



BOXFORD SELECT BOARD

Monday, November 21, 2022

Town Hall 7A Spofford Road

Meeting Room 1

Remote option through Zoom:

<https://us02web.zoom.us/j/8157412201?pwd=WFlUWU1PS1c2NGNuZUJ3TERNbWpRQT09>

This meeting is audio and video recorded

7:00 PM Call to Order

7:05 PM Announcements

7:10 PM Meeting Fire Chief, Brian Geiger

- Update on Medical Response Pilot Program, staffing
- Update on equipment and apparatus
- Personnel updates
- Any other business to come before the Fire Chief and the Board not anticipated at the time of this posting

7:40 PM Meeting Recreation Committee Chair, Lisa Donahue

- Update on Johnson Playground survey
- Update on Recreation Committee projects
- Any other business to come before the Chair of the Recreation Committee and the Board not anticipated at the time of this posting

8:00 PM Report of the Town Administrator

- Consider approval of license for access to dry hydrant at 791 Main Street
- Consider adoption of Policies and Procedures for Financial Administration of Grants
- Consider lifting hiring freeze for Assistant Assessor position
- Consider appointment of members to Adaptive Reuse of Buildings Advisory Committee
- Consider proposal for Community Center Committee
- Town Wide Goals
- Consider amendment to Shared Health Initiative MOU
- 2023 Select Board Schedule
- Any other business to come before the Town Administrator and the Board not anticipated at the time of this posting

8:30 PM Routines

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

8:40 PM Any other business to come before the Board

8:45 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 Water Company

Adjourn

Next Meeting – December 5, 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.

Trash Delay - Thanksgiving Day

There will be no trash pickup on Thanksgiving Day, Thursday, November 24. If your normal pick up day is Thursday, it will be picked up on Friday. All other trash pick ups will run as normal during Thanksgiving week.

Town Hall offices will be closed on Thanksgiving Day. We wish you a happy and safe holiday!



**On behalf of the U.S. Marine Corps Reserve
Boxford fire will be accepting unopened and
unwrapped toys for Toys For Tots**



Drop off site is the East (6 Middleton Road) Fire Station

Hours of drop off are from 8-4 Monday-Friday.

Last day for drop off will be December 14th

Thank you in advance for your support!

The Boxford Fire Department

WEST BOXFORD

Route 133 and Main Street

WINTER FESTIVAL

9 A.M. TO 3 P.M.

SATURDAY, DECEMBER 3

*** Holiday Shopping * Festive Food ***
Hayrides * Raffle Items * Crafts
*** Handmade Gifts * Santa Claus ***
Pet Photos & so much more!

OLDE FASHIONED FUN FOR ALL AGES

Brought to you by the

WEST BOXFORD IMPROVEMENT SOCIETY

LICENSE AGREEMENT

This License Agreement (this "License") is entered this 4th day of November, 2022, by and between the **Town of Boxford** (the "Town"), having an address of 7A Spofford Road, Boxford, Massachusetts 01921, and **Scott D. Matheson and Victoria C. Matheson, Trustees of the Victoria C. Matheson 2004 Family Trust** ("Licensor"), having an address of 791 Main Street, Boxford, Massachusetts 01921.

Whereas, Licensor is the owner of property identified as 791 Main Street, Boxford, Massachusetts (the "Property"); and

Whereas, the Town has requested Licensor to grant the Town a license for the purpose of access to and the right to operate, maintain, repair and replace a fire hydrant located on or near Lily Pond Road; and

Whereas, Licensor is willing to grant the Town the foregoing rights in the Property for said purposes.

Now, therefore, the parties wish to enter into this License to set forth the terms of the Town's use of the Property.

1. **Use, Purpose, Term.** Licensor hereby grants the Town, including its agents, employees, contractors and representatives, a non-exclusive license to enter upon and use the Property for the purpose of access to and the right to operate, maintain, repair and replace a fire hydrant located on or near Lily Pond Road. Town shall have the right to bring on the Property such equipment as is reasonably necessary for the foregoing purposes. The right and use described herein may be exercised until such time as an easement is granted from Licensor to the Town for these purposes, unless sooner terminated in accordance with the provisions of Section 4 below.

2. **Conduct.** During the exercise of the rights hereby granted, the Town will act so as not to unreasonably interfere with Licensor's access to and use of the Property. Further, the Town shall observe and obey all applicable laws, statutes, ordinances, bylaws, regulations and permitting or licensing requirements.

3. **Condition of Property.** The Town acknowledges and agrees that it accepts the Property in its "as is" condition for the purpose of this License, and that Licensor has made no representation or warranty regarding the fitness of the Property. Licensor shall not be liable to the Town for any injury or harm to persons or property except if such injury or harm is caused by the gross negligence or willful misconduct of Licensor and/or its employees, agents or representatives. The provisions of this Section shall survive the expiration or termination of this License.

4. **Termination and Revocation.** This License may be revoked by Licensor upon written notice of revocation given to the Town at least one hundred twenty (120) days prior to the termination date stated in said notice. In the event that this License

expires or is terminated by revocation pursuant to this Section, the Town, at its own expense, shall remove all its personal property from the Property. This obligation shall survive the expiration or termination of this License.

5. **Insurance.** The parties acknowledge that the Town carries insurance in an amount sufficient to support the obligations of the Town under the terms of this Agreement.

6. **Modifications and Amendments.** Modifications or amendments to this License shall be in writing and duly executed by both parties hereto to be effective.

7. **Notices.** For purposes of this License, the parties shall be deemed duly notified in accordance with the terms and provisions hereof, if written notices are mailed to the addresses noted above. These addresses are subject to change, and the parties hereto agree to inform each other of such change as soon as practicable.

8. **No Estate or Obligation Created.** This License shall not be construed as creating or vesting in the Town any estate in the Property, but only the limited right of use as hereinabove stated.

9. **Governing Law.** This License shall be governed and construed in accordance with the laws of the Commonwealth of Massachusetts.

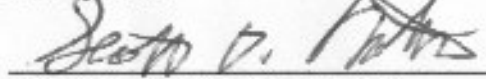
[Signature Page Follows]

IN WITNESS WHEREOF, the parties hereto have caused this License Agreement to be executed on the date first indicated above.

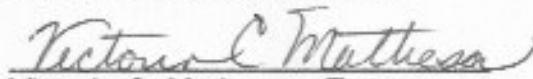
LICENSOR:

Victoria C. Matheson 2004

Family Trust



Scott D. Matheson, Trustee



Victoria C. Matheson, Trustee

TOWN OF BOXFORD,

By Its Board of Selectmen

Barbara G. Jessel, Chair

Charles J. Costello, Clerk

Peter C. Perkins, Member

Judith A. Stickney, Member

Margaret Chow-Menzer, Member



Town of Boxford
7A Spofford Road
Boxford, MA 01921

DRAFT

Financial Administration of Grants Policies and Procedures

PURPOSE:

To establish financial and control standards and practices for federal and state grants that are centralized for purposes of control within the Town Accountant's office, to prevent deficits in grant funds (special revenue funds) and to promote timely grant reimbursements to minimize reliance on the Town's cash and accordingly optimize the Town's cash flow.

AUTHORITY:

MGL Chapter 44 §53A

POLICY:

Consistent with the requirements of state law, it is the policy of the Town that the Town Accountant will only record a grant budget on the General Ledger for a municipal department based upon a vote of the Select Board to accept the grant. The Town Accountant will monitor grant expenditures for consistency with the grant award requirements. The Town Accountant will monitor the department's submittal of reimbursement requests to assure timely reimbursements.

Federal Grants and State Grants (Award Programs) Procedures:

Award of Grant

When any department receives a grant award, they should notify the Accountant and provide copies of grant guidelines, regulations and allowable costs. The Accountant and relevant department official will discuss control procedures and set up of a line item budget on the General Ledger.

Preparation of Grant Budget Order

After notification of an award from a granting agency, the Accountant will prepare a grant acceptance order indicating the total amount of the grant for vote of the Select Board. The documentation submitted to the board should include an assessment of the fiscal impact on the Town.

Vote of the Select Board

A majority vote of the Select Board is required to formally authorize the Town to begin to make obligations and expend funds.

