

**Minutes of the BOXFORD BOARD OF SELECTMEN  
TOWN HALL MEETING ROOM #1  
October 23, 2017 7:00PM**

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

*Absent: Chuck Costello*

*Others Present: Assistant to the Town Administrator Susan Inman, Minutes Sec'y Judi Stickney, Chief Brian Geiger, Dave Blake, and others*

**7:00 PM ANNOUNCEMENTS**

- **Boxford Board of Health Flu Clinic:** Selectman Perkins announced there will be a flu clinic at Town Hall on Saturday, October 28, conducted by the Boxford Board of Health and Rite-Aid, from 10am-12 Noon. Call the Boxford Board of Health for more information.
- **Household Hazardous Waste Collection Day:** Selectman Vaz announced there will be a household hazardous waste collection day on Saturday, October 28, 2017, at Masconomet, from 9am-1pm.
- **George Fischer Memorial Fund Benefit Luncheon:** Selectwoman Jessel 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. Register in advance at the 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.
- **10<sup>th</sup> Annual Barn Dance:** Selectwoman Nay announced the Boxford Democratic Town Committee is sponsoring their 10<sup>th</sup> annual barn dance on Saturday, November 18, from 7pm-10pm, at Lincoln Hall. Tickets are \$25 per person, \$40 per couple.
- **Trails Less Traveled, Boxford Trail Running Festival:** Selectman Perkins provided a brief report on the Trails Less Traveled event held on Sunday and thanked Natasha Grigg and BTA-BOLT for hosting the event.

**7:05 PM MEETING WITH FIRE DEPARTMENT:** Chief Brian Geiger met with the Board of Selectmen provide information and updates to the Board on the following:

- **EMT Program Review:** Geiger provided the Board with an update on the EMT training program, noting that the program started with a grant of \$40,000, written by firefighter Matt Dyer. Geiger added that, in addition to Boxford firefighters, firefighters from other towns, as well as members of the police department are enrolled in the training. He is confident that all members of the fire department will be certified EMTs by the end of the year.
- **Update on Call Firefighter Personnel:** Geiger advised the Board that, in the past year, the department has lost seven members – some were asked to resign, and others left for other reasons. He noted there are currently 41 active

members. He also advised that he is always looking for new members, adding that there are some that will need to retire coming up within a year or two.

- **Update on Full-time Personnel:** Geiger advised that over the summer, full-time firefighter Matt Dyer resigned, adding that he remains on the department as a call firefighter, but they needed to fill the full-time opening. He provided the Board with the process the department used to choose the new firefighter, and introduced Dave Blake to the Board. Blake provided the Board with his background information and how he became interested in the Fire Department.
- **Update on Fire Chief Vehicle:** Geiger advised that work on his vehicle was delayed due to the hurricane that hit Houston. He was notified today that his vehicle is currently in transit, between Houston and Boxford.
- **Municipal Facilities Task Force:** Selectman Vaz advised the Chief that the Task Force will be talking with him soon regarding the long-term plans for the fire department.

**7:32 PM DISCUSSION ON COMMUNITY COMPACT:** Selectman Vaz advised the Board that they were tasked with thinking about what to choose for two Best Practices to include in the Community Compact. He reminded the Board that they had all agreed with the Public Accessibility Best Practice and needed to provide an additional Best Practice. The Board discussed the following choices:

- **Sustainability Committee Input on Energy and Environment Best Practices:** Selectwoman Jessel advised that, at her suggestion, the Town Administrator discussed the Community Compact Energy and Environment Best Practices with the Sustainability Committee. She would like the Board to work with the Sustainability Committee going forward and possibly pursue one or more of those Best Practices at a later date. She does not think those Best Practices should be included at this time, given the time constraints. A brief discussion ensued.
- **Water Resource Management Best Practices:** Selectman Perkins initiated a brief discussion on the Water Resource Management Best Practices.
- **Financial Management Best Practices:** Selectwoman Nay suggested the Board seriously consider the Best Practice for preparing a Capital Improvement Plan, as suggested by the Town Administrator. A lengthy discussion ensued.
- **Best Practices for Community Compact:** After discussion, the Board chose the following Best Practices to include in the Community Compact:
  - **Public Accessibility Best Practice:** *Undertake an Americans with Disabilities Act (ADA) Self-Evaluation and Develop a Transition Plan to comply with Federal civil rights laws that require public buildings to be accessible to persons with disabilities;*
  - **Financial Management Best Practices:** *Prepare a Capital Improvement Plan that reflects a community's needs, is reviewed and updated annually, and fits within a financing plan that reflects the community's ability to pay.*

