



BOXFORD SELECT BOARD

Monday, November 7, 2022

Virtual Attendance Only

Zoom Information:

<https://us02web.zoom.us/j/87498175247?pwd=L0xSUzdiQkwzSjhKT0xhVXhaZGN3dz09>

This meeting is audio and video recorded

7:00 PM Call to Order

7:05 PM Announcements

7:10 PM Meeting with Police Chief, James Riter

- Consider appointment of Deven Fiandaca to full-time Patrol Officer
- Department Update
- Any other business to come before the Chief of Police and the Board not anticipated at the time of this posting

7:25 PM Meeting with DPW Superintendent/ Town Engineer, Chris Olbrot

- Consider approval of snow removal and plowing rates
- Department update
- Any other business to come before the DPW Superintendent/ Town Engineer and the Board not anticipated at the time of this posting

7:40 PM Boxford Liquor License Renewals

- Far Corner Farm Golf Course, Inc.
- Boxford Community Kitchen

7:50 PM Report of the Town Administrator

- Adaptive Reuse of Buildings Advisory Committee – Appointments
- Consider approval of signs for Winterfest, West Boxford Improvement Society
- Consider appropriating ARPA funds for demolition of structures at 27 Main Street
- Consider proposal for Community Center Committee
- 2023 Select Board Schedule
- Any other business to come before the Town Administrator and the Board not anticipated at the time of this posting

9:15 PM Routines

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

9:25 PM Any other business to come before the Board

9:30 PM Executive Session

- To discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares; Boxford vs. Andrews Farm Water Company and Conn, et. al.; Notice of Chapter 11 Filing – Andrews Farm Road Water Company

Adjourn

Next Meeting – November 21, 2022

Call to Order
Remote Only

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 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.

The meeting may also be accessed remotely 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.

All members please be aware that all votes must be roll call votes.

State Election

November 8, 2022



Location: Town Hall – 7a Spofford Road
Polls will be open from 7am – 8pm

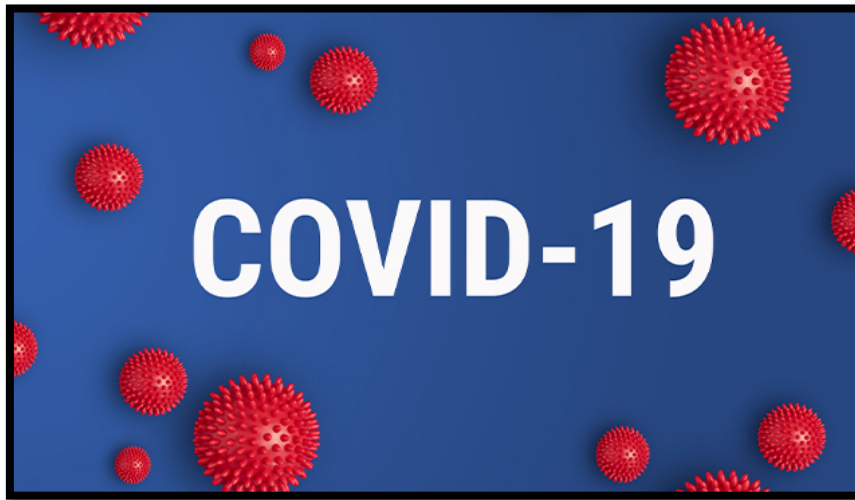
Veterans Day Commemoration



Friday, November 11, 2022, 11:00AM

The James L. Melvin American Legion Post 379 of Boxford will be conducting a Veterans Day ceremony at the James M. Melvin Green located on Elm Street in East Boxford.

All residents of Boxford and surrounding communities are welcome to attend.



COVID-19 VACCINATION CLINICS

Upcoming COVID Vaccination Clinics at Masconomet High School Cafeteria - Entry at Door 27

Bivalent boosters for all eligible individuals and primary series for ages 6 months and up

Friday - November 18, 3-6 PM

Friday - December 16, 3-6 PM

LINK TO REGISTER:

<https://home.color.com/vaccine/register/capeann>

LINK TO GCACC for other Tri-Town COVID vaccine clinics and Greater Cape Ann Clinics

<https://capeannclinic.com/>

COVID-19 TEST KITS:

FREE COVID-19 test kits are still available at the Boxford Health Dept. Call and request and we can put some aside for you to pick up at Town Hall, 7A Spofford Rd.

Select Board Meeting

November 7, 2022

Promotion of Reserve Officer Deven Fiandaca to Probationary Full Time Patrolman

I request the Select Board promote Reserve Officer Deven Fiandaca to a Full Time Probationary Officer beginning on November 8, 2022. Officer Fiandaca joined the Boxford Police Department in December of 2021. He has completed all his field training. All of his pre-employment requirements are still valid. Officer Fiandaca graduated from the MPTC Bridge Academy and he has a notice of certification from the Massachusetts POST Commission as of July 12, 2022.

I request the Select Board appoint Officer Fiandaca for a one-year probationary period beginning November 8, 2022 through November 7, 2023.

New Speed Signs

The Boxford Police Department has received three new digital speed signs that were purchased in the FY '23 budget. Last year I discussed with the board placing one Topsfield Road, inbound near the State DPW pit, one Main Street, southbound (east) prior to the intersection of Maple Avenue and the third location I believe should be Main Street, northbound (west) across from the Brookside Cemetery or Rte. 97 northbound at the Topsfield line.

*My FY '24 request will be for two additional signs, one being the location that is not chosen for this year and the second one should be approaching the four-way stop sign Main Street, southbound (east) in the area of #65.

Rowley Road Signage

Fall of FY '22 Boxford Commons

October 19, 2022

TO: Selectboard
From: James B. Riter, Chief
Subject: 'Slow Children' signs, Rowley Road

The Boxford Police Department has been made aware of resident's concerns on Rowley Road involving increased through traffic on the street and also many new families with younger children residing on Rowley Road.

Due to the morning and evening traffic congestion on Route 133 in Georgetown, motorists are utilizing Rowley Road as a cut-through to other routes between Route 495 and the Cape Ann area.

I would suggest the Selectboard approve the installation of 'Slow Children' signs on Rowley Road for northbound traffic at Rowley Road and Camelot Drive and for southbound traffic, in the area of #62 Rowley Road.