Recording of the Grant Budget Order

The Town Accountant should record the grant budget in the appropriate fund and sub-fund of the General Ledger based on receipt of both the grant award letter/documentation and the vote of the Select Board. Each grant will have a unique fund number. The budget should be recorded in total and then by line items approved in the grant award budget (personal services, professional services, materials etc.).

Grant Amendments and Revisions

After the award of the grant, a granting agency may decrease the grant, increase the grant or make revisions to line-item budgets.

When a department managing the grant receives a grant amendment or adjustment the department must immediately forward it to the Accountant.

The Accountant will record the grant amendment on the General Ledger and make the appropriate increase or decrease to the grant budget. If line items were adjusted the “object” budgets will be revised on the General Ledger.

Procedures for Determining Allowable Costs

All costs incurred are reviewed monthly to determine that the cost is an allowable cost under the federal award. (200.403)

All costs must:

Be necessary and reasonable

Conform to limitation or exclusions regarding type or cost

Be consistent with policies and procedures that apply to both federal and nonfederal funding

Be treated consistently with other comparable costs

Be determined in accordance with US generally accepted accounting principles except otherwise provided in CFR 200

Be adequately documented

Not be included as a cost or used to meet cost sharing or matching requirements of any other federally-financed program in either the current or a prior period

<i>Selected Cost Item</i>	<i>Uniform Guidance General Reference</i>	<i>Allowable/Unallowable</i>
Advertising and public relations costs	§200.42 1	Allowable with restrictions
Advisory councils	§200.42 2	Allowable with restrictions
Alcoholic beverages	§200.42 3	Unallowable
Audit services	§200.42 5	Allowable with restrictions
Compensation – fringe benefits	§200.43 1	Allowable with restrictions
Conferences	§200.43 2	Allowable with restrictions
Depreciation	§200.43 6	Allowable with qualifications
Employee health and welfare costs	§200.43 7	Allowable with restrictions
Entertainment costs	§200.43 8	Unallowable with exceptions
Equipment and other capital expenditures	§200.43 9	based on specific requirements
Fines, penalties, damages and other settlements	§200.44 1	Unallowable with exception
Gains and losses on disposition of depreciable assets	§200.44 3	Allowable with restrictions
Goods or services for personal use	§200.44 5	Unallowable (goods/services); allowable (housing) with restrictions
Insurance and indemnification	§200.44 7	Allowable with restrictions
Interest	§200.44 9	Allowable with restrictions
Lobbying	§200.45 0	Unallowable
Losses on other awards or contracts	§200.45 1	Unallowable (however, they are required to be included in the indirect cost rate base for allocation of indirect costs)

Maintenance and repair costs	Allowable with restrictions	
Materials and supplies costs, including computing devices	§200.453	Allowable with restrictions
Memberships, subscriptions, and	§200.454	Allowable with restrictions; unallowable for lobbying organizations.
Selected Cost Item	Uniform Guidance General Reference	Allowable/Unallowable
Organization costs	§200.455	Unallowable except Federal prior approval
Plant and security costs	§200.457	Allowable ; capital expenditures are subject to §200.439
Professional service costs	§200.459	Allowable with restrictions
Proposal costs	§200.460	Allowable with restrictions
Publication and printing costs	§200.461	Allowable with restrictions
Recruiting costs	§200.463	Allowable with restrictions
Rental costs of real property and equipment	§200.465	Allowable with restrictions
Selling and marketing costs	§200.467	Unallowable with exceptions
Training and education costs	§200.472	Allowable for employee development
Transportation costs	§200.473	Allowable with restrictions
Travel costs	§200.474	Allowable with restrictions

Payment of Project Invoices and Reimbursement Requests

Each Town department is responsible for the management of their grant expenditures consistent with the grant award requirements.

When grant funded invoices are received, they should be reviewed, coded, and then submitted to the Accountant's Office consistent with the procedures in the town's Accounts Payable Policy.

The Town Accountant and the relevant department official should discuss grant requirements and timing of reimbursement requests (at time of expenditure, monthly or quarterly) consistent with the reimbursement standards of the granting agency.

Each Town department should request reimbursements from the granting agency as often as allowed per grant guidelines. The town department must submit evidence of the grant reimbursement request at the same time it is submitted to the granting agency, to assure timeliness of reimbursements.

Since many grants are processed as reimbursements, the Accountant will monitor the "deficit" balances to assure that they are temporary balances and that reimbursements are received within the allowable timelines (60 days, 90 days etc) for that grant.

Upon the completion of a grant project/program, the department should complete their final grant status/expenditure report to be submitted to the granting agency. The General Ledger of the Town is the official record of grants funds expended and receipts received.

The Accountant will review the department's final grant report/close out for accuracy of funds received and expenditures. The Town's General Ledger is the official record of all grant activity. Any funds due to the granting agency should be subject to review and certification by the Accountant based upon the activity as recorded on the General Ledger.

Subrecipient Monitoring and Management

The Town must determine whether the recipient of each sub-agreement it makes is a "contractor" or "subrecipient" for the disbursement of Federal funds. In making such a determination, the Town will utilize the following definitions: §200.23 Contractor and §200.93 Subrecipient along with the guidance found in §200.330. Generally, "subrecipients" are instrumental in implementing the applicable work program whereas a "contractor" provides goods and services for the Town's own use. Contractors will be subject to the Town's Procurement Policies. Subrecipients are subject to the Town's Subrecipient Monitoring and Management Policies.

The Town in its administration of Federal funds will monitor any subrecipients in accordance with 2 CFR §200.330 to §200.332 Subrecipient Monitoring and Management.

The Town is considered a "pass-through entity" in relation to its subrecipients, and as such requires that its consultants and subrecipients comply with applicable terms and conditions (flow-down provisions). All subrecipients of Federal or State funds received through the Town are subject to the same Federal and State statutes, regulations, and award terms and conditions as the Town.

Subaward Contents and Communication

In the execution of every subaward, the Town will communicate the following information to the subrecipient and include the same information in the subaward agreement.

Every subaward will be clearly identified and include the following Federal award identification:

- Subrecipient name
- Subrecipient's unique ID number (DUNS)
- Federal Award ID Number (FAIN)
- Federal award date
- Period of performance start and end date
- Amount of federal funds obligated
- Amount of federal funds obligated to the subrecipient
- Total amount of Federal award
- Total approved cost sharing or match required where applicable
- Project description responsive to FFATA
- Name of Federal awarding agency, pass through entity and contact information
- CFDA number and name
- Identification if the award is R&D
- Indirect cost rate for the Federal award

Requirements imposed by the Town including statutes, regulations, and the terms and conditions of the Federal award.

Any additional requirements the Town deems necessary for financial or performance reporting of subrecipients as necessary.

An approved indirect cost rate negotiated between subrecipient and the Federal government or between the pass-through entity and subrecipient.

Requirements that the Town and its auditors have access to the subrecipient records and financial statements.

Terms and conditions for closeout of the subaward.

Subrecipient Monitoring Procedures

The individual grant administrators are responsible for subrecipient monitoring and will monitor the activities of the subrecipient to ensure the subaward is used for authorized purposes. The frequency of monitoring review will be specified in the subaward and conducted concurrently with all invoice submission.

Subrecipient monitoring procedures include:

- At the time of proposal, assess the potential of the subrecipient for programmatic, financial, and administrative suitability.

- Evaluate each subrecipient's risk of noncompliance prior to executing a subaward. In doing so, the Town will assess the subrecipient's:

 - Prior experience with the same or similar subawards.

 - Results of previous audits and single audit (if applicable).

 - New personnel or new or substantially changed systems.

 - The extent and results of Federal awarding agency monitoring.

Confirm the statement of work and review any non-standard terms and conditions of the subaward during the negotiation process.

Monitor financial and programmatic progress and ability of the subrecipient to meet objectives of the subaward. To facilitate this review, subrecipients are required to submit sufficient invoice detail and a progress report. The grant administrators will encourage subrecipients to submit regular invoices.

Invoices and progress reports will be date stamped upon receipt if received in hard copy. A record of the date of receipt will be maintained for those invoices sent electronically.

In conducting regular oversight and monitoring, grant administrators will:

- Verify invoices include progress reports.

- Review progress reports to ensure project is progressing appropriately and on schedule.

