



## **BOXFORD SELECT BOARD**

**Monday, November 20, 2023  
Town Hall 7A Spofford Road  
Meeting Room 1**

**Remote option through Zoom:**

<https://us02web.zoom.us/j/8157412201?pwd=WFIUWU1PS1c2NGNuZUJ3TERNbWpRQT09>

### **AGENDA**

**This meeting is audio and video recorded**

**6:30 PM Call to Order**

**6:35 PM Announcements**

**6:40 PM Appointments**

- Richard Tomszyk, Land Committee

**6:50 PM Report of the Town Administrator**

- Group Health Insurance update and appointment of retiree representative to Insurance Advisory Committee
- 2024 Select Board Meeting Schedule
- Discussion on potential warrant articles to amend Town By-Laws
- Waste Stream Task Force update
- Update on Municipal Aggregation "Boxford Community Electricity"
- Any other business to come before the Town Administrator and the Board not anticipated at the time of this posting.

**7:20 PM Routines**

- Appointments
- Correspondence
- Approval of Minutes
- School and Non-School Warrants

**7:30 PM Any other business to come before the Board**

**8:50 PM Adjourn**

**Next Meeting – December 4, 2023**

Posted on Thursday, November 16, 2023 at 11:30am by Robin Phelan, Town Clerk

## New Call to Order

I call this meeting to order and inform all that this meeting is being video and audio recorded.

Pursuant to Chapter 2 of the Acts of 2023, this meeting will be conducted via remote hybrid means, in accordance with applicable law. This means that members of the public body as well as members of the public may access this meeting via virtual means in addition to in person through the remote participation link provided on this meeting's posting on the Town's website calendar. The website calendar also lists the specific ID number required for virtual attendance via Zoom along with phone numbers to dial into the meeting.

Additionally, the public is able to: Listen to and/or view this meeting via BCATv on FIOS channel #39 or Comcast Channel #22 or through the BCATv website; OR Participate in the meeting virtually.

Members please be aware that, if at least one member attends the meeting remotely, all votes must be roll call votes.



# WE ARE HIRING

JOIN OUR TEAM

The Town of Boxford has an opening for the position of Library Director to manage and lead the Boxford Public Library.

The Library Director is responsible for the management and operation of the library and the programs of service in accordance with the policies established by the Trustees.

The Director works in close cooperation with the Trustees, serving as its advisor and is an active participant in policy and budget development, goal setting, planning and evaluations.

A full job description can be found on the Town's website  
[www.boxfordma.gov/librarydirector](http://www.boxfordma.gov/librarydirector)

Application deadline is  
Friday, December 1st

# RIDE SERVICE



## **New Ride Service to VA Bedford Available to Residents**

**Starting on January 2, 2024, the VA Bedford mediMeVa will offer shared ride service on Wednesdays and Fridays for Veterans residing in MeVa's service area. The service is door-to-door, with one trip in the morning and one return in the afternoon. Flexible hours are available depending on the riders' appointment times. Reservations must be made at least one week in advance by calling the miniMeVa office, and riders should provide their travel date, pick-up location, and appointment time. All Veterans and their families within the service area are eligible to use the service.**

**Like all of MeVa's transportation services, the VA Bedford mediMeVa is completely free.**

**For routes, schedules, and more information about MeVa Transit bus and van services, visit [www.mevatransit.com](http://www.mevatransit.com).**



# WEST BOXFORD

Route 133 and Main Street

## WINTER FESTIVAL

9 A.M. TO 3 P.M.

SATURDAY, DECEMBER 2

- \* Holiday shopping \* Festive food \*
- \* Raffle items \* Craft activities \*
- \* Handmade gifts \* Santa Claus \*

## OLDE FASHIONED FUN FOR ALL AGES

Brought to you by

WEST BOXFORD IMPROVEMENT SOCIETY

To: Boxford Select Board

From: Richard Tomczyk  
42 Depot Road  
Boxford, MA 01921

Subject: Letter of Interest for appointment to the Boxford Land Committee

Date: November 15, 2023

I was contacted by Natasha Grigg regarding becoming a member of the Boxford Land Committee. I wish to be appointed to this committee as I feel my background, experience and interest in land protection would be a good fit for this committee.

My experience and interests are included below.

Please consider my appointment to the Boxford Land Committee.

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## Experience



### Training Program Coordinator

NORTHEAST ENVIRONMENTAL ENFORCEMENT PROJECT

2015 - Present · 8 yrs 11 mos

Manage training programs for the Northeast Environmental Enforcement Project which serves government agencies with the statutory responsibilities for compliance and enforcement of environmental laws and regulations. For more information please see [www.neeptraining.org](http://www.neeptraining.org)



### Environmental Analyst

MassDEP

1980 - 2015 · 35 yrs

Massachusetts

Duties included environmental analyst in wastewater management, wetlands protection, environmental protection policy development, watershed management, water supply protection and environmental strike force investigator.



### Ipswich River and Parker River Watershed Team Leader

Massachusetts Watershed Initiative

1996 - 2001 · 5 yrs



### Dredging Project Coordinator

Massachusetts Office of Coastal Zone Management

1979 - 1981 · 2 yrs

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## Education



### University of Massachusetts Amherst

Bachelor of Science - BS, Wildlife Biology



### University of Rhode Island

Master of Science - MS, Plant and Soil Sciences, Forestry

Activities and societies: Alpha Zeta

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## Volunteering



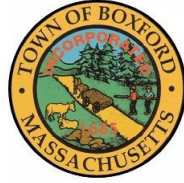
### Board Member

BOXFORD TRAILS ASSOCIATION BTA BOLT

Jan 2014 - Present · 9 yrs 11 mos

Environment

Field projects, land and conservation restriction monitoring



## **TOWN OF BOXFORD**

**Office of the Select Board  
7A Spofford Road Boxford, MA 01921  
978.887.6000 ext. 502  
mcoogan@boxfordma.gov**

November 9, 2023

Dear Collective Bargaining Unit Representative,

The Town of Boxford has scheduled a meeting with the Insurance Advisory Committee (IAC) per MGL Ch 32B, Section 3. We are requesting that each union send a representative to this meeting, which will be held on November 30, at 3:30 pm. The meeting will be held at Meeting Room 2 at Boxford Town Hall.

The Town has had the same health insurance benefit plan design in place since 2014. With costs escalating, now is the time to review our plan structure and costs to determine if adjustments to our benefit package are warranted. As you will recall, we worked together last spring to expand our dental and vision insurance options for all employees. We would like to consider other health insurance benefit plan options by working together through the Insurance Advisory Committee.

At this IAC meeting, we will review the overall health insurance marketplace, our specific plans, and possible modifications. We will hold a subsequent meeting on December 14 at 3:00 pm to further these discussions.

In January, we will ask the Select Board to vote to invoke MGL Ch 32B Sections 21-22, which will allow us to negotiate any potential plan design changes with a Public Employee Committee (PEC). We will review this process with the IAC at our meeting.

Please let us know if you have any questions, otherwise we look forward to seeing a representative from your union at the meeting.

Sincerely,

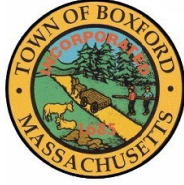


Matthew Coogan

Town Administrator

Cc: Scott Morrison, Superintendent, Tri-Town School Union  
Brian Middleton-Cox, Director of Human Resources, Tri-Town School Union  
Brendan Sweeney, Assistant Town Administrator/ Finance Director





**TOWN OF BOXFORD**  
**Office of the Town Administrator**  
7A Spofford Road  
Boxford, MA 01921

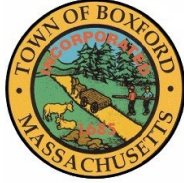
**DATE:** Friday, November 10, 2023  
**TO:** Select Board  
**FROM:** Matt Coogan, Town Administrator  
**RE:** **2024 Select Board Meeting Schedule**

Below is a proposed schedule for Select Board meetings in 2024. Generally, meetings are held on the second and fourth Mondays of the month. However, we are proposing the Board meets on the first and third Mondays in May, October, November and December, to avoid conflicting with the Memorial Day, Thanksgiving, and Christmas holidays, while still maintaining meetings every two weeks during those months. For 2023, the Board's reduced the number of meetings over the summer, and we're proposing to do the same, one meeting in July and one in August. The fourth Monday of both those months would be held for a second meeting, if necessary. With the proposed fewer meetings over the summer, the Select Board would have 22 scheduled meetings in 2024.

**2024 Select Board Meeting Schedule**

- January 8, 22
- February 12, 26
- March 11, 25
- April 8\*, 22
- May 6, 20 (1<sup>st</sup> and 3<sup>rd</sup> Monday)
- June 10, 24
- July 8
- August 12
- September 9, 23
- October 7, 21 (1<sup>st</sup> and 3<sup>rd</sup> Monday)
- November 4, 18 (1<sup>st</sup> and 3<sup>rd</sup> Monday)
- December 2, 16 (1<sup>st</sup> and 3<sup>rd</sup> Monday)

\*April 8<sup>th</sup> would be 35 days before May 14<sup>th</sup> Town Meeting and the Warrant would be finalized at that meeting



**TOWN OF BOXFORD**  
**Office of the Town Administrator**  
7A Spofford Road  
Boxford, MA 01921

**DATE:** Friday, November 17, 2023  
**TO:** Select Board  
**FROM:** Matt Coogan, Town Administrator  
**RE:** **Potential Amendments to Town Bylaws**

As the Select Board begins the budget development process and warrant preparations for May 14, 2024 Annual Town Meeting, the following is an account of potential changes to the Town's Bylaws that have been recently discussed, to be considered at Town Meeting. I look forward to discussing these items with the Board in the coming months up until the Town Meeting Warrant closes, around April 8, 2024.

**Inactive Committees**

During the re-appointment process in June, the Select Board identified boards and committees not actively meeting or deliberating, without enough appointees to hold a quorum, or no appointees entirely. The Board discussed discontinuing these boards/committees. Some of these boards and committees were established in the Town's Bylaws. Any changes to these committees, including their abolishment, would require action by voters at Town Meeting. The two committees established by bylaw include the [Water Resource and Drainage Committee](#) and the [Computer Management Committee](#). It has been several years since these committees held any meetings.