Boxford Police Department Incidents by Type

Printed: 11/3/2022 1:54 pm

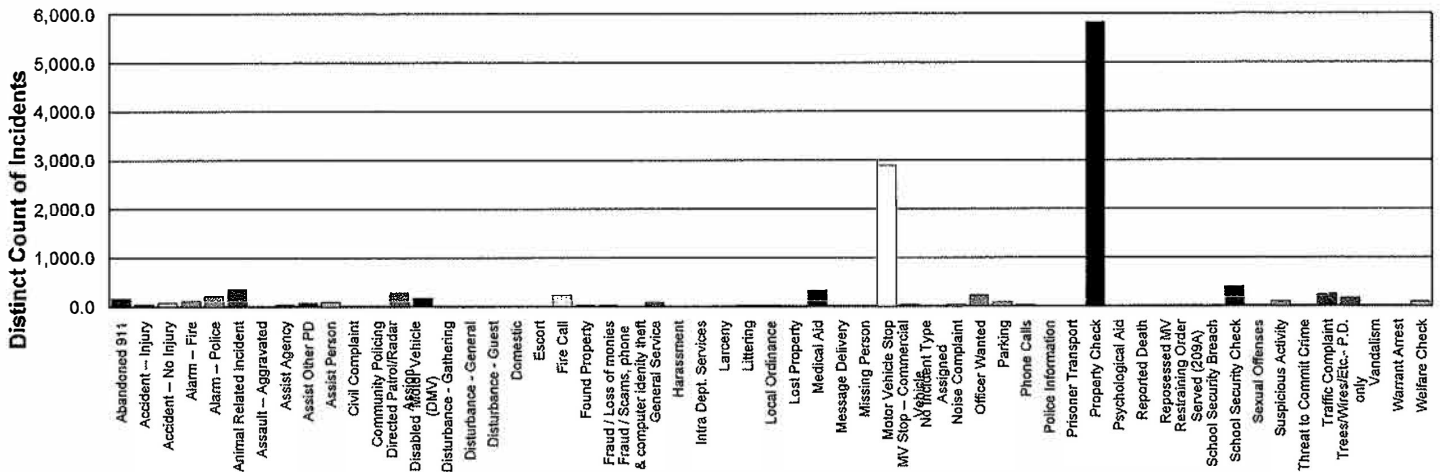
From Date:01/01/2022 to:11/01/2022

Jurisdiction: Boxford

Department: Police Department

Distinct Count of Incidents by Type

For Department: Police Department



Abandoned 911 :	166
Accident -- Injury :	47
Accident -- No Injury :	81
Alarm -- Fire :	114
Alarm -- Police :	210
Animal Related Incident :	360
Assault -- Aggravated :	1
Assist Agency :	44
Assist Other PD :	78
Assist Person :	94
Civil Complaint :	8
Community Policing :	5
Directed Patrol/Radar Assign :	288
Disabled Motor Vehicle (DMV) :	177
Disturbance - Gathering :	1
Disturbance - General :	10
Disturbance - Guest :	2
Domestic :	12
Escort :	6
Fire Call :	235
Found Property :	28
Fraud / Loss of monies :	26
Fraud / Scams, phone & computer identity theft :	4
General Service :	95
Harassment :	1
Intra Dept. Services :	4
Larceny :	5
Littering :	20
Local Ordinance :	26

Boxford Police Department Incidents by Type

Printed: 11/3/2022 1:54 pm

From Date:01/01/2022 to:11/01/2022

Jurisdiction: Boxford

Department: Police Department

Lost Property :	15
Medical Aid :	329
Message Delivery :	3
Missing Person :	3
Motor Vehicle Stop :	2,885
MV Stop -- Commercial Vehicle :	36
No Incident Type Assigned :	11
Noise Complaint :	33
Officer Wanted :	227
Parking :	84
Phone Calls :	26
Police Information :	3
Prisoner Transport :	4
Property Check :	5,826
Psychological Aid :	16
Reported Death :	1
Repossessed MV :	1
Restraining Order Served (209A) :	10
School Security Breach :	3
School Security Check :	405
Sexual Offenses :	1
Suspicious Activity :	104
Threat to Commit Crime :	4
Traffic Complaint :	250
Trees/Wires/Etc.- P.D. only :	166
Vandalism :	12
Warrant Arrest :	1
Welfare Check :	91
Department: Police Department :	12,698
Jurisdiction: Boxford :	12,699
Total Incidents :	12,699

Boxford Police Department Incidents by Type

Printed: 11/3/2022 1:22 pm

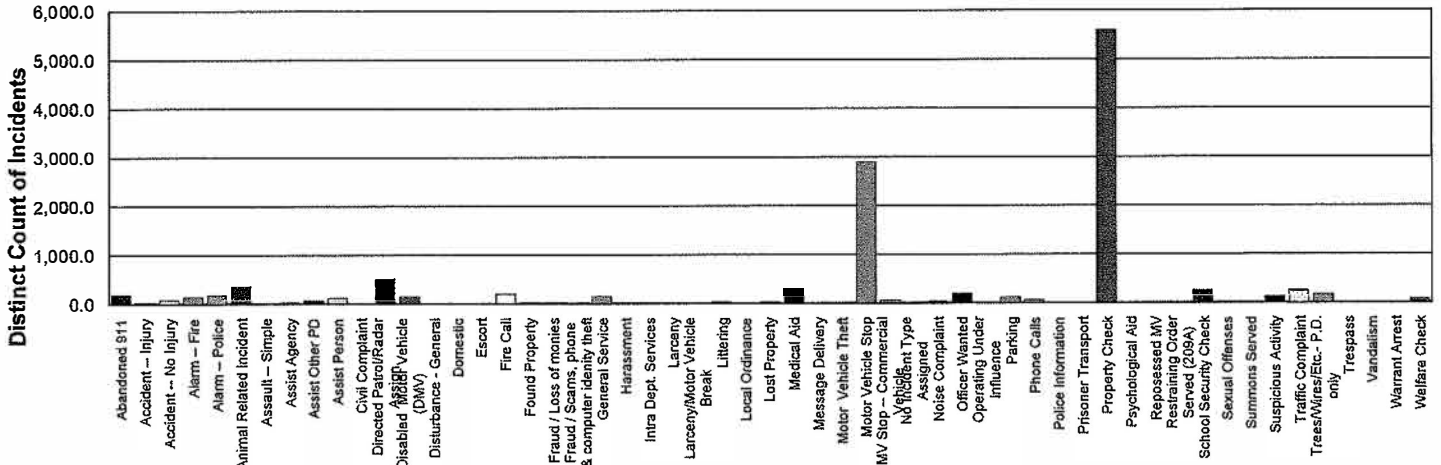
From Date:01/01/2021 to:11/01/2021

Jurisdiction: Boxford

Department: Police Department

Distinct Count of Incidents by Type

For Department: Police Department



Abandoned 911 :	194
Accident -- Injury :	31
Accident -- No Injury :	84
Alarm -- Fire :	141
Alarm -- Police :	173
Animal Related Incident :	363
Assault -- Simple :	3
Assist Agency :	32
Assist Other PD :	67
Assist Person :	122
Civil Complaint :	7
Directed Patrol/Radar Assign :	517
Disabled Motor Vehicle (DMV) :	154
Disturbance - General :	6
Domestic :	13
Escort :	4
Fire Call :	202
Found Property :	24
Fraud / Loss of monies :	30
Fraud / Scams, phone & computer identity theft :	6
General Service :	149
Harassment :	3
Intra Dept. Services :	18
Larceny :	12
Larceny/Motor Vehicle Break :	1
Littering :	36
Local Ordinance :	15
Lost Property :	28
Medical Aid :	311

Boxford Police Department

Incidents by Type

Printed: 11/3/2022 1:22 pm

From Date:01/01/2021 to:11/01/2021

Jurisdiction: Boxford

Department: Police Department

Message Delivery :	1
Motor Vehicle Theft :	1
Motor Vehicle Stop :	2,899
MV Stop -- Commercial Vehicle :	59
No Incident Type Assigned :	17
Noise Complaint :	35
Officer Wanted :	195
Operating Under Influence :	1
Parking :	118
Phone Calls :	65
Police Information :	6
Prisoner Transport :	7
Property Check :	5,595
Psychological Aid :	10
Reposessed MV :	3
Restraining Order Served (209A) :	11
School Security Check :	251
Sexual Offenses :	1
Summons Served :	5
Suspicious Activity :	127
Traffic Complaint :	243
Trees/Wires/Etc.- P.D. only :	176
Trespass :	1
Vandalism :	13
Warrant Arrest :	1
Welfare Check :	83
Department: Police Department :	12,670
Jurisdiction: Boxford :	12,670
Total Incidents :	12,670



TOWN OF BOXFORD

Chris A Olbrot, PE
Superintendent of Public Works/Town Engineer
7B Spofford Road
Boxford, MA 01921

Tel: (978) 352-6555

Fax: (978) 352-5558

colbrot@boxfordma.gov

MEMORANDUM

To: Select Board

From: Chris Olbrot

Date: November 7th, 2022

RE: Department Update

DRAINAGE INFRASTRUCTURE:

Culvert Design and Permitting

DPW contracted with TEC to provide design and permitting for three critical culverts identified within the 2020 survey. These are on Glendale Rd., Ipswich Rd., and Middleton Rd. In addition to the utilization of local and ARPA funding, I worked with the Ipswich River Watershed and Ross Povenmire to obtain **\$275,000** in funding for the design and permitting of three other Culverts in town. They are located on Pye Brook Ln, Georgetown Rd., and Herrick Rd. These culvert replacements are critical to improving our stormwater resiliency, maintaining safe and adequate drainage, and keeping our roads operational. Existing conditions surveys and subsoil investigations are taking place this fall and permitting will be through the winter months. It is expected that the Glendale Rd. culvert will be replaced first followed by Ipswich Rd. next construction season. This is subject to change as need be, however.

BUILDINGS:

DPW Fabric Membrane Building

We are preparing for the erection of the building this month. It is expected that the foundation will be installed the week of 11/14 and the building being delivered on 11/21. It is a two-week project to have the building erected.

