

**Minutes of the BOXFORD BOARD OF SELECTMEN
TOWN HALL MEETING ROOM #1
October 16, 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, Stephen Guilmette, Wendell Waters, Bob Gore, Tammy Broughton, Melissa Witt, Nathaniel Peabody, Paul Polonsky, John Monaco, Chief James Riter, and others

7:00 PM ANNOUNCEMENTS

- **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.
- **Trails Less Traveled, Boxford Trail Running Festival: Sunday, October 22, 2017:** Selectwoman Jessel 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.
- **Household Hazardous Waste Collection Day:** Selectman Perkins announced there will be a household hazardous waste collection day on Saturday, October 28, 2017, at Masconomet, from 9am-1pm.
- **Flu Clinic:** Selectman Vaz announced there will be a flu clinic at Town Hall on Saturday, October 28, from 10am until 12noon.
- **George Fischer Memorial Fund Benefit Luncheon:** Selectman Costello announced there will be a benefit luncheon on November 1, noon-3pm, at 4 Mile Village, \$25 per person, to support the Boxford Town Library.
- **Veterans Day Observance:** Selectwoman Nay announced that Veteran's Day services will be held on Saturday, November 11, at the Melvin Green, at 11am.

7:04 PM MEETING WITH STEPHEN GUILMETTE, 12 ANDREWS FARM ROAD:

Stephen Guilmette, of 12 Andrews Farm Road, met with the Board of Selectmen to discuss and update the Board on the following:

- **Department of Public Utilities Hearings:** Selectman Costello provided a brief history of the Andrews Farm Water Company, its water supply issues, pump house issues, and water usage rates. Guilmette provided background on his involvement with the hearings as a resident and, briefly, as the president of the Home Owners Association.
- **Letter from Stephen Guilmette to the Board:** Guilmette requested that the Board notify Conn that he must return the land parcel, on which their water supply well was drilled, back to the Andrews Farm Water Company, which will

nullify the lease and eliminate the rent that the residents must pay in their monthly water bills for it.

- **Letter from Board of Selectmen to Department of Public Utilities:** Selectman Costello briefly described the letter that the Town sent to the Department of Public Utilities.
- **Letter from Town Administrator to Department of Housing and Community Development:** Selectman Costello briefly described the letter that the Town Administrator drafted to send to the Department of Housing and Community Development. After a brief discussion on all the issues presented and discussed, the Board took the following action:

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to instruct the Inspector of Buildings to investigate the allegation of the Andrews Farm Water Company's various violations of the 1990 Comprehensive Permit, ZBA Case #402; and if found to be in violation, to seek Town Counsel's assistance in the preparation of a letter of enforcement to the Andrews Farm Water Company to correct any violations.

7:24 PM UPDATE ON TASK FORCE STATUS ON NON-SCHOOL BUILDING

PLAN: Bob Gore, Chair of the Facilities Task Force, met with the Board of Selectmen to provide updates and information on the following:

- **Update on the Targeted Facilities Masterplan:** Selectman Vaz, also a member of the Task Force, provided a brief summary of the facilities study, which was contracted to Harriman. Vaz provided a hard-copy of the summary packet to the Board, as he and Gore made their presentation. Vaz noted that the Task Force is meeting tomorrow night, where Harriman will provide a complete presentation and recommendations from their study.

7:37 PM MEETING WITH THE POLICE DEPARTMENT: Chief James Riter met with the Board of Selectmen to request appointments of the following:

- **Nathaniel J. Peabody, Full-Time Patrolman:** Riter advised that Peabody has completed his year of probation and requested that the Board appoint Peabody as a full-time patrolman. After a brief discussion, the Board took the following action:

On a **MOTION** made by **Perkins**, second by **Nay**, the Board of Selectmen **VOTED** unanimously by roll call vote, that after completing his probationary service, to appoint Nathaniel J. Peabody, to a full-time patrolman, effective 10/4/2017.
- **Tammy L. Broughton, Reserve Police Officer:** Ms. Broughton provided the Board with her background, education, experience and interest in serving as a Reserve Police Officer for the Town of Boxford. After a brief discussion:
 - On a **MOTION** made by **Jessel**, second by **Nay**, the Board of Selectmen **VOTED** unanimously by roll call vote, to appoint Tammy L. Broughton as a Reserve Officer, effective October 23, 2017, for a term ending June 30, 2018, with a one-year probationary period.