**Amendments to existing Committee Bylaws**

Lisa Donahue, the Chair of the Recreation Committee, is interested in reviewing the existing bylaw for the Recreation Committee and considering whether to recommend changes to the bylaw based on its current roles, responsibilities, and projects. Lisa would like to attend an upcoming Select Board meeting to further discuss this matter.

**Zoning Bylaw Changes**

The Zoning Board of Appeals (ZBA) has had preliminary discussions regarding changes to the Town's Zoning Bylaw. Building Inspector Peter Delaney recommended a comprehensive review and potential overhaul of the bylaw as a long-term goal. In the meantime, the ZBA may recommend changes to the accessory dwelling unit bylaws for May 14<sup>th</sup> Town Meeting.

The Adaptive Reuse of Buildings Advisory Committee (ARBA) is in the process of developing an interim report to the Select Board with recommendations for next steps regarding the reuse of the buildings at 4 Middleton Road and 188 Washington Street. Both properties are in the O Official or Open Space zoning district. Rezoning these properties to the B-1 Retail Business zoning district would allow by-right uses

currently under consideration by the ARBA committee, which were identified in the public engagement process, including restaurant, office, retail, and non-profit uses. The Committee's interim report will include additional recommendations, such as a potential warrant article at Town Meeting that authorizes the Board to lease these properties to outside entities. I expect the ARBA Committee to be ready to present its interim report at a December Select Board meeting.

Other potential zoning bylaw changes include whether the Town will adopt a 3A zoning district to comply with the Commonwealth's MBTA Communities requirements and changes to floodplain regulations, as recommended by the Massachusetts Department of Environmental Protection. Both of these initiatives are most likely to appear on the 2025 Annual Town Meeting warrant.

### **Town Administrator Bylaw**

[Massachusetts General Law Chapter 41 Section 23A](#) enables the Select Board to appoint a Town Administrator, who "shall act by and for the selectmen in any matter which they may assign to him relating to the administration of the affairs of the town or of any town office or department under their supervision and control, or, with the approval of the selectmen, may perform such other duties as may be requested of him by any other town officer, board, committee or commission". The Financial Management Resource Bureau (FMRB) of the Massachusetts Department of Local Services (DLS) has [recently recommended to municipalities to further codify the authority, role and responsibility of the Town Administrator in their local bylaws or charter.](#)

According to FMRB, "administrators are equipped to develop and oversee budgets, analyze financial data, and make informed decisions regarding town revenues and expenditures. Defining the town administrator's financial role and authorities creates a structured approach to financial processes and decision-making. This ensures consistency in overall fiscal management and promotes transparency and accountability in the use of taxpayer funds."

In Boxford, there is one mention of a Town Administrator in the Town Bylaws, in [Section 7.21](#) concerning the duties of the Permanent Building Committee with regards to the role of the Town Administrator in the procurement process. There are assumed roles and responsibilities of the Boxford Town Administrator, however. The [TA webpage](#) describes them as follows:

The Town Administrator, who serves as the Chief Administrative Officer, oversees the administration of all town affairs and supervises town departments that are placed in his charge. Appointed by the Board of Selectmen, it is the Town Administrator's job to implement and manage all policies, programs and procedures that have been implemented by the Board. Additionally, the Town Administrator is responsible for budget preparation, hiring personnel, and negotiating labor contracts. The Town Administrator is the chief procurement officer and is also in charge of all town property rental and use, except school property.

None of these duties are enumerated in the Town's Bylaws, and it is recommended that they be codified to provide a clear legal foundation for the Town Administrator position and to ensure proper implementation and enforcement of the position's role and responsibilities. There are various examples of Town Administrator By-Laws, and KP Law has experience in drafting them.

### **Finance Director Bylaw**

Article IV Section 11-10 of the Town of Boxford bylaws requires that the Select Board appoint a Director of Municipal Finance (or Finance Director) for a term of between three to five years. This position oversees the Town's Department of Municipal Finance as provided for under MGL c. 43C, § 11. Per the terms of Article IV Sections 11-13 and 11-17, the Director of Municipal Finance may hold other appointed positions within town government, with the only stipulation being that no one person shall be both the Town Accountant and Treasurer/Collector at the same time. Article IV Section 11 of the Town's bylaws further details the roles and responsibilities of the Director of Municipal Finance.

Prior to the Select Board appointing Assistant Town Administrator Brendan Sweeney as Finance Director earlier this year, the Town Administrator's office consulted with Town Counsel on the Town's Finance Director bylaw. KP Law determined that, as Assistant Town Administrator, Brendan could be appointed as Finance Director, but they also recommended amendments to the bylaw to address issues of conflicting appointing authorities and issues of an employee receiving multiple paychecks for employment by the Town, which could arise if the Assistant Town Administrator continues to serve simultaneously as the Finance Director under the current ad-hoc arrangement. Such amendments could include:

- Incorporating into the Finance Director position the duties of an Assistant Town Administrator in order to formally address those responsibilities, understanding that both the Town Administrator and the Director of Finance answer to the Select Board.
- Clearly outlining within a Town Administrator bylaw that the Town Administrator is the Town's Chief Financial Officer. The Town Administrator could then be able to designate an employee, such as the Assistant Town Administrator, Treasurer/Collector, or Town Accountant to serve as the Town's Director of Municipal Finance, responsible to the Town Administrator for carrying out the roles and responsibilities of the position outlined in the current bylaw.

If the Board chooses to pursue a revision of this bylaw for 2024 Annual Town Meeting, Town Counsel could assist in developing the language of any such amendments.

**From:** [Brendan Sweeney](#)  
**To:** [Matt Coogan](#)  
**Subject:** Waste Stream Task Force Summary  
**Date:** Thursday, November 16, 2023 4:47:00 PM  
**Attachments:** [Pre-RFP Responses.pdf](#)

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Matt,

Below is my WSTF update:

The Waste Stream Task Force (WSTF) met on November 13<sup>th</sup>. As you may recall, at their last meeting on October 16<sup>th</sup>, the WSTF reviewed the results of the townwide survey and prepared pre-RFP questions to send to four vendors: Waste Management, G. Mello, Casella, and Republic. These questions were created to provide additional information regarding the capabilities of these vendors and how the Town should tailor a potential RFP.

To begin the meeting, the WSTF reviewed the results of these questions, which are attached. One notable takeaway is the potential for significant savings from moving to a bi-weekly (every other week) collection of recycling. This was confirmed by a review of an informal quote submitted by G. Mello, which was less than that submitted by Waste Management (WM) last year, if the Town shifts to bi-weekly recycling. The WSTF reviewed this quote, as well as WM's previous five-year contract extension offer from last year. For next meeting, on Monday, December 4<sup>th</sup>, the WSTF requested that the TA's office solicit informal quotes from WM, Republic, and Casella, if they are willing to provide them. The WSTF will use the information from these quotes to determine whether or not to issue an RFP or recommend that the Town pursue an exclusive agreement with one of the four vendors, which is allowable due to the fact that trash/recycling contracts are exempt from 30B. This decision will be made during the WSTF's December 4<sup>th</sup> meeting.

Thanks,  
Brendan

**Brendan Sweeney**

Assistant Town Administrator/Finance Director

Town of Boxford

7A Spofford Road

Boxford, MA 01921

Direct: 978-887-6740

Cell: 607-220-4121

[bsweeney@town.boxford.ma.us](mailto:bsweeney@town.boxford.ma.us)

## Trash/Recycling Contract - Pre-RFP Questions

Question	Responses			
	WM	Mello	Casella	Republic
<p><b>Can you accommodate pick up of both 32-gallon and 64-gallon trash/recycling containers if both sizes are made available for residents? Is there an additional cost for this? If so, what is that estimated to be?</b></p>	<p>Yes, we can accommodate both 64 and or 34-gallon carts for trash. The collection cost would not change. But our challenge is that the arm that grabs the carts are adjusted to grab the larger of the carts. Therefore, we have found that when you have two different size carts, there are times when the smaller carts get tossed into the truck.</p>	<p>An automated, side-load truck can pick up and empty all carts ranging from 32 gallon up to 96 gallons. The collection cost would be the same regardless of the size carts that the Town chooses. They must be rigid plastic with a hinged lid and wheels. The most common manufacturers are Rehrig Pacific, Otto, Toter and Schaefer, we prefer Rehrig Pacific and have been using them since 2008</p>	<p>Preferred and recommended cart sizes are 64 &amp; 96 gallon. The automated arms pressure is set to collect a standard 64 gallon cart, the smaller carts having a habit of slipping out of the grip. If the arm pressure is set for a 32gal, it could damage the larger carts on collection from gripping too tightly. 32 Gallon carts are too small for recycle, don't accept bulky material well. I would be curious in the weight difference between at 32 and 64 gallon cart.</p>	<p>Yes. Assuming you are asking about servicing 1 cart per home, not purchasing them, there would be no additional charge to pick a differently sized cart. Please note: We would not bid on the Town's collections work if manual collections and not automated cart collections was offered.</p>
<p><b>Would it be possible for cardboard to be collected curbside, separate from the standardized container? Is there an additional cost for this? If so, what is that estimated to be?</b></p>	<p>The methodology behind having automated collection are the efficiencies gained from the driver not having to get out of the truck. If they were to get out every time for cardboard that is placed next to the cart vs inside the cart. It is virtually manual collection at that point.</p>	<p>The only way to collect cardboard curbside separately would be to use a semi-automated truck that has a lower loading height allowing the driver to load the cardboard by hand. It would be slightly more expensive to do so due to added labor and the semi-automated truck is more expensive. There is also a lead time of up to or over a year to purchase them but I do have them in my yard ready to go, my rep told me the other day that he may not see a chassis until 2025 possibly</p>	<p>All cardboard should fit in the carts- recommend recycling cart size is 96gallon.</p>	<p>It is possible, however it would require manual collection of the cardboard. We strongly discourage a manual collections approach as it puts the Drivers at risk for injury from repetitive motion; our goal is to keep the same Driver on the same route truck on the same route every day. Manual collections A 96 gallon cart is recommended for recycling collections and for large recycling generators a 2nd recycling cart is an option that has been successful. Yes there would be an additional costs. To provide a cost estimate we would need to complete due diligence on the recycling route to evaluate current recycling volumes, confirm what size cart the Town is considering for recycling as well as a Prevailing Wage sheet for the Labor rate per hour.</p>