Building Maintenance Software - Operations Hero and ALPHA

Contracts have been signed with our vendors and we are commencing the implementation of this building maintenance online portal. This project is going to be a vast technological improvement

over our current system of building maintenance. ALPHA is a company that will come into town and assesses the buildings and all appurtenances within the buildings, such as HVAC, electric, walls, walks, roof, plumbing, etc. in order to have an idea of the current backlog of maintenance and replacement costs. This will help us understand our need for capital expenditures to keep our buildings operational and safe. This information will then be married to Operations Hero online software that will act as the vessel for work orders and facility maintenance activities. Paul Anastasi, our part-time facility maintenance hire has been an integral resource and continues to help us with this important goal.

East Fire Bathroom Renovations Project

I organized a pre-construction meeting in late October to begin this important renovation project for a women's shower/bathroom at the East Fire Station. Unfortunately, at that meeting we were all informed that the town's plumber does not have the capacity to take this work on due to a worker's injury. We are now in the process of securing another option. The first option is to have the students of the Tech to do the work under the strict supervision of their instructor/master plumber and the Town's GC on the project, Jason Kamps. The second option would be to utilize another plumber either known through Jason Kamps or through the town's carpenter, Shadrack Construction. I will keep the Board informed on the steps as they are realized to ensure this project stays on track and gets completed as soon as possible.

RECREATION and FIELDS:

Athletic Field Maintenance

DPW worked much of the fall to improve the athletic fields and prepare them for the 2023 athletic season. The largest effort was put into the natural field at the Commons. The extreme drought caused significant challenges to maintaining that field this summer and fall. That said, RAD Sports (the original installer) has agreed to make good on its original commitment of 4 years of soil amendment activities. Since they did complete this effort in 2019, they will owe us this fall and the next two years at a minimum. In addition to the aeration, we also top-dressed, slice-seeded, and deep-tine aerated the entire field. In addition to that, we plan on a more deliberate and aggressive soil amendment nutrient and weed prevention plan.

We have utilized the newly purchased "seedavator" attachment on our tractor. This attachment allowed the Town to aerate all of our playing fields while also dropping fresh seed in behind the perforations. Introducing oxygen and grass seed into the soil will allow for a better and safer playing surface. The staff has given me very positive feedback on its ease of use and performance and will be a great addition to our field maintenance equipment for years to come.

Border to Boston Trail Improvements off of Pye Brook Rd.

In late summer we were able to install the stone dust trail. Utilizing a sidewalk paver, we were able to efficiently and effectively spread the stone dust and compact with a vibratory compactor. I walked the trail with a few of the B2B Trail Committee members and they were very pleased with the outcome. There may be a few areas that the DPW can help with in the future should some erosion and other issues present. However, it is expected that this was largely a one-time commitment utilizing CPA funding.

MISCELLANEOUS:

Hiring of HEO-1

After many months and two postings for this position, I am happy to report that we have made an offer to a resident of Georgetown with experience in landscaping and snow plowing. We are now going through the pre-employment protocol, and we hope the candidate will come aboard as a Laborer and, once he has passed the necessary licenses, will be promoted to Heavy Equipment Operator – 1. I am hopeful to have a full staff for the first time since I joined Boxford.

Plow Rates and Fuel Adjustment

In early October we began to reach out to our plow contractors. It was immediately clear that just about everyone we spoke to had sincere reservations about this winter's operations. Many spoke about the standard rates, but all of them referenced the volatile fuel market and were unsure if they would be able to profit due to that volatility. Locally, diesel is about \$5.99 gallon, and the state average a year ago was \$3.54. Many are predicting that diesel could spike to over \$7 a gallon this winter.

I propose that we again bring the rates up to our surrounding town's average. In addition, for this year only, to address the volatility of the diesel market, I propose a graduated diesel surcharge to provide compensation for the likely case that diesel fuel spikes this winter. I have attached these two spreadsheets for our in-depth discussion. The first reflects the new proposed plow rates and the second is for a discussion on a fuel surcharge.

The Town has just about 100 miles of roadway that we need to maintain with a crew of 6 trucks. The 16-mile plow routes take approximately 2 hours when taking into account load times and clearing both lanes. There are many times when one truck may need to be serviced and another truck has to cover that route as well. Without the help of contractors, the town is at a great disadvantage to keep the roadways safe and clear.

	Andover	Geor+W6+C1	Topsfield	Gloucester	Groveland	Danvers	Amesbury	North Reading	Wenham	Andover	Essex	Middleton	Hamilton	Tewksbury	Wilmington	Lynnfield	Rowley	Newbury	Salisbury	Boxford Current			
Insurance Requirements	\$300,000/\$300,000	\$250,000/\$500,000		Combined \$1,000,000	\$100,000/\$300,000 (Property Damage)			\$250,000/\$500,000 (Bodily Injury) \$100,000 (Property Damager/Per Accident)			\$100,000/\$250,000	Combined \$1,000,000	Combined \$1,000,000		\$250,000/\$500,000 (Property Damage)		Combined \$1,000,000	Combined \$1,000,000	Combined \$1,000,000	Combined \$1,000,000	Combined \$1,000,000	Average of Surrounding Towns	Proposed Rates
3/4 Ton Pickup AWD with 8' Plow	\$110.00	\$80.00	\$89.00		\$68.00	\$95.00	\$90.00	\$90.00	\$90.00	\$110.00	\$85.00	\$94.50	\$95.00	\$100.00		\$115.00	\$85.00	\$90.00	\$85.00	\$80.00	\$92.44	\$90	
1-Ton Truck with 9' Plow	\$125.00	\$95.00	\$89.00	\$95.00	\$77.00	\$100.00	\$90.00	\$110.00	\$100.00	\$135.00	\$95.00	\$100.00	\$110.00	\$120.00		\$115.00	\$90.00	\$90.00	\$85.00	\$90.00	\$101.17	\$95	
6-Wheel Truck with 10' Plow	\$135.00	\$115.00	\$100.00	\$105.00	\$88.00	\$130.00	\$100.00	\$125.00		\$136.00	\$105.00	\$110.00	\$120.00	\$130.00		\$135.00	\$100.00	\$90.00	\$115.50	\$100.00	\$114.09	\$115	
6-Wheel Truck with Plow & Sander		\$125.00				\$140.00										\$155.00				\$110.00	\$140.00	\$130	
6-Wheel Truck with Plow, Sander & Wing		\$135.00																		\$138.00	\$135.00	\$138	
10-Wheel Truck with 10' Plow	\$180.00		\$120.00	\$125.00	\$97.00	\$175.00	\$135.00	\$145.00			\$115.00		\$120.00	\$150.00		\$155.00					\$137.91	\$135	
Backhoe Loader with Plow	\$175.00	\$105.00	\$105.00	\$125.00		\$145.00	\$135.00	\$145.00		\$175.00	\$135.00		\$120.00	\$150.00		\$145.00	\$110.00	\$140.00	\$105.00	\$120.00	\$134.33	\$120	
Front End Loader without Plow	\$180.00	\$150.00	\$105.00	\$150.00			\$145.00	\$160.00		\$150.00		\$150.00	\$160.00	\$140.00		\$160.00				\$115.00	\$150.00	\$120	
Front End Loader with Plow		\$150.00	\$105.00		\$98.00	\$175.00	\$155.00	\$170.00		\$175.00	\$135.00	\$147.00	\$160.00	\$170.00			\$110.00	\$140.00	\$142.00	\$120.00	\$145.14	\$125	
Skid Steer	\$125.00		\$100.00	\$95.00			\$110.00	\$105.00		\$104.00	\$120.00		\$110.00	\$125.00			\$95.00	\$110.00	\$110.00	\$90.00	\$109.08	\$100	
Tractor with 10' Plow		\$155.00															\$110.00		\$131.00	\$125.00	\$132.00	\$135	
Tractor with 10' Plow & Wing																				\$125.00	No comparison	\$150	