- **John M. Monaco, Reserve Police Officer:** Mr. Monaco provided the Board with his background, education, experience and interest in serving as a Reserve Police Officer for the Town of Boxford. After a brief discussion:
On a **MOTION** made by **Nay**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously by roll call vote, to appoint John M. Monaco as a Reserve Officer, effective October 23, 2017, for a term ending June 30, 2018, with a one-year probationary period.
- **Melissa A. Witt, Reserve Police Officer:** Ms. Witt provided the Board with her background, education, experience and interest in serving as a Reserve Police Officer for the Town of Boxford. After a brief discussion:
On a **MOTION** made by **Vaz**, second by **Jessel**, the Board of Selectmen **VOTED** unanimously by roll call vote, to appoint Melissa A. Witt as a Reserve Officer, effective October 23, 2017, for a term ending June 30, 2018, with a one-year probationary period.
- **Reserve Officer Paul Polonsky Retiring After 27 Years:** Chief Riter announced that Officer Paul Polonsky is retiring after 27 years as a Reserve Officer with the Boxford Police Department and his number, number 82, will go to his daughter, newly appointed Reserve Officer Tammy Broughton.
- **Thank You to Sgt. Matt Dupont:** The Chief publicly thanks Sgt. Matt Dupont for his planning and participation in Officer Michele Nowak's funeral.
- **Halloween Trick-or-Treating:** Chief Riter advised that Halloween Trick-or-Treating will take place on October 31, from 5:30pm-8pm. He also noted that there will be a Trail Festival on Sunday, running across Main Street, near the West 40.

7:54 PM: REPORT OF THE TOWN ADMINISTRATOR: Alan J. Benson, Town Administrator, provided the Board with updates and information on the following:

- **Community Compact:** Benson provided background information to the Board on the Community Compact, being promoted by the Baker/Polito Administration, noting that there is a community grant available for construction of ADA improvements. Selectwoman Nay noted that they have gotten the first part of the grant and, once they establish the goal of the Public Access Best Practices, provided by the State, they can apply for the second part of the grant. She encouraged the Board to move in that direction. Vaz added that the Facilities Task Force would also benefit from the Best Practices project. Benson advised the Board needs to choose two Best Practices in order to apply for the grant. The Board discussed which Best Practices to work on and Benson advised they have a couple of weeks to evaluate it further. Perkins advised he will not be here on 10/30 and requested that they have it on the agenda for 10/23. In the meantime, the Board also agreed that the Public Accessibility Best Practice should be one of the Best Practices they choose to work on. Costello suggested that another Best Practice might be to work on eradicating invasive species. Benson will look to see if there is a grant available to assist with that. The Board will discuss further next week. Jessel suggested that a copy of the Best Practices be made available to the Sustainability Committee, in the meantime.

- **Consider Sign Request:** Benson provided the Board with information on the Topsfield Boxford PTO Tri-Town Sports Sale sign request. After a brief discussion, the Board took the following action:
On a **MOTION** made by **Costello**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve the signs for the Tri-Town Sports Sale, as requested.
- **Consider Sign Request:** Benson provided the Board information on the sign request from the West Boxford Improvement Society for their annual Winter Fest. After a brief discussion, the Board took the following action:
On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the signs for the Winter Fest, as requested.
- **Personal Service Agreement with Town Engineer/DPW Superintendent John C. Dold:** Benson provided the Board with a draft of the employment agreement between the Superintendent of Public Works/Town Engineer John C. Dold, noting he is retiring July 5, 2019. After a brief discussion, the Board took the following action:
On a **MOTION** made by **Jessel**, second by **Nay**, the Board of Selectmen **VOTED** unanimously by roll call vote to execute the employment agreement between the Town of Boxford and the Superintendent of Public Work/Town Engineer, John C. Dold, for a two-year term, ending July 5, 2019.
- **Request to Close Town Hall Back Parking Lot:** Benson provided the Board with a request from the Library Director for the Police Department to close the back-parking lot of Town Hall for a Halloween Party on Thursday, October 26, from 3PM-5:30PM. The Board briefly discussed logistics and the Town Administrator will contact the DPW, Police, and Library personnel with the details.
- **Open Meeting Law:** Benson provided a brief summary of the changes in the Open Meeting Law and advised that the updated version states that if the Town's website goes down, the meeting may have to be canceled.

8:22 PM ROUTINES

- **Minutes Review/Approval:** After a brief discussion on amendments, the Board took the following action:
On a **MOTION** made by **Perkins**, second by **Vaz**, the Board of Selectmen **VOTED** to approve the minutes of October 2, 2017, as amended.
- **Sign School and Non-School Warrants**
On a **MOTION** made by **Jessel**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Payroll warrant #18-08 in the amount of \$503,356.47.