### Trash/Recycling Contract - Pre-RFP Questions

Question	Responses			
	WM	Mello	Casella	Republic
<p><b>What commodities are included in recycling? Is glass going to continue to be one of them?</b></p>	<p>Glass is still a commodity that is acceptable in Single Stream.</p>	<p>Currently glass is still being collected with recycling, where that goes in the future we do not know, the end market for glass is difficult. Currently what is acceptable is paper, cardboard, glass, tin, aluminum and plastic</p>	<p>I've attached our acceptable and non-acceptable list here for review. Yes, glass is a part of Casella's zero-sort stream and is recycled or put to beneficial use where able to.</p>	<p>We follow MASS DEP waste ban guidelines: <a href="http://recyclesmartma.org">recyclesmartma.org</a></p>
<p><b>What savings, if any, would come from bi-weekly recycling?</b></p>	<p>This would require more than a week to review. But I believe there would not be any savings as compared to Co Collection, which is what we are doing today.</p>	<p>As a rough estimate, bi-weekly recycling would save 25% versus weekly collection</p>	<p>The Town would see a reduced collection rate on the recycling side- Casella would split the Town in half and run an A and B alternating collection week. Depending on number of stops- there maybe be a savings of capital expenditure.</p>	<p>Every other week (EOW) recycling would result in half the recycling Labor, truck operating costs and truck capital costs vs weekly service. We suggest EOW recycling collections service &amp; a 96 gallon recycling cart as the most efficient and cost effective approach.</p>
<p><b>Will you offer collection and recycling of residents existing trash and recycling containers? Is there an additional cost for this? If so, what is that estimated to be?</b></p>	<p>Yes, as we discussed in our original offer. We would provide a large trailer at a Town location for a few Saturdays to allow residents to bring their carts, bins, or barrels to this location. All barrels regardless of if they are plastic or metal will be acceptable and recycled. The estimated cost is dependent upon how many loads are required. The Rental of the trailer for 3 or 4 Saturdays is \$350 per month. Then once it is full, they will haul the trailer load away, which would be \$1000 for each load. The company we would use believes that if stacked correctly one load would be enough.</p>	<p>Yes we can collect their existing barrels and bins, the fee associated would be the processing fee charged by the recycling facility. This varies month to month and the month of October was \$54.77 and I do not mark that up. We provide the pricing letter with your monthly invoice</p>	<p>Casella would recommend standardizing collection carts to Town of Contractor provided, to avoid personal damage issues etc. Casella is able to provide a solutions for removing and recycling of person carts/ containers should the Town see fit. Standardizing carts prevents service issues, i.e. whether a cart belongs in the program or not. Standardized carts clearly communicates the material in the cart. Lastly, its more ascetically pleasing to look at in town.</p>	<p>Yes we could depending on how, the quantity, the type and when they could be collected. We would work with the Town to explore options. There would be an additional cost. The timing of the collections, the type of containers, the number of containers and the Prevailing Wage sheet are needed to provide an estimate of the cost.</p>

Information Request DPU 1-1:

Refer to City of Fitchburg, D.P.U. 20-117 (2022) and Towns of Burlington, Mendon and North Brookfield, D.P.U. 19-56/D.P.U. 19-63/D.P.U. 19-111 (June 29, 2023). Please submit a revised municipal aggregation plan (“Plan”) and supporting documents (i.e., opt-out documents, education and outreach plan) consistent with all applicable Department directives in D.P.U. 20-117 and D.P.U. 19-56/D.P.U. 19-63/D.P.U. 19-111. In addition, include any additional revisions the Municipality deems appropriate in light of the Department’s recent Order issued in Investigation Establishing Guidelines for Municipal Aggregation Proceedings, D.P.U. 23-67. As part of this response, identify (in redline/strikeout format) all differences from the Town’s municipal aggregation plan and supporting documents filed on October 5, 2022.

Response:

The Town of Boxford’s Plan was originally prepared based on the City of Fitchburg, D.P.U. 20-117. In its Petition, the Town sought four waivers in paragraph 9 where the Town’s Plan proposes to deviate from the Fitchburg Order. The Town continues to request the waivers contained in 9(a) and 9(c). With regard to the waiver contained in 9(b), we strike the waiver request, with the exception of:

- Request to call the Contract Summary Form a Product Summary Form;
- Request for minor edits to the content of the form to address differences between electricity supply provided from a competitive supplier directly versus receiving electricity supply through a municipal aggregation program; and
- Request to include all content of the Product Summary Form within the Opt-Out Notice for the Default Product (which conforms to Guidelines C.3.1.1.4).

The Town also strikes the waiver request in 9(d).

The Town has reviewed the Towns of Burlington, Mendon and North Brookfield, D.P.U. 19-56/D.P.U. 19-63/D.P.U. 19-111 (June 29, 2023) to ensure compliance with that Order.

The Town of Boxford has also reviewed the Department’s recent Order in Investigation Establishing Guidelines for Municipal Aggregation Proceedings, D.P.U. 23-67, an open proceeding that sets forth Draft Guidelines and a proposed Template Plan for feedback. Boxford has included certain revisions it deems appropriate in the Revised Plan consistent with the Draft Guidelines and Template Plan. The Town has not included a program launch date as it is not clear what the Department’s timeline for approval will be, so any date would be highly speculative.



Attached are:

- DPU 1-1(a) *Exhibit 1: Aggregation Plan* (Clean and Redline)
- DPU 1-1(b) *Exhibit 1 - Attachment A: Education Plan* (Clean and Redline)
- DPU 1-1(c) *Exhibit 1 - Attachment B: Notification Documents & Product Summary Forms*
  - DPU 1-1(c)(1) *B-1.A: Opt-Out Notice With Program Price for All Customers* (Clean and Redline)
  - DPU 1-1(c)(2) *B-1.B: Opt-Out Notice With Market Price for Large Business Customers* (Clean and Redline)
  - DPU 1-1(c)(3) *B-5.A. Renewal Notice For Automatic Renewal in Existing Product* (Clean and Redline)
  - DPU 1-1(c)(4) *B-5.B. Non-Automatic Renewal Notice* (Clean and Redline)
  - DPU 1-1(c)(5) *Envelope for Opt-Out Reply Card* (note: previously the Town had only filed the envelope in which the Opt-Out Documents were sent to the customer)

Please note, in the attachments, the percentages for the minimum renewable energy requirements of the Commonwealth have not been adjusted since the original filing. These percentages are illustrative placeholders and the Town will update them to the latest, correct numbers at the time it finalizes the documents for mailing.

Summary of revisions:

<b>DPU 1-1(a) Aggregation Plan</b>	
<b>Change</b>	<b>Location in Original Plan Document</b>
Replaced "Board of Selectmen" with "Select Board" due to Town's updated language	Throughout
Replaced "standard product" with the term "default product" to match Guidelines term.	Throughout
Changed "Local Distribution Company" to "Electric Distribution Company" to match Guidelines term	Throughout
Added language identifying the Town as a "Municipal Aggregator", a defined term in the Guidelines	Exhibit 1, I. Introduction
Changed "Customer Notification Documents" to "Opt-Out Documents" to match Guidelines	Throughout
Changed "Customer Notification Letter" to "Opt-Out Notice" to match Guidelines	Throughout
Changed "Renewal Notification Letter" to "Renewal Notice" to match Guidelines term	Throughout

Added attendees from DOER Letter in Exhibit 3 to Historical Overview in Plan	Exhibit 1, II. Historical Overview
Added detail on mechanisms of advertising public review from Exhibit 3, Att E. to Historical Overview.	Exhibit 1, II. Historical Overview
Added to the public review part of Historical Overview that the Education Plan, Opt-Out Documents and Price Change Documents were made available for public review.	Exhibit 1, II. Historical Overview
Clarified in Organizational Structure that the Select Board is responsible for selecting consultants, consistent with the Select Board's authority to enter contracts pursuant to the Town's authorization of aggregation.	Exhibit 1, IV.a. Organizational Structure
Clarified in Organizational Structure that the Consultant's role includes providing Program customer support, making it consistent with the description of services in Funding. Also clarified that Program customer support includes addressing customer complaints.	Exhibit 1, IV.a. Organizational Structure
Clarified the Competitive Supplier's role to provide more specific detail on their customer support, which focuses on questions related to their billing as well as enrollment, changing options and opt-out.	Exhibit 1, IV.a. Organizational Structure
Replaced the non-specific term "municipal officials" with "the Select Board or their designee" in description of determining if there is a failed bid.	Exhibit 1, IV.b.i. Operations
Replaced the capitalized (but undefined term) "Customer Help Line" with "Competitive Supplier" or "Program customer support" based on the use case, so that customers are calling the appropriate entity in those instances	Exhibit 1, IV.b. Operations, sub-sections ii and iii
Removed waiver request seeking to not send a Product Summary Form opt-in customers	Exhibit 1, IV.b. Operations, sub-sections ii and iii
Clarified in Funding that the Competitive Supplier will pay for all required mailings	Exhibit 1, IV.c. Funding
Added language clarifying the decision making process for whether to include the Operational Adder and at what level within the existing cap, as well as explanatory content about the potential uses of the Operational Adder.	Exhibit 1, IV.c. Funding
Removed waiver request seeking not to return optional opt-in customers to Basic Service	Exhibit 1, IV.d. Rate Setting and V.b Equitable Treatment