**Town of Boxford
Contract Plowing Season 2019-2020**

Contractor	Vehicle Type	Total Storm Hours Worked	Hourly Rate	Total Year Paid	Fuel Adjustment \$5.00-\$6.00 per gallon	Fuel Adjustment \$6.00-\$7.00 per gallon
Aulson	8' Plow	64	\$73.00	\$4,672.00	\$576.00	\$949.00
	9' Plow	87	\$78.00	\$6,786.00	\$783.00	\$1,014.00
	10' Plow	27	\$91.00	\$2,457.00	\$243.00	\$1,183.00
	Backhoe	52.5	\$99.00	\$5,197.50	\$472.50	\$1,287.00
	Loader	47.5	\$110.00	\$5,225.00	\$427.50	\$1,430.00
Sub-Totals				\$24,337.50	\$2,502.00	\$5,863.00
Gary Bamford	8' Plow	46.5	\$73.00	\$3,394.50	\$418.50	\$949.00
Sub-Totals				\$3,394.50	\$418.50	\$949.00
Jason Beaudoin	Tractor w/10' Plow	67	\$95.00	\$6,365.00	\$603.00	\$1,235.00
	6 Wheel Truck w/10' Plow	67	\$91.00	\$6,097.00	\$603.00	\$1,183.00
Sub-Totals				\$12,462.00	\$1,206.00	\$2,418.00
E & W Construction	6 Wheel Truck w/10' Plow	35.5	\$91.00	\$3,230.50	\$319.50	\$1,183.00
Sub-Totals				\$3,230.50	\$319.50	\$1,183.00
John Collins	8' Plow	51	\$73.00	\$3,723.00	\$459.00	\$949.00
Sub-Totals				\$3,723.00	\$459.00	\$949.00
Bill Cuddy	9' Plow	49.75	\$78.00	\$3,880.50	\$447.75	\$1,014.00
	10' Plow	49.75	\$91.00	\$4,527.25	\$447.75	\$1,183.00
Sub-Totals				\$8,407.75	\$895.50	\$2,197.00
Joe Doyle	8' Plow	35.5	\$73.00	\$2,591.50	\$319.50	\$949.00
Sub-Totals				\$2,591.50	\$319.50	\$949.00
W.T. LeRoy Landscape	9' Plow	23	\$78.00	\$1,794.00	\$207.00	\$1,014.00
	Skid Steer	59.5	\$83.00	\$4,938.50	\$535.50	\$1,079.00
	6 Wheel Truck w/10' Plow	40.5	\$91.00	\$3,685.50	\$364.50	\$1,183.00
	8' Plow	14.5	\$73.00	\$1,058.50	\$130.50	\$949.00
Sub-Totals				\$11,476.50	\$1,237.50	\$4,225.00
Nunan's Landscaping	6 Wheel 9' Plow	57.5	\$78.00	\$4,485.00	\$517.50	\$1,014.00
	6 Wheel 10' Plow	28.5	\$91.00	\$2,593.50	\$256.50	\$1,183.00
Sub-Totals				\$7,078.50	\$774.00	\$2,197.00
Jeff Provencher	One-Ton 9' Plow	68.5	\$78.00	\$5,343.00	\$616.50	\$1,014.00
Sub-Totals				\$5,343.00	\$616.50	\$1,014.00
Daniel Signor	One-Ton 9' Plow	22	\$78.00	\$1,716.00	\$198.00	\$1,014.00
Sub-Totals				\$1,716.00	\$198.00	\$1,014.00
Chris Stasinos	Tractor 5085 Plow	73.5	\$95.00	\$6,982.50	\$661.50	\$1,235.00
	Tractor 7220 Plow	62	\$95.00	\$5,890.00	\$558.00	\$1,235.00
	Tractor 6110 Plow	44	\$95.00	\$4,180.00	\$396.00	\$1,235.00
	Tractor 4450 Plow & Wing	72	\$125.00	\$9,000.00	\$648.00	\$1,625.00
	Tractor 6310 Plow & Wing	67	\$125.00	\$8,375.00	\$603.00	\$1,625.00
	Tractor 4525 Plow & Loader	55	\$95.00	\$5,225.00	\$495.00	\$1,235.00
Sub-Totals				\$39,652.50	\$3,361.50	\$8,190.00
GRAND TOTALS				\$127,136.25	\$12,766.50	\$32,097.00

Increase= 10% 25%



Jean M. Lorizio, Esq.
Commission Chairman

Commonwealth Of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, MA 02150-2358

2023
Retail License Renewal

License Number: 00001-CL-0124 Municipality: BOXFORD
License Name : Far Corners Farm Golf Course Inc License Class: Annual
DBA : License Type: Club
Premise Address: 5 Barker Road Boxford, MA 01921 License Category: All Alcoholic Beverages
Manager: Robert W Flynn

I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).



Signature
ROBERT W. FLYNN
Printed Name

10.20.22
Date
OWNER
Title

Additional Information:

Please complete and return this form to the Local Licensing Authority.



**Boxford Fire Department
6 MIDDLETON ROAD
BOXFORD, MA 01921**



Inspection Findings Report

Inspection Information

Inspection #: 2022-43 FAR CORNER GOLF: GRILLE: 5 BARKER
 Inspection Date: 10/28/2022 ROAD BOXFORD MA 01921 N/A N/A
 Structure/Property: FAR CORNERS GOLF COURSE
 5 BARKER ROAD BOXFORD MA 01921
 Inspection Contact: BOB FLYNN
 Inspection ID: IN Inspection Reference ID:
 Inspection Status: 11/02/2022
 Inspection Type: ANNUAL Inspection Conducted Date: 10/28/2022

The Boxford Fire Department conducted a fire safety inspection at the location and date referenced above. As result of this the inspection I have enclosed/attached the fire departments - Field Fire Safety Inspection Report.

Inspection Findings/Action Requested

Item #: 1 Exterior Vegetation
 Action Requested: Alter To Become Compliant
 Notes/Comments: RELOCATE MULCH, BUSHES TO MAINTAIN 18" CLEARANCE TO BUILDING / Per Chapter 10 Mulch shall not be newly applied within 18 inches of any combustible portion of any building
 Reference/Rationale: 527 CMR 1 Chapter 10 General Safety Requirements
 10.1 Fundamental Requirements

#: 2 Carbon Monoxide Alarms
 Action Requested: Add To Become Compliant
 Notes/Comments: INSTALL CARBON MONOXIDE DETECTION IN BASEMENT / Per Chapter 148 Every dwelling, building or structure, including those owned or operated by the commonwealth, occupied in whole or in part for residential purposes that utilizes fossil fuel must have Carbon Monoxide Detectors per code.
 Reference/Rationale: Mass General Laws Chapter 148

Item #: 3 FLAMMABLE STORAGE
 Action Requested:
 Notes/Comments: COMPLETE FLAMMABLE STORAGE PERMIT- MORE THAN 42 LBS LIQUID PROPANE FOUND UNDER DECK / ...storage cabinets and where the total aggregate quantity does not exceed 180 gallons.
 Reference/Rationale: NFPA 30
 9.5 Special Occupancy Limits
 9.6.2.2- For the occupancies specified in 9.6.2.1, storage in excess of 10 gal of Class I and Class II liquids combined or in excess of 60 gal of Class IIIA liquids shall be permitted where stored in flammable liquid

Inspection Comments/Remarks

Auto-Generated from Fire Incident#: 2022000002058

Thank you in advance for helping the Boxford Fire Department fulfill its primary mission, the protection of life and property. If you have any questions about the inspection process, please call 978-887-5725

Next Scheduled Inspection (Dates and times of scheduled inspections are subject to change)

Saturday, October 28, 2023 12:00AM Next Inspection Type:

Inspection Documented by:
 FIREFIGHTER KATIE COLANGELO



The Commonwealth of Massachusetts


Town of Boxford

New and Renewal Certificate of Inspection

In accordance with 780 CMR, Chapter 1 (*The Eighth Edition of the Massachusetts State Building Code*) and Chapter 304 of the Acts of 2004 (*an Act to further enhance fire and life safety*), this certificate of inspection is issued to the premise or structure or part thereof as herein identified.