- Compare invoice to agreement budget to ensure eligibility of costs and that costs do not exceed budget.

- Review invoice to ensure supporting documentation is included and invoices costs are within the scope of work for the projects being invoiced.

- Obtain report, certification and supporting documentation of local (non-federal)/in-kind match work from the subrecipient.

- Review subrecipient match tasks for eligibility.

- Initial the progress report and invoice confirming review and approval prior to payments.

The grant administrators will approve invoice payment and will initial invoices confirming review and approval prior to payment.

Payments will be withheld from subrecipients for the following reasons:

- Insufficient detail to support the costs billed;
- Unallowable costs;
- Ineligible costs; and/or
- Incomplete work or work not completed in accordance with required specifications.

Verify every subrecipient is audited in accordance with 2 CFR §200 Subpart F – Audit Requirements

Subrecipient project files will contain, at a minimum, the following:

- Project proposal
- Project scope
- Progress reports
- Interim and final products
- Copies of other applicable project documents as required, such as copies of contracts or MOUs

Audit Requirements

All subrecipients are required to annually submit their audit and Single Audit report to the Town for review to ensure the subrecipient has complied with good accounting practices and federal regulations. If a deficiency is identified, the Town will:

Issue a management decision on audit findings pertaining to the Federal award

Consider whether the results of audits or reviews indicate conditions that necessitate adjustments to pass through entity's own record.

Methodology for Resolving Findings

The Town will work with subrecipients to resolve any findings and deficiencies. To do so, the Town may follow up on deficiencies identified through on-site reviews, provision of basic technical assistance, and other means of assistance as appropriate.

The Town will only consider taking enforcement action against noncompliant subrecipients in accordance with 2 CFR 200.338 when noncompliance cannot be remedied. Enforcement may include taking any of the following actions as appropriate:

Temporarily withhold cash payments pending correction of the deficiency

Disallow all or part of the cost of the activity or action not in compliance.

Wholly or partly suspend or terminate the subaward.

Initiate suspension or debarment proceedings.

Withhold further Federal awards for the project or program.

Take other remedies that may be legally available.

Closeout of Grants Procedures:

As grants are completed, the municipal department that received the grant must prepare a grant close out package and submit it to the Accountant. If the grant had allowed drawing of funds based on estimated expenditure and actual expenditures were less, then the granting agency will require the return of unexpended funds.

The Accountant will review the department's documentation to the grant receipts and expenditures as recorded on the General Ledger. Any funds due to a granting agency must reconcile to the grant activity as recorded on the General Ledger. Only after the Accountant reviews the grant close out documentation to the General Ledger and approves it can a check be drawn to "refund" a granting agency.

Federal Cash Management:

The grant administrators will request reimbursements for actual expenditures incurred under federal grants in accordance with the requirements of each grant (timing of requests, basis of accounting, use of standard forms and/or web portal, etc.). Consistent with state and federal requirements the Town will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.).

When the Town receives advance payments of federal grant funds, it must minimize the time elapsing between the transfer of funds to the Town and the expenditure of those funds on allowable costs of the applicable federal program. The Town will attempt to expend all advances of federal funds within 30 days of receipt.

When applicable, the Town shall use existing resources available within a program before requesting additional advances. Such resources include program income, rebates, refunds, contract settlements, audit recoveries and interest earned on such funds. The Town shall hold federal advance payments in insured, interest-bearing accounts.

Pursuant to federal guidelines, interest earnings shall be calculated from the date that the federal funds are received from the granting agency until the date on which those funds are disbursed by the Town. Remittance of interest earnings, if applicable, shall be the responsibility of the grant administrator.

The Town maintains the following procedures for cash management:

All federal contracts the Town enters into (directly or indirectly) must include the following and be retained in the contract files in the Town Accountant's office:

- Requirements for subawards if allowed;

- Requirements for cost analysis, match requirements, record keeping and billing procedures;

- Specifics for suspension or extension options of contract; and

- Any and all appropriate federal requirements and regulations that pertain to the award.

Documentation must also include:

- CFDA title and number
- Federal award identification number and year
- Name of Federal Agency
- Name of pass-through entity, if any

All federal requirements pertaining to the specific contract and award shall be followed. Reimbursement request for costs previously incurred shall follow stated guidelines and rules within the contract or award. The grant administrators shall monitor each contract's costs and expenditures closely to ensure that they do not go over budget and that the cash is available for spending. All efforts shall be taken to avoid spending monies that are unavailable or incurring costs not expected to be reimbursed.

Responsibility for determining how required match amounts or limits for matching, levels of effort, or earmarking will be secured, are those of the grant administrators and accomplished in the preparation and collaboration of contract proposal and preparation with said federal agency or agencies.

Methods of valuing matching requirements and in-kind contributions of property and/or services, calculations of effort, etc. are maintained by the grant administrators and overseen by the Town Accountant in the management of the contract over the duration of the contract. These methods are to be based on federal requirements specific to that award as stated in the award contract, or based on accepted federal policies for that program. Day to day accounting of match, level of effort, or earmarking are monitored and documented by the Town Accountant during the course of the awarded contract.

Subcontracts between the Town and another entity will be established consistent with federal requirements governing the award. Unless explicitly forbidden by the granting agency the Town is not obliged to make a payment disbursement under a sub-agreement for grant funds which are not first made available by the federal granting agency.

The Town uses the following federal requirements in establishing its procedures for administering all awards for federally funded program agreements:

OMB Uniform Guidance, Subpart E (Cost Principles)

Additionally, the allowability of costs is further determined by any additional federal requirements pertaining to the specific contract and award.

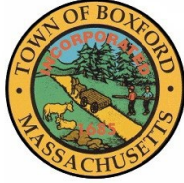
Subsequent to the identification of any instances of non-compliance, the Town shall take prompt action to remedy the situation. All such action shall be documented in writing.

CHARGE TO THE 10 ELM COMMUNITY COMMITTEE

Dated: November 21, 2022

The 10 Elm Community Committee (“Committee”) is created pursuant to a vote of the Select Board on November 21, 2022. The Committee shall consist of five members appointed by the Boxford Select Board.

1. The Committee shall be comprised of Boxford residents interested in developing and coordinating community events and programming at the Center at 10 Elm (“10 Elm”) for the general public. Committee members can be representatives active or indirectly involved in groups or organization interested in holding public programs or events at 10 Elm.
2. The purpose of the Committee is to consider how 10 Elm will be used for community events and programming beyond the Council on Aging’s (“COA”) offerings. The Committee shall determine the capacity at 10 Elm to program community events. This includes assessing which new spaces at 10 Elm would be available and which days of the week or times of day will be available. The Committee will identify groups or organizations that may be interested in developing programs at 10 Elm and reach out to these groups to discuss opportunities.
3. The Committee will consult with the COA, specifically, the COA Director, to identify opportunities for the COA and the Committee to partner on programs that achieve common goals, including multi-generational events. In addition, the Committee will consult with the COA on available times that do not conflict with COA operations and events.
4. Meetings shall be held pursuant to the Open Meeting Law, M.G.L. Chapter 30A, Sections 18 to 25, as temporarily amended due to COVID -19 by Chapter 22 of the Acts of 2022. Meetings shall be posted with the Town Clerk pursuant to said Laws.
5. The Committee shall appoint a chair to coordinate meetings and to oversee progress. Copies of approved minutes shall be forwarded to the Select Board.
6. The Committee shall issue an interim report to the Select Board by April 1, 2023, if practicable. The report will identify which groups and programs they recommend at 10 Elm, as well as recommendations on what resources will be necessary for the Town to coordinate and sustain community programming events at 10 Elm.
7. The Committee will remain constituted for 1 year, at which time the Board will reevaluate whether to extend the Committee’s work.



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

DATE: November 17, 2022
TO: Select Board
FROM: Brendan Sweeney, Assistant Town Administrator
RE: **Department Head and Board/Committee Goal Setting**

In late August, a memo was sent from the Select Board to Town department heads and board/committee chairs regarding the Town's ongoing town-wide goal setting process. Specifically, it was requested that these department heads and board/committee chairs formulate the following for Select Board review:

- Key areas of concern, need, and opportunity to consider over the next two years
- Policy and operational goals specific to your board or committee.