Removed reference to offering discounts for Low Income Community Shared solar	Exhibit 1, IV.d. Rate Setting
Replaced non-specific reference to "the Town" with "the Select Board" to clarify who will run solicitations for a new consultant.	Exhibit 1, IV.e. Method of Entering & Terminating Contracts with
Added language to clarify the participants may switch between products at any time, without penalty	Exhibit 1, IV.f. Rights & Responsibilities of Program Participants
<p>(1) All-requirements service is already included throughout the Plan, and we have added it to Rights &amp; Responsibilities of Program Participants.</p> <p>(2) Actions to enroll were included in Equitable Treatment, and we have added a reference to it in Rights &amp; Responsibilities of Program Participants.</p> <p>(3) Restrictions or penalties (such as different pricing) were included in Equitable Treatment, and we have added a reference to it in Rights &amp; Responsibilities of Program Participants.</p> <p>(4) The process for changing between products has been added to Rights &amp; Responsibilities of Program Participants.</p> <p>(5) The notification process for changes in price and product were included in Rate Setting &amp; Other Costs to Participants, and we added a reference to it in Rights &amp; Responsibilities of Program Participants. We also added to Rate Setting &amp; Other Costs to Participants a line that the municipality will do the same type of direct mail notice for change in supplier.</p>	Exhibit 1, IV.f. Rights & Responsibilities of Program Participants
Added to the Termination section the need to provide notice to (1) the service list for the docket in which the Department approved the Municipality's Plan and (2) the Director of the Department's Consumer Division.	Exhibit 1, IV.g. Extensions or Termination of Program
The right to join the program by opting-in was referenced in Equitable Treatment. We have added it explicitly to Universal Access, in addition to joining through automatic enrollment.	Exhibit 1, V.a. Universal Access
The Plan body did not describe the technical expertise of the consultant. This has been added to Reliability.	Exhibit 1, V.c. Reliability

<b>Change</b>	<b>Location</b>
Changed "Local Distribution Company" to match with Guidelines term "Electric Distribution Company"	Throughout
Changed "Customer Notification Documents" to "Opt-Out Documents" to match Guidelines	Throughout
Changed "Customer Notification Letter" to "Opt-Out Notice" to match Guidelines	Throughout
Changed "Renewal Notification Letter" to match with Guidelines term "Renewal Notice"	Throughout
Replaced the capitalized (but undefined term) "Customer Help Line" with "Competitive Supplier" or "Program customer support" based on the use case, so that customers are calling the appropriate entity in those instances	Exhibit 1 - Att. A, 1.g
For each education vehicle of, we added why each was selected.	Exhibit 1 - Att. A, 1.c through 1.f
Removed waiver request seeking not to return optional opt-in customers to Basic Service	Exhibit 1 - Att. A in 2.A and 3.A

<b>DUP 1-1(c) Notification Documents</b>	
<b>Change</b>	<b>Location</b>
The Plan committed to add the Operational Adder to the Opt-Out Notice if utilized. We have proactively made the addition with a placeholder on the Opt-Out Notices.	Exhibit 1 - Att. B, B-1.A, B-1.B and Exhibit 1 - Att. B-5.A, B-5.B
The Opt Out and Renewal Notices indicated that Product Summary Forms could be obtained both on the website and by calling the Town Hall. Removed option to call Town Hall, because the Town amended the Plan to commit to sending any opt-in customer a Product Summary Form.	Exhibit 1 - Att. B, B-1.A, B-1.B and Exhibit 1 - Att. B-5.A, B-5.B
Exhibit 1 - Att. B-5.B notified the customer that they could not be automatically renewed in their product and would be transferred to the Program's default product. Because the Town no longer seeks the waiver request not to return optional opt-in customers to Basic Service, this notice was amended to notify such customers that they would be returned to Basic Service.	Exhibit 1 - Att. B, B-5.B

Prepared by or under the supervision of: Patrick Roche, Good Energy in consultation with Matt Coogan, Boxford Town Administrator

D.P.U. 22-128: Town of Boxford

Request: DPU 1-1

Date: November 10, 2023

Hearing Officer: Federico

Attachment DPU \_\_\_\_\_

D.P.U. 22-128: Town of Boxford

Request: DPU 1-1

Date: November 10, 2023

Hearing Officer: Federico

Information Request DPU 1-2:

Refer to Exh. 1, Att. A (“Education and Outreach Plan”). Please describe how and why each identified media source and community group was selected.

Response:

The media sources selected include:

- *Local Area Newspapers* include Wicked Local Chronicle Transcript. This newspaper is easily accessible to community members and able to disseminate accurate and timely information about the Program.
- *Local Public Access Television:* Boxford Cable Access Television. <http://www.boxfordcabletv.com/dnn7> – Town can record interviews about the Program, and create Public Service Announcements regarding the Program and share information regarding the program in upcoming town meetings that are televised.
- *Social Media:* Town of Boxford website news alerts, Town Administrator’s report E-Alert, Facebook, Twitter/X (@Boxfordlibrary). Residents use these platforms to gather information regarding matters going on in town from Town officials. Additionally, as discussed in Exhibit 1, Att. A, §1.D, the Town intends to monitor Facebook (and Instagram) for relevant conversations and questions about the Program, provide responses to comments and questions and utilize social media as a critical tool in engaging with members of the community. These accounts may include: Boxford Residents and Boxford 2.0 Facebook groups.

The Community Groups listed in Exhibit 1, Att. A, §1.E include:

- *Boxford Sustainability Committee* – This is a formal committee within the Town of Boxford that works on clean energy initiatives and actions to reduce climate change, and will be helpful in spreading the word about the Program.
- *Council on Aging* – Boxford’s Council on Aging provides an abundance of services and resources to seniors living in the community. This will be a strong avenue to provide information about the Program to senior citizen residents.
- *BTA/BOLT (Boxford Trails Association/Boxford Open Land Trust)* <https://www.btabolt.org> – The Boxford Trails Association/Boxford Open Land Trust is an all volunteer, nonprofit organization, dedicated to conserving and protecting environmentally and aesthetically important land and habitat, including fields, forests, wetlands, and trails, preserving the nature of Boxford. BTA/BOLT board members and volunteers monitor many land parcels and maintain the extensive Boxford trail system. These volunteers will be a good resource to spread information locally regarding the Program.

- *Green Team-Environmental Club at Masconomet High School* – This group was selected to reach young adults/high school students interested in the environment, clean energy and sustainability, to educate them about the Program to help spread the word to their peers.
- *Rotary Club of Boxford, Topsfield and Middleton.* <https://www.facebook.com/tbmrotary>  
This group was selected to lead outreach to and connection with the business community.
- *Greater Haverhill Chamber of Commerce* - This is another avenue to provide out outreach to and connection with businesses in Boxford.

Prepared by or under the supervision of: Patrick Roche, Good Energy in consultation with Matt Coogan, Boxford Town Administrator



Information Request DPU 1-3:

Refer to Exh. 1, Att. A (“Education and Outreach Plan”). Please:

(a) describe in greater detail the Town’s proposed alternative disclosure strategy. As part of this response identify or describe with specificity (1) all vehicles the Town proposes to employ to provide the required information to Program participants; (2) the proposed frequency and schedule for the use of each vehicle; and (3) the content of each vehicle;

(b) describe in detail how the Town’s proposed alternative disclosure strategy will provide the required information to customers as effectively as quarterly mailings;

(c) discuss how the Town’s proposed alternative disclosure strategy is designed to effectively provide the required information to customers who are hard to reach, including customers who may not routinely access the Program’s website or the Town’s website; and

(d) amend the Town’s proposed Education and Outreach Plan to include the Town’s proposed alternative disclosure strategy as described in response to subpart (a).

Response:

(a) As described in Exh. 1, Att. A, §2.G, the Town will make the required disclosures by posting disclosure labels on the Program website every quarter, together with publicizing the availability of the disclosure label on the Town website with a link to download a PDF of the disclosure label along with explanatory text such as:

“Boxford Community Electricity, the Town’s electricity Program, has posted the latest Electricity Disclosure Label in the Resources section on the Program website. The Label provides detail on the energy mix for all Program options. The Label is updated quarterly, and the most recent Label is always available on the Program website <https://boxfordelectricity.com> or by request at [Customer Support #].”

Additionally, notification to customers of the posting will take place through the alternate means described below:

- For Quarter 1, the Town will issue a press release with a link to the Program website.
- For Quarter 2, the Town will post a notice on the Town’s primary social media account.
- For Quarter 3, the Town will post physical notice and disclosure label at the Council on Aging, the Town’s library branches and the Town bulletin board.
- For Quarter 4, the Town will submit a notice to the Town’s local access TV station.

Collectively, these notifications will cover a diverse range of communication channels and serve to reinforce awareness that the latest label can always be found on the Program website or via phone request. The notifications of the quarterly disclosure will be made by May 7 for Quarter 1, by August 7 for Quarter 2, by November 7 for Quarter 3 and by February 7 for Quarter 4.

The Town clarifies that all notices issued will contain, at a minimum, the same explanatory text quoted above.

(b) Boxford’s strategy makes use of multiple communication vehicles in order to ensure that the disclosure labels are made available to program participants. The Town believes these combined efforts are as effective as a mailing because a mailing provides only one opportunity by which the disclosure label is made available, and customers may or may not open or examine the mailing. The combination of publicizing the website link, providing a physical copy on the Town bulletin board and providing notice through local press and television increases the opportunity for customers to be aware of the disclosure label, including providing an opportunity to reach customers without access to electronic means.

Electronic mechanisms do not require the mobility needed to check a post office box or even a mailbox, so customers with limited access to a PO Box or who struggle to check their own mailbox have more timely access to the information than they might otherwise. Moreover, if a mailing is ignored, missed or lost, the customer loses their one opportunity to access the information. In contrast, using the Town’s approach, a customer that misses the notification of a disclosure label via one information source still has the potential to see it via another.

Additionally, by providing an online link, the information is made available for a long duration of time. A customer that ignores or disposes of a mailing can find the information later if they change their mind and wish to see it.

Further, the program's announcement of the disclosure label informs readers that the latest label will be updated and available on the website and that it will be updated quarterly. As a result, over time the program builds growing awareness of where and when the label may be found. In this way, the awareness of the label is the sum of all the quarterly announcements, and not just a single quarterly announcement.

(c) The Town aims to effectively provide the required information to customers who are hard to reach, including customers who may not routinely access the Program's website or the Town's website, by providing notice through multiple vehicles, including the press, local TV and the Town bulletin board. *Also see* the response to DPU 1-3(b) above.

(d) The Town's proposed alternative disclosure strategy as described in response to subpart (a) is described in its proposed Plan, Exh. 1, and Education and Outreach Plan, Exh. 1, Att. A, §2.G. The Town has added to the Plan and Education Plan the clarification in DPU 1-3(a) that all notices issued will contain, at a minimum, the same explanatory text as used on the Town's website. See clean and redline attachments to DPU 1-1.