Issued to	<i>Identify Name of Establishment</i>			<i>Certificate No.</i>	
	Far Corners Golf Course – Kitchen/Function Room			L20-003	
Located at	<i>Identify property address including street number, name, city or town and county</i>				
	5 Barker Road – Boxford MA 01921				
Use Group Classification(s)	<i>Basement</i>	<i>Kitchen</i>	<i>Bar /Function</i>	<i>Lower Function</i>	<i>Other</i>
	B-2	B-2	A-2	A-2	
Allowable Occupant Load	< 10	< 10	< 50	< 50	

This *certificate of inspection* is hereby issued by the undersigned to certify that the premise, structure or portion thereof as herein specified has been inspected for general fire and life safety features. This certificate shall be framed behind clear glass and\ or laminated and posted in a conspicuous place within the space as directed by the undersigned. *Failure to post or tampering with the contents of the certificate is strictly prohibited.*

Name of Municipal Fire Chief	Brian Geiger	Name of Municipal Building Commissioner	Peter Delaney	Date of Inspection	10/28/2022
Signature of Municipal Fire Chief		Signature of Municipal Building Commissioner		Date of Issuance	11-2-2022



**FAR CORNER FARM
GOLF COURSE, INC.**
5 BARKER ROAD
BOXFORD, MA 01921

REMITTANCE ADVICE					

3102

53-179/113

PAY FIVE HUNDRED 00/100 DOLLARS

DATE	TO THE ORDER OF	TO THE ORDER OF	NET AMOUNT
10-21-22	TOWN OF BOXFORD	LIQ. LICENSE	500.00



Eastern Bank
LYNN, MA 01901
24 HOUR SERVICE 1-800-EASTERN



Far Corners Golf Course, Inc.

Motion: Move to approve the renewal of Far Corners Farm Golf Course Inc.'s Retail Liquor License for all alcoholic beverages on premises, with the condition that the Licensee shall in all respects, conform to all provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended and any rules or regulations made thereunder by the license authorities. In addition, the licensee must maintain required insurance and meet all requirements by Town fire and building inspectors as noted in the Town's inspection reports as enclosed in this packet. This license expires December 31st of 2023.



Jean M. Lorizio, Esq.
Commission Chairman

**Commonwealth Of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, MA 02150-2358**

**2023
Retail License Renewal**

License Number: 06309-GP-0124

Municipality: BOXFORD

License Name : BOXFORD COMMUNITY KITCHEN
INC.

License Class: Annual

License Type: General On-Premises

DBA :

Premise Address: 7 Elm Street Boxford, MA 01921

License Category: Wines and Malt

Manager: David Merrill

I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).

Signature

10/19/22

Date

DAVID MERRILL

Printed Name

owner

Title

Additional Information:

Please complete and return this form to the Local Licensing Authority.





The Commonwealth of Massachusetts

Town of Boxford

New and Renewal Certificate of Inspection

In accordance with 780 CMR, Chapter 1 (*The Eight Edition of the Massachusetts State Building Code*) and Chapter 304 of the Acts of 2004 (*an Act to further enhance fire and life safety*), this certificate of inspection is issued to the premise or structure or part thereof as herein identified.

Issued to		Identify Name of Establishment			Certificate No.
		BOXFORD COMMUNITY STORE			B22-10
Located at		Identify property address including street number, name, city or town and county			
		7 ELM STREET			
Use Group Classification(s)	1 st Floor	Second Floor	Second Floor	Second Floor	Other
			B		
Allowable Occupant Load			<45		

This certificate of inspection is hereby issued by the undersigned to certify that the premise, structure or portion thereof as herein specified has been inspected for general fire and life safety features. This certificate shall be framed behind clear glass and/or laminated and posted in a conspicuous place within the space as directed by the undersigned. Failure to post or tampering with the contents of the certificate is strictly prohibited.

Name of Municipal Fire Chief	Brian Geiger	Name of Municipal Building Commissioner	Peter J. Delaney	Date of Inspection	10/20/2022
Signature of Municipal Fire Chief		Signature of Municipal Building Commissioner	<i>Peter J. Delaney</i>	Date of Issuance	11-2-2022



**Boxford Fire Department
6 MIDDLETON ROAD
BOXFORD, MA 01921**



Inspection Findings Report

Section Information

Inspection #: 2022-34 STORE : EAST (COMMUNITY): 7 ELM STREET BOXFORD MA 01921 ()
887-5632 N/A

Inspection Date: 10/18/2022

Structure/Property: ELM STREET, 7
7 ELM STREET BOXFORD MA 01921

Inspection ID: IN Inspection Reference ID:
Inspection Status: Inspection Status Date: 10/18/2022
Inspection Type: ANNUAL Inspection Conducted Date: 10/18/2022

The Boxford Fire Department conducted a fire safety inspection at the location and date referenced above. As result of this the inspection I have enclosed/attached the fire departments - Field Fire Safety Inspection Report.

Inspection Findings/Action Requested

- Item #: 1 Electric Panels
Action Requested: Correct Immediately
Notes/Comments: BASEMENT- CLEAR 3' AREA TO ELECTRICAL PANELS / Per 110.26 Access and working space shall be provided and maintained about all electrical equipment to permit ready and safe operation of maintenance of such equipment to a minimum of 30" in width and depth.
Reference/Rationale: NFPA 70
110.26 Spaces About Electrical Equipment
- #: 2 Storage Under Stairs
Action Requested: Correct Immediately
Notes/Comments: REMOVE GREASE TRAP & CLUTTER FROM UNDER STAIRS / Per 14.6.3 * Usable Space.
Enclosed, usable spaces, within exit enclosures shall be prohibited, including under stairs, unless otherwise permitted
By 14.6.3.2. [101:7.2.2.5.3]
Reference/Rationale: 527 CMR 1 Chapter 14 Means of Egress
14.6 Enclosure and Protection of Stairs
- Item #: 3 Fire Extinguisher Types
Action Requested: Add To Become Compliant
Notes/Comments: PROPERLY POST SIGNAGE AND MOUNT ALL FIRE EXTINGUISHERS / Per Chapter 13 The appropriate fire extuinguishers and sizes must be installed properly according to code.
Reference/Rationale: 527 CMR 1 Fire Protection Systems
13.6 Portable Fire Extuinguishers
- Item #: 4 Fire Extinguisher Inspection
Action Requested: Inspection By Proper Authority
Notes/Comments: KEEP ANSUL SYSTEM AND HOOD UP TO DATE
(ANSUL SERVICED JUNE '22)
(HOOD SERVICED MAY '22 EVERY ~180 DAYS)
Reference/Rationale: 13.6.9.3.1.1.1 Fire extinguishers shall shall be subjected to maintenance at intervals of not more than 1 year, at the time of hydrostatic test, or when specifically indicated by an inspection or electronic notification
- Item #: 5 APPLIANCE TO OUTLET
Action Requested:
Notes/Comments: REMOVE OUTLET SPLITTERS, PLUG APPLIANCES DIRECTLY TO PROPER OUTLET / 210.22
Permissible Loads, Individual Branch Circuits.
An individual branch circuit shall be permitted to supply any load for which it is rated, but in no case shall the total load exceed the branch-circuit ampere rating.
Reference/Rationale: NFPA 70
Print Date: October 21, 2022

INInspectionFindingsSingle 03/07/17

Boxford Community Kitchen License Renewal

Motion: Move to approve the renewal of the Boxford Community Kitchen's Retail Liquor License for wine and malt only on premises. The licensee will be issued a local paper license and be authorized to serve when the following requirements have been met:

- The Licensee agrees in all respects, to conform to all provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended and any rules or regulations made thereunder by the license authorities
- The Licensee will notify the Select Board at least 30 days before it intends to serve alcohol.
- The Licensee will produce required liquor liability coverage certificate of insurance to the Select Board.
- The Licensee must meet all requirements by Town Fire and Building Inspectors as noted in the inspection reports included in the agenda packet.
- The Licensee will submit payment for renewal fee of \$500 to Select Board office.
- This license expires December 31st of 2023.

To The Select Board,

It would be a great privilege to be selected as a volunteer on the newly formed Adaptive Reuse Building Committee. As a Boxford resident of four years (a toddler by Boxford standards) I have developed a great appreciation for the town's commitment to community, its history, and the potential of its people.

