



## **BOXFORD SELECT BOARD**

**Monday, September 12, 2022**

**Town Hall 7A Spofford Road**

**Meeting Room 1**

**Remote option through Zoom:**

<https://us02web.zoom.us/j/84181642959?pwd=T3BOa2dITGt0b2p1YkpJQnlDYs9zUT09>

**This meeting is audio and video recorded**

**7:00 PM Call to Order**

**7:05 PM Announcements**

**7:10 PM Meeting with Horticultural Society of Boxford, Sandra Noel**

- Update on Horticultural Society of Boxford and Kelsey Arboretum
- Discussion on opportunities to coordinate with town
- Any other business to come before the Society and the Board not anticipated at the time of this posting

**7:30 PM Meeting with Masco Regional School Committee Representative**

- New school year 2022-2023
- Any other business to come before the Masco Regional School Committee Vice Chair and the Board not anticipated at the time of this posting

**7:45 PM Report of the Town Administrator**

- Consider approval of One Day Liquor License for Boxford Apple Festival
- Appointment of members to Open Space and Recreation Plan Committee
- Performance Evaluations Update
- Update on Town-wide Goal Setting Process
- Any other business to come before the Town Administrator and the Board not anticipated at the time of this posting

**8:00 PM Routines**

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

**8:10 PM**      **Any other business to come before the Board**

**8:15 PM**      **Executive Session**

- Executive Session: To conduct strategy sessions in preparation for negotiations with nonunion personnel, Draft Compensation Study

**Adjourn**

**Next Meeting – September 26, 2022**

## 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 22 of the Acts of 2022, 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.



# Apple <sup>2022</sup> Boxford Festival

Saturday, September 17  
10:00am - 3:30pm

Rain Date:  
September 18

Sponsored by the  
Boxford Historical Society

# BOXFORD RECREATION COMMITTEE JOHNSON FIELD PLAYGROUND RENOVATION

The Boxford Recreation Committee wants to renovate the playground near Johnson Field.

We want to hear from you! Before we begin the process of planning the playground we need input from all members of our community.

Use the QR code below to complete our survey by  
**September 30th.**





## **BBQ on the Lawn at the Council on Aging**

**WHEN:** Wednesday, September 14, 21 & 28

**TIME:** 12:00 PM

**WHERE:** Council on Aging Lawn

4 Middleton Road

RESERVATIONS ARE REQUIRED - WALK INS WILL BE TURNED AWAY. We ask that you sign up ASAP. Reservations need to be received no later than 9am on the day before the BBQ.

Price is \$5.00/pp.

The COA van is available at no cost for any Boxford senior who wishes to take advantage of this service. Masks must be worn on the bus.

The menu consists of hamburgers and hotdogs with at least one type of salad.



# COVID Vaccine Clinic

Boxford Health Department holds monthly COVID-19 vaccine clinics for COVID primary series for ages 6 months and older and booster doses for ages 5 and older.

**NEW BIVALENT PFIZER and MODERNA VACCINE IS AVAILABLE**

Next Clinic:

*Masconomet High School Cafe (door 29)*

*Friday Sept 16th and Sept 22nd*

Registration required: <https://capeannclinic.com/>



## Flu Shot Clinic at the COA

Conley's Drug Store will be at the Boxford Council on Aging on **Wednesday, September 28, 1-2:30pm**

Please make an appointment online to reserve your spot. The link may be found on the COA page of our website, [boxfordma.gov](http://boxfordma.gov), in the September newsletter. If you are a senior who does not have access to a computer, forms will be available to fill out at the COA.

The vaccine is available for all ages. Please have your Medical Card, Medicare Card and Supplement Card available.

The last BBQ of the season is on the same day. If you decide you want to combine the two events, you **MUST** make a reservation for the BBQ. The cost is \$5/per person and begins at noon.



# Movie Night on the Library Lawn

## Featuring



- ◆ Free Food
- ◆ Friends & Neighbors
- ◆ Fun creating a special Encanto themed craft

- ◆ Date: Friday, September 23
- ◆ Time: 6:00 (Movie begins around 6:45 pm)
- ◆ Location: Outside Town Hall/Library, 7a Spofford Road, Boxford.
- ◆ Audience: All ages are welcome
- ◆ Registration: Appreciated, but not required

Not approved for posting on Social Media

**APPLICATION FOR ALCOHOL SALE PERMIT ON PRIVATE PROPERTY  
BOARD OF SELECTMEN**

I hereby apply for a permit to sell alcoholic beverages in a privately owned building in the Town of Boxford.

I understand and accept the provisions of Massachusetts General Laws Chapter 138, regarding the prohibition of distribution of alcoholic beverages to minors (any individual under the age of 21), and to intoxicated persons. The person identified below is to be in charge of the event, and will make sure that alcoholic beverages are not distributed contrary to the above referenced chapter. Issuance of this permit is contingent upon receipt by the Board of Selectmen of a liquor liability insurance policy which names the Town as an additional insured.

Holyoke French House  
Building where event will be held

Apple Festival  
Type of function to be held

9/17/22  
Date of event

10am - 3pm  
Time of event

Brian Gregory  
Individual in charge of event

I hereby make application to the Board of Selectmen for a permit to distribute alcoholic beverages according to the terms of the agreement as stated above.

Robin Phelan  
Person making application

8/30/22  
Date

Board Member - Boxford Historical Society  
Title

-----  
**-Do Not Write Below This Line-**

Action of Board of Selectmen

\_\_\_ Application granted \_\_\_\_\_ Date

Fee Collected: \_\_\_\_\_  
Insurance Certificate Received ( ) Yes ( ) No  
TIPS Server Verified ( ) Yes ( ) No

\_\_\_ Application denied \_\_\_\_\_ Date

\_\_\_\_\_  
Authorized representative of Board of Selectmen

\_\_\_\_\_  
Date

## ALCOHOL SALE PERMIT ON PRIVATE PROPERTY

Date Approved: \_\_\_\_\_

The Board of Selectmen is empowered through Massachusetts General Laws Chapter 138, Section 14 to issue "Special Liquor Licenses" to qualified applicants. Such licenses are generally issued for a specific event and for a fixed amount of time, usually one day or less. The Board of Selectmen may grant such a license after receiving an "application for license," submitted by the individual responsible for the management of liquor at that event. For-profit organizations may only be issued beer and wine licenses, while non-profit groups may be issued full licenses at the sole discretion of the Board of Selectmen.

The procedure to be observed by the applicant is as follows:

- 1) Submission of completed application for license to the Board of Selectmen and a copy to the Police Chief. Said license application shall specify the exact location, date, and time of the planned event. An approximate number of attendees will also be listed. The individual in charge of the management of the liquor distribution must be identified. The application shall be submitted to the Board of Selectmen at least ten business days prior to the event.
- 2) No special licensee shall sell any alcoholic beverages other than those purchased from a licensed wholesaler. The hours of operation shall be established by the Board of Selectmen, provided, however, that no special licensee shall sell or deliver any alcoholic beverage between the hours of 2:00 a.m. and 8:00 a.m. The special license shall be subject to such other terms and conditions as the Board of Selectmen deem necessary to protect public health, safety and welfare.
- 3) The Board of Selectmen requires that any server of alcohol licensed in the Town of Boxford pursuant to this policy will be TIPS Certified (T.I.P.S. - *Training and Intervention Procedures for Servers of alcohol*).
- 4) Submission of proof of Liquor Liability insurance in the minimum amount of \$1,000,000 and such other insurance as may be required by the Board of Selectmen, which names the Town as an additional insured to the Board of Selectmen.
- 5) The manager of the event will sign a statement that they understand and will comply with the provisions of M.G.L. Chapter 138 as they relate to the sale of alcoholic beverages to minors, and to intoxicated persons.
- 6) The Selectmen shall determine the fees to be charged. Unless otherwise voted by the Selectmen, the fee for a temporary license shall be \$50.00 per event, per day.
- 7) A completed permit shall be prepared by the Selectmen's office and signed by the Board. A copy shall be sent to the Chief of Police who will determine the need for police coverage for the event and will so inform the Selectmen. If police coverage is required, such coverage shall be paid for by the applicant. The original permit will be sent to the applicant, who will have it in their possession during the event.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
08/31/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Burgin, Platner and Company LLC 14 Franklin St.  Quincy MA 02169	CONTACT NAME: Krista Mauro PHONE (A/C No, Ext): (617) 472-3000 E-MAIL ADDRESS: km2@bphins.com FAX (A/C, No): (617) 472-7248  <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">INSURER(S) AFFORDING COVERAGE</td> <td style="text-align: center;">NAIC #</td> </tr> <tr> <td>INSURER A : Tri-State Insurance Co of MN</td> <td></td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Tri-State Insurance Co of MN		INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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INSURER D :															
INSURER E :															
INSURER F :															
<b>INSURED</b>  True North Ale Company, LLC, DBA: True North Ales 116 County Road  Ipswich MA 01938-2501															

**COVERAGES**                      **CERTIFICATE NUMBER:** 2021-2022 Master                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL		POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
		INSD	SUBR WVD					
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			ADV5312741	10/02/2021	10/02/2022	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
GEN'L AGGREGATE LIMIT APPLIES PER:							Liquor Liability	\$ 1,000,000
POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC							COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
OTHER:							BODILY INJURY (Per person)	\$
A	<b>AUTOMOBILE LIABILITY</b>			ADV5312741	10/02/2021	10/02/2022	BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	\$
	<input type="checkbox"/> HIRE AUTOS ONLY							\$
	<input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY							\$
	<input checked="" type="checkbox"/> OTHER:							\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB			ADV5312741	10/02/2021	10/02/2022	EACH OCCURRENCE	\$ 4,000,000
	<input checked="" type="checkbox"/> EXCESS LIAB						AGGREGATE	\$ 4,000,000
DED <input checked="" type="checkbox"/> RETENTION \$ 0								\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						PER STATUTE	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH)		N/A				E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

Operations Usual to Insured The Town of Boxford, Boxford Historical Society are included as additional insured with respect to General Liability as required by written & signed contract.

<b>CERTIFICATE HOLDER</b>  Boxford Historical Society 2 Topsfield Road  Boxford MA 01921	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  
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eTIPS On Premise 3.1

**CERTIFIED**

Issued: 9/24/2021

Expires: 9/24/2024

ID#: 5562299

Joseph Arthur Newman  
True North Ales  
116 County Rd  
Ipswich, MA 01938-2501

For service visit us online at [www.gettips.com](http://www.gettips.com)

**From:** [James Riter](#)  
**To:** [Matt Coogan](#)  
**Subject:** Apple Festival  
**Date:** Thursday, September 8, 2022 11:45:57 AM

---

Mr. Coogan, I have no concerns with a one day liquor license being issued for this event. I spoke with Brian Gregory and the serving will be between the Holyoke French house and the Barn. I will have the officer stationed at the intersection of Topsfield Road a Main Street also monitor the serving area.

Chief Riter

**From:** [Ross Povenmire](#)  
**To:** [Matt Coogan](#)  
**Subject:** Recommended for appointment to the Open Space & Recreation Plan Committee  
**Date:** Thursday, September 8, 2022 11:46:05 AM

---

Hello Matt, I am pleased to recommend for appointment to the Open Space & Recreation Plan Committee the following members:

Natasha Grigg (ConsCom, Land Committee, Community Preservation Committee)

Jessica Grigg (BTA/Bolt, Inc.)

Doug Hamilton (ConsCom)

Lisa Donohue (Recreation Committee)

Dennis Pyburn (BTA/Bolt, Inc.)

The current Boxford Open Space & Recreation Plan (OS&RP) expires in December of this year. It is a requirement of certain state grant programs, notably the LAND and PARC programs, that the applicant municipality have a valid OS&RP. The OS&RP Committee will work with my office to prepare a draft of a new OS&RP for review and acceptance by EOEEA. In past years, the OS&RP Committee has also obtained the assistance of a consultant in preparing the OS&RP. There is currently no budget for the OS&RP Committee, so if a consultant is desired, the Committee would most likely approach the Finance Committee for funding.

Ross



Peter J. Delaney  
Inspector of Buildings  
Town of Boxford

September 6, 2022

To: Boxford Select Board

From: Peter J. Delaney  
Inspector of Buildings

Dear Members,

The following permits were issued by Inspectional Services for the month of August 2022:

PERMITS	FEES COLLECTED	VALUE
51 Building Permits (33 Inspections)	\$ 27,512.74	\$ 2,030,207.33
68 Building Permits (30 Inspections)	August 2021 Comparison \$44,796.00	\$7,751,839.00
39 Electrical Permits (41 Inspections)	\$4,340.75	
22 Electrical Permits (40 Inspections)	August 2021 Comparison \$9,324.00	
9 Plumbing Permits (14 Inspections)	\$939.00	
10 Plumbing Permits (10 Inspections)	August 2021 Comparison \$7,482.00	
13 Gas Permits (9 Inspections)	\$1,314.50	
18 Gas Permits (15 Inspections)	August 2021 Comparison \$ 1,685.00	
<b>TOTAL FEES COLLECTED</b>	<b>\$34,106.99</b>	
<b>TOTAL FEES COLLECTED</b>	<b>August 2021 Comparison \$63,287.00</b>	

Respectfully Submitted,

Peter J. Delaney  
cc: Town Administrator  
Board of Assessors





# Town of Boxford Massachusetts

Published on Boxford MA (<https://www.town.boxford.ma.us>)

[Home](#) > [Boards & Committees](#) > [Select Board](#) > Board / Committee Volunteer Form

## Board / Committee Volunteer Form

Thank you for expressing an interest in serving on one of the Town's volunteer Boards or Committees. Before the Board of Selectmen makes appointments, they would like to know a little about you and why you feel you could contribute to the Board or Committee. Please take a few minutes and complete the brief expression of interest information below

**Name \***

Thomas Stevens

**Email \***

[Redacted]

**Address, City, State, Zip \***

[Redacted]

**Date \***

08/18/2022

**Home Phone**

[Redacted]

**Cell Phone**

[Redacted]

**Fax**

**Registered Voter in Boxford?**

- Yes
- No

**Appointment (s) Requested**

Recreation Committee Member

**If you have previously served on any Boards or Committees in Boxford, please describe your experience**

\*BAA Fields Director 2020 to Present

BAA Board Member for the past 6 years - oversee scheduling of the Boxford Common among Boxford Youth and Adult Sports, TriTown Sports and Masco. Coordinate collection of funds for the Turf Replacement - Oversee fields and coordinate with Boxford DPW. Also with work with

**Are there other background experiences or skills that you feel would contribute to this appointment?**

The overlap between the Boxford Recreation and Committee and the Boxford Athletic Association makes sense - my role on the BAA and work with the Boxford DPW will help all parties involved.