Prepared by or under the supervision of: Patrick Roche, Good Energy in consultation with Matt Coogan, Boxford Town Administrator

Information Request DPU 1-4:

Refer to Plan at § V. Please identify, by customer class, any enrollment scenario where a customer could be enrolled in the Program at the “then-current market price” where they did not opt-out within the opt-out period.

Response:

For those customers who did not opt-out within the opt-out period, Exhibit 1, § V.b. describes:

New Eligible Customers moving into the Municipality after the Program start that are medium, large and very large business customers may receive pricing based on then-current market prices at the time the customer joins the Program.

Opt-in Customers that were being served by a Competitive Supplier at Program initiation but who later join the Program that are medium, large and very large business customers may pay a price based on the then-current market prices.

Prepared by or under the supervision of: Patrick Roche, Good Energy in consultation with Matt Coogan, Boxford Town Administrator

Information Request DPU 1-5:

Refer to Plan at § V. Please describe how the Town will determine whether a large industrial customer who opts out and subsequently wishes to enroll in the Program, or who is being served under competitive supply at program launch, and wishes to enroll when the contract ends, will be offered (1) the Program rate or (2) “the then-current market price.” Please:

(a) describe in detail how the competitive supplier will determine Program prices based on the “then-current market price”; and

(b) describe whether and how a large industrial customer enrolled in the Program at a price determined by the “then-current market price” would be transferred to the then-applicable Program price at the start of a new supply term.

Response:

(a) As stated in Exh. 1, § V.b., on pages 15, 16, and 17, a large industrial customer who opts out and subsequently wishes to enroll in the Program, or who is being served under competitive supply at program launch, and wishes to enroll when the contract ends, and will be offered “the then-current market price.” The Competitive Supplier will determine the “then-current market price” based on current wholesale prices and its costs to serve the customer. Any market-based prices will be fixed and remain effective for that customer through the remaining term of the current ESA.

(b) If the Municipality enters into a new ESA, all current customers will continue to be enrolled in the Program and receive the standard Program prices under the new ESA.

Prepared by or under the supervision of: Patrick Roche, Good Energy in consultation with the Town of Boxford

Information Request DPU 1-6:

Refer to Plan at § III. Please either (1) describe the standard/opt-out product the Town intends to offer, including the Renewable Energy Certificates composition or a range of said composition, and including whether or not said product will be a basic-service equivalent, or (2) identify and describe in detail the decision making factors the Town will use when choosing its standard/opt-out product and indicate who will be responsible for this decision.

Response:

In the Plan at § III, the Town intends to offer a standard/opt-out product, Boxfield Standard, that will have more renewable energy, via RECs, than required by the Commonwealth. It is expected to include RECs in an amount that is 10% greater than the minimum amount required by the Commonwealth; however, the exact amount will be determined after the receipt of bids from Competitive Suppliers.

The Plan at § IV.b.i. indicates how such a decision will be made: the Select Board, or their designee(s), will determine the appropriate amount of RECs to be included with the standard product based upon their assessment of market conditions and what would be in the best interest of retail electric customers at the time of bidding.

Prepared by or under the supervision of: Patrick Roche, Good Energy in consultation with Matt Coogan, Boxford Town Administrator

Information Request DPU 1-7:

Refer to Plan at § III. Please either (1) describe any proposed optional/opt-in products the Town intends to offer, including the Renewable Energy Certificates composition or a range of said composition, and including whether or not said product will be a basic-service equivalent, or (2) identify and describe in detail the decision making factors the Town will use when choosing its optional/opt-in products and indicate who will be responsible for this decision

Response:

As described in the Plan at § III, the Town intends to offer three optional/opt-in products. The Program may offer two optional products that exceed the minimum amount of renewable energy resources required by the Commonwealth: (1) a product with RECs in an amount that is halfway between the minimum amount of renewable energy resources required by the Commonwealth and 100% RECs, called Boxford Mid; and (2) a product with 100% RECs, called Boxford 100. All RECs for additional renewable energy above the minimum amount required by the Commonwealth will qualify as Massachusetts Class I. The third optional product will contain no additional RECs, and will be a basic-service equivalent, called Boxford Basic.

The Plan at § IV.b.i. indicates how such a decision will be made: the Select Board, or their designee(s), will make the determination based upon their assessment of market conditions and what would be in the best interest of retail electric customers at the time of bidding.

Prepared by or under the supervision of: Patrick Roche, Good Energy in consultation with Matt Coogan, Boxford Town Administrator

Information Request DPU 1-8:

Refer to Plan at § IV.c. In the event that the Town no longer retains the services of a municipal aggregation consultant, please confirm:

(a) that the competitive supplier will no longer pay a “consultant fee” to the consultant under the ESA; and

(b) that Program prices will be adjusted such that they no longer include a “consultant fee.”

Response

(a) The municipal aggregation consultant is paid the commission fee throughout the term of any ESA that the consultant helps the Town to procure. If the Town were to cease using the services of a municipal aggregation consultant, those services would cease effective with the end date of the ESA. Under this scenario, future ESAs also would not provide for such a payment to the consultant, and Program prices pursuant to the then effective ESAs would not include the fee.

(b) See (a) above.

Prepared by or under the supervision of: Patrick Roche, Good Energy in consultation with Matt Coogan, Boxford Town Administrator



Information Request DPU 1-9:

Refer to Exh. 1, Att. B-2. Please:

(a) provide documentation verifying the accuracy of the translations in the proposed Language Access Document (“LAD”) (e.g., a letter from a translation service); and

(b) clearly identify and describe in detail any proposed changes to the translations contained in the LAD from the LAD approved in Town of Stoughton, D.P.U. 19-52 (2020).

Response:

(a) A letter from the translation service was included with the original aggregation filing on October 5, 2022. Please see letter dated November 13, 2020 from Rapport International.

(b) The Town does not propose any changes to the translations contained in the LAD from the LAD approved in Town of Stoughton, D.P.U. 19-52 (2020). However, the Town discovered that the LAD included in its Plan was missing the Town’s name in most of the 26 translations and it was also missing the English and Spanish TYY phone numbers. The Town has inserted its name and the TTY numbers.

- Attached is DPU 1-9(a) *Language Access Document* (clean)

Prepared by or under the supervision of: Patrick Roche, Good Energy in consultation with Matt Coogan, Boxford Town Administrator

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**Minutes of the  
BOXFORD SELECT BOARD  
HYBRID VIA ZOOM  
September 25, 2023, 6:30PM  
DRAFT**

Present: Barbara Jessel, Chuck Costello, Peter Perkins, Judi Stickney  
Absent: Margaret Chow-Menzer

Others Present: Town Administrator Matthew Coogan, Christina Eckert, Corey Jackson, Kim Putney, Dr. James Taggart, Elizabeth Snider, Beth Donhauser, Christina Ellis, Ross Povenmire, Zach Barbera, Heather Forand, Alex Constan, Mark Mitsch, Richard Fahrner, Chris Olbrot, Chief Riter, Peter Delaney, Minutes Recorder Donna Grieco

**6:30 PM Call to Order**

Select Board Chair Jessel called the meeting to order at 6:30 PM.

**6:35 PM Announcements**

**COA BBQ** – BBQs on the lawn at the Council on Aging will take place on 9/27 at 12:00PM. Reservations are required no later than 9AM on the day prior, no walk-ins please. Price is \$5/pp for menu consisting of hamburgers, hot dogs, and at least one type of salad. Boxford Seniors may wish to take advantage of the no-cost COA van.

**Trash and Recycling Survey** -- This brief survey focuses on Boxford residents' current trash and recycling habits, as well as your input on the size of potential new, standardized trash and recycling containers and the frequency of collection under a new automated collection program. The survey is available on the front page of the Town's website at [www.boxfordma.gov](http://www.boxfordma.gov). The survey is also available in hard copy at the Town Library, Town Hall offices, Council on Aging, and Police Station.

**Vaccine Clinic** – Conley's Drug Store will be at the Boxford COA (4 Middleton Rd.) on Wednesday, September 27<sup>th</sup> from 1:00 PM to 2:30 PM to administer flu and COVID vaccines. Please make an appointment online at <https://form.jotform.com/232214680796158> to reserve your spot. For seniors without computer access, call the COA at 978-887-3591 for assistance. Please have your medical card, Medicare card, and supplemental card available. Vaccines will be available for all ages.

**Flood Maps** – Preliminary Flood Maps are available for review. Please be advised that the Department of Homeland Security's Federal Emergency Management Agency (FEMA) has published preliminary revised Flood Insurance Rate Maps (FIRMs) and a Flood Insurance Study (FIS) report for Boxford. The FIRM and FIS documents, and related notices, can be found on the Town of Boxford website: [town.boxford.ma.us/flood-maps](http://town.boxford.ma.us/flood-maps). Persons wishing to appeal the preliminary FIRM or FIS

45 documents should contact Ross Povenmire ([rpovenmire@town.boxford.ma.us](mailto:rpovenmire@town.boxford.ma.us)) by  
46 10/30/2023, with scientific or technical data indicating that the preliminary FIRM or FIS  
47 documents are incorrect.

48

49 **6:40 PM Appointments**

50

51 Christina Eckert, Community Preservation Committee, as COA representative  
52 On a **MOTION** made by **Stickney**, second by **Costello**, the Select Board  
53 VOTED unanimously by roll call vote to appoint Christina Eckert to the  
54 Community Preservation Committee with a term ending June 30, 2024.

55

56 Kim Putney, Community Preservation Committee, Recreation Committee Liaison  
57 On a **MOTION** made by **Stickney**, second by **Perkins**, the Select Board  
58 VOTED unanimously by roll call vote to appoint Kim Putney to the  
59 Community Preservation Committee with a term ending June 30, 2024.

60

61 Corey Jackson, 10 Elm Committee  
62 On a **MOTION** made by **Stickney**, second by **Perkins**, the Select Board  
63 VOTED unanimously by roll call vote to appoint Corey Jackson to the  
64 10 Elm Committee with a term ending June 30, 2024.