Walking from our home with our two little boys in tow, we head to Paisleys for some fresh local vegetables. We stop, and look across the street musing about the possibilities for the old West Library before heading to Bensons for an ice cream on our walk home. In similar fashion, I can't help but wonder what will be the next chapter for the current Council on Aging building as the Center at 10 Elm prepares to open its doors to the community.

My work in operations (hospitality & now the renewable energy sector, to be specific) would lend well to this committee. I value collaboration, seek input, and bring an analytical approach to my work. Project management, financial stewardship, personnel management, and familiarity in partnering with local AHJs are a few of the skills that I would bring to this committee. I am looking forward to this potential opportunity as another step towards creating the robust, sustainable community that our village deserves.

Thank you for your consideration,



DANIEL ANASTOS



EXPERIENCE

OPERATIONS COORDINATOR, REVISION ENERGY; NORTH ANDOVER, MA - SEPTEMBER 2021 - PRESENT

- Drive employee engagement, customer satisfaction, and financial success through:
 - Managing lifecycle of projects from contract signing through completion
 - Scheduling installations that best align with teams- maximizing their quality of life
 - Coordinate electrical, building, fire inspections with local jurisdictions while ensuring compliance with varying regulations and requirements
 - Realize efficiencies that harness the power of CRM, and provide greater time for customer-centered responsibilities
 - Collaborate with co-owners within various departments to ensure the smooth operation of the North Andover Branch

PATIENT ENROLLMENT, VERTEX PHARMACEUTICALS; BOSTON, MA - APRIL 2021 - AUGUST 2021

- Contract role: Liaised between healthcare providers and Vertex's Guidance and Patient Support Team to accurately enroll patients to Vertex support program

SENIOR MANAGER OF ROOMS OPERATIONS, MARRIOTT INT.; BOSTON, MA - JUNE 2018 - APRIL 2021

- Department head: Lead a team of 45+ associates focused on the guest experience
- Hotel's CRM (Salesforce) expert- 5+ years experience:
 - Created hotel-wide culture around CRM use- drove understanding of customer preferences
- Managed department's P&L, ordering, and revenue creation throughout front office
 - Monthly controllable budget in excess of \$200,000
- Worked with external vendors on contract creation & manage partnerships
- Oversaw weekly payroll- ensuring accuracy, and resolving any issues

FRONT DESK MANAGER, MARRIOTT INT.; BOSTON, MA - JUNE 2016 - JUNE 2018

- Managed daily inventory of 1,147 guest rooms
- Compiled & utilized data to create staffing models ensuring seamless guest check-in/check-out process: improved productivity 3.4% & decreased negative guest "wait time" verbatim 40%
- Leader of Associate Relations Committee: implemented sustainable initiatives within hotel

PERSONAL TRAVEL; 7 COUNTRIES IN 6 MONTHS- SEPTEMBER 2015- MARCH 2016

FRONT OFFICE MANAGER, MARRIOTT INT.; PEABODY, MA – MARCH 2014 - SEPTEMBER 2015

- Breakthrough Leadership Champion: Formulated and shared strategy with executive committee to drive managerial self-awareness and improve hotel's KPI's

FRONT DESK AGENT & FRONT DESK SUPERVISOR, MARRIOTT INT.; PEABODY, MA – SEPTEMBER 2011 - MARCH 2014

EDUCATION

SALEM STATE UNIVERSITY, SALEM, MA - COURSE IN INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY, JANUARY 2014 - JUNE 2014

HARVARD UNIVERSITY, CAMBRIDGE, MA - COURSE IN OPERATIONS MANAGEMENT, 2012

- Consultation work for Massachusetts restaurant: improved financial performance \$50,000 YOY

BRANDEIS UNIVERSITY, WALTHAM, MA , 2011

- Bachelor of Science: Neuroscience, 2011
- Bachelor of Science: Psychology, 2011
- Cross Country & Track Captain: Lead teams that qualified for three national championships

VOLUNTEER

Great Strides Boston | Back on My Feet Boston | Northeast Animal Shelter: Dog/Cat Foster Family

To the Town of Boxford Administrator and Select Board,

It is with keen interest in the Advisory Committee's and the Town of Boxford's initiative to analyze potential uses of town buildings, that I submit my attached resume

One of the critical traits for the individual you desire should be a past and present Involvement in activities that benefit the Boxford Community:

Thus, as a member of the West Boxford Improvement Society (WBIS), I have actively participated in all not-for-profit WBIS events which have been held to drive toward a more cohesive and fun-loving/engaging community.

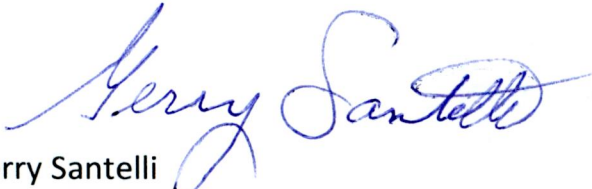
Additionally, our efforts to raise funds have been to give back to identified residents in need and to help community organizations achieve and fund their specific needs. Most recently, working with the town's Document Center, I initiated funding to help the Center produce and deliver images in color – a long and much sought-after desire and one that significantly enhances the results they deliver to our community.

Also, as an active participant in our local American Legion Post, I have helped organize Legion events such as Veterans' Day, Memorial Day, Thanksgiving dinners to needy families in our community, fund-raising events, and have spoken several times at Veteran events within our Town.

As you can note, my desire is to continue to actively participate in the community in ways that best serve us all. The task within which you are challenged is one my experience and expertise would be a positive asset.

In the attached resume it should be noted that the positions I have held in those corporations are a result of being pursued and recruited by individuals with specific knowledge of my capabilities and achievements.

Sincere respects for the important work you are about to undertake,


Gerry Santelli

Gerry Santelli

PERSONAL ATTRIBUTES and BACKGROUND

Results driven, strong work ethic, good interpersonal and analytical skills, team player, culturally sensitive.

Married, two children, four grandchildren, decorated Marine Corps Combat Veteran, Community volunteer and active participant in Community events. Boxford resident since 1999.

AREAS OF EXPERTISE

Strategic Business Planner with cross discipline business experience and proven ability to drive cost effective and profitable businesses and solutions, New Business Solution & Service Development with International experience in Asia-Pacific and Latin America

WORK EXPERIENCE

Owner of a Service-Disabled Veteran Owned Business

Principal Client: DataBank IMX, **acting** VP, Business Development, Education Markets

Responsibility: Identify, develop, drive Participation Strategy and market opportunities within Education markets

Results: Drove business from less than \$500,000 to exceed \$30 Million of highly profitable business on an annualized go-forward basis within eight years.

WW Director, Customer Services & Support, Vutek (efi)

Responsibility: Direct all internal service & support operations, to include new growth vectors worldwide: Engineering, Support, Customer Presentations, Training, Documentation, Web and Parts Management

Results Restructured and realigned groups, reduced costs, eliminated costs overruns and inefficiencies by upwards of 75%, while volume and customer base grew and product line expanded.

Eastman Kodak Company, General Manager, Systems & Solutions Business

Responsibility: Manage Research, Software Engineering, Technology Licensing Partnerships, Sales/Marketing, Professional & Consulting Services, Strategic Software Product Planning, Technical Support, and Site Operations.

Results: Redirected/aligned independent subsidiary focused on Business Unit strategies, transitioning the team to one of strategic value for the Corporation and transitioned from a cost drain to a profit center

Identified by Corporate as a top performer within Kodak

EDUCATION

BS, Computer Science

MS, Management, Computer Systems & Technology

Rochester Institute of Technology, 1977

Gerry Santelli

PERSONAL ATTRIBUTES and BACKGROUND

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Married, two children, four grandchildren, decorated Marine Corps Combat Veteran, Community volunteer and active participant in Community events. Boxford resident since 1999.

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Identified by Corporate as a top performer within Kodak

EDUCATION

BS, Computer Science

MS, Management, Computer Systems & Technology

Rochester Institute of Technology, 1977

Other prior held positions:

Compaq Computer Corporation, Manager, Custom & Professional Services

Responsibility: Managed teams of software consultants, PMP project managers, and sales consultants who deployed technology and delivered product life-cycle solutions for cross-platform computing.

Results: Significantly increased team productivity from 30% utilization to 90+% while improving team spirit.
Profitability increased from a break-even business to a 45% margin within first 12 months.