**Why are you interested in this appointment?**

Been a Boxford resident for 12 years - our 3 kids have enjoyed pleasant experiences on the Town Playgrounds and Fields and looking to do my part to pass that along to future town residents and children

**What are your goals for this Board or Committee?**

Try and improve the Recreation offering for all the town residents

**Do you have conflicts with meeting times or group assignments?**

No

I'm not a robot

reCAPTCHA  
Privacy - Terms

Submit

**Source URL:** <https://www.town.boxford.ma.us/board-selectmen/webforms/board-committee-volunteer-form>

# Thomas G. Stevens

Boxford, MA 01921

## PROFILE

Twenty-five years of experience as institutional equity sales trading professional. Solid record of accomplishment illustrated by high rankings across client base. Strengths include self-directed trading, strong communication, teamwork and adapting to change. Expertise in meeting client requests under pressure, with accuracy and composure. Known for developing excellent customer relationships through consistent high-quality coverage, trust, fairness, and loyalty.

## AREAS OF EXPERTISE

Global Cash Equity Trading  
Small Cap Trading  
ETF Trading

Risk Management  
Capital Markets  
Commission Management

Relationship Management  
Program Trading  
Technology

## PROFESSIONAL EXPERIENCE

### **TRUIST SECURITIES (formerly, SUNTRUST ROBINSON HUMPHREY) 2012 - Present**

#### ***Director – Boston, MA - Institutional Sales Trading***

- Provide sales trading coverage for 30 institutional clients on commission-based platform.
- Deliver core research and market analysis.
- Trade domestic securities across all sectors and market caps through high touch channel.
- Leading improvements in merchandising through enhanced indication of interest program.
- Implementing core franchise securities initiative to combine research & sales and trading efforts to drive revenue growth.

### **GOLDMAN SACHS GROUP, INC.**

**1996-2011**

#### ***Vice President – Boston, MA - Institutional Sales Trading (2004 - 2011)***

#### ***Associate – Boston, MA - Institutional Sales Trading (2000 - 2004)***

#### ***Financial Analyst - Boston, MA - Institutional Sales Trading (1999 - 2000)***

#### ***Financial Analyst – New York, NY - Equity Trading – NYSE (1996 - 1999)***

- Traded domestic and international securities, ETF's and program baskets across all sectors and market caps through algorithmic and direct market access platforms. Self directed 90% of order flow, which represented 70% of total commissions.
- Assisted prime brokerage and client commission management services.
- Tested new technology for order management and merchandising applications.
- Directed & restructured Boston Summer Financial Analyst Program from 2009-2011.
- Managed recruiting process for full-time analysts and summer interns for securities division.
- Recruiting Captain for Boston College and the College of the Holy Cross.

## EDUCATION

### **COLLEGE OF THE HOLY CROSS**

**WORCESTER, MA**

***Bachelor of Arts in Economics and Spanish***

## ADDITIONAL INFORMATION

- Licenses: Series 7, 63 and 55 registered
- NSMC Cancer Walk/Run Top 10 Fundraiser
- Boxford Athletic Association Board Member

**From:** [Leanne Mihalchik](#)  
**To:** [Matt Coogan](#)  
**Subject:** RE: Tom Stevens Rec Committee Candidate  
**Date:** Tuesday, September 6, 2022 2:47:31 PM

---

**From:** Lisa Donahue  
**Sent:** Wednesday, August 24, 2022 11:45 AM  
**To:** Leanne Mihalchik <LMihalchik@town.boxford.ma.us>  
**Subject:** Re: New Rec Committee Member

External Sender

Hi Leanne,

Thank you for your email.

Yes we approve of his appointment. I was aware and involved in recruiting him. We would like to have him as the BAA representative serving on our committee as Jeff is for BTA/BOLT.

Lisa

---

2 **Minutes of the TOWN OF BOXFORD SELECT BOARD**  
3 **April 25, 2022 7:00 PM**  
4 **Virtual Attendance Due to Coronavirus Pandemic**

6 *Select Board Members Present Remotely: Barbara Jessel, Peter Perkins, Mary Anne  
Nay, Chuck Costello, Judi Stickney*

8 *Others Present Remotely: Town Administrator Matt Coogan, Minutes Secretary  
Kathleen Valinch, BCAtv Lance Cluster, and others*

10  
11 **7:00 PM CALL TO ORDER**

- 12 • Remote Call to Order

14 **7:01 PM ROLL CALL**

15 **Minutes Secretary Kathleen Valinch called the roll:**

16 **Present:**

17 Select Board member Judi **Stickney**

18 Select Board member Chuck **Costello**

19 Select Board member Mary Anne **Nay**

20 Select Board Vice-Chair Peter **Perkins**

21 Select Board Chair Barbara **Jessel**

22  
23 **7:02 PM ANNOUNCEMENTS**

- 24 • **Moderator's Forum:** The public is welcome to attend the Moderator's Forum  
25 where all Town Warrant Articles will be reviewed on Tuesday May 3, 2022 at 7pm  
26 at Boxford Town Hall, 7A Spofford Pond Rd.
- 27 • **Annual Town Meeting:** Boxford's Annual Town Meeting will be held on  
28 Tuesday May 10, 2022 at Masconomet Regional High School auditorium. The  
29 warrant has been mailed to all residents, and is also available on our website at  
30 [www.boxfordma.gov](http://www.boxfordma.gov), the Boxford Library, Town Hall, and the Council on Aging.
- 31 • **Annual Town Election:** The Annual Town Election will be held on Tuesday May  
32 17, 2022 from 7am – 8pm at Boxford Town Hall. Sample ballots for the Town  
33 Election may be found on our website at [www.boxford.ma.gov](http://www.boxford.ma.gov).
- 34 • **Earth Day:** Boxford Earth Day will take place on Saturday April 30, 2022 from  
35 11am – 3pm. Participants can collect litter around town and bring it to the  
36 Recycling Center behind Town Hall and receive a free sundae from Benson's Ice  
37 Cream. No household trash permitted. Paper shredding will also take place on  
38 this day from 11:30am – 2:30pm. One box (1' x 1' x 2' ) free per resident.
- 39 • **Art and Blooms Festival:** The Boxford Cultural Council invites the public to the  
40 Art and Blooms Festival, which will include exhibits, a market, and a concert at  
Lincoln Hall. These events will take place over two days. The Art Exhibit

42 Opening Reception will be on Friday May 13<sup>th</sup> from 6- 8 pm. The Art Exhibit and  
44 Artisan Market will take place on Saturday May 14<sup>th</sup> from 11am – 4 pm with a  
free concert later that evening at 7pm. The “Songs and Stories – The  
46 Highwaymen” Concert will feature New England singer/songwriter Matt York  
performing songs and sharing stories of Johnny Cash, Willie Nelson, Kris  
48 Kristofferson, and Waylon Jennings. Form more information, email BCC at  
[boxford.lcc@gmail.com](mailto:boxford.lcc@gmail.com) . This program is brought to Boxford through a grant  
funded by Mass Cultural Council.

- 50 • **Kelsey Arboretum:** The public is welcome to attend Blossom Day at the Kelsey  
Arboretum at 18 Kelsey Rd. in Boxford on Saturday May 22, 2022 from 10am –  
52 4pm. The rain date for this event will be on Sunday May 23, 2022.
- 54 • **Board of Health Update, April 22, 2022:** Statewide, new Covid cases  
decreased slightly last week to 24,195 compared to 24,266 two weeks ago (<1%  
56 compared to +32% two weeks ago). Last week, new hospitalizations for Covid  
increased by 25% as compared to those hospitalized two weeks ago, with those  
58 in ICUs decreasing from 30 to 27. Of the 384 hospitalized, 239 (62%) were fully  
vaccinated but still became infected. Over the past week, there were 14 new  
60 cases of Covid-19 in Boxford, as compared to 14 cases two weeks’ ago (1,388  
total to date).