65

66

67 **6:50 PM Meeting with the Board of Health**

68 The meeting was called to order by Board of Health Chair, Rick Fahrner to consider  
69 appointment of Dr. James Taggart.

70

71 On a **MOTION** made by **Fahrner**, second by **Constan**, the Board of Health  
72 and Select Board VOTED unanimously by roll call vote to appoint Dr. James  
73 Taggart to the Board of Health with a term ending May 21, 2024.

74 The meeting was then adjourned.

75

76 On a **MOTION** made by **Constan**, second by **Fahrner** the Board of Health  
77 VOTED unanimously by roll call vote to adjourn.

78

79 **6:55 PM Meeting with DPW Superintendent/Town Engineer Chris Olbrot**

80 Consider approval of No Left Turn restrictions on Kelsey Road during the hours of 6-9  
81 AM (from Ipswich Road to 95) and from 3-6 PM (coming from Rt. 97).

82 After a brief discussion, Select Board member Perkins asked how soon the signs could  
83 be installed and Superintendent Olbrot said as soon as they were ready.

84

85 On a **MOTION** made by **Perkins**, second by **Stickney**, the Select Board  
86 VOTED unanimously to place signage, through the DPW, for No Left Turn  
87 restrictions on Kelsey Road during the hours of 6-9 AM and from 3-6 PM.

88

89

90

91 **Sayward Road Discussion**

92 The residents have requested that this road be paved, however the road does not meet  
93 necessary requirements. For example, the road is 30 ft. wide, and the minimum  
94 requirement is 50 ft. The Town Administrator noted that paving and plowing of roads  
95 can only take place if the Town owns the road.

96

97 **7:20 PM Meeting with Police Chief Jim Riter**

98 A discussion took place relative to hiring three Sergeant positions and the promotion  
99 process involved. Chief Riter explained that with the departure of Lt. Dupont, there will  
100 be three leadership positions available. He noted that a few years ago, he and Lt.  
101 Dupont identified three candidates for potential promotion and began giving them  
102 management type tasks that would prepare them for advancement within the  
103 department and offer them professional development. All three have satisfactorily  
104 completed such tasks, even though they were patrolman, and gained the necessary  
105 experience to move up. Chief will present their resumes and cover letters to the Board  
106 for potential appointment. The Select Board had no questions or concerns. The Town  
107 Administrator noted that there are three openings and three strong candidates making  
108 assessments not necessary. He said he would send the applications to the Board and  
109 schedule appointments for the next meeting,

110

111 **7:30 PM Meeting with Inspector of Buildings Peter Delaney**

112 Building Department Update

113 Inspector Delaney reported that online permitting is going very well as is the addition of  
114 Teresa Mason to his staff. He demonstrated the Building website and moved through  
115 the steps required to request a permit online. The Board praised Inspector Delaney for  
116 the progress he has made in two short years and while faced with a completely new  
117 system. Inspector Delaney has future goals such as switching to MS 365 for cloud-  
118 based storage and to put together a FAQ type document or guidelines covering often  
119 asked questions or standard processes/best practices. The Town Administrator noted  
120 that instituting Laser Fiche to digitalize documents for quick searches and to reduce  
121 paper and free up office space will be added to the Capital Plan. Over the winter they  
122 will research the idea of adding a modest increase to inspectional and permit fees.

123

124 **7:40 PM Report of the Town Administrator**

125 **Charge of a new Emergency Response Advisory Committee** – As promised, the  
126 Town Administrator drafted a charge for an Emergency Response Advisory Committee  
127 (hereinafter referred to as ERAC) and posted it to the Town website Friday afternoon.  
128 Fire Chief Geiger submitted a letter to the Town Administrator stating that the Boxford  
129 Fire Department has made several advancements to improve the Town's EMS and  
130 response. The new program directly answered 1 of the 2 original concerns by the  
131 resident group back in November 2020. Since 2021, the department has focused on  
132 adding EMS skills in order to provide a higher quality EMS to residents.

133

134 **Website Upgrade** – The Town has been working with our website provider, CivicPlus,  
135 on scoping a redesign and upgrade of the Town website. The website was last updated  
136 in 2017. The new website would be hosted on a more versatile platform that is easier to

137 use both on the front and back end and has a more contemporary look. The one-time  
138 cost to upgrade the website is \$13,251, and the annual subscription fee would be  
139 \$6,559. The Town Administrator requested that the Board authorize him to contract  
140 with CivicPlus for the upgrade of the Town's website. After a brief discussion, the Board  
141 took the following action:

142

143 On a **MOTION** made by **Stickney**, second by **Perkins**, the Select Board  
144 VOTED unanimously to authorize the Town Administrator to contract with  
145 CivicPlus for the upgrade of the Town's website.

146

147 **Group Health Insurance Update**

148 Assistant Town Administrator Brendan Sweeney and the Town Administrator Matt  
149 Coogan have been meeting with the Elementary School Administration to discuss  
150 health insurance plans and cost. Last year, health insurance premiums increased by  
151 nearly 10%. They will be attending a MIIA Health Benefits Forum for executives next  
152 month and expect to hear double digit increases are expected in the coming years.  
153 Health insurance is a substantial portion of the annual operating budget, around 10% for  
154 both town and school. The Town Administrator has a contract for services by Cook &  
155 Co Insurance group, a health insurance consultant who specializes in municipal group  
156 health insurance to advise us on potential design changes to our health insurance  
157 offerings. He requested that the Board authorize him to contract with Cook & Co for  
158 group health insurance consulting.

159

160 On a **MOTION** made by **Costello**, second by **Perkins**, the Select Board  
161 VOTED unanimously to authorize the Town Administrator to contract with Cook  
162 and Co. for group health insurance consulting.

163

164 **Submission of Letter to Legislators for Municipal Aggregation –** The Town  
165 Administrator asked the Board to vote to authorize the Select Board Chair to sign on to  
166 a letter drafted by our consultant, Good Energy, to the Joint committee on  
167 Telecommunications, Utilities and Energy, which will act to lend support to electrical load  
168 aggregation programs in the Commonwealth. After a brief discussion, the Board took  
169 the following action:

170

171 On a **MOTION** made by **Stickney** second by **Perkins**, the Select Board VOTED  
172 unanimously to authorize the Chair of the Select Board to sign on to the letter  
173 drafted by Good Energy to lend support to electrical load aggregation programs  
174 in the Commonwealth.

175

176 **Application for Alcohol Sale Permit on Private Property, Boxtoberfest/  
177 Boxford Community Kitchen, October 8, 2023**

178 The event was discussed in terms of what it consists of, noting that it is the same  
179 program as in previous years. All insurance and supporting documents are in place.  
180 After a brief discussion, the Board took the following action:

181

182 On a **MOTION** made by **Perkins**, second by **Costello**, the Select Board

183 VOTED unanimously to approve an alcohol sale permit on private property for  
184 Boxtoberfest, to be held on 10/8/23 (rain date 10/22), as requested.

185  
186  
187 **Surplus of equipment, Fire Department Engine 1**

188 In a memo from Fire Chief Geiger, it was noted that a fire engine, known as Engine 1  
189 has not passed inspection and has only been lightly used of late. In October, the Town  
190 is expecting a new engine. After a brief discussion, the Board took the following action:

191  
192 On a **MOTION** made by **Perkins**, second by **Stickney**, the Select Board  
193 VOTED unanimously to declare a 2002 HME/Ferrara Fire Engine (Engine 1) from  
194 the Boxford Fire Department fleet schedule, VIN #44KT42801WZ19422, as  
195 surplus to be auctioned on Municibid.

196  
197 **Waste Stream Task Force Update** – The Trash survey is out; it can be found on the  
198 Town website, and paper surveys are available at Town Hall. The survey solicits  
199 Boxford residents' current trash and recycling habits, as well as input on the size of  
200 potential new, standardized trash and recycling containers and the frequency of  
201 collection under a new automated collection program. Responses are due by the end of  
202 September. Thus far there have been 815 responses out of 2700 residences. The Task  
203 Force will meet in mid-October and the Assistant Town Administrator will complete an  
204 analysis of data collected.

205  
206 **ARBA Committee Update** - StudioLuz held a public presentation of their final report on  
207 Wednesday, September 13. The final report includes recommended future uses for 188  
208 Washington Street and 4 Middleton Rd, as well as next steps. The ARBA Committee's  
209 next meeting will be on Tuesday, October 3rd. Select Board member Perkins urged  
210 residents to send their thoughts and ideas to Board members via the Town website.

211  
212 **Housing Production Plan Update** - Land Use Director Ross Povenmire has been  
213 working with the MVPC on updating the town's Housing Production Plan. The current  
214 plan expired in 2022. They are planning two public workshops this fall, the first being a  
215 virtual meeting on Thursday, October 12th at 6PM. The second workshop will be in  
216 person, at a date to be determined.

217  
218 **Medal of Fidelity Presentation** – The Town Administrator attended a very moving  
219 ceremony Friday morning at North Andover Town Hall. The Massachusetts National  
220 Guard presented the Medal of Fidelity to surviving family members of veterans in North  
221 Andover and Boxford who died due to their service-connected disabilities from their  
222 service to our country. Included was Karen "Suzy" Feirman of West Boxford, who is the  
223 wife of Lance Corporal Frank Feirman, USMC, Purple Heart, Vietnam. Suzy has lived  
224 in Boxford for 44 years. We thank Suzy and her family for their sacrifice.

225  
226 Other business to come before the Town Administrator and the Board not anticipated at  
227 the time of this posting:  
228

229 Select Board member Costello remarked that the Regionalization Planning Council met  
230 on Thursday and will establish ground rules for conduct as a community.  
231 MRS consultants have completed a presentation to educate us in converting a union to  
232 a region. We will determine next steps.  
233

234 Select Board member Stickney commented on the beautiful handmade quilts which are  
235 now hanging at the Council on Aging at 10 Elm.  
236

### 237 **8:15 PM Routines**

#### 238 Approval of Minutes

- 239 • August 7, 2023  
240 On a **MOTION** made by **Costello**, second by **Stickney**, the Select Board **VOTED**  
241 unanimously to approve the Select Board minutes of 8/7/23 as amended.  
242
- 243 • August 10, 2023  
244 On a **MOTION** made by **Perkins**, second by **Costello**, the Select Board **VOTED**  
245 unanimously to approve the Select Board minutes of 8/10/23 as amended.  
246
- 247 • August 22, 2023  
248 On a **MOTION** made by **Perkins**, second by **Stickney**, the Select Board **VOTED**  
249 unanimously to approve the Select Board minutes of 8/22/23 as amended.  
250
- 251 • Minutes of September 11, 2023 - **tabled**  
252

### 253 **8:45 PM Adjourn**

254  
255 On a **MOTION** made by **Perkins**, second by **Stickney**, the Select Board **VOTED**  
256 unanimously to adjourn.