To date, the Town Administrator's office has received a good number of submissions from the department heads and board/committee chairs, though not all of them have submitted a response. Listed below are the responses that we did receive, divided between departments and board/committees and arranged in alphabetically order.

These submissions will be utilized by the Select Board, with the assistance of the Town Administrator's office, to formulate the town-wide goals that will ultimately serves as the pillars that guide action by Town departments and board/committees in the future.

Departmental Submissions

Assessing

1. To successfully obtain Fiscal Year 2024 Triennial Certification in a timely manner
 - This multi-step year long process demands strict adherence to the Department of Revenue's regulations in order to ensure that valuations, adjustments, and growth are approved on time. In the event that towns are not certified timely, actual tax billing is delayed, which affects the town's budget and ultimately all departments in town.
2. To successfully manage the valuation of The Willows.
 - The Willows, comprised of 66 units, will be the largest scaled housing project that Boxford has seen in many years. The ultimate goal will be to provide assessment uniformity and equity, while also maximizing growth. Accurate valuations will also serve to minimize abatements, which can be costly to the town's overlay reserves.

Building Inspector

Online Permitting

1. Training for the Building Department begins Fall of 2022
2. Live for Residents – January 2023
3. Budget needs
 - CIP Improvement – Portal for residents in lobby at Town Hall, iPad needed for Building Inspector, Gas/Plumbing Inspector and Electrical Inspector

Zoning Board of Appeals

1. Website improvement - Files are all now uploaded on the website to make it easier for residents to access
2. Storage Room – Goal is to organize the storage room with the ZBA files and remove excess files/duplicates

Inspections

1. The Building Inspector will be doing inspections daily from 10am – 12 noon
2. Focus on additional health and safety inspections in Town
 - a. Partner with Fire Department on 110 inspections
 - b. Goal is to improve health, safety, and quality of life in Boxford

Communications

1. In the Implementation/Training process of the new CAD/RMS software determine best practices and streamline processes related to CAD/RMS use.
2. Offer expanded training opportunities for Dispatchers to interact better with other Town Departments and best serve the Citizens.

Council on Aging (submitted by both the Board and the Director)

1. Become one of Massachusetts' "Age-Friendly Communities"
 - <https://www.mass.gov/service-details/age-friendly-massachusetts>
2. Installation of sidewalks in the East Village
 - This initiative would help with the safety and well-being of all our residents. On the weekends Elm Street is dangerous to pedestrians going from the fields to their cars. The addition of sidewalks would also help to support a healthier lifestyle not only for seniors but for everyone.
3. Create a place where, in this new reality of a remote workers, Boxford could offer a space where those who work remotely could connect and support each other
 - The empty building at 4 Middleton Road would be the perfect place for a flexible coworking space and its proximity to the community center, Jack's and the Boxford Common would, again, promote the notion of a village hub. (The second floor can remain a historic stage where local theatre groups can perform – there are grants for its restoration)

4. Bike and hike kiosk and bike racks at 4 Middleton Road
 - Boxford is a destination for hikers and bike riders — unfortunately what we’ve seen in recent years is a growing animosity between bikers and cars. By creating a place in Boxford for bicyclers (and hikers) to meet the kiosk can be a place for Boxford to post the “Rules of the Road”, have a map of rides and trails, recommend safer routes, etc. We want to encourage hiking and biking as a healthy pursuit – this may help.
 - We also need to work with BTA/BOLT to restore/redirect the trail system through East Boxford.
5. It’s great that we have an “Earth Day”, but Boxford could really use more of these and more awareness of cleaning up the environment. We propose at least four such days and by working with Masco to enlist community service hungry teens all of us can work together to keep our town clean and green!

Library

Key areas of concern, need, and opportunity to consider over the next two years

1. Fostering community and supporting neighborhood vitality
 - Boxford can be very segregated at times, so hosting and supporting more opportunities for residents to engage and get to know one another would be very helpful.
2. Valuing and supporting the racial, socioeconomic, cultural, and ever-changing religious diversity of our town is important
 - Recognizing different cultural months at town hall/via flag raisings would reinforce the fact that Boxford is a welcoming community.
3. Supporting the educational, cultural, physical, emotional, civic development of our children and young adults by prioritizing and allocating funds for programming that address these needs.

Policy and operational goals specific to your board or committee

1. Resources: Provide robust services, programs, and resources
2. Community Connections: Increase awareness and use of the library and its resources
3. Patron and Staff Environment: Promote a positive environment for staff and patrons

Department of Public Works

1. The DPW needs a new DPW garage to be able to continue to provide the services the town needs
 - The DPW plays a role in just about every aspect of town function ranging from culvert installations to setting up the town hall for voting and everything in between
 - The DPW has outgrown the 50-year-old facility and it was identified in a previous building study as the town building that is most in need of replacement
 - It is imperative that this town-wide collaborative effort is realized and appreciated so that we can continue to serve the community with the high standards we wish to provide.
2. I believe a policy shift needs to be undertaken in the hiring process of independent snow-plow contractors. Together with the Select Board, it is my wish that we develop and implement a more concise and formal policy for working for the town.

- This includes but is not limited to equipment and safety standards, clocking hours of service, call response times, etc.
- As this is a matter of public safety and convenience, it is critical that our expectations are documented properly and that the contractors are aware of our expectations to work for the town.

Finance

Key areas of concern

1. Retaining and recruiting employees.
 - Boxford has a small workforce. It is important that we offer salaries, benefits and a positive healthy work environment to employees at all levels of the organization.
2. Provide safe and appropriate buildings for municipal government.
 - The DPW facility is not sufficient to meet the needs to the town.

Operational goals specific to my department

1. With rising interest rates and major projects on the horizon, it will be important to manage debt service.
 - The Treasurer and I will work with our financial advisor to structure debt to minimize impact on tax rate. Currently we plan to issue long term debt in June 2023 for Cole School design (2) voted ATM June 2021, site work project Cole School (anticipated January 2023 Town Meeting), fire truck voted ATM May 2022, remainder of 10 Elm St. authorization, acquisition and demolition 27 Main St voted ATM June 2021.
2. In addition to above potential design and construction of DPW facility, capital improvement plan for Masco and fire apparatus.
 - These projects will have significant impact on the tax rate but we will work to avoid spikes and smooth increases.
3. Communication will be critical in the next few years.
 - Select Board, Finance Committee and School Committees should collaborate so that needs of the community can be met.
 - Anticipated tax increases should be planned and thoughtful.

Fire

1. Evaluate fire department response to improve our on-scene arrival times.
2. Implement new skills (medical & fire) to grow the knowledge of the firefighters and increase our ability to resolve, stabilize or improve emergency situations.
3. Evaluate fire department's ISO (Insurance Services Office) and address changes as appropriate in order to lower our rating if possible.
4. Evaluate the departments staffing model to determine appropriate staffing level in order to best serve the community.

Planning/Land Use

1. Successfully update Boxford's Open Space and Recreation Plan prior to the application deadline for 2023 LAND grant applications

2. Implement at least three regulatory changes identified in the MS4 Community Bylaw Review prior to June 30, 2022
3. Assist Boxford in responding to the MBTA Communities Act requirements by action deadlines as specified

Police

1. To complete the Department accreditation process
2. Update Police Department policies
3. Improve internal record keeping
4. Address Police Station capital improvements
5. Continued collaboration with the following Town Departments:
 - Communications Department
 - Department of Public Works
 - Permanent Building Committee
 - Town Administrator
 - Select Board

Town Administrator

1. Migration of the Finance Department to the Town Administrator's Office
2. Improving/streamlining operating and capital budget planning
3. Improving the Town's human resources functions in the following areas:
 - Compliance
 - Onboarding
 - Training/ Staff development
 - Benefits fair
 - Policy updates
 - Employee Handbook
4. Improved communication
5. Focus on community-building
6. Increase efficiencies
 - Explore opportunities to provide services through regional collaboration
7. Service improvement
8. Technology/IT upgrades
 - Online permitting
 - Software/ application solutions
 - Updating hardware – servers
 - Cybersecurity – training
 - Migration to cloud: Microsoft 365
9. Continued work on special projects
 - Rail Trail
 - Adaptive Reuse
 - Waste Stream Task Force