**7:43 PM REPORT OF THE ASSISTANT TO THE TOWN ADMINISTRATOR:** Susan Inman, Assistant to the Town Administrator, provided the Board with updates and information on the following:

- **Library Trustee Resignation:** Inman announced that Library Trustee Jane Moody resigned, and the Trustees need to fill that opening as well as the opening created with the passing of George Fischer. Selectman Vaz formally announced the opening, so the Trustees can hold a meeting to appoint replacements. Selectman Perkins advised that Moody was a Trustee for 11 ½ years, noting that Moody advised the Board that she will continue supporting the library.
- **Letter from Carol Fischer:** Selectman Vaz read aloud a thank you note the Board received from Carol Fischer thanking the Board for their kind words on George Fischer's service as a long-time library trustee.
- **AFWC Water Issues:** Inman advised the Board that Douglas Conn has been sent an Enforcement letter from the Building Inspector. A brief discussion ensued on who should also be notified of that letter being sent to Conn, such as the homeowners association.
- **Alcohol License for Barn Dance:** Inman advised the Board that the Democratic Town Committee has requested a one-day liquor distribution license for their  
On a **MOTION** made by **Nay**, second by **Jessel**, the Board of Selectmen **VOTED** unanimously to approve the alcohol distribution permit on town property, from 7pm-10pm for the Boxford Democratic Town Committee.
- **Consider Sign Request:** Inman provided the Board with information on the sign request from the Community Giving Tree for their Toy Sale. 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 signs for the Community Giving Tree Toy Sale, from October 30-November 5, as requested.
- **MMA Annual Meeting and Trade Show:** Inman provided the Board with information on the upcoming MA Annual Meeting and Trade Show, January 19 and 20 and asked the Board to let her know if they are interested in attending.
- **Wendy Callahan, AFSA Connecticut Chapter:** Inman provided the Board with a copy of a letter from Wendy Callahan, from the AFSA Connecticut Chapter, commending Boxford on their fire prevention and suppression programs.
- **Outstanding Appointments:** Inman read aloud the list of committee and board openings.

#### **7:57 PM      ROUTINES**

- **Minutes Review/Approval:** After a brief discussion on amendments, the Board took the following action:  
On a **MOTION** made by **Nay**, second by **Jessel**, the Board of Selectmen **VOTED** to approve the minutes of October 16, 2017, as amended.
- **Merrimack Valley Regional Housing Project Meeting:** Inman advised that the next meeting for the Merrimack Valley Regional Housing Project is on Monday, October 30, at 6PM, here at Town Hall.
- **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 #18/17S in the amount of \$131,865.02.

On a **MOTION** made by **Jessel**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant 18-17S, in the amount of \$41,171.63.

On a **MOTION** made by **Jessel**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant 18-17, in the amount of \$59,146.32.

**8:04 PM ADJOURN**

With no further business, on a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to adjourn at 8:04 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 23, 2017
2. Announcement: Board of Health Rite Aid Flu Clinic
3. Announcement: Household Hazardous Waste Collection Day
4. Announcement: George Fischer Memorial Fund Benefit Luncheon
5. Announcement: Veterans Day Observance
6. Announcement: 10<sup>th</sup> Annual Barn Dance
7. Best Practice Areas
8. Community Compact Cabinet Best Practice Application
9. E-Mail from Library Trustees to Town Administrator et al, Re: Filling the Library Board of Trustees Positions, 10/17/17
10. Letter and Attachments from Inspector of Buildings to Douglas Conn, Re: Zoning Violations at the Silverbrook Comprehensive Permit Development, 10/18/17
11. Application for the Alcohol Distribution Permit on Town Property Board of Selectmen: Barn Dance, Lincoln Hall, 11/18/17
12. Letter from Community Giving Tree to Board of Selectmen, Re: Sign Request, 10/5/17
13. Notice: MMA Annual Meeting and Trade Show, January 19-20, 2018
14. Sprinkler Age Article: Taking Fire Safety Into Their Own Hands, September/October 2017 issue
15. Thank You Note: From Carol Fischer to Board of Selectmen, 9/17/17
16. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments FY 2018, 10/20/17
17. Meeting Minutes:
  - October 16, 2017