Danka Office Imaging Company, Director, Sales, Marketing, and Technical Support, Latin American Region

- Built the base for a digital products business in Latin America, initiated business & marketing plans, and product launches with field Sales & Support.
- Led transition of country organizations from traditional business into the digital arena and drove business within countries into new major accounts grew 20% top line growth, and from a multi-million-dollar loss to a positive earnings contribution.
- Elected member of company's Digital Executive Board, tasked with setting company's strategic direction for systems, solutions, and professional services business.

Eastman Kodak Company, Manager, Systems Business, Asia-Pacific

- International assignment based in Tokyo and Australia, responsible for all technical activities for regional business units, including Systems Marketing, Sales, R&D, and Customer Support.
- Launched Asia-Pacific Systems and Components businesses and organized into growing and profitable units. Led teams in setting strategies and established geographically diverse Sales and Support organizations.
- Managed teams and third party suppliers to develop products specifically designed for Asian markets.
- Led country teams in numerous successful sales activities, many exceeding \$1M.
- Invented, designed, and implemented customer-specific solutions that drove region's revenues/earnings growth.
- Managed field Service teams throughout Asia (6-month assignment, concurrent with other responsibilities); aligned Service to Sales/Marketing goals; reversed declining morale while increasing profitability.

Eastman Kodak Company, Corporate Strategic Planner

- Developed new business opportunities that crossed all business units within the company's Imaging sectors leading to the genesis of the company's Printing & Publishing Division.

Eastman Kodak Company, Manager, Integrated Systems & Solutions

- Built a self-sustaining and profitable business for building integrated systems (with 50 consultants and software engineers) and delivering customer-specific solutions key to closing over \$15 Million in imaging and workflow systems sales in first full year.

From: cmsmailer@civicplus.com on behalf of [Contact form at Boxford MA](#)
To: [Leanne Mihalchik](#)
Subject: [Boxford MA] ADAPTIVE REUSE OF BUILDINGS ADVISORY COMMITTEE (Sent by Mark Sullivan, [REDACTED])
Date: Tuesday, October 18, 2022 10:18:48 AM
Attachments: [mbs_resume_2022.pdf](#)

External Sender

Hello Imihalchik,

Message:

I am interested in the Adaptive Reuse of Buildings Advisory Committee. I currently serve on the Recreation Committee and am the Recreation Committee Representative on the Community Preservation Committee.

I have a background in value-add real estate and real estate development. This includes valuation, capital structure, best use, and other components of real estate. I have attached my resume for your review. As an FYI your email address; Imihalchick@boxfordma.gov, keeps getting kicked back as undeliverable.

Regards,

Mark Sullivan

MARK B. SULLIVAN

SUMMARY

A highly experienced investor relations professional skilled at raising capital, relationship development, and prospecting, from a broad base of investors including, pension funds, consultants, endowments & foundations, family offices and other sources of institutional capital. Have an extensive rolodex of relationships with individuals inside these organizations that have investment decision-making authority. A Business Development Executive with expertise in strategic planning, client acquisition, consultant relations, organizational change, relationship cultivation, and investment strategies, including real estate, and private equity. A consistent producer with a proven record of accomplishment developing strategic business relationships and making significant contributions to immediate and long-term profitability.

EXPERIENCE

WAYPOINT RESIDENTIAL, Boca Raton, Florida

Senior Managing Director, Business Development and Consultant Relations, 2021-Present

Direct responsibility for nationwide coverage on institutional investors in America, including Pensions, Insurance General Account and Pension, Endowment & Foundations, Family Offices, Consultants, and other sources of real estate capital. Built a team to move from a syndication model to a fund model funded by institutional investors. Successfully raised \$135 million in equity in Waypoint's first comingled multifamily development. Member of Waypoint's ESG and DEI implementation team. Board member of the charitable giving fund at Waypoint.

BROOKWOOD FINANCIAL PARTNERS, Beverly, Massachusetts

Managing Director, Business Development and Consultant Relations, 2017-2021

Responsibility for growing Brookwood's institutional footprint in North America and globally. Accountable for raising assets in real estate and private equity in multiple investment structures. Developed a new coverage model for institutional distribution globally. Developed and refined a global business development marketing strategy for the Real Estate Private Equity vertical with ambitious commercial objectives. Raised \$235 million in equity capital in Brookwood funds.

KEELEY ASSET MANAGEMENT, Chicago, Illinois

Director, Head of Distribution and Consultant Relations, 2015-2017

Direct responsibility for coverage of North American distribution including all RIA's, family offices, institutional investors as well as consulting firms focused on first and second tier firms. Responsible for the complete consultant relationship, research as well as regional field consultants. Direct calling on broad range of plan sponsors including Public Funds, Corporate, E&F, Healthcare and Family Offices. Raised over \$125 million in AUM during challenging firm structure.

ALLIANZ GLOBAL INVESTORS, San Francisco, California
Director, Consultant Relations and Business Development, 2010-2014

Held direct responsibility for primary coverage of 18 consulting firms and secondary coverage of ten additional firms. Developed relationships with research staff and field consultants. Scheduled average of 140 meetings per year. Participated in industry conferences. Focused on introducing new strategies in emerging markets, volatility, and liquid alternatives. Raised over \$3.7 billion in AUM.

BABSON CAPITAL, Phoenix, Arizona
Managing Director, Public Fund Team Leader & Consultant Relations, 2009-2010

Provided regional coverage of all types of plan sponsors in Western region. Held field consultant responsibility for existing relationships. Introduced bank loans, structured credit, mezzanine debt, high yield, and real estate debt. Held 135 direct meetings in first year. Raised \$350 million in new business.

FAF ADVISORS, Phoenix, Arizona
Managing Director, Public Funds, Team Leader, 2006-2009

Built extensive network of contacts in public fund, and consulting communities. Developed the Public Fund and Consultant Relations Team, Implemented strategic approach to client acquisition by identifying opportunity, interdependencies of key decision makers, consultant influence, and competition. Served as player coach for four-person public funds team. Closed over \$2.5 billion in new AUM. Provided client service for largest public fund clients, comprising \$3.5 billion in assets.

PAULSON AND COMPANY, INC., New York, New York
Director, Public Funds Marketing, 2005-2006

Drove development of public funds market for North America. Educated plans' sponsors on company's merger arbitrage and event arbitrage strategies. Expanded consultant coverage to existing consultant relationships.

A D D I T I O N A L E X P E R I E N C E

BANC ONE INVESTMENT ADVISORS AND J.P. MORGAN, Phoenix, Arizona, **Director, Public Funds and Taft Hartley Marketing, 1999-2004.** Closed over \$4.5 billion in AUM, exceeding profitability goals over four years. Achieved deep penetration of public funds inclusive of trustees, staff, and consultant coverage. Communicated diverse portfolio strategies, including equity, fixed income, quantitative, and alternative strategies. Interfaced with existing clientele to deepen relationships, retain assets, and cross-sell.

L I C E N S E S

Series 24, 7, 65, 66, and 3

E D U C A T I O N

NEW ENGLAND COLLEGE, Henniker, New Hampshire, B.A., Finance and Economics

From: [REDACTED]
[Leanne Mihalchik](#)
Subject: Resume, Rebecca Potts- Reuse of COA and Former West Library - Call for Residents to Join Advisory Board
Date: Tuesday, October 18, 2022 3:23:51 PM
Attachments: [Resume Rebecca Potts.docx](#)

External Sender

Dear Boxford Select Board,

I would like to submit my application for the Advisory Board, analyzing reuse of the COA and former West Library buildings. Please accept this letter and attached resume.

As a resident who has long been actively involved in trying to keep West Boxford center viable, I am extremely excited to hear that you are forming an Advisory Board to look at reuse of two of the town's buildings. I have had conversations with various board members in the recent past regarding potential future uses of both the Library and COA buildings, as well as maintenance and use of existing buildings such as Lincoln Hall. The fact that I have not served on a planning/advisory committee in the past, may give me a fresh perspective from those who so generously have.