## 62 7:05 PM REPORT OF THE TOWN ADMINISTRATOR

- 64 • **Appointment of Peter Delaney to the Land Committee:** After a brief  
discussion, the Select Board took the following action:

66 On a **MOTION** made by **Costello**, second by **Perkins**, the Select Board **VOTED**  
unanimously by roll call vote to appoint Peter Delaney to the Land Committee for  
a term ending June 30, 2022.

### 68 **Roll Call (Called by Minutes Secretary Kathleen Valinch):**

Judi Stickney: Yes  
70 Chuck Costello: Yes  
Mary Anne Nay: Yes  
72 Peter Perkins: Yes  
Barbara Jessel: Yes  
74

- 76 • **Execute Memorandum of Agreement (MOA) for new three-year contract,  
AFSCME DPW Union:** After a brief discussion, the Select Board took the  
following action:

78 On a **MOTION** made by **Costello**, second by **Stickney**, the Select Board **VOTED**  
80 unanimously by roll call vote to authorize the Town Administrator Matt Coogan to

82 execute the Memorandum of Agreement between the Town and the AFSCME  
DPW Union.

84 **Roll Call ( Called by Minutes Secretary Kathleen Valinch):**

Judi Stickney: Yes  
86 Chuck Costello: Yes  
Mary Anne Nay: Yes  
88 Peter Perkins: Yes  
Barbara Jessel: Yes

- 90
- 92 • **Assignment of May 10 Town Meeting Warrant Articles:** Chair Jessel  
assigned articles to each Select Board member to discuss at the Moderator's  
Forum as well as the Town Warrant Meeting.
  - 94 • **Warrant Article 13:** After a brief discussion, the Select Board took the following  
96 action:

98 On a **MOTION** made by **Coogan**, second by **Stickney**, the Select Board **VOTED**  
unanimously to recommend adoption of Article 13.

100 **Roll Call (Called by Minutes Secretary Kathleen Valinch):**

102 Judi Stickney: Yes  
Chuck Costello: Yes  
104 Mary Anne Nay: Yes  
Peter Perkins: Yes  
106 Barbara Jessel: Yes

108 **7:25 PM ROUTINES**

- **Minutes:**  
110 On a **MOTION** made by **Stickney**, second by **Costello**, the Select Board **VOTED**  
unanimously by roll call vote to approve the minutes of February 15, 2022 as  
112 amended.

114 **Roll Call (Called by Minutes Secretary Kathleen Valinch):**

Judi Stickney: Yes  
Chuck Costello: Yes  
116 Mary Anne Nay: Yes  
Peter Perkins: Yes  
118 Barbara Jessel: Yes

120

**7:28 PM ADJOURN**

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

124 **Roll Call (Called by Minutes Secretary Kathleen Valinch):**

Judi Stickney: Yes

126 Chuck Costello: Yes

Mary Anne Nay: Yes

128 Peter Perkins: Yes

Barbara Jessel: Yes

130

DRAFT



2                   **Minutes of the TOWN OF BOXFORD SELECT BOARD**  
3                               **July 11, 2022 7:00 PM**  
4                   **Virtual Attendance Due to Coronavirus Pandemic**

6    *Select Board Members Present Remotely: Barbara Jessel, Peter Perkins, Margaret  
7    Chow Menzer, Chuck Costello*

8  
9  
10   Others Present Remotely: Town Administrator Matt Coogan, Minutes Secretary  
11   Kathleen Valinch, Patrick Roche, BCAtv Lance Cluster

12   **7:04 PM CALL TO ORDER**

13   Remote Call to Order

14  
15   **7:05 PM ROLL CALL**

16   **Minutes Secretary Kathleen Valinch called the roll:**

17   **Present:**

18   Select Board Member Margaret Chow-Menzer

19   Select Board Peter Perkins

20   Select Board Vice-Chair Chuck Costello

21   Select Board Chair Barbara Jessel

22  
23   **7:06 PM ANNOUNCEMENTS**

- 24   • **COA Tea:** Boxford Seniors, join us outdoors for a Garden Tea on Wednesday,  
25   July 20, 2022 @ 12:30 pm! Dress in your fanciest summer attire! Get together  
26   with your friends to enjoy an afternoon outdoors in the fresh air. We will be  
27   serving a variety of teas along with some light finger sandwiches, savory  
28   appetizers, and dainty desserts. Space is limited, so please call the Boxford  
29   COA to book your seat: 978.887.3591
- 30   • **Family Movie Night on the Library Lawn:** Bring your beach chairs and  
31   blankets for an evening under the stars for a Family Movie Night on the Library  
32   Lawn. Come for an evening of free food, friends, and neighbors for a fantastic  
33   film featuring the web-slinging Tom Holland in his latest Marvel Universe  
34   adventure, Spider-man: No Way Home, Columbia Pictures, 2021. There will be  
35   a special drawing to win Spider-man themed prizes. The event begins at 7:30  
36   pm with refreshments. The film will begin at dusk. Parking will be available in the  
37   Town Hall lot and in the lot next to the Boxford DPW (7 Spofford Road).
- 38   • **Summer Fest:** Boxford's 3<sup>rd</sup> Annual Summerfest will be on Saturday July 30<sup>th</sup>  
39   from 12pm – 3pm behind the West Village Library (188 Washington St. Rt. 133).  
40   Highlights include live music, Essex County Brewing Company, food for

42 purchase, Boxford Fire Department Demo, and fun and games for kids. This  
43 event is sponsored by The West Village Improvement Society.

- 44 • **Board of Health Update, July 8, 2022:** Statewide, new Covid cases increased  
45 last week to 18,805 compared to 14,495 two weeks ago (+30% compared to -  
46 24% two weeks' ago). Last week, new hospitalizations for Covid increased by 7%  
47 as compared to those hospitalized two weeks ago, with those in ICUs decreasing  
48 from 48 to 45. Over the past week, there were 11 new cases of Covid-19 in  
49 Boxford, as compared to 8 cases two weeks' ago (1,578 total to date).
- 50 • **Covid Tests:** The Town of Boxford has acquired additional rapid at-home  
51 COVID antigen tests that will be available for residents. The iHealth COVID-19  
52 antigen rapid kits each contain 2 tests. Due to the limited number of tests  
53 currently available, residents will be limited 4 kits per household. Tests can be  
54 picked up in person on the following days and times: Monday through Thursday,  
55 8AM to 4:30 PM at the Health Department at Town Hall, 7A Spofford Rd. Friday  
56 through Sunday in the Police Station main entrance vestibule, 285 Ipswich Rd.  
57 Boxford seniors also have the option to pick up tests through the COA directly  
58 during regular hours of operation.

