

**Minutes of the BOXFORD BOARD OF SELECTMEN  
TOWN HALL MEETING ROOM #1  
December 4, 2017 7:00PM**

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

*Absent: None*

*Others Present: Town Administrator Alan Benson, Minutes Sec'y Judi Stickney, Inspector of Buildings Robert Aldenberg, Assistant to the Town Administrator Susan Inman, Phil McManus, Betsy and Bill Payne*

**7:00 PM ANNOUNCEMENTS**

- **Grand Illumination:** Selectman Costello announced the Boxford Historical Society will be holding their annual Grand Illumination at 5PM on December 17<sup>th</sup>, beginning in the East Village, concluding at the Holyoke French House with cider and cookies.
- **Council on Aging Holiday Luncheon:** Selectman Costello announced the Council on Aging is hosting their annual holiday luncheon at the Family Life Center on Wednesday, December 13<sup>th</sup> at 12 noon. Call the COA for reservation.
- **Toys for Tots:** Selectman Vaz announced the Fire Department is collecting toys for the Toys for Tots campaign. Bring new, unwrapped toys to the East Fire Station by December 7.
- **Service for Dick Ulman:** Selectman Costello provided a brief report on the memorial service that was held for Dick Ulman over the weekend.
- **Court of Honor for the Eagle Scouts:** Selectwoman Nay provided a brief report on the Eagle Scout Court of Honor she attended over the weekend.

**7:02 PM MEETING WITH INSPECTOR OF BUILDINGS:** Robert Aldenberg, Inspector of Buildings, met with the Board of Selectmen to provide updates and information on the following:

- **Update on Department Activities:** Aldenberg provided the Board with a brief summary of the year's activities, noting an increase in permits overall since last year. Aldenberg also provided details on the revised building codes that went into effect recently, noting that most contractors need to have a construction supervisor's license, as well as a home improvement contractor license to pull a permit. Aldenberg advised the Board that his secretary, Robin Holt, is preparing to be certified to issue permits.
- **Proposed New Building Permit Fees:** Aldenberg provided a listing of the current permit fees with his proposed increases, for the Board to view, as he made a brief presentation. A discussion ensued. After discussion, the Board took the following action:

On a **MOTION** made by **Perkins**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve the proposed building license fees, effective January 1, 2018, as proposed by the Building Inspector.

- **41 Kelsey Road Issues:** Betsy and Bill Payne, 45 Kelsey Road, met with the Board of Selectmen and the Building Inspector to inquire as to what is going to be done about the burned-out home at 41 Kelsey Road. The Building Inspector advised it is no longer a dwelling and is not a Building Inspector issue. Alan Benson, Town Administrator, advised the Paynes and the Board that he held a meeting with the Fire Chief and Police Chief about the issues there. The Police Chief requested that anyone who sees anyone on that property should report it to the Police Department. The Fire Chief advised the investigation has closed into the cause of the fire and they have relinquished the scene. Benson advised that the goal is for the property to remain safe and that there be some forward motion to clean up the site. Benson added that his office has made several calls to insurance reps and property owners encouraging the clean up of the property. He noted that the Town can declare a safety hazard and take action, expending town funds, to clean up the property. Benson advised that they are awaiting call backs and are hopeful that action will be taken without expending town funds. He will provide an update to the Board at the next meeting. Betsy Payne provided details on the history of the property and activities that have taken place on the property recently, as well as her attempts to contact the owners, noting that their property values have gone down due to the condition of that property. She added that the town's inability to have it cleaned up is unacceptable.

**7:42 PM INTERVIEW FOR FINANCE COMMITTEE MEMBER:** The Board of Selectmen scheduled an interview with the following candidate for appointment, as recommended by the Finance Committee:

- **Phil L. McManus, Candidate for Finance Committee:** Phil McManus, 18 Glen Forest Drive, provided the Board with his background, experience, and interest in serving on the Finance Committee.

On a **MOTION** made by **Nay**, second by **Jessel**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Phil L. McManus, as a member of the Finance Committee, for a term ending June 30, 2018.

**7:55 PM REPORT OF THE TOWN ADMINISTRATOR:** Alan Benson, Town Administrator, provided the Board with updates and information on the following:

- **Draft Fire Department Detail Policy Amendment:** Benson provided the Board with a draft of the policy he worked on with the Fire Department for their review, as he made a brief presentation on the changes made to an existing policy. After a brief discussion, the Board took the following action:

On a **MOTION** made by **Nay**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to convert the proposed procedures into policy for Boxford Fire Department Off-Duty Work Detail Assignments as presented.