257  
258 Respectfully submitted,  
259 Donna M Grieco  
260 Minutes Recorder  
261

### 262 **Next Meeting – October 10, 2023**

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

- 265 1. Agenda
- 266 2. COA BBQ Poster
- 267 3. Town of Boxford Trash and Recycling Survey Announcement
- 268 4. Flu and Vaccine Clinic Announcement
- 269 5. Flood Map Preliminary Review Announcement

- 270 6. Email from Christine Eckert to Matt Coogan and reply, RE: COA rep for  
271 the CPC board
- 272 7. Email from Christine Dean RE: Corey Jackson and 10 Elm Committee
- 273 8. Email and resume from Corey Jackson, RE: 10 Elm Committee
- 274 9. Resume of candidate James P Taggart MD, for Boxford Board of Health
- 275 10. Memo from Supt. PW to Town Administrator, RE: Kelsey Road Left Turn  
276 Restriction including photos/supporting materials
- 277 11. Memo from Town Administrator, RE: Emergency Response Advisory  
278 Committee including a draft charge
- 279 12. Memo from Select Board Member Chow-Menzer, RE: EMC Ambulance  
280 Study
- 281 13. Memo from Allison McNeill, Re: Municipal Aggregation Guidelines and  
282 Legislation and supporting documentation
- 283 14. Communication from Fire Chief, RE: EMS Response
- 284 15. Request to lift hiring freeze for Health Department Administrative Assistant
- 285 16. Application for Alcohol Sale Permit on Private Property Board of  
286 Selectmen by Boxford Community Kitchen for the Boxtoberfest and  
287 supporting documentation
- 288 17. August Inspectional Services Report
- 289 18. Memorandum Regarding Surplus of Equipment and supporting  
290 documentation
- 291 19. Report on Investments from Treasurer/Collector of Taxes
- 292 20. Town Administrator's Report
- 293 21. Letter from resident of Sayward Rd.
- 294 22. Email submission from resident of Sayward Rd.
- 295 23. Select Board Meeting Minutes from 8/7/23, 8/10/23, 8/22/23 and 9/11  
296
- 297
- 298



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**Minutes of the  
BOXFORD SELECT BOARD  
HYBRID VIA ZOOM  
Monday, November 6, 2023  
Draft**

10 Present: Barbara Jessel, Chuck Costello, Peter Perkins, Margaret Chow-Menzer, Judi  
11 Stickney

12 Others Present: Town Administrator Matthew Coogan, Minutes Recorder Donna Grieco,  
13 Director of Assessment Hanlon, Atty. Dan Paglia, Communications Director Gould,  
14 DPW Superintendent Olbrot, COA Director Blaquiere and 2 members of the COA  
15 Board, Richard Taylor, Ross Povenmire, Greg Kokorda, Mark Mitsch

16 **6:30 PM Call to Order**

17 Select Board Chair Barbara Jessel called the meeting to order at 6:30 PM.  
18 The roll was read, and all members were present.

19 **6:35 PM Announcements**

20 **Veteran's Day Ceremony** – Select Board member Perkins announced that there will be  
21 a Veteran's Day ceremony honoring all who have served on November 11, 2023, at  
22 11:00 AM at the James L Melvin American Legion Post #379 located on Elm Street, in  
23 East Boxford. Following the ceremony, Legion members will hold their drawing for the  
24 annual 50/50 raffle fundraiser. Tickets are \$10 each. Please reach out to Ian Fitch 617-  
25 461-5878 or [ianmfitch51@gmail.com](mailto:ianmfitch51@gmail.com) for more information.

26  
27 **Traffic Flow Changes to Kelsey Rd.** – Select Board member Perkins announced that  
28 beginning November 6<sup>th</sup>, there will be no left turn allowed from Ipswich to Kelsey Road  
29 between the hours of 6-9 AM Monday through Friday, and no left turn allowed from  
30 Kilham Road onto Kelsey Road from 3-6 PM Monday through Friday. Please seek  
31 alternate routes during the posted times/days.

32  
33 **Online and Mail Order Trash Stickers** – Select Board Vice Chair Chow-Menzer  
34 announced that trash stickers are available to purchase for a fee of \$4 each, either  
35 online at [www.boxfordma.gov](http://www.boxfordma.gov) (choose *Online Payments*) or send payment via mail to  
36 Boxford Town Hall, 7a Spofford Rd. Boxford, MA 01921 ATTN: Health Department.  
37 Stickers are also available at Boxford Library, Town Hall – Health Department, Boxford  
38 Community Kitchen, West Village Provisions and Nason's.

39  
40 **Flu Shot Clinic** – Select Board member Costello announced that inoculations can be  
41 obtained on November 16<sup>th</sup> from 3-5 PM at the Boxford Community Center located at 10  
42 Elm St. Flu, COVID, RSV, Shingles, Pneumonia and TDAP vaccines are available. To  
43 register call Conley's Drug Store, 978-356-2121 or scan the QR code on the Town's  
44 website.

45  
46 **Preliminary Flood Maps are Available for Review** – Select Board member Stickney  
47 announced that these documents can be found at [www.boxfordma.gov/flood-maps](http://www.boxfordma.gov/flood-maps) for

48 residents' review. To appeal findings, contact RPovenmire@ boxfordma.gov with  
49 opposing scientific or technical data proof prior to 11/26/23.

50

#### 51 **6:40 PM Tax Classification Hearing**

52 The Director of Assessment appeared and shared pertinent data relative to property  
53 value increases and new growth in terms of taxes. She noted that FY'24 is a  
54 reclassification year and that the Assistant Assessor has been able to get caught up  
55 with home inspections which are completed once every 10 years. Home sales values  
56 are up by 13% depending on the style of home. She reported that FY'24's average  
57 single family home value is approximately \$952,000, versus last year's average of about  
58 \$841,000. New growth this year is roughly \$15.2 million, or a 40% increase from last  
59 year. Total growth in tax dollars is \$211,220 gross. The question of setting one tax rate  
60 for all classes of property in Boxford was open for discussion as Select Board Chair  
61 Jessel opened a Public Hearing. She asked for comments, and hearing none, closed  
62 the Public Hearing.

63

64 On a **MOTION** made by **Costello**, second by **Perkins**, the Select Board **VOTED**  
65 unanimously by roll call vote to accept the recommendation of the Board of  
66 Assessors and to set one tax rate for the Town of Boxford and for each class of  
67 property to maintain 100% of its full value tax share.

68 The Director of Assessment and the Select Board reminded seniors who qualify for the  
69 new tax exemption to put in their applications before 4/1/24 and mentioned that if they  
70 qualify for the circuit breaker exemption, they also qualify for this.

71

#### 72 **6:50 PM Appointments**

73 The ZBA sent a letter of recommendation to the Select Board recommending that Atty.  
74 Dan Paglia serve on the Zoning Board of Appeals as an Alternate. Atty. Paglia spoke to  
75 his experience and answered the Board's questions.

76

77 On a **MOTION** made by **Costello**, second by **Chow-Menzer**, the Select Board  
78 **VOTED** unanimously by roll call vote to appoint Atty. Dan Paglia to the Zoning  
79 Board of Appeals as an Alternate with term expiring on 6/30/26.

#### 80 **6:55 PM Meeting with Communications Director, Warren Gould**

81 Director Gould appeared to ask the Select Board to lift the hiring freeze, in order to hire  
82 a full-time Communications Dispatcher. He reported that there were no internal  
83 candidates interested in the position and that he would like to begin the hiring process  
84 as soon as possible. It is a 40-hour position, Sunday through Thursday, from 3-11 PM.

85

#### 86 **7:05 PM Meeting with DPW Superintendent/Town Engineer Chris Olbrot**

87 Superintendent Olbrot provided a DPW update to the Select Board prior to the meeting  
88 and Select Board Chair Jessel asked the Board if they had any questions for him.  
89 Questions surrounded topics such as building assets, specifically fleet maintenance;  
90 road scores/roadway reconstruction plan; guardrails in general and at two specific  
91 locations; requests from external entities and best practices to follow; and fields and

92 maintenance. The Superintendent presented this year's snowplow rates and after a  
93 brief discussion, the Select Board voted to approve the rates.

94  
95 On a **MOTION** made by **Perkins**, second by **Stickney**, the Select Board  
96 **VOTED** unanimously by roll call vote to approve this year's snowplow rates as  
97 recommended by the DPW Superintendent.

98 Select Board member Perkins asked the DPW Superintendent if he would have his new  
99 employee meet the Select Board at a future meeting so that they would recognize him  
100 when they see him at work. Kudos were also given to an employee who recently  
101 received his CDL license.

### 102 103 **7:25 PM Meeting with COA Director**

104 The Board met with Director Blaquiere and two COA Board members to discuss a  
105 reorganization to make better use of current personnel and a lifting of the hiring freeze  
106 in order to hire an Outreach Activities Coordinator. The Program / Outreach Assistant  
107 will perform a variety of duties primarily related to Senior Center activity planning  
108 including: coordinating, recommending, implementing and managing events and  
109 programs; and assists in the outreach functions of the Council on Aging. It is an 18  
110 hour, 3 days per week position. The Select Board asked that a report (monthly or  
111 otherwise) be generated for their perusal on pertinent data points such as program  
112 attendance, numbers of programs, etc.

113  
114 On a **MOTION** made by **Costello**, second by **Stickney**, the Select Board  
115 **VOTED** unanimously by roll call vote to lift the hiring freeze for the purpose of  
116 hiring a part-time Outreach Activities Coordinator as drafted by the COA Director  
117 and subject to final review of the Town Administrator.