- Community events at 10 Elm

Town Clerk

Key areas of concern, need, and opportunity to consider over the next two years

1. Improving communication between town government and residents, especially in light of the lack of any local news outlet
2. Retaining outstanding employees
3. Streamlining the operation of town government
4. Providing adequate, convenient space, including storage areas, for the operation of Town departments

Policy and operational goals specific to the Town Clerk's office

1. Create a procedures manual to guide current and future employees, volunteers and election workers in the various functions of the department
2. Seek means beyond the Town website and social media to communicate with residents regarding the responsibilities of the department: census, licensing dogs and businesses, conducting elections, facilitating Town Meeting, creating and providing birth and death certificates and marriage licenses, retaining and preserving Town records from 1685 to the present, and facilitating compliance with the Open Meeting Law, Public Records Law and Campaign Finance Law
3. Continue to digitize Boxford's historical records to enable easy access to the public
4. Create additional opportunities for Boxford students to learn about Boxford history, local government and elections

Treasurer

1. Participate in the implementation of the new Inspectional Services integrated software by enabling a secure and compliant payment and reporting system.
2. Provide assistance to seniors with real estate tax payment issues.
 - Reach out and follow up when payments are missed to avoid the assessment of fees and interest.
 - Encourage application for exemptions, deferrals and payment plans; discuss potential sale of property and other affordable living options.
3. Encourage on-line payment of tax bills.
4. Discuss the options available to those finding it difficult to pay increasing real estate tax bills.
 - Explain the consequences for late and missed payments.

Veterans' Services

1. Improve web footprint on the town website.
2. Complete the Chapter 60 Municipal Assistance Fund application process.
3. Initiate the process to form a committee in town that will promote responsible citizenship and patriotic values throughout the community by effectively planning and coordinating appropriate parades and ceremonies during patriotic holidays and special events.
 - Committee members strive to educate and promote a public awareness of the service and sacrifice of our nation's active-duty military, veterans and their families.

Board/Committee Submissions

Board of Assessors

Key areas of concern, need, and opportunity to consider over the next two years

1. The Board believes that 2017's town-wide goal to "develop, support, and expand opportunities for our residents to age in community" is still relevant.
 - The Board has been able to make significant progress toward this goal by implementing the new Clause 57 Senior Circuit Breaker exemption, expanding tax relief opportunities to an estimated 100 residents.
 - As housing expenses continue to be a strain on many seniors, the Board is committed to continuing to explore additional exemption options. The Board will continually monitor the exemptions offered by surrounding communities, while being conscious of potential impacts on other residents.
 - The Board will also support aging residents by continuing outreach to seniors through the Council on Aging, town newsletters, and our website. Outreach will include making seniors aware of all exemptions they may be eligible for and providing assistance with the application process.

Policy and operational goals specific to our board

1. The mission of the Board is the attainment of fair and equitable assessments consistent with the Department of Revenue's guidelines.
 - The Board intends to provide better understanding of this mission through taxpayer education.
 - The Board has developed several ideas for newsletter articles detailing the assessment and abatement process, the importance of cyclical inspections, and the effects of building permits.
 - The Board believes these endeavors will provide the transparency that is necessary to build trust in local government.

Boxford Cultural Council

1. Boxford Cultural Council had to provide most of our programs during Covid outdoors or over Zoom. One of our priorities is to **reestablish as many in-person programs as possible** over the course of the next two years.
2. We are very interested in strengthening our ties to the COA & the new Community Center as the home for more of our non-school centered programs.
 - The Community Center availability will also be key in being able to **showcase the arts** that are **produced or delivered by Boxford residents**.
 - A priority will be to collaborate with Community Center staff in providing regularly scheduled programs, events, exhibits & demonstrations to enrich the cultural vitality of Boxford. This will raise the awareness of BCC-sponsored programs & grant awards, as well as encouraging optimal participation by residents in our community events.

3. **BCC grants in the future** could be co-developed with the Community Center to fund the purchase of equipment for showcasing the arts. Once the facility is open & emerging needs identified we are eager to collaborate.
4. **Community Calendar**: A need we have is to coordinate dates with other groups & organizations.
 - For example, last May we scheduled & publicized our **Arts & Blooms Festival** at Lincoln Hall not knowing that the **Community Yard Sale** was planned for the same weekend in the center of town. At times it might make sense to piggy-back events. Other times a Community Calendar could avoid scheduling conflicts.
5. BCC is focused on enriching our community through:
 - **Arts, Humanities, and Sciences**: the study, pursuit, performance, exhibition, and appreciation of cultural activities in the broadest sense.
 - i. Arts refer to the creation of work in the crafts and performing, visual, media, folk, design, literary, and inter-disciplinary arts. In addition, they also include the presentation and preservation of, and education about works in these disciplines.
 - ii. Humanities are types of learning that deal with human values and aspirations, human thought and culture, language, and creativity. Examples include, but are not limited to, history, social studies, philosophy, criticism, and literature.
 - iii. Sciences are types of learning that deal with nature, science, and technology in ways that explain how they relate to people's lives.
6. We are looking for innovative ways to encourage the production & sharing of cultural arts with, and within, our community.

Boxford Housing Partnership

1. Assist seniors to age in place in their own house
 - This goal was realized when, at the 2022 annual meeting, the Town unanimously passed the Boxford Resident Housing Trust Fund which, would establish the Boxford Small Repair Grant Program. It is currently in State Legislature for final approval.
2. Affordable, subsidized (CPA) housing for seniors with low income
 - This goal of affordable senior housing is in process as the Committee explores ways to implement housing in Boxford Commons.
 - i. The first step was to obtain funding from the Community Preservation Committee to hire an architect to examine the feasibility of a cost effective, assessable, senior housing and incorporate public input.
 - ii. If this is successful, the possibility of a development on Boxford Commons will be presented to the Town at a future Town meeting.
3. Moderately priced housing for seniors with mid-level income
 - This goal will likely go beyond two years
4. Market rate housing for seniors with no income restrictions
 - This goal of income unrestricted senior housing has been realized and construction has started on The Willows in West Boxford. This development was enabled by Town approved upgrading of the Elderly Housing District regulations at the 2019 Town meeting.
5. Creation of housing that is affordable for the employees of the Town of Boxford

6. We have seen the need to ensure funding for the Council on Aging and their dedicated staff so they may continue to serve the growing population of seniors.
 - One specific issue would be to expand transportation services for seniors outside the area that Merrimack Valley Regional Transportation Authority (MVRTA) services. The MVRTA currently provides transportation within the Merrimack Valley, but not to areas outside such as Peabody or Danvers.

Community Preservation Committee

1. Individuals from larger boards to smaller boards should meet to find out what was happening in each other's boards
 - a. All boards should collectively meet 3 or 4 times a year, perhaps each one sending a representative, to review what we all are doing and how it can best serve Boxford.
2. Need for a vehicle to share the information from one board to the next

Finance Committee

1. Keep tax increases as close to 2.5% as possible.
2. Assess current town assets, with an eye towards more effective use
 - E.g., sell the two vacant properties to help fund VERY costly DPW structure.
3. Get more people (younger!!!) involved in Town Government.
 - Increased outreach to alert residents of opportunities to volunteer
4. Revamp Trash/recycling/compost operations
5. Build limited sidewalk in East Village, connecting Boxford Common, Cole School, church and Holyoke French House
6. Somehow assess exactly what the quality is of our primary schools and Masco compared to other towns of our socio-economic characteristics, and with these evaluations, assess what, if anything, needs to be changed

Permanent Building Committee

1. Continue to coordinate with the Sustainability Committee to pursue grants and rebates to realize reductions in the life-cycle costs and carbon footprint of capital projects.
2. Provide advice and expertise to the task force that will be considering the future uses of town-owned buildings, specifically the yellow Community Center at #4 Middleton Road and the Gardner Morse school at #188 Washington Street.
3. Coordinate with the Recreation Committee as they seek to develop recommendations for playground improvements adjacent to Johnson Field.
4. Begin long range planning for the relocation of the DPW facility to Area 4 by conducting preliminary soil testing in the vicinity of the access roadway for a two-lane road.
5. Continue to support the asset management program instituted by the Town which will facilitate the timely maintenance needed to protect the Town's investments.

