

**Minutes of the BOXFORD BOARD OF SELECTMEN
TOWN HALL MEETING ROOM #1
January 29, 2018 7:00PM**

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

Absent: None

Others Present: Town Administrator Alan Benson, Assistant to the Town Administrator Susan Inman, Minutes Sec'y Judi Stickney, Jon Schwartz, DPW Superintendent/Town Engineer John Dold, Chief Jim Riter, Paula Fitzsimmons, Carolyn Miller, Hagan Rivers, Dan Volchok, Kathy Trull

7:00 PM ANNOUNCEMENTS

- “ Dog Licenses Available:** Selectman Chair Chuck Costello announced that dog licenses are available in the Town Clerk's office or online on the Town's website.
- “ Burning Season:** Selectman Chair Chuck Costello announced that open burning season in Boxford began January 15 and runs through May 1. Purchase a burning permit online on the Town's website or call the Boxford Communications Center.
- “ Perley Parkhurst Cole Memorial Trust Fund:** Selectwoman Barbara Jessel announced that the Commissioners of Trust Funds are accepting applications for grants from the Perley Parkhurst Cole Memorial Trust Fund through March 1. Selectwoman Jessel added that those students already in college can also apply for grants.
- “ First Responder Challenge:** Selectwoman Mary Anne Nay reported that the Boxford Police Department participated in the recent fundraiser held at TD Garden, in Officer Michele Nowak's memory.

7:03 PM MEETING WITH BOXFORD ATHLETIC ASSOCIATION (BAA) AND RECREATION COMMITTEE: Members of the BAA and Recreation Committee met with the Board of Selectmen to discuss the following:

- “ Beach Director:** Scott Novak, Stonecleave Road, newly appointed President of the Boxford Athletic Association, announced that Jocilyn Demarco has been voted as the new Director of the Town Beach.
- “ Term of Operation:** Town Administrator Alan Benson advised the Board that he would like to see the BAA sign a longer-term lease for the Town Beach and the Town may be more willing to help with funding for some of the costs of running the beach, specifically, the cooking facilities in the snack shack. A discussion ensued on the term of the license for the BAA to manage the beach operation, as well as the insurance issues that have been raised, due to the unsafe cooking facilities in the snack shack. The cost to upgrade the cooking facilities with a fire suppression system is \$15,000. There were many options discussed and the Board will meet with the BAA in March to discuss further and get clarification on some things. John Dold, DPW Superintendent/Town Engineer, outlined all the

cost estimates he received to upgrade the snack shack and appliances. Dold noted that the Essex County Jail would be willing to provide painting services. Benson added that the insurance questions will be answered by March 1.

- “ **Thank You to Paul Jarosiewicz:** Selectman Perkins requested that the Board send an official thank you to the former Beach Director for all his years of dedication to the Town Beach.
- “ **Jocilyn Demarco:** The Board invited Jocilyn Demarco, the new Beach Director, to introduce herself to the Board and viewers. Town Administrator Benson introduced Demarco to the Police Chief, DPW Director, Assistant to the Town Administrator, and others she may need to call on as the Beach Director.
- “ **Field Maintenance:** Benson advised the Board that there have been issues with maintenance of the many ball fields in town, many due to the DPW being short-handed for a long period of time. After discussing with the DPW Superintendent, the BAA and the Rec Committee, they determined that all three entities need to come up with a maintenance plan and field schedule, so that the Town can work with them to help keep the fields maintained. Novak provided a fields schedule for the Board and the DPW, noting that there are many volunteers who also are willing to help maintain the fields. The three groups will continue to meet and communicate to arrange maintenance sharing jobs. Selectwoman Nay reminded Novak that there are also ADA requirements that need to be worked on, as well. She noted that she, as the Town's ADA Coordinator, had recently completed an ADA evaluation of all the ball fields and open space, for the Open Space Report.
- “ **Tennis Courts Usage:** Christina Eckert of the Recreation Committee met with the Board to discuss using the tennis courts for pickleball. Eckert advised she received a request from a resident to use the tennis courts for pickleball. She noted that the tennis courts are not currently used very often, but the courts would need to have lines painted on them for pickleball. She added that the resident, Betsy Boulanger, would be willing to be at the tennis courts on a regular schedule to teach anyone interested how to play pickleball. Eckert asked if the Town could paint the pickleball lines on the courts. The Board and John Dold agreed to paint the lines. Eckert will look to the Rec Committee budget to see if they can purchase the necessary paddles and balls.
- “