59 **7:13 PM MEETING WITH GOOD ENERGY DIRECTOR OF INNOVATION,**  
60 **PATRICK ROCHE**

- 61 • **Update on Proposed Changes to Boxford Municipal Aggregation Plan:**  
62 Patrick Roche from Good Energy provided an update on the proposed changes,  
63 sharing five slides highlighting these changes. The Boxford Community  
64 Electricity program would be a Municipal Aggregation Program that would affect  
65 the electricity supply portion of residents' bills. Residents would still get a bill  
66 from National Grid and National Grid would continue to do the delivery portion,  
67 maintaining poles and wires, and provide the supply portion by default.  
68 Residents will have the ability to choose where their electricity comes from. We  
69 are in the end stage process of getting the program approved but need to make  
70 several changes before moving forward. The DPU has recently issued new  
71 rulings on a few other communities' programs that typically will apply to all  
72 aggregations going forward. There have been updates to the plan to meet these  
73 guidelines before we submit to DPU. Most of the changes involve providing  
74 more information and transparency to the customers. Each quarter, the supplier  
75 must provide a disclosure label that says where the energy came from, as well as  
76 its fuel and emissions characteristics. The program is also required to be more  
77 explicit about how it will communicate price change to participating customers.  
78 This will include requiring a direct mailing to customers when the prices are  
79 changing. A Product Summary form will go out to customers. This is a one page  
80 form with all of the information for each available product so it can be easily  
81 compared. Also, DPU will be looking for more detail on how plans describe  
82 renewable energy. Lastly, plans will be required to specify how customers will be  
83 transitioned from one product to the next when there is a price change and being

84 explicit with regard to the process. When the program launches, an eligible  
86 customer would be automatically enrolled in with Boxford Standard program  
88 which has 10% more renewable energy, with the choice to opt-out. The three  
90 optional programs include the Boxford basic, which is the lowest cost program  
92 which just meets the state's standard for renewable energy. Additionally, there is  
the Boxford Mid program, which falls within the mid-point of the state's renewable  
energy standards. Lastly, there is the Boxford 100 program, offering service at  
100% of the state's renewable energy standards. A public hearing was  
scheduled for August 22<sup>nd</sup>.

94 On a **MOTION** made by **Perkins**, second by **Costello**, the Select Board **VOTED**  
96 unanimously by roll call vote to open the public comment period for the Good  
Energy Initiative Program and that the public hearing will be held on August 29,  
2022.

98

**Roll Call (Called by Minutes Secretary Kathleen Valinch):**

100 Margaret Chow-Menzer: Yes  
Peter Perkins: Yes  
102 Chuck Costello: Yes  
Barbara Jessel: Yes

104

**7:36 PM REPORT OF THE TOWN ADMINISTRATOR**

- 106 • **Sign Approval for Summerfest:** The West Boxford Improvement Society has  
108 requested permission to put up a sign at 188 Washington St. from July 11<sup>th</sup>  
through July 30<sup>th</sup> to advertise Boxford's upcoming summer fest.

110 On a **MOTION** made by second by **Chow-Menzer**, the Select Board **VOTED**  
112 unanimously by roll call vote to approve the request as presented.

112

**Roll Call (Called by Minutes Secretary Kathleen Valinch):**

114 Margaret Chow-Menzer: Yes  
Peter Perkins: Yes  
116 Chuck Costello: Yes  
Barbara Jessel: Yes

118

- 120 • **Center at 10 Elm Update:** Town Administrator Matt Coogan provided an update  
122 on the progress at the Center at 10 Elm project, which began in August of 2021.  
Substantial completion has been pushed back to October 25, 2022, mostly  
124 related to some of the foundation issues at the Cummings House that have since  
126 been rectified, however did cause delay. Sitework has been started with some  
drainage structures that have been installed. There is now drywall installed and  
Coogan encourages anyone interested to take a tour and see the progress. We  
are now waiting on the arrival of doors and windows with installation scheduled to

128 happen next month. Community gardens will be located along the parking lot  
and that work is currently underway. Chow-Menzer added that she would like to  
130 have a task force put together to discuss what to do with the building at 4  
Middleton Rd. and would like to see this topic put on an agenda. Perkins agrees  
132 that this should be done and set on an agenda for an upcoming meeting, as well  
as discussing what is to be done about the 188 Washington St. building, as these  
134 are things he is often asked about by residents. Costello and Jessel are also in  
agreement with this and Coogan states that he will add the topic to a future  
136 agenda to discuss further. Coggan adds that his office has applied for a  
Community One Stop grant through the Executive Office of Housing and  
138 Development to go towards technical assistance for the reuse of 4 Middleton Rd  
and will likely know by late fall whether we will receive this assistance. This would  
140 most likely come in the form of a Surplus Property Reuse study through Mass  
Development or through Massachusetts Downtown initiative Reuse study, to  
142 review items like market analysis, potential uses, and helping to facilitate  
discussion in the community.

- 144 • **Discussion on Instituting a Goal Setting Process:** Coogan shared a memo  
outlining the process that he and Assistant Town Administrator, Brendan  
146 Sweeney, have been working on. The plan would include reaffirming two of the  
town-wide goals set back in 2017, with goal number one being to build belonging,  
148 ownership, and spirit of community. Goal number 2 was to develop, support, and  
expand opportunities for residents to age in the community. To establish goals  
going forward, feedback will be collected from Boards, Committees, and  
150 Department Heads to identify areas of concern, need, and opportunity for the  
forthcoming two years. The Town Administrator would then aggregate the  
152 collective feedback and consolidate similar goals to present to the Select Board  
for their consideration. A Select Board annual retreat was also proposed to  
154 identify priority policy and operational goals for FY23 and FY24. The Select  
Board could also add any additional goals during this time. Lastly, the Town  
156 Administrator would draft a FY23-FY24 Select Board Strategic Plan for the  
Board's consideration. Once adopted, this document would then be distributed  
158 to the Department Heads and the Board and Committee chairs, as well as posted  
on the Town's website. This goal setting process would be done on an annual  
160 basis and include reviewing progress made on goals previously set. Chow-  
Menzer asks if Coogan is aware of other towns that have also considered  
162 feedback from residents, in addition to Department Heads and Chairs. Coogan  
states that there are towns that do, and that this could certainly be something to  
164 include in the Goal Setting process.
- 166 • **Inspector of Buildings:** Peter Delaney has completed all exams to officially  
become the Inspector of Buildings. After a brief discussion, the Select Board took  
the following action:

168

170 On a **MOTION** made by **Costello**, second by **Perkins**, the Select Board **VOTED**  
172 unanimously by roll call vote to appoint Peter Delaney Inspector of Buildings for a  
period ending June 30, 2025.

174 **Roll Call (Called by Minutes Secretary Kathleen Valinch):**

174 Margaret Chow-Menzer: Yes  
176 Peter Perkins: Yes  
176 Chuck Costello: Yes  
178 Barbara Jessel: Yes

180 **8:17 PM ROUTINES**

- 180 • **Appointments:** After a brief discussion, the Select Board took the following  
182 action:

184 On a **MOTION** made by **Perkins**, second by **Chow-Menzer**, the Select Board  
186 **VOTED** unanimously by roll call vote to reappoint Frank DeLuna to the  
Agricultural Committee for three years with an expiration date of June 30, 2025.

188 **Roll Call (Called by Minutes Secretary Kathleen Valinch):**

188 Margaret Chow-Menzer: Yes  
190 Peter Perkins: Yes  
190 Chuck Costello: Yes  
192 Barbara Jessel: Yes

- 194 • **Minutes:**

196 On a **MOTION** made by **Perkins**, second by **Costello**, the Select Board **VOTED**  
198 with one abstain and three yes to approve the minutes of March 21, 2022 as  
presented.

200 **Roll Call (Called by Minutes Secretary Kathleen Valinch):**

200 Margaret Chow-Menzer: Abstain  
202 Peter Perkins: Yes  
202 Chuck Costello: Yes  
204 Barbara Jessel: Yes

206 On a **MOTION** made by **Costello**, second by **Perkins**, the Select Board **VOTED**  
208 with one abstain and three yes to approve the minutes of March 14, 2022 as  
amended.