Recreation Committee

Key areas of concern, need, and opportunity to consider over the next two years

1. Renovation of the Johnson Field Playground is necessary as it is a safety hazard, but will require a lot of time and collaboration with the town.
2. Maintenance of the existing playgrounds: is the rec committee qualified to do this or should a contractor be brought in?
3. Ensure proper use of the tennis/pickleball courts.
4. Opportunity to collaborate more with BTA/BOLT and BAA on their needs and events.

Policy and operational goals specific to your board or committee

1. Organize and maintain liaison positions within our committee to ensure all areas that fall under the rec committee are maintained to the best of our ability.
2. Ensure playgrounds are well-maintained and safe.
3. Renovate the Johnson Field playground as it presents a safety hazard to those that use it.
4. Maintain and update the tennis/pickleball courts including signage.
5. Ensure a good relationship with the BAA and BTA/BOLT and Park Program.
6. Review committee bylaws in the next year.

Recycling Committee

1. Making the Recycling Drop-Off Center a priority with the Town and the DPW
2. Pushing the State to pass Extended Product Stewardship requiring producers and distributors to take back products & packages that are hard to recycle or contain toxic materials
3. Re-educating residents on what is recyclable in Boxford and what is trash.
4. Need for younger people to be involved with the Recycling Committee- possibly adding a high school resident to the Committee.

School Committee

(The School Committee and Superintendent are currently working on their town-wide goals. They will be submitted to the Select Board upon completion).

Sustainability Committee

The Sustainability Committee asks that all major decisions on infrastructure mandate a sustainability consideration.

We suggest that the roadmap requires that:

1. All Town buildings transition to electric HVAC and hot water systems.
 - This will take advantage of the surplus electricity produced by the Town's solar array, as well as tap into the substantial subsidies currently available from National Grid and the State to help with these transitions.
2. Where feasible, transition all town vehicles to electric or hybrid, and install the necessary charging stations to support this conversion.

3. Make information available to town residents about how they can reduce their reliance on fossil fuels.
 - Use the town website and cable TV to let residents know of available incentives for installing renewable energy generation and home electrification.
4. Have a point person on staff responsible for overseeing these initiatives.



The Essex County Tri-Town Health Services Initiative (ECTTHSI) started in May of 2021 with a grant application solicited by the state to begin to align with the Excellence in Public Health Blueprint's recommendations.

Topsfield, as the lead financial community, received the grant award in August. The Health Directors worked with MAPC and the Town Administrators to draft an MOU and proposed job descriptions. In December 2021, the Select Boards of Middleton, Boxford and Topsfield voted to sign the MOU for shared health services for the length of the grant, as extended and/or amended by the state periodically.

Immediately, ECTTHSI contracted with the public health nurse who had been filling the role of Tri-Town Pandemic Response Public Health Nurse for the schools and communities. This transition was completed January 8, 2022, as the funds for CARES and other usable COVID-19 grants were running out. We were able to fill the environmental inspector position in June.

The allowable requirements and costs of the grant have changed significantly since the state initially offered it to the local municipalities, due in part to the pandemic's progress. A better understanding of what is needed to support local public health infrastructure has also created changes including the state grant managers' decision to no longer allow contract employees.

In the continued effort to bring important shared health services to the three communities, the municipalities are working together to support the grant. The Topsfield Select Board voted to approve the addition of the public health nurse as a grant funded employee position under the Topsfield personnel bylaw in August 2022. The Intermunicipal Agreement that is proposed, approved by Topsfield's Select Board on October 17, 2022, and currently before the Middleton and Boxford Select Boards' for approval, will enable the hiring of a grant funded employee position under the Middleton personnel bylaw.

Some of the contributions that have been made by the two new PH Positions:

- Public Health Nurse (PHN)
 - In addition to continuing to working with youth in the school environment, our shared PHN has started to develop and deliver services through our Councils of Aging and Veteran Agents.
 - PHN is working on bringing Tri-town Health Departments into a more visible role with the Tri-Town Council, who works with youth, and are continuing our look into outreach concerning mental health and opioid abuse.

- PHN has provided clinics for flu and COVID vaccinations, providing all types of vaccines and opening them to all eligible ages.
 - Supports existing towns' PHN staff to continue to deliver services.
 - Starting the process of bring innovative public health programs, including senior at-risk initiatives, to the towns' public safety teams.
- Environmental Health Inspector
 - Reviewing existing town food inspection programs and working to bring them into compliance with Federal Food Code Standards program. This includes applications for grants, bringing current inspection software to the health departments, and assisting new vendors with compliance.
 - Working on a volunteer food worker information flier to provide training opportunities to the community.
 - Started uniform procedures across the tri-town for festival food vendor compliance and ensuring food protection at these types of events.
 - Provide support for existing services during heavy periods of public health cyclical workloads, including camp inspections (majority done in May), soil evaluations (can take up to 9 or 10 hours worst case, more often 4 hour average per lot), and food inspections (most require a minimum of 2 inspections per year, not including follow ups or high risk establishments).
- With new shared staff, we ensure better compliance with required statutes and regulations, or recommendations by state policy, including
 - Food Safety Program permitting and inspectional reporting
 - MAVEN disease reporting
 - Pool and Bathing Beach permitting
 - Children's Camps
 - Indoor Ice-Skating Rinks
 - Housing Program compliance
 - Complaints and follow up
 - Grant funding applications
- Established shared inspectional platform for uniform standards and application of the Food Code during food inspections. This supports field inspections via tablet and desktop access for follow up permitting and other actions.
- Secured new capital supplies for local PH service delivery and emergency preparedness, including:

<ul style="list-style-type: none"> ○ Blood Pressure Cuff ○ Stethoscope ○ AED machine ○ First Aid Kit ○ Epinephrine ○ Charging Port 	<ul style="list-style-type: none"> ○ Chairs ○ Ground Tarps ○ Tents ○ Trailer for Storage and Transport ○ LED message board
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**INTERMUNICIPAL AGREEMENT BETWEEN THE
TOWNS OF TOPSFIELD, MIDDLETON, AND BOXFORD
FOR SHARED HEALTH INSPECTOR SERVICES**

THIS AGREEMENT dated as of October 17, 2022 (“Agreement”) by and between the **TOWN OF TOPSFIELD**, a Massachusetts municipal corporation, acting by and through its Select Board (hereinafter referred to as “Topsfield”), and the **TOWN OF MIDDLETON**, a Massachusetts municipal corporation, acting by and through its Select Board (hereinafter referred to as “Middleton”) and the **TOWN OF BOXFORD**, as a Massachusetts municipal corporation, acting by and through its Select Board (Hereinafter referred to as “Boxford” (collectively, the parties shall hereinafter be referred to as the “Tri Town Municipalities”).

WHEREAS, the Tri Town Municipalities of Topsfield, Middleton and Boxford have each determined that it is mutually beneficial to share between them the services and costs of a Health Inspector as more fully described herein;

WHEREAS, Topsfield has received grant funds sufficient to fully fund the payroll costs associated with a Health Inspector;

WHEREAS, Middleton is willing and able to serve as the Lead Party, as set forth below, and to hire and directly employ the Health Inspector contemplated by this Agreement;

WHEREAS, each Tri-Town Municipality has authority to enter into this Agreement pursuant to G.L. c. 40, §4A and has obtained authorization by vote of its Select Board as attested to by certified copies thereof attached hereto in **Appendix A**;

NOW, THEREFORE, the Tri-Town Municipalities, in mutual consideration of the covenants contained herein, intending to be legally bound thereby, agree under seal as follows:

1. PURPOSE

The purpose of this Agreement is to establish a contractual relationship between the Municipalities of Middleton and Topsfield for a shared Health Inspector to serve the Tri-Town Municipalities pursuant to the *Memorandum of Understanding for the Establishment and Maintenance of the Essex County Tri-Town Shared Health Initiative dated December 2021*, which is attached hereto in **Appendix B** (the “Tri-Town MOU”), the terms of which are expressly incorporated herein. The Health Inspector shall be employed by Middleton and the position shall be funded in whole with grant funds received by Topsfield through the Commonwealth of Massachusetts Office of Local and Regional Health’s Public Health Excellence Grant Program for Shared Services (RFR - 214333) (the “Grant”).