- **Declare Surplus:** After a brief review of the request from the Town Administrator, the Board of Selectmen took the following action:

On a **MOTION** made by **Vaz**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to declare two vehicles from the police department, Car #2 and Car

#6 (VIN #s as listed by the Chief of Police in his email of November 29, 2017, as surplus goods to be disposed of as separate items in accordance with the town's policy for "Disposition of Surplus Property with an estimated net value of less than \$5,000."

- **Legal Expenses through October:** Benson provided the Board with a report on the legal expenses for the year, noting that they have spent almost \$60,000 of a \$100,000 budget and we are at mid-year. A brief discussion ensued.
- **Update on Perambulation Requests:** Assistant to the Town Administrator, Susan Inman, advised the Board that North Andover is interested in following through on the perambulation. After a brief discussion, the Assistant to the Town Administrator will contact North Andover for possible dates for the two towns to complete the perambulation of the town boundaries. She will get back to the Board with the dates.
- **Dave Morton, Computer Committee:** The Assistant to the Town Administrator requested that the Board formally reappoint Dave Morton the Computer Management Committee.

On a **MOTION** made by **Costello**, second by **Jessel**, the Board of Selectmen **VOTED** unanimously by roll call vote to appoint Dave Morton to the Computer Management Committee for a term ending June 30, 2020.

#### **8:05 PM      ROUTINES**

- **Correspondence:** The Board briefly reviewed the following:
  - **Letter from Department of Housing and Community Development, Re: Andrews Farm Water Company**
  - **Letter from Masconomet, Re: Independent Auditor's Report and Management Letter**
- **Approval of Minutes:** After a brief discussion on amendments, the Board took the following action:

On a **MOTION** made by **Vaz**, second by **Jessel**, the Board of Selectmen **VOTED** unanimously to approve the minutes of November 27, 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 Accounts Payable Refund Warrant #18-414 in the amount of \$1,761.16.

On a **MOTION** made by **Jessel**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant #18-23S in the amount of \$249.24.

On a **MOTION** made by **Jessel**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant #18/23S in the amount of \$141,990.69.

On a **MOTION** made by **Jessel**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant 18-23, in the amount of \$435,137.92.

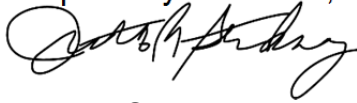
**8:15 PM ANY OTHER BUSINESS TO COME BEFORE THE BOARD**

- **Winter Festival Report:** Selectwoman Jessel provided a brief report on the Winter Festival, noting that she chatted with some longtime residents who had no idea that West Boxford had a Winter Festival. Selectwoman Nay added that she had the opportunity to speak with the Fire Explorers and she was impressed by their enthusiasm and interest in contributing to the community.

**8:21 PM ADJOURN**

With no further business, on a **MOTION** made by **Vaz**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to adjourn at 8:21PM.

Respectfully submitted,



Minutes Secretary

Documents either distributed to the Board of Selectmen before the meeting in a packet or at the meeting:

- Agenda: December 4, 2017
- Announcement: Grand Illumination
- Announcement: COA Holiday Luncheon
- Memo from Inspector of Buildings to Board of Selectmen, Re: Monthly Report, 11/30/17
- Town of Boxford Building Permit Fees – Effective January 1, 2018
- E-Mail from Director of Finance to Town Administrator, Re: Finance Committee appointment, 11/28/17
- Details: Policy and Procedures Boxford Fire Department Off-Duty Work Detail Assignments **DRAFT**
- Memo from Assistant to the Town Administrator to Town Administrator, Re: Surplus Vehicles, 12/1/17
- Town of Boxford FY 2018 Legal Expenses for Year -- Month End Report
- Letter from Department of Housing & Community Development to Department of Public Utilities, Re: DPU 17-35 – Andrews Farm Water Company, 11/24/17
- Letter from Masconomet Assistant Superintendent for Finance and Operations to Town Treasurer, Re: Independent Auditor's Report and Management Letter, 11/22/17
- Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments FY 2018, 12/1/17
- Minutes:
  - November 27, 2017