### 118 **Discussion on Small Repair Grant Trust COA appointee**

119 A discussion ensued relative to finding a COA appointee to the Small Repair Grant  
120 Trust. It was noted that the current Board members are new and still learning the ropes.  
121 It is very difficult to find someone that can make the time commitment necessary. One  
122 Board member stated she might be interested in being appointed but only for an initial  
123 6-month period. The Town Administrator said they can get the committee working as  
124 they do have a quorum.

125  
126 The COA is looking for a *Meals on Wheels* driver for Thursdays. The time commitment  
127 is roughly from 10 AM to noon. They also are in search of snow shovelers for seniors'  
128 walkways.

### 129 130 **7:40 PM Meeting with Stiles Pond Advisory Committee**

131 A discussion on funding a study for rehabilitating and preserving Stiles Pond took place.  
132 Ross Povenmire introduced Greg Kokorda who presented the SPAC proposal to go out  
133 to RFP for the purposes of hiring a consultant to conduct the study, while Richard Taylor  
134 presented the details relative to the algae growth at Stiles Pond and noted that  
135 rehabilitation is necessary to keep the pond from turning into a bog. The SPAC  
136 committee is monitoring the pond for the growth of the blue-green algae that is

137 prohibiting the use of recreational capabilities within the pond. The Select Board asked  
138 how the study will be funded and was told that they are meeting with the CPC to ask for  
139 funds, since as a Town pond, it is eligible to tap into those funds. This was confirmed by  
140 Town Counsel, Atty. Reich. A ballpark guess at the cost for this study was determined to  
141 be from \$50-75K.

142  
143 **8:00 PM Update on Regionalization Committee for Elementary Schools, Chuck**  
144 **Costello**

145 Select Board member Costello gave a comprehensive update on the work of the  
146 Regionalization Committee along with next steps. He noted that over the last year, the  
147 committee had familiarized itself with state laws as they apply to regionalization. The  
148 basic premise of the committee, which was authorized by the three Boards of  
149 Selectman within the towns of Middleton, Topsfield, and Boxford, is to determine  
150 whether or not it is feasible for the Tri-town union, which represents the six elementary  
151 schools within the Tri town region, to turn those into a region versus a union. As a  
152 region, much like Masconomet, all three towns and all six schools within those three  
153 towns would be governed by one regional school committee made-up of members of  
154 the three towns. Therefore, converting from a Tri-town union, which is what we are now,  
155 to a region, would replace the three elementary schools that presently govern the two  
156 elementary schools in each town. Next steps include reaching out to stakeholders,  
157 parents, and students, to educate them to the potential conversion, followed by a survey  
158 of said stakeholders. Ultimately, this would have to go to Town Meeting after a Regional  
159 Agreement is crafted. It is yet to be determined how converting would improve  
160 academics. When asked what the driving force for this had been, it was stated that a  
161 grant was available with state funding to explore the concept.

162  
163 **8:15 PM Report of the Town Administrator**  
164 **Signage for Winterfest 2023**

165 A sign for Winterfest 2023 was requested by the sponsor, West Boxford Improvement  
166 Society. The sign was displayed and is both standard and aesthetic.

167 On a **MOTION** made by **Costello**, second by **Perkins**, the Select Board  
168 **VOTED** unanimously by roll call vote to approve the signage as presented for  
169 the West Boxford Improvement Society's Winterfest 2023.

170 **Finalize Emergency Response Advisory Committee Charge and Appointees**

171 The Select Board discussed the updated charge and were satisfied with it as amended.  
172 They also discussed the need to finalize the membership for the proposed ERAC. They  
173 debated the pros and cons of having 9 members on the committee versus 7.

174  
175 On a **MOTION** made by **Costello**, second by **Chow-Menzer**, the Select Board  
176 **VOTED** unanimously by roll call vote to accept the ERAC charge as amended.

177 On a **MOTION** made by **Costello**, second by **Chow-Menzer**, the Select Board  
178 **VOTED** by roll call vote to amend the ERAC charge to go from two to four  
179 resident members-at-large. Select Board members **Stickney** and **Perkins** voted

180 **NO**, while Select Board Chair **Jessel**, and Select Board members **Costello** and  
181 **Chow-Menzer** voted **YES**. The motion **PASSED**.

182 On a **MOTION** made by **Costello**, second by **Chow-Menzer**, the Select Board  
183 **VOTED** by roll call vote to appoint Mira Clark, Ellen Guerin, Robert Hazelwood,  
184 and Ashley Wheeler as members-at-large to the ERAC Committee with a term  
185 ending 6/30/24. Select Board member **Stickney** voted **NO**, while Select Board  
186 Chair **Jessel**, and Select Board members **Costello**, **Perkins** and **Chow-**  
187 **Menzer** voted **YES**. The motion **PASSED**.

188 On a **MOTION** made by **Costello**, second by **Chow-Menzer**, the Select Board  
189 **VOTED** unanimously by roll call vote to appoint Police Chief Riter, Fire Chief  
190 Geiger, Director Gould, Select Board Member Perkins and Michael White as  
191 members to the ERAC Committee with a term ending 6/30/24.

192 The Town Administrator will schedule a first meeting of ERAC so that a Chair and  
193 Secretary can be selected.

194  
195 **2024 Select Board Meeting Schedule** – The Town Administrator proposed the  
196 following dates for the 2024 Select Board Meetings:

- 197 • January 8, 22
- 198 • February 12, 26
- 199 • March 11, 25
- 200 • April 8\*, 22
- 201 • May 6, 21
- 202 • June 10, 24
- 203 • July 8
- 204 • August 12
- 205 • September 9, 23
- 206 • October 7, 21
- 207 • November 4, 18
- 208 • December 2, 16

209 Note: April 8th would be 35 days before the May 14th Town Meeting and the Warrant  
210 would be finalized at that meeting

### 211 212 **October 2023 Building Department Permit Report**

213 The Report shows that more fees have been collected this month from a new group of  
214 permit fees. The Town Administrator discussed asking other departments to provided  
215 such data reports to the Select Board to keep them updated.

### 216 217 **Update on Municipal Aggregation “Boxford Community Electricity”**

218 The Town Administrator and others met with Good Energy and drafted responses to  
219 DPU’s questions. The Town is still about a year away from executing an aggregation.

220  
221 **Masco Enrollment Report** – Data shows that overall enrollment has gone down in  
222 Masco from last October’s 1595 students to this year’s 1558 students. Boxford’s  
223 enrollment has decreased as well, from 600 to 587 students, however our overall share

224 of students in the district has slightly increased because the other towns enrollments are  
225 also decreasing as well.

226

### 227 **Cell Phone Service Update- Cell Service Issues**

228 The Select Board has prioritized developing a strategy to improve cellular service in Town,  
229 particularly in the East Village and portions of Main Street in West Boxford. The Board has  
230 discussed the successful deployment of small cell antennae on utility poles in North Andover as  
231 an alternative to installing cell towers in town. Through North Andover, the Town Administrator  
232 has reached out to contacts at Verizon, who were part of the small cell antennae deployment, in  
233 an effort to start discussions on the possibility of deploying this technology in Boxford.

### 234 **8:40 PM Routines**

#### 235 **Approval of Minutes**

236 Minutes from Select Board Meeting of September 11, 2023, October 10, 2023, and  
237 October 23, 2023 were voted upon.

238

239 On a **MOTION** made by **Perkins**, second by **Stickney**, the Select Board **VOTED**  
240 unanimously by roll call vote to approve the 9/11/23 Select Board Meeting  
241 Meetings Minutes as amended.

242 On a **MOTION** made by **Costello**, second by **Perkins**, the Select Board **VOTED**  
243 unanimously by roll call vote to approve the 10/10/23 Select Board Meeting  
244 Meetings Minutes as amended.

245 On a **MOTION** made by **Stickney**, second by **Costello**, the Select Board  
246 **VOTED** unanimously by roll call vote to approve the 10/23/23 Select Board  
247 Meeting Meetings Minutes as amended.

### 248 **8:45 PM Any other business to come before the Board**

249

250 Both Chief Riter and Chief Geiger received a letter from a resident commending the  
251 Police and Fire Departments for having saved his life in a medical crisis. The Board  
252 would like the Town Administrator to send a thank you note on their behalf.

253

254 Select Board Member Perkins noted that he has learned that the piano at Lincoln Hall is  
255 beyond repair and has not been used. He would like to see the DPW dismantle and  
256 dispose of it.

257

258 On a **MOTION** made by **Perkins**, second by **Stickney**, the Select Board **VOTED**  
259 unanimously to have the DPW remove and dispose of the piano at Lincoln Hall.

260 Select Board member Costello would like a new photo of the Select Board to be taken  
261 and posted on the Town's website prior to January 1<sup>st</sup>, since the current photo is very  
262 old and not an accurate representation of the Board's makeup.

263

### 264 **9:09 PM Adjourn**

265 **Next Meeting – November 20, 2023**

266 On a **MOTION** made by **Stickney**, second by **Costello**, the Select Board  
267 **VOTED** unanimously by roll call vote to adjourn.

268 Documents either distributed to the Board of Selectmen before the meeting in a  
269 packet or at the meeting:  
270

271 Veteran's Day Announcement

272 Traffic Flow Changes to Kelsey Road Announcement

273 Online Trash Stickers Announcement

274 Vaccine Clinic Announcement

275 Flood Maps Announcement

276 Tax Classification Hearing Notice

277 Motion Tax Rate

278 Zoning Board of Appeals Alternate Application

279 Communication Director's Request to Lift Hiring Freeze

280 DPW Update

281 Proposed Snowplow Contractor Rates Winter 2023-2024

282 Proposed Job Description - COA Program Outreach Assistant

283 Town Counsel Opinion - Use of CPA Funds

284 Regionalization Committee update and next steps

285 Consider Sign Request, Winterfest, West Boxford Improvement Society

286 Finalize Emergency Response Advisory Committee Charge and Appointees

287 2024 Select Board Meeting Schedule

288 Update on Municipal Aggregation "Boxford Community Electricity"

289 ARBA Committee Update

290 Minutes: September 11, 2023, September 25, 2023, October 10, 2023, October 23, 2023

291

292

293

294

295

296