210 **Roll Call (Called by Minutes Secretary Kathleen Valinch):**

210 Margaret Chow-Menzer: Abstain  
Peter Perkins: Yes

212 Chuck Costello: Yes  
Barbara Jessel: Yes

214 On a **MOTION** made by **Costello**, second by **Perkins**, the Select Board **VOTED**  
216 with one abstain and three yes to approve the minutes of March 28, 2022 as  
amended.

218 **Roll Call (Called by Minutes Secretary Kathleen Valinch):**

220 Margaret Chow-Menzer: Abstain  
Peter Perkins: Yes  
222 Chuck Costello: Yes  
Barbara Jessel: Yes

224 Minutes from the Quad Board Meeting were not voted on at this meeting as  
226 Jessel wanted at least one of the School Committee members to review the  
minutes since it is their presentation and so they are best suited to review for  
228 accuracy. Coogan will ask the School Committee to review these minutes.

230 **8:30 PM ANY OTHER BUSINESS TO COME BEFORE THE BOARD:**

Perkins would like to follow up on the Melvin property to see what the status is  
232 and what the possibilities are. Coogan will contact the Land Committee to see  
what information they have on this. Perkins also discussed the accident that took  
234 place Saturday morning on Ipswich Rd. involving a 10-wheel tank truck carrying  
gasoline that started around 7am with clean up and safety efforts lasting into the  
236 evening. He commends all involved and the many volunteers from other cities  
and towns as well as off duty first responders and various department members  
238 from town who worked throughout the long hot day. There were large expenses  
involved with the cleanup efforts for this accident and there will be numerous  
240 insurance claims. Perkins believes the Town should look into filing claims to help  
recover the expenses incurred due to this accident. Costello supports this  
242 initiative and would like Coogan to look into options. Additionally, Costello notes  
that the town's annual 4<sup>th</sup> of July parade was wonderful example community spirit  
244 as it was very well attended and a good time was had by all. Chow-Menzer asks  
what can be done as a show of gratitude, for all involved with the cleanup from  
246 the tanker accident. Perkins suggests having a recognition of those involved and  
Coogan says this could be done at the next meeting. Coogan also mentions that  
248 he has spoken with Chief Riter and Chief Geiger, as well as Town Counsel on  
recovering those costs and this is being looked into.

250 **8:48 PM ADJOURN**

252 On a **MOTION** made by **Perkins**, second by **Chow-Menzer**, the Select Board  
254 **VOTED** unanimously by roll call vote to adjourn.

**Roll Call (Called by Minutes Secretary Kathleen Valinch):**

256 Margaret Chow-Menzer: Yes  
Peter Perkins: Yes  
258 Chuck Costello: Yes  
Barbara Jessel: Yes

260

262

264

266

268

2                   **Minutes of the TOWN OF BOXFORD SELECT BOARD**  
3                   **August 29, 2022 7:00 PM**  
4                   **Hybrid Meeting**

6    *Select Board Members Present Remotely: Barbara Jessel, Peter Perkins, Chuck Costello, Judi Stickney, Margaret Chow-Menzer*

8    *Others Present Remotely: Town Administrator Matt Coogan, Minutes Secretary Kathleen Valinch, BCAtv Lance Cluster, Paulo Sathler, Patrick Roche, Chief Riter, Carol Hubbard, Chris Olbrot, and others*

12   **7:01 PM CALL TO ORDER**

- Remote Call to Order

14   **7:02 PM ANNOUNCEMENTS**

- **Boxford Apple Festival:** The Boxford Apple Festival will be held on Saturday September 17<sup>th</sup> from 10:00 am – 3:30pm in the East Village. The rain date will be September 18<sup>th</sup>. This event is sponsored by the Boxford Historical Society.
- **BBQ on the Lawn:** There will be a BBQ on the lawn at the Council on Aging on 4 Middleton Rd. on Wednesday August 31, 2022 at 12pm. Reservations are required. Walk-ins will be turned away. Please sign-up ASAP. Reservations need to be received no later than 9am on the day before the BBQ. The price is \$5 per person. The COA van is available at no cost for any Boxford senior who wishes to take advantage of this service. Masks must be worn on the bus. The menu consists of hamburgers and hot dogs, with at least one type of salad.
- **Town of Boxford Employment Opportunities:** The Town of Boxford is hiring for the following positions: Assistant Town Clerk; Motor Oil Recycling Attendant; Social Worker- COA; Minutes Secretary-Conservation Committee. To apply for any of the above positions, please visit our website:  
[www.boxfordma.gov/employmentopportunities](http://www.boxfordma.gov/employmentopportunities)

32   **7:05 PM PUBLIC HEARING: GRANT OF LOCATION PORTER RD. AND ANNA'S WAY, 20863997, NATIONAL GRID**

- **Replacement of Direct Buried Cable:** Paulo Sathler from National Grid shared the plans to replace the buried cable by constructing a line of underground electric conduits. Resident John Boder of 92 Porter Rd. was present at the meeting and asked if there would be an interruption in power and if so, for how long. Sathler replies that there is interruption greater than one hour is not anticipated. Resident Jeff of 18 Anna's Way was present at the meeting and asked if in 6 months to a year there were any known plans for Comcast or Fios to perform work that would involve tearing up the road again and does NG



42 coordinate with other utility companies prior to their projects so that the roads  
43 aren't consistently torn up. Sathler replies that they do not coordinate with the  
44 other utility companies and that this is a cable that has reached its end of life and  
45 needs to be replaced at this time. Jeff asked next if the DPW had plans  
46 scheduled for a year or two down the road to repave the area. DPW  
47 Superintendent Chris Olbrot replies that yes, there is a plan to evaluate on an  
48 annual basis and that they do try to coordinate with utilities. That area will be  
49 evaluated within the next year to see what type of impact there may be and will  
50 be better able to ascertain if those impacts may require accelerated attention  
51 involving repairs or repaving. Chair Jessel asks if it is known if there are any  
52 plans on the part of other utilities to do any other work in this area? Olbrot is not  
53 aware of any plans at this time or in the near future. Vice Chair Costello asks  
54 what percentage of the cross section of the conduit will National Grid's cable  
55 occupy. Sathler replies that plan is to have one 3-inch conduit installed with one  
56 cable inside. The cross section is not a thick cable and there will only be one  
57 cable inside the conduit. There will be direct drilling equipment so trenching will  
58 be minimal. Costello asks if there is going to be enough unoccupied space once  
59 cable is put in the conduit for other utilities to pull from NG's junction boxes if  
60 needed to in the future. Sathler says they do not share their conduits with other  
61 utilities. Olbrot asks the Board if they can to add the condition that National Grid  
62 has to pull the permit through the DPW in a procedural manner so that they can  
63 maintain a level of control and have less disturbance to the residents.

64  
65 On a **MOTION** made by **Stickney**, second by **Perkins**, the Select Board **VOTED**  
66 unanimously to close the public hearing.

- 67  
68 • **Further Comments from the Board:** Perkins expresses concern that if there  
69 are any road crossings or if there will be digging on the side, how will this be  
70 filled? Sathler states that most of the trench work will be done in the grass area.  
71 He adds that in the past, everything dug up was put back in its original condition,  
72 if not better. Jessel asks how they can move forward if Olbrot has not had a  
73 chance to look at National Grid's plans for replacement. Coogan replies that the  
74 action the Board would be taking tonight would be granting permission for  
75 National Grid to perform the replacement. The next step would be National Grid  
76 pulling the permit through DPW and at that point, Olbrot can go through the  
77 details as to when and how this will happen, as well as a site view.