It is the intent of the parties that all payroll costs, including benefits, and expenses associated with the Health Inspector be entirely funded through the Grant. The Tri-Town Municipalities shall not be required to incur any costs or expenses beyond those that may be funded with the Grant, and for which Grant funds are available, without an additional written agreement relative thereto.

2. LEAD PARTY

A. The Tri-Town Municipalities hereby designate Middleton as the Lead Party.

B. The Lead Party shall:

- i. Employ through its standard personnel practices a Health Inspector. All necessary steps in the hiring process of the Health Inspector and maintenance of related employment records shall be the direct responsibility of the Lead Party, provided, however, all management and employment decisions, including hiring and discipline, shall be made upon mutual agreement of the Tri-Town Municipalities, notwithstanding any provision in the Tri-Town MOU to the contrary.
- ii. Provide all fringe benefits based on position classification to which the Health Inspector is entitled under the Lead Party's (Middleton's) standard personnel practices, though such benefits shall be funded with Grant funds and included in the annual budget provided for under Section 6 of this Agreement;
- iii. Maintain separate, accurate, and comprehensive records of all services performed by the Health Inspector for each Tri-Town Municipality. All bills and payrolls submitted for work performed under this Agreement shall be plainly marked to indicate that the work was done under the authority hereof.
- iv. Bill Topsfield for payroll and fringe benefits quarterly; the last bill not to be greater than three weeks past the end of the fiscal year or termination date of the Grant. Issue a financial report that accounts for payroll and fringe benefits for each fiscal year to Topsfield.

C. Topsfield shall:

- i. Be responsible for all costs and expenses associated with the Health Inspector up to the limit of the Grant funds, including, but not limited to, payroll expenses and the cost of equipment essential to the performance of the Health Inspector's duties and that are eligible expenses payable with Grant funds. Topsfield shall not be responsible for any costs or expenses under this Agreement in excess of the Grant funds available to it.
- ii. Be responsible for Grant management and reporting for the Health Inspector position in accordance with the Grant requirements, as provided for in the Tri-Town MOU.
- iii. Be responsible for notifying the Lead Party of any changes to the Grant status and for filing any grant extensions or renewals available for maintaining the Health Inspector position.

D. The Tri-Town Municipalities agree not to incur any costs or expenses associated with the Health Inspector position in excess or outside the scope of the Grant funds.

3. SHARED HEALTH INSPECTOR

- A. The Health Inspector shall perform for each Tri-Town Municipality the duties listed in the job description attached hereto in Appendix C. Changes to the job description shall not be made without the approval of the Topsfield, Middleton, and Boxford Health Directors by the Middleton Assistant Town Administrator/HR Director.

- B. The Health Inspector shall provide services for the Tri-Town Municipalities pursuant to the terms of the Tri-Town MOU and management decisions made thereunder. The Health Inspector's staffing schedule, such as office hours, inspections, and availability for inquiries, shall be determined jointly by the Tri-Town Municipalities pursuant to the Annual Workplan provided for under the Tri-Town MOU, and the collaborative process provided for under said Tri-Town MOU. The Tri-Town Municipalities shall meet at reasonable intervals to discuss allotment of time, service requests, and all other management decisions related to the Health Inspector.
- C. Supervision of the Health Inspector shall be provided by the Middleton Public Health Director or his/her designee when the Health Inspector is performing services for Middleton, provided Middleton shall not interfere with Topsfield's obligation to ensure the Health Inspector is performing his/her duties in compliance with the Grant requirements. Operational supervision of duties and responsibilities of the Health Inspector while performing services for Topsfield shall be provided by the Topsfield Health Director or his/her designee. While providing services in or for Topsfield or the Town of Boxford under this Agreement, the Health Inspector shall be deemed to be engaged in the service and employment of the Lead Party, notwithstanding that such service, activity or undertaking is being performed in or for Topsfield or the Town of Boxford. All duties and activities in all Tri-Town Municipalities shall be within the constraints of the Public Health Excellence Grant requirements and the Tri-Town MOU between the municipalities.
- D. An annual performance evaluation of the Health Inspector will be prepared by the Lead Party with input from the Topsfield Health Director and the Boxford Health Director. Any disciplinary action rising to the level of potential suspension or termination of the Health Inspector shall be executed by the Lead Party in accordance with its standard personnel practices, but such decisions shall be made in consultation with and with the consent of the Topsfield Health Director, as the party responsible for the Grant.

4. ALL PARTIES

- A. Notwithstanding any other provision of this Agreement, each Tri-Town Municipality, at its own cost and expense, shall provide the Health Inspector with the necessary office space and office supplies. If any Tri-Town Municipality elects to provide the Health Inspector with a uniform, such costs shall be borne by the issuing Municipality.
- B. Each Tri-Town Municipality shall supply the Health Inspector with access to complete copies, including supplements and revisions, of its respective personnel contacts and agreements, records and files, supporting documents and by-laws relevant to the position and services being provided.
- C. All files produced by, submitted to, or relating to the services provided by the Health Inspector, including closed and inactive files, records and supporting documents shall be permanently stored at the office of each respective Tri-Town Municipality for or by which the documents were generated.
- D. The Tri-Town Municipalities agree to allow the Health Inspector to use such vacation, sick and personal days and other paid leave as they may be entitled to receive under the standard personnel practices of the Lead Party. No Tri-Town Municipality shall make

any demand on or take any action with respect to the Health Inspector that is in violation of their rights under personnel policies of the Lead Party or under any applicable laws.

- E. Prior to the adoption of the Annual Workplan provided for under the Tri-Town MOU, the Lead Party, with the assistance of the Health Inspector, will prepare a report of the activities of the Health Inspector during the preceding 12-month period.

5. TERM /TERMINATION

- A. The initial term of this Agreement shall be October 17, 2022 through June 30, 2023 (the “Initial Term”). Thereafter, the term of this Agreement shall automatically renew on an annual basis for additional one-year terms (“Extended Terms”), unless sooner terminated or unless either party, by vote of its Select Board, votes to withdraw from the Agreement or the Tri-Town MOU in a manner consistent with the withdrawal process provided for under the Tri-Town MOU. Termination of this Agreement shall be effective 90-days from the date of the withdrawing parties written notice of termination.
- B. In the event that any Tri-Town Municipality votes not to renew this Agreement during either the Initial Term or an Extended Term, the Tri-Town Municipalities shall continue to perform all obligations under this Agreement until the effective date of termination.
- C. Termination or breach of this Agreement shall not relieve any Tri-Town Municipality from any financial obligations that by agreement extends beyond the termination date.
- D. Should Topsfield not receive Grant funding in any fiscal year, this Agreement shall automatically terminate.

6. BUDGET AND ASSESSMENTS

- A. The Lead Party shall establish for each fiscal year the annual operating budget for the provision of shared Health Inspector services (hereinafter “Budget”), which shall not exceed the Grant funds available to Topsfield for such services. The Budget shall include, but not be limited to, the cost of the Health Inspector’s wages, taxes, benefits (retirement contributions, health insurance, life insurance, unemployment compensation, workers compensation, paid time off, etc. based on the positions classification), liability insurance, stipends, recruitment costs, seminars, professional development, dues, cell phone, mileage reimbursement, training costs, and any other costs related to the proper functioning of this Agreement.
- B. Prior to the adoption of the Annual Workplan provided for under the Tri-Town MOU, the Lead Party shall prepare and distribute a report summarizing the costs and budget of the Health Inspector position for the upcoming fiscal year. Such budget shall be subject to approval by the Topsfield Health Director.
- C. Topsfield shall pay all costs and expenses included in the Budget for which Grant funds are available.

7. ASSIGNMENT

No Tri-Town Municipality shall assign or transfer any of its rights or interests in or to this Agreement, or delegate any of its obligations hereunder, without the prior written consent of the others.

