month's cookbook club will feature recipes from "The Cook's Illustrated Cookbook".
  - **Hiking the Bay Circuit Trail:** Bourque advised that there will be a video presentation on "Hiking the Bay Circuit Trail" on Wednesday, October 7, at Lincoln Hall.
  - **Search Station:** Bourque provided a demonstration on the "Search Station" which is provided at the library for the use of patrons.
  - **Chrome Books:** Bourque provided a brief demonstration on the Chrome Books the library has purchased for the use of patrons.
  - **Telescope:** Bourque demonstrated the telescope purchased with Perley Trust Fund funding, from the Aldrich Astronomical Society.

**7:56 PM REPORT OF THE TOWN ADMINISTRATOR:** Alan J. Benson, Town Administrator, met with the Board with updates and information on the following:

- **Consider 1-Day Liquor License, October 22:** Benson provided the Board with an application from BTA-BOLT for a 1-day liquor license for their running festival on October 22. 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 to approve a 1-day alcohol sale permit for 92 Lakeshore Road, on October 22.
- **Consider 1-Day Liquor License, October 14:** Benson provided the Board with an application from iFarm for a 1-day liquor license for their Chili Cook-Off on October 14. After a brief discussion, the Board took the following action:
  - On a **MOTION** made by **Nay**, second by **Jessel**, the Board of Selectmen **VOTED** unanimously to approve the alcohol sale permit for iFarm on October 14, as requested.
- **Sign Request:** After Selectman Vaz recused himself from the discussions and voting, Benson provided the Board with a sign request from the Northeast Skating Club for 3 signs for the month of October. After a brief discussion, the Board took the following action:
  - On a **MOTION** made by **Nay**, second by **Jessel**, the Board of Selectmen **VOTED** to approve the signs for the Northeast Skating Club as requested. **Vaz abstained.**

- **Update on Boxford Common Project:** Benson advised that Phase 3, the grass field, was not completed on time and has not been accepted by the town. The focus is on the drainage and the town hired a professional soil engineer to do some testing and the results were reported to the PBC last week. The PBC has requested additional testing on the subsoils.
- **Officer Michele Nowak's Funeral Follow-Up:** Benson offered condolences to her husband and children and made note of the eulogy which was delivered by her two children, as well as the exemplary conduct of the Boxford Police Department. Benson thanked the Towns of Groveland, Georgetown, and Danvers for their help covering the Town while Boxford forces were attending the services. He added that the State Police provided additional support and services.
- **Varsity v. Town of Boxford:** Benson advised we've reached the point of summary judgement motions. Varsity filed for partial summary judgement, Boxford filed on all counts. Benson noted that Varsity changed experts in the middle of the proceedings, adding that T-Mobile is one of the experts. There will be an exchange of opposition to each other's motions and it will go to Federal Court. He noted that there is no time table.
- **Renewal of Health Insurance Benefits for Retired Employees:** After Selectman Costello and Selectman Perkins recused themselves from the discussion and voting, Benson provided information on the health insurance benefits renewal for the town's retired employees.

On a **MOTION** made by **Nay**, second by **Jessel**, the Board of Selectmen **VOTED** to adopt the renewal of a proposal of the MAIIA Health Benefits Trust for rates for retired employees over age 65. **Perkins and Costello abstained.**
- **Fraud Prevention:** Costello advised the Board that, as a Board, they review the warrants every week and that is another check on fraud prevention.

#### 8:16 PM     **ROUTINES**

- **Correspondence:**
  - **Recycling Grant:** Benson advised the Board that the Town was the recipient of a grant from the Recycling Dividends Program in the amount of \$7,200.
- **Outstanding Appointments:** Selectwoman Nay read aloud the list of committee and board vacancies. Selectwoman Jessel advised there will be a need for two alternates on the Zoning Board of Appeals.
- **Minutes Review/Approval:**

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectmen **VOTED** to approve the minutes of September 25, 2017, as written. **Jessel abstained.**

On a **MOTION** made by **Nay**, second by **Vaz**, the Board of Selectmen **VOTED** to approve the minutes of September 25, 2017, as amended. **Jessel abstained.**
- **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 Refund Warrant 18-410, in the amount of \$2,716.90.

On a **MOTION** made by **Jessel**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Refund Warrant 18-14S, in the amount of \$88,932.00.

On a **MOTION** made by **Jessel**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant 18/14, in the amount of \$1,622,778.65.

After Selectman Perkins removed himself from the meeting, on a **MOTION** made by **Nay**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously to approve Payroll Warrant 18-07, non-school payroll in the amount of 185,091.04, school payroll in the amount of \$344,439.60, for a total payroll in the amount of \$529,530.64. **Perkins abstained.**


#### **8:26 PM OTHER BUSINESS**

- **Veterans Agent:** Selectwoman Nay advised the search committee is interviewing candidates to serve as the new Veteran's Agent for Boxford and North Andover.
- **Task Force Update:** Selectman Vaz advised the Task Force will have an update for the Board of Selectmen at the next meeting on October 16.
- **Five-Year Plans:** Selectwoman Nay inquired if all the Town Departments will be providing a Five-Year Plan. Benson advised that the Department Heads have been requested to provide Five-Year Plans, but not all will be as robust as the library's plan, which was compiled for state certification.
- **Excess Funds:** Selectman Perkins inquired if the Board will be seeing a list of excess funds which were left over from warrant articles. Benson advised that the Town voted at Town Meeting to return those funds to the General Fund, but the Finance Director will provide a report to the Board on the funds.
- **MMA Legislative Breakfast:** Selectman Costello advised he and Selectwoman Jessel attended the MMA Legislative Breakfast on Friday. Costello provided a brief report on the meeting. Selectwoman Jessel contributed to the report.

#### **8:38 PM ADJOURN**

With no further business, on a **MOTION** made by **Perkins**, second by **Jessel**, the Board of Selectmen **VOTED** unanimously to adjourn at 8:38 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: October 2, 2017
2. Announcement: Household Hazardous Waste Collection Day
3. Announcement: Large Metal Item Pick-Up Day
4. Announcement: Trails Less Traveled
5. Motion to certify bond anticipation notes
6. E-Mail from Town Treasurer to Town Administrator et al, Re: Boxford BAN Result, 9/27/17
7. FY2019-2023 Long-Range Plan Boxford Town Library
8. Application for Alcohol Sale Permit: 92 Lak Shore Road, 10/22/17
9. Application for Alcohol Sale Permit, iFarm LLC, 9/27/17
10. E-Mail from Northeast Ice Skating Club to Town Administrator, Re: Sign Request for Northeast Ice Skating Club, 9/28/17
11. Letter/Report from Pine & Swallow to Town Administrator, Re: Boxford Common, Boxford, MA – Limited Soil Investigation P&S Project Number: 1715
12. Letter from the Governor of Massachusetts to the Town Administrator, Re: Recycling Dividends Program Grant, 9/20/17
13. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments FY 2018, 9/29/17
14. Meeting Minutes:
  - September 25, 2017
  - September 25, 2017 Executive Session