78  
79 On a **MOTION** made by **Costello**, second by **Perkins**, the Select Board **VOTED**  
80 unanimously to permit National Grid to replace the direct burial cable with a  
81 conduit type installation and that approval be conditioned upon if meeting all of  
82 the criteria as identified upon by the town engineer.

84

7:22 PM PUBLIC HEARING: MUNICIPAL AGGREGATION

- 86 • **Updated Aggregation Plan for Boxford Community Electricity, Good**  
88 **Energy:** Patrick Roche from Good Energy provided an update on the Boxford  
Community Electricity program and on the public comments he has received. He  
90 offers a quick recap of the program, stating that it is a municipal aggregation  
program that would offer new electricity supply options. National grid would still  
92 handle the delivery portion as well as maintain the wires and poles, and there  
would only be one single bill for customers. The updated plan for program was  
94 released on July 12, 2022 and has been available for review and comments for  
the past month. Questions included when will program be available. Roche  
96 expects late next fall 2023. Once the Board approves the plan, it will be  
submitted to DPU for their approval. There is no timeline for their approval, but it  
98 typically takes a year or more. Every resident who is eligible for automatic  
enrollment will get a direct mail notice. Community solar discounts could be  
100 included in the aggregation plan. The State is still reviewing options for  
community solar, but in the meantime, people could still sign up for community  
102 solar and it would not impact your ability to participate in the Boxford Community  
Electricity program. With regard to time-of-use rates, this program will be same  
cost no matter what time of day you are using.

104  
106 On a **MOTION** made by **Stickney**, second by **Costello**, the Select Board voted  
unanimously to close the public hearing.

- 108 • **Further Comments from the Board:** Board Member Stickney asks how difficult  
it is to opt out of the program. Roche states that customers can call or fill out an  
110 online form to request the opt out. Once you make request, it will take affect on  
your next meter read. Stickney then asks if National Grid picks you back up  
112 automatically after you opt out, or if you have to call them. Roche confirms that  
they do pick you right back up, although you would have the option to use an  
114 alternative supplier as well. Roche adds that if you opt out you can always come  
back in, although the supplier has the option to offer you a market rate as  
116 opposed to the contracted rate. Board Member Chow-Menzer asks what the  
process is when a plan is approved and later needs modification? Roche replies  
118 that when a plan is approved as it is written, modifications just become  
something for the board to decide on, as they are the ultimate overseer of the  
120 plan.

122 On a **MOTION** made by **Stickney**, second by **Perkins**, the Select Board **VOTED**  
unanimously to approve the Boxford Community Electricity Aggregation Plan and  
124 submit the plan to the DPU for its review and approval.

126 Chair Jessel thanks Gary Martin, Chair of the Sustainability Committee, who has  
been working with Good Energy to develop this plan.

128

130 **7:39 PM MEETING WITH POLICE CHIEF, JAMES RITER**

- 132 • **Recognition of Action:** Chief Riter begins by sharing the details of a rescue  
134 that Officer William DeCoff made on July 9<sup>th</sup> when he came upon a tanker that  
136 had rolled over by Four Mile Village. The driver could not exit through the driver  
138 side door and had to climb up and out of the passenger side. This individual had  
a fear of heights that prevented him from being able to climb down to the ground  
on his own, so Officer DeCoff assisted the individual by allowing him to climb  
onto his back and safely assisted him to the ground and away from the vehicle.  
The Board applauds Officer DeCoff for his actions.
- 140 • **Retirement and Appointment of Officer William DeCoff:** Chief Riter states  
that Officer DeCoff would like to retire, but to be kept on as a Reserve Officer.  
He asks that the Board appoint Officer DeCoff starting September 1, 2022  
142 through June 30, 2023.

144 On a **MOTION** made by **Costello**, second by **Perkins**, the Select Board **VOTED**  
146 unanimously to appoint Officer DeCoff as a Reserve Police officer for a term  
starting September 1, 2022 through June 30, 2023.

148 Jessel and the Select Board members thank Officer DeCoff for his service and  
praise his actions as an officer during his career with the Town, ending in a  
150 second round of applause.

- 152 • **Police Department Certification:** Chief Riter states that the Boxford Police  
Department became certified back in the spring of 2022. Sargent Dupont  
154 requested to take over the certification/accreditation process. Sargent Dupont  
praises Chief Riter for his leadership and support throughout the process, adding  
156 that policing requires everyone to be on the same team. Dupont notes that this  
accreditation speaks to the hard work and dedication the officers have to the  
158 citizens of this town. He goes on to say that his town has adopted the best  
policing practices in the country. He thanks Officers Anderson and Officer Barker  
160 for their selflessness to this process. Also like to acknowledge town residents  
Scott and June Wilson who reached out and wanted to volunteer his time for the  
162 town, specializing in data entry and assisting with accreditation process. The  
Select Board congratulate the Boxford Police Department, followed by a round of  
164 applause. Police officers present and Scott and June Wilson posed with the  
Select Board for photos to commemorate the achievement.

166

168 **7:57 PM MEETING WITH BOXFORD SCHOOL COMMITTEE CHAIR, CAROL HUBBARD**

- 170 • **New School Year 2022-2023:** Superintendent Dr. Scott Morrison provided  
updates on several ongoing projects within the school system and its community.

172 Cole and Spofford have had updates including painting done over the summer.  
173 Both schools have had openings for various positions, all well applied for and  
174 filled. School Committee Chair, Carol Hubbard added that they are actively in  
175 negotiations with the Boxford Teachers Association. The School Committee filed  
176 for mediation over the summer and were assigned a mediator scheduled for late  
177 September, although they are actively working to resolve prior to that date. They  
178 met this past week and will meet again before the mediator date. Hubbard also  
179 discussed the Cole School site project. They received an extension on the  
180 project until December of 2024. With the purchase of 27 Main, topographical  
181 work is being done to expand the lot line. Morrison added that there are several  
182 options for utilizing 27 Main including additional parking for Cole School and its  
183 athletic fields. Costello shares that residents have expressed concerns over the  
184 cost associated with the Cole School project. Hubbard states that much of the  
185 cost is due to infrastructure, environmental findings in the soil, storm water  
186 regulations, ADA specs, and more, so it is not comparable to simply paving a  
187 driveway.

188 **8:16 PM MEETING WITH LAND USE DIRECTOR, ROSS POVENMIRE**

- 189 • **Update on New MBTA Communities Guidelines:** Povenmire gave a  
190 presentation on the updated guidelines to the MBTA Communities Act published  
191 by the DHCD on August 10, 2022. One of the major changes was a new  
192 category of community was created, called the “adjacent small town.” Boxford is  
193 now considered an adjacent small town, and this new distinction is helpful to  
194 Boxford. The requirements for Boxford are that it offer a zoning district for  
195 multifamily housing with no age restrictions and is suitable for families with  
196 children. It must have a multifamily unit capacity and 141 units as determined by  
197 the DHCD Compliance model. The district must allow a gross density of at least  
198 15 units per acre including associated parking requirements that make possible  
199 that gross density. Not included in these guidelines are provisions for water and  
200 septic. There is no longer a minimum size of the district. The gross unit of  
201 capacity is the unit capacity determined by the compliance model that includes  
202 consideration of dimensional and parking requirements, includes right of public  
203 and private way, including publicly owned land used for recreation, civic,  
204 commercial, and non-residential uses, and public land deemed developable. If  
205 the proposed land includes those types of usage, The unit capacity is determined  
206 by the DHCD. The district must allow of at least 15 units per acre, though a  
207 project may not be able to achieve a density of 15 units per acre due to site  
208 constraints, for example Title V or wetland restrictions. The district could be  
209 declared suitable for 141 units but not actually able to achieve a density of 15  
210 units per acre. MBTA communities are those that are within 0.5 miles of an  
211 MBTA station and Boxford has no land within those guidelines. The DHCD  
212 strongly encourages communities to consider locations with existing or planned  
pedestrian access to a transit station. Povenmire shared a slide of a map