On a **MOTION** made by **Jessel**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Refund Warrant 18-412, in the amount of \$1,043.94.

On a **MOTION** made by **Jessel**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Refund Warrant 18-411, in the amount of \$799.65.

On a **MOTION** made by **Jessel**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant 18-16, in the amount of \$32,571.94.

On a **MOTION** made by **Jessel**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant 18-16S, in the amount of \$179,033.58.

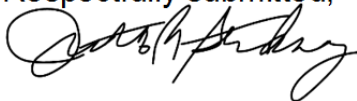
8:26 PM OTHER BUSINESS

- **IFarm Fall Festival:** Selectman Perkins provided a brief report on the Chili and Cornbread cookoff, noting that he, Selectwoman Nay, and Selectman Costello were judges. He added that the Town is fortunate to have the restored farm in town. Selectwoman Nay added her humorous account of the hay bale toss.
- **Recreation Committee:** Selectman Vaz advised the Rec Committee, the BAA, the Town Administrator, the DPW, and the Assistant to the Town Administrator met recently to discuss how to consolidate and improve recreational services to the town. He added that it was a great meeting with a lot of input from all departments and committees involved.
- **Personnel Board Meeting:** Benson provided a report on his recent meeting with the Personnel Board, asking the Board to e-mail him with their comments on how they think the liaison program is working, adding that the department heads will also be asked to provide their feedback as well.
- **Board of Selectmen Individual Activities:** Selectman Costello provided information on activities the individual Board members are involved with, noting that Selectwoman Jessel is working with 133 group and continues to be involved with the salt issue; Selectman Perkins is working on a housing partnership plan and the Colby parking lot; Selectwoman Nay is the Town's ADA Coordinator, currently working on an ADA grant, and on the Search Committee for a new Veterans Agent; Selectman Vaz works with Task Force; and Selectman Costello is involved with the Andrews Farm water issue.

8:38 PM ADJOURN

With no further business, on a **MOTION** made by **Vaz**, second by **Jessel**, the Board of Selectmen **VOTED** unanimously to adjourn at 8:38 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 16, 2017
2. Announcement: Large Metal Item Pick-Up Day
3. Announcement: Trails Less Traveled
4. Announcement: Household Hazardous Waste Collection Day
5. Announcement: Board of Health Rite Aid Flu Clinic
6. Announcement: George Fischer Memorial Fund Benefit Luncheon
7. Announcement: Veterans Day Observance
8. Motion to instruct the Inspector of Buildings to investigate the allegations of the Andrews Farm Water Company's various violations
9. Letter from Stephen Guilmette to the Board of Selectmen
10. Commonwealth of Massachusetts Department of Public Utilities: Notice of Public Hearing and Request for Comments
11. Letter from Stephen Guilmette to the Board of Selectmen, Re: Developer Land Lease Changes Being Imposed on Andrews Farm Residents, October 2017
12. Letter from Board of Selectmen to Department of Public Utilities, Re: DPU Docket #17-35, June 22, 2017
13. Letter from Board of Selectmen to Department of Housing and Community Development, Re: Local Initiative Program DHCD Legal Department, 10/11/17
14. Town of Boxford Targeted Facilities Masterplan, October 11, 2017
15. Boxford Police Department Recommendation for Appointment: Nathaniel J. Peabody, Full-Time Patrolman
16. Interview: Reserve Officer Candidates: Tammy L. Broughton, John M. Monaco, Melissa A. Witt, 10/16/17
17. Resume: Tammy Polonsky Broughton
18. Resume: John Michael Monaco
19. Resume: Melissa Witt
20. Memo from the Town Administrator to Board of Selectmen, Re: Community Compact, 10/13/17
21. Letter from Topsfield Boxford PTO to Assistant to the Town Administrator, Re: Sign Requests, 10/4/17
22. Letter from the West Boxford Improvement Society to Board of Selectmen, Re: Sign Requests, 10/4/17
23. E-Mail from Library Director to Town Administrator, Re: Request for Parking Lot Closure for Library Program on Thursday October 26, 10/2/17
24. MMA Open Meeting Law Regulation Updates
25. Town of Boxford Employment Agreement Superintendent of Public Works/Town Engineer
26. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments FY 2018, 10/13/17
27. Meeting Minutes:
 - October 2, 2017