7:49 PM MEETING WITH MASCONOMET SCHOOL COMMITTEE: Members of the Masconomet School Committee: Paula Fitzsimmons, Hagan Rivers, Dan Volchok, Carolyn Miller, and FinCom member Kathy Trull, met with the Board to provide updates and information on the following:

- “ **Update on Masconomet Budget:** Fitzsimmons advised that the budget will be coming out in March. They started with over a 7% increase and have been able to decrease it to just over 5% presently. They are continuing to work on it. She provided some information to the Board on the Later Start Time initiative, noting that there is \$300,000 as a place holder in the budget for that initiative.
- “ **Update on Capital Budget:** Fitzsimmons and Rivers reviewed with the Board the list of proposed capital needs for FY19. A lengthy discussion ensued on the proposed roof repairs at \$140,000.

- “ **Capital Investment Timeline:** Fitzsimmons provided the Board with a handout to view as she reviewed the list of existing bonds and the timing of new borrowing.
- “ **Green Community Initiative:** Selectwoman Barbara Jessel provided a brief description of the Green Community Initiative and asked the Masconomet School Committee members if they thought Masconomet could be included in the initiative. Rivers advised that energy efficiency is something they are working on, as a result of the Habib report. Jessel noted the school committee needs to take a formal vote to be included. School Committee member Dan Volchok advised that the Sustainability Committee should send a rep to a Masco School Committee meeting to present the Green Community Initiative, so they can then vote on it. The Board of Selectmen also requested that they be included on the Selectmen's agenda for a future meeting.

8:30 PM REPORT OF THE TOWN ADMINISTRATOR: Town Administrator Alan Benson provided the Board with updates and information on the following:

- “ **Consider Date for Triathlon:** Benson advised the Board that the BAA is requesting Sunday, September 9 for the annual triathlon.
On a **MOTION** made by **Vaz**, second by **Perkins**, the Board of Selectmen **VOTED** unanimously to approve the date of September 9 for the Call to Honor Triathlon.
- “ **Consider Letter of Support for Grant Application:** Benson provided the Board with a draft letter of support of BTA/BOLT's grant application for a tool shed on Hemlock Junction.
On a **MOTION** made by **Perkins**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to approve the letter of support, as drafted.
- “ **Update on 10 Elm Street:** Benson provided the Board with information from Town Counsel on the library property at 10 Elm Street, noting that Town Counsel is ready to provide a draft of the cy pres petition for court. There was a lengthy discussion on how the Town should proceed and the Board agreed to proceed with the cy pres petition.
On a **MOTION** made by **Vaz**, second by **Jessel**, the Board of Selectmen **VOTED** unanimously to authorize Town Counsel to prepare the cy pres petition to change the use of 10 Elm Street from library use to general municipal purposes.
- “ **Police Traffic Safety Plan for West Village:** Benson advised the Board that the Police Department will be in to discuss the West Village traffic plan with the Board. He provided the Board with the traffic safety plan, as compiled by the Police Department.

