

**Minutes of the BOXFORD BOARD OF SELECTMEN
TOWN HALL MEETING ROOM #1
January 8, 2018 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, Tim Feeney, Bob Fanning

7:01 PM EXECUTIVE SESSION

On a **MOTION** made by **Costello**, second by **Jessel**, the Board of Selectmen **VOTED** unanimously by roll call vote to go into Executive Session for the purpose of discussing strategy on non-represented personnel, 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.

8:16 PM RETURN TO OPEN SESSION

On a **MOTION** made by **Costello**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously by roll call vote to adjourn Executive Session and return to open session to conduct additional business.

8:17 PM ANNOUNCEMENTS

- **Christmas Tree Recycling:** Selectman Costello announced that Christmas trees can be dropped off at the Recycling Center, stripped of all ornaments, lights and decorations, any Saturday between 8AM and 3:30PM. Benson added that used oil collection will resume on January 13th, from 8AM to noon.
- **Municipal Facilities Task Force:** Selectman Vaz announced the Municipal Facilities Task Force is holding a community forum on January 27, 10AM, at Town Hall Meeting Room #1.

8:22 PM REPORT OF THE TOWN ADMINISTRATOR

- **Job Description Discussion:** Town Administrator Alan Benson provided the Board with proposed wording for those positions who work under the direction of the Board of Selectmen. After a lengthy discussion, the Board agreed on: "Appointed position reporting to the Board of Selectmen. Works under the administrative direction of the Town Administrator."
- **Fire Department FY2018 Rates:** Town Administrator Alan Benson advised the Board that they have not yet discussed and set the FY 2018 rates for the full-time Fire Department employees, as approved at Town Meeting. Benson provided the Board with the rates and a discussion ensued on the pay rates for parade

participation. The Town Administrator and Selectman Perkins will discuss with the Fire Chief and formally set the rates at a later date.

8:43 PM ROUTINES

- **Correspondence:** The Board briefly reviewed the following items of correspondence:
 - **Disclosure of Appearance of Conflict of Interest:** Keith Sampson, Sustainability Committee member
 - **MMA Annual Business Meeting:** Benson provided the Board with information on the upcoming MMA Business meeting on January 20, as well as the MIIA Nominating Committee Report.
- **Appointments:** Benson advised there are two openings on the Zoning Board of Appeals for Alternates.
- **Approval of Minutes:** After a brief review of the minutes of 12/11/17, the Board took the following action:
 - On a **MOTION** made by **Nay** second by **Vaz**, the Board of Selectmen **VOTED** unanimously to approve the Minutes as written for December 11, 2017, as submitted.
- **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 #18-416 in the amount of \$31,050.03.

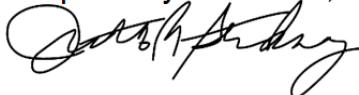
On a **MOTION** made by **Jessel**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant #18-28 in the amount of \$49,113.91.

After Selectman Perkins removed himself from the meeting, on a **MOTION** made by **Jessel**, second by **Vaz**, the Board of Selectmen **VOTED** to approve Payroll Warrant #18-14 in the amount of \$551,893.23. **Perkins abstained.**

9:03 PM ADJOURN

With no further business, on a **MOTION** made by **Costello**, second by **Vaz**, the Board of Selectmen **VOTED** unanimously to adjourn at 9:03PM.

Respectfully submitted,



Minutes Secretary

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

- Agenda: January 8, 2018

- Announcement: Christmas Tree Recycling
- Announcement: COA Holiday Luncheon
- Boxford Municipal Records Retention Policy
- Town of Boxford Non-School Records Managers
- Commonwealth of Massachusetts Form RMU-2: Application for Destruction Permission
- Commonwealth of Massachusetts Form RMU-1E: Application for Electronic Systems Information Plan Face Sheet
- Municipal Records Retention Schedule
- Memo from Town Administrator to Board of Selectmen, Re: Job Description: Supervision Received for BOS Department Heads, 1/5/18
- Letter from Board of Selectmen to Director of Finance, Re: Fire department Pay Rates FY2018, 1/5/18
- Disclosure of Appearance of Conflict of Interest: Keith Sampson, Sustainability Committee, 1/5/18
- Announcement from MMA to Board of Selectmen, Re: MMA Annual Business Meeting, 12/12/17
- Memo from MIIA to MIIA Members, Re: Report of the Nominating Committee, 12/18/17
- Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments FY 2018, 1/5/18
- Minutes:
 - December 11, 2017
- Memo from Personnel Board to Town Non-Union Benefit Eligible Employees, Supervisors and Town Boards, Re: Employee Uniform Performance Criteria and Annual Performance Objectives, 1/8/18