Although I do not have expertise in "Buildings" per se, I do have a career history of working on dozens of boards and teams to analyze data, form opinions on best practice and lead consensus to conclusions ensuring outcomes for the best of all. I have a reputation of fairness, active listening and collaborative leadership to complete projects and meet goals. My personal goal would be to give time back to this wonderful town and be a part of reinvigorating the east and west centers of Boxford!

Please let me know if you have any questions regarding my experience or motivations. I am looking forward to speaking with the Board.

Thank you,
Becky Potts

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Rebecca Potts



Summary

32-year resident of Boxford, recently retired, with time to give back to the community. Passionate about Boxford, with vested interest in the town and use/reuse of existing and future infrastructure resources. Actively engaged in promoting community and maintaining the rural culture of Boxford.

Skills

- Sales Management, Business Development and Financial Budgeting
- Marketing Strategy and Presentation
- Team Building and Leadership
- Microsoft Office; Word, Excel, PowerPoint

Experience

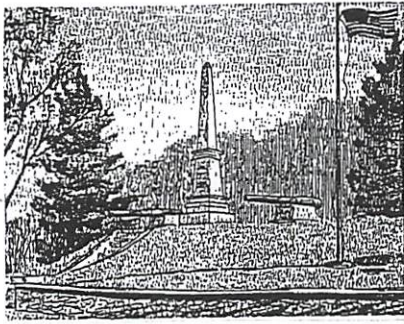
- Sales Representative, Outdoor Apparel industry; Top producer, all manufacturers, 47 years
- President, SML Apparel Sales Group; Managed Sales Team and \$40M in revenue, 17 years
- President, Boston Shoe Traveler's Association; Leadership, Budget, Trade Shows, 8 years
- Board of Directors, New England Sports Agents Association; Planning, Budget, 8 years
- Real Estate Agent, Licensed State of Minnesota, last century.

Education

- B.S. with Distinction, University of Minnesota. Broad Field Major; Social Sciences, Political Science, Economics. Minor; Spanish. Secondary Education Certificate, Social Studies.

Community Service

- Board of Directors, member West Boxford Improvement Society, 16 years
- Election Worker, Town of Boxford
- Volunteer, Hazardous Waste Day
- Caretaker, Lincoln Hall



West Boxford Improvement Society
PO Box 283
West Boxford, MA 01885
westboxfordimprovement@gmail.com

October 26, 2022

Select Board
7A Spofford Road
Boxford, MA 01921

Re: Boxford's 16th Annual Winter Fest Sign Request

Dear Members of the Board,

I am writing on behalf of the West Boxford Improvement Society to request permission to place a 4' x 5' sandwich board adjacent to telephone pole #54-89 (located on Route 133 adjacent to Lincoln Hall) a 4' sign in the shape of a tree in front of Lincoln Hall and on the Melvin Green from November 12 through December 3 to advertise Boxford's 16th Annual Winter Fest. All signs will say "Winter Fest Saturday, December 4, 9 am to 3 pm."

Thank you for your consideration of our request.

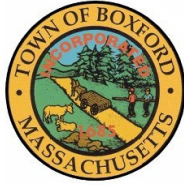
With kindest regards,
West Boxford Improvement Society

Jan Silva
President

*The West Boxford Improvement Society dedicated the above monument in 1934
to honor those from Boxford who died in World War I.*



**WEST
VILLAGE
WINTER
FESTIVAL**
**SATURDAY
DEC 3**



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

DATE: Friday, November 4, 2022
TO: Select Board
FROM: Matt Coogan, Town Administrator
RE: ARPA Funds for Demolition of Structures at 27 Main Street

My office has been working on procuring a contractor to take down the house and barn at 27 Main Street. We solicited Invitations for Bids, and received three by the October 26th deadline. The lowest bid was from Brighter Horizons Environmental at \$59,500. Of that amount, \$12,000 is for the asbestos abatement, which is being funded by an EPA Brownfields Grant through the Merrimack Valley Planning Commission. The remaining price for demolition, \$47,500, is more than the balance we have left in the appropriation from Warrant Article 8 at 2021 Town Meeting - \$26,800. We were expecting that there was enough funding to cover demolition based on preliminary pricing we received in early 2021. But like everything else, costs have increased considerably.

I propose appropriating \$26,000 in ARPA funds that would cover the funding gap and provide a 10% contingency for the project. There is about \$550,000 of unprogrammed ARPA funds from the plan the spending plan Board approved last fall. The Select Board has the authority to appropriate ARPA funds. With a vote of Select Board vote Monday night, we could award the bid, begin contracting with Brighter Horizons next week, and schedule demolition work.

There is additional necessary site assessment in order to comply with DEP's Massachusetts Contingency Plan, to be completed after the structures are removed from the site. This is in regards to elevated levels of arsenic detected in the soil during the Phase 1 and 2 Environmental Assessments. We have a quote from Weston and Sampson of \$21,000 to complete this phase, which will also be funded through the EPA Brownfields grant.



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

DATE: Friday, November 4, 2022
TO: Select Board
FROM: Matt Coogan, Town Administrator
RE: **10 Elm Community Working Group**

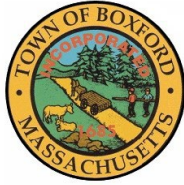
Construction at the Center at 10 Elm is getting close to substantial completion. It is anticipated that the COA will be able to occupy the space and move in after Thanksgiving. There has been an ongoing dialogue between my office, COA Chair Liz Murphy, and COA Director Pam Blaquiere regarding how the COA will be utilizing the space for their operations and their plan for how 10 Elm will enable them to provide additional programming and services to the senior population. We would also like to begin discussions on how 10 Elm could be utilized for community and programming events beyond the COA's offerings.

There are several groups or organizations that could be interested in providing programs and services that utilize the new community spaces at 10 Elm. For example, the Cultural Arts Council has expressed an interest in hosting cultural programs. I have also heard that there's a need to develop youth programming, which could be housed at 10 Elm.

If the Select Board is interested in proactively marketing 10 Elm for community programming and events, the Board could create a working group to oversee this effort. A 10 Elm Community Working Group could consist of members who are involved with organizations that may be interested in holding programs or events at 10 Elm, such as the Cultural Arts Council, the Tri-Town Council, and the PTO. The Working Group could facilitate discussions with these groups on how they could utilize the available space at 10 Elm. Furthermore, the Working Group could coordinate with Pam and the COA on available times that would not conflict with COA operations and events. There may even be opportunities for the COA and the Working Group to facilitate partnerships for multi-generational events.

If the Board creates a 10 Elm Community Working Group, we could do an open call for members that would be appointed by the Board at its December 5th meeting. My office would serve as the staff liaison to the working group. It could be constituted for one year, at which the Board can evaluate whether Group would need to remain intact. One way to determine the success of the Working Group is how many community programs occurred at 10 Elm within the first year of opening.

The Working Group would focus on developing partnerships for community programs. How residents, non-profits, and other parties rent space at 10 Elm for function events or meetings will also need to be determined, but not through this effort.



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Boxford, MA 01921

DATE: Friday, November 4, 2022
TO: Select Board
FROM: Matt Coogan, Town Administrator
RE: **2023 Select Board Meeting Schedule**

Below is a proposed schedule for Select Board meetings in 2023. Generally, meetings would be held on the typical second and fourth Mondays of the month, with the exception of November and December, which are set at the first and third Mondays to avoid conflicting with the Thanksgiving and Christmas holidays. In addition, I offer for the Board's consideration reducing the number of meetings over the summer to one in July and one in August. The Board could meet the first Monday of each of those months, and could hold a date for a second meeting, if necessary. With the proposed fewer meetings over the summer, the Select Board would have 22 scheduled meetings in 2023.

2023 Select Board Meeting Schedule

- January 9, 23
- February 13, 27
- March 13, 27
- April 10*, 24
- May 8, 22
- June 12, 26
- July 10
- August 14
- September 11, 25
- October 10 (Tue), 23
- November 6, 20
- December 4, 18

*April 10th would be 29 days before May 9th Town Meeting and the Warrant would be finalized at that meeting

Executive Session Motion

I move that the Select Board enter into executive session to:

discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares; Boxford vs. Andrews Farm Water Company and Conn, et. al.; Notice of Chapter 11 Filing – Andrews Farm Road Water Company

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.