9:01 PM ROUTINES AND OTHER BUSINESS

- “ **Correspondence:** The Board briefly reviewed the following:
 - E-Mail from Director of Assessment to Assistant to Town Administrator, Re: Board of Assessors Position, 1/25/18
 - Letter from Board of Selectmen to Town Hall Employees, Re: 2018 Compensation Survey and Analysis Report, 1/25/18

- “ **Kelsey Road Update:** Selectman Costello inquired if the owners of Kelsey Road had been served. Benson advised they had been.
- “ **Update on Traffic Through 2nd Church:** Selectman Costello advised that the police have been observing the traffic on Route 133, cutting through the church parking lot. They will be asking the church if they can install no through traffic signs.
- “ **Update on Speeding in Town:** Benson provided a brief report on the response of the Police Department on the speeding that was discussed at last week's meeting.
- “ **Update on Task Force Forum:** Selectman Vaz provided a brief report on the forum held over the weekend. A lengthy discussion ensued on the various options for buildings.
- “ **Update on Officer Decoff Academy Training:** Benson advised that Officer Decoff was recently awarded the class coin for leadership and motivation, noting that the vote was unanimous.
- “ **Approval of Minutes:** After a brief review of the minutes, the Board took the following action:
 - On a **MOTION** made by **Nay**, second by **Jessel**, the Board of Selectmen **VOTED** unanimously to approve the minutes of January 21, 2018, 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 Warrant #18-31 in the amount of \$73,405.14.
 - On a **MOTION** made by **Jessel**, second by **Nay**, the Board of Selectmen **VOTED** unanimously to approve Accounts Payable Warrant #18-31S in the amount of \$119,818.79.

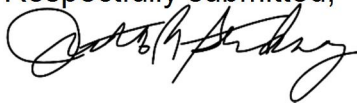
9:20 PM ANY OTHER BUSINESS TO COME BEFORE THE BOARD

- “ **Paperless Packets:** Selectwoman Nay inquired as to the status on the paperless packets and supplied devices for the Board. The Assistant to the Town Administrator advised she is working on it.
- “ **Route 133/Main Street Intersection:** Selectwoman Jessel advised the traffic information that was available on the intersection was old and Bayside was authorized to do a new study. The report shows there has been an increase in traffic, as suspected. There was mention of the possibility of a rotary there. She will be meeting with the consultant, DPW, and the Assistant to the Town Administrator this week to get more information on options.

9:26 PM ADJOURN

With no further business, on a **MOTION** made by **Vaz**, second by **Jessel**, the Board of Selectmen **VOTED** unanimously to adjourn at 9:26 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: January 29, 2018
2. Announcement: Dog Licenses Available
3. Announcement: Burning Season
4. Announcement: Perley Parkhurst Cole Memorial Trust Fund Grant Period
5. Town of Boxford License Agreement for Stiles Pond Beach and Recreation Facilities
6. E-Mail from Recreation Committee to Assistant to Town Administrator, Re: Meeting Tonight, 11/27/17
7. E-Mail from BAA to Assistant to Town Administrator, Re: Date for 2018 Call to Honor Triathlon, 1/23/18
8. Draft Letter from Board of Selectman to Massachusetts Department of Conservation and Recreation, Re: Support for Grant Application, 1/29/18
9. E-Mail from Town Counsel to Town Administrator, Re: Library Property, 1/25/18
10. Boxford Police Department Traffic Safety Plan . West Village
11. E-Mail from Director of Assessment to Assistant to Town Administrator, Re: Board of Assessors Position, 1/25/18
12. Letter from Board of Selectmen to Town Hall Employees, Re: 2018 Compensation Survey and Analysis Report, 1/25/18
13. Memo from Town Administrator to Board of Selectmen, Re: Outstanding Appointments FY 2018, 1/26/18
14. Minutes:
 - o January 22, 2018
15. Boxford Fields Maintenance Request, Boxford Athletic Association, 1/29/18
16. Masconomet School Committee Handout: Proposed FY19 Capital Budget (Funding: Warrant Article for Preservation and Safety)
17. Masconomet School Committee Handout: Proposed FY19 Capital Budget (Funding: District Contribution from various sources noted below)
18. Masconomet School Committee Handout: District Capital Investment Timeline
19. Masconomet School Committee Handout: Roof Repair Needs