214 highlighting an area of Boxford close to the Haverhill and Bradford stations as  
215 well as the Lawrence train station. This shows the area of Boxford closest to the  
216 MBTA stations and is something that the Planning Board or whomever will be  
217 working on this project to determine where a district of this type may be. The  
218 town of Boxford is required under these guidelines to submit no later than  
219 January 31, 2023 a proposed action plan, and then no later than December 31,  
220 2025 to and submit an application of compliance plan. The penalties for non-  
221 compliance, would be that Boxford would be ineligible for the Housing Choice for  
222 Initiative, the Local Capital Projects fund, or the MassWorks Infrastructure  
223 program. Additionally, determinations of compliance also may inform funding  
224 decisions by EOHED, DHCD, the MBTA, and other state agencies which  
225 consider local housing policies when evaluating applications for discretionary  
226 grant programs, or making discretionary funding decisions. Chow-Menzer would  
227 like to know how a unit is defined. Povenmire responds that a unit is considered  
228 3 beds, 2 baths. Costello asks if the well radiuses for public water supplies have  
229 been considered, as typically a lot of land is dedicated to public well zones. He  
230 asks whether there are other adjacent small towns that also have no public water  
231 or sewage, possibly putting Boxford in a category the State may not have  
232 considered. Povenmire states the compliance model has not been released yet  
233 so it is difficult to determine how these things will be taken into account. In  
234 regard to the 141 units per 15 acres, Perkins asks would there be exceptions  
235 made if there were 25-30 acres would there be exceptions given as far as  
236 spacing. Povenmire states that the intention of 15 units per acre is to create an  
237 economy of scale in the construction that will allow the units to be accessible to  
238 commuters, families with children, and overall to supply housing to working  
239 commuters and to increase the housing stock to support economic growth.  
240 Povenmire anticipates that the Select Board and the Planning Board will come up  
241 with a compliance model within the time frame provided by the DHCD and  
242 Coogan notes that these Boards will work together over the next few weeks and  
243 have a joint meeting to develop a plan.

- 244 • **Consider Approval of Contract for MVP Grant:** Neil Shea, a member of the  
245 Ipswich Water Shed Association, has been working with Olbrot as well as  
246 Povenmire to look at grants for repairing culverts in town. Neil Shea gave a brief  
247 discussion on the project. They were given a MVP action grant for FY2023-  
248 FY2024 so three culverts were picked to usher through the plan, including Pye  
249 Brook Lane, Georgetown Rd, and Herrick Rd. The Ipswich Water Shed  
250 Association will be the project manager for the plan. They have been awarded  
251 \$120,900 for FY23 and \$149,000 for 2024.

252  
253 On a **MOTION** made by **Costello**, second by **Chow-Menzer**, the Select Board  
254 **VOTED** unanimously to authorize the grant agreement for the culvert design.

256 **9:03 PM MEETING WITH DPW SUPERINTENDANT/TOWN ENGINEER, CHRIS**  
257 **OLBROT**

- 258 • **Route 133 TIP Project Next Steps:** Olbrot provides updates the Board  
259 regarding TEC's standards. Jessel asks the Board members if they want to  
260 reapply for the TIP project or leave it to the town. The Board agrees that the TIP  
261 project should be abandoned for 133.

262  
263 On a **MOTION** made by **Costello**, second by **Stickney**, the Select Board **VOTED**  
264 unanimously to rehabilitate the Rt 133 corridor to the best standards possible.

- 265 • **Consider Approval of Memorandum of Understanding with Merrimack**  
266 **Valley for the Safe Streets for All Comprehensive Planning Grant:** After a  
267 brief discussion, the Select Board came to the following decision:

270 On a **MOTION** made by **Costello**, second by **Perkins**, the Select Board **VOTED**  
271 unanimously to authorize Matt Coogan, Town Administrator, to sign the  
272 memorandum of understanding with the Merrimack Valley Planning Commission.

273 **9:24 PM REPORT OF THE TOWN ADMINISTRATOR**

- 274 • **Approval of Signage for Danvers YMCA Wildcat 5K, October 8, 2022:** After  
275 a brief discussion, the Select Board took the following action:

276  
277 On a **MOTION** made by **Stickney**, second by **Perkins**, the Select Board **VOTED**  
278 unanimously to approve the signs for the Wildcat 5K.

- 279  
280 • **Performance Evaluations:** Coogan gave a brief update as to the future of  
281 performance evaluations. His team have been looking at ways to implement  
282 technology and researching different vendors for software. For now, Assistant  
283 Town Administrator Brendan Sweeney has been able to put these forms on line  
284 for these evaluations.
- 285 • **Update on Town-wide Goal Setting Process:** The various Boards and  
286 Committees will be submitting their goals which will be compiled in October for a  
287 meeting to discuss at that time.
- 288 • **Update on HR Audit – Personnel Policies:** The Town will start implementing  
289 and adopting some of the policies from the HR consultant audit that was held in  
290 April of 2022.
- 291 • **Firefighter Resignation:** Chief Geiger made the Board aware of the resignation  
292 of a career firefighter and Coogan asks the Board to lift the hiring freeze.

293  
294 On a **MOTION** made by **Stickney**, second by **Costello**, the Select Board **VOTED**  
295 unanimously to lift the hiring freeze to hire a new career firefighter.

298

**9:28 PM ROUTINES**

- 300 • **Appointments:** After a brief discussion, the Select Board took the following  
302 action:

304 On a **MOTION** made by **Stickney**, second by **Perkins**, the Select Board **VOTED**  
306 unanimately to appoint Dorothy Johnson to the Masconomet Scholarship  
Committee for a one-year term until 6/30/23.

**Roll Call (Called by Minutes Secretary Kathleen Valinch):**

308 Margaret Chow-Menzer: Yes  
310 Judi Stickney: Yes  
312 Peter Perkins: Yes  
Chuck Costello: Yes  
Barbara Jessel: Yes

**9:39 PM EXECUTIVE SESSION AND ADJOURN**

314 On a **MOTION** made by **Jessel**, second by **Stickney**, the Select Board **VOTED**  
316 unanimately to enter into executive session to discuss negotiation strategy with  
318 respect to the Boxford Professional Firefighters Local 5305 bargaining unit, and  
320 declare that an Executive Session is necessary since an open public discussion  
322 may have a detrimental effect on the negotiating or bargaining position of the  
Select Board. The Select Board will adjourn upon conclusion of the Executive  
Session and not be returning to open session.

**Roll Call (Called by Minutes Secretary Kathleen Valinch):**

324 Margaret Chow-Menzer: Yes  
326 Judi Stickney: Yes  
328 Peter Perkins: Yes  
Chuck Costello: Yes  
Barbara Jessel: Yes

330

332

334

336

## Executive Session Motion

I move that the Select Board enter into executive session to conduct strategy sessions in preparation for negotiations with nonunion personnel with respect to the Draft Compensation Study;

and declare that an Executive Session is necessary since an open public discussion may have a detrimental effect on the negotiating or bargaining position of the Select Board.

The Select Board will adjourn upon conclusion of the Executive Session and not be returning to open session.”