8. CONFLICT RESOLUTION

The Topsfield Health Director and Middleton Health Director and the Boxford Health Director shall confer periodically to address matters of policy, operations and logistics as may be necessary. The Tri-Town Municipalities may hold additional meetings to discuss and resolve any conflicts that may arise including, but not limited to, disagreements regarding the needs of each Tri-Town Municipality and changes to the allocation of the Health Inspector's time. Any recommendations to adjust the Health Inspector's schedule or resolve a conflict must be made by a unanimous vote of the Tri-Town Municipalities and the rights, duties, and obligations provided for under the Tri-Town MOU. The Lead Party of the Health Inspector position shall be charged with communicating any changes, as applicable, to the employee holding the Health Inspector position, based on the joint decision of the Tri-Town Municipalities.

9. AMENDMENTS

Except as otherwise expressly provided herein, this Agreement may be amended only by prior written approval of the Tri-Town Municipalities, with authorization from the respective governing bodies.

10. SEVERABILITY AND COMPLIANCE WITH APPLICABLE LAW

Should any term, portion, or provision of this Agreement or the application thereof to any person or circumstances be in conflict with any local, state or federal law or otherwise be rendered unenforceable or ineffectual, the validity of the remaining parts, terms, portions, or provisions or the application thereof to other persons or circumstances shall be deemed severable and shall not be affected thereby. The Tri-Town Municipalities further intend for this Agreement to be modified to comply with any applicable local, state or federal law should it be determined not to be in compliance therewith. In particular, but without limiting the generality of the foregoing, the Tri-Town Municipalities intend for this Agreement to remain binding against each of them notwithstanding any legal requirement that would alter the term hereof or change the way in which any party is required to pay its share of assessments. The Tri-Town Municipalities will remain bound hereunder subject to such modified terms.

11. NOTICES

Any notice permitted or required hereunder to be given or served on any Tri-Town Municipality shall be in writing signed in the name of or on behalf of the municipality giving or serving the same. Notice shall be deemed to have been received at the time of actual receipt of any hand-delivery, upon the date of verified delivery by courier of package delivery service, or three (3) business days after the date of any properly addressed notice sent by mail as set forth below:

For TOPSFIELD: Town of Topsfield
ATTN: Health Director
8 W Common St
Topsfield, MA 01983

For MIDDLETON: Town of Middleton
ATTN: Health Director
48 S Main St
Middleton, MA 01949

For BOXFORD: Town of Boxford
ATTN: Health Director
7A Spofford Road
Boxford, MA 01921

All notices shall also be sent via email on the date mailed.

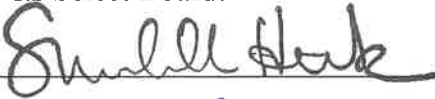
12. MISCELLANEOUS PROVISIONS

- A. No Waiver of Immunity: It is expressly understood that the services provided hereunder are deemed for public and governmental purposes and all privileges and immunities from liability enjoyed by the Tri-Town Municipalities shall extend to their participation hereunder and to the activities so undertaken to the fullest extent provided by law.
- B. Entire Understanding: This Agreement, along with the appendices represents the entire understanding of the Tri-Town Municipalities with respect to the subject matter.
- C. Governing Law: This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts and venue for any action shall be in the Superior Court of Essex County.
- D. Binding Effect: All of the terms and provisions of this Agreement shall be binding on and inure to the benefit of and be enforceable by the respective parties hereto, their successors and assigns.
- E. Headings: The headings used herein are for convenience only and shall not be considered in any interpretation of any disputes over the terms of this Agreement.
- F. Joint Drafting: Each Tri-Town Municipality acknowledges that it has participated equally in the drafting of this Agreement and that each has or had consulted with legal counsel of its own choosing in entering into this agreement.

IN WITNESS WHEREOF, the Parties have caused this agreement to be executed and attested by their proper officers hereunto duly authorized and their official seals to be hereto affixed as of the day and year first above written.

For the TOWN OF TOPSFIELD

By its Select Board:



Date: 10-17-22



Date: 10-17-22



Date: 10-17-22

Date:

Date:

For the TOWN OF MIDDLETON

By its Select Board:

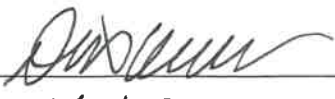


Date:



Date:





Date: 11-1-22

Date:

Date:

For the TOWN OF BOXFORD

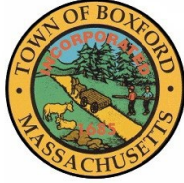
By its Select Board:

Date:

Date:

Date:

Date:



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: **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

From: [Al Vaz](#)
To: [Matt Coogan](#)
Subject: Sign request, Northeast Ice Skating Club
Date: Wednesday, November 16, 2022 10:09:29 PM
Attachments: [8F3FD0C5-58BD-4095-9BB5-B7357777F8A0](#)

External Sender

Hi Matt,

Hope all is well. I am writing to request consideration from the Select Board at their next meeting to place lawn signs at various locations in Boxford for the Northeast Ice Skating Club. I serve as Vice President of the Club and we are beginning our recruiting for the Winter Learn to Skate Program in January. To that end, would like to request permission to place these 18 x 24 lawn signs (picture attached) at the following locations:

Melvin Green in East Boxford
Intersection of Georgetown and Ipswich Road
Intersection of Main St and Ipswich Road
Lawn in front of 188 Washington Street

We would ask to keep the signs in place until the end of December.

Thank you.
Al Vaz



Minutes of the TOWN OF BOXFORD SELECT BOARD
May 31, 2022 7:00 PM
Virtual Attendance Due to Coronavirus Pandemic

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

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

7:05 PM CALL TO ORDER

Remote Call to Order: With all members present, Select Board Chair Barbara Jessel called the meeting to order.

7:06 PM ROLL CALL

Town Administrator Matthew Coogan called the roll:

Present:

Select Board Member Margaret **Chow-Menzer**

Select Board Member Chuck **Costello**

Select Board Member Judi **Stickney**

Select Board Vice-Chair Peter **Perkins**

Select Board Chair Barbara **Jessel**

7:07 PM ANNOUNCEMENTS

- **Boxford Town Library:** The Board of Library Trustees has a vacancy due to the resignation of a member. This position would be available immediately upon appointment and be open to election at the 2023 Annual Town Election. The Board of Library Trustees oversees the provision of public library services in the Town of Boxford. Interested individuals should submit a brief letter of interest to Kevin Bourque, Library Director, Boxford Town Library, 7A Spofford Rd. Boxford Ma 01921, or email kbourque@boxfordlibrary.com.
- **Color Run 2022:** The Boxford PTO announces their annual Color Run which will take place on June 10, 2022 at Chadwick Field from 4-7pm. Registration is open from May 16th – June 3rd. There will be no Day of Event Registration. This event is online registration only: www.boxfordpto.org/colorrun.
- **Board of Health Update May 27, 2022:** Statewide, new covid cases slowed somewhat last week to 50,451 compared to 49,874 two weeks ago. Over the past week, new cases in ages 0-19 years old increased 2%, and new cases in ages 0-9 years old increased by 6%. Last week, new hospitalizations for Covid decreased by 6% as compared to those hospitalized two weeks ago, with those in ICU's increasing from 74-79. Of the 814 hospitalized, 511 (63%) were fully vaccinated but still became infected. Over the past week, there were 27 new

cases of Covid-19 in Boxford as compared to 46 cases two weeks ago (1509 total to date).

7:08 PM REORGANIZATION OF THE SELECT BOARD

- On a **MOTION** made by **Costello**, second by **Perkins**, the Select Board **VOTED** unanimously by roll call vote to appoint Barbara Jessel as Chair of the Select Board for the 2022-2023 fiscal year.

Roll Call (Called by Town Administrator Matt Coogan):

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

On a **MOTION** made by **Perkins**, second by **Stickney**, the Select Board **VOTED** unanimously by roll call vote to appoint Charles Costello as Clerk of the Select Board for the 2022-2023 fiscal year.

Roll Call (Called by Town Administrator Matt Coogan):

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

7:10 PM CONSIDER BOXFORD HOUSING PARTNERSHIP CANDIDATE, BANKSON "TED" RITER

- Appointment of Bankson "Ted" Riter to Boxford Housing Partnership:**

On a **MOTION** made by **Costello**, second by **Perkins**, the Select Board **VOTED** unanimously by roll call vote to appoint Bankson "Ted" Riter to the Boxford Housing Partnership until December 31, 2022.

Roll Call (Called by Town Administrator Matt Coogan):

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

7:14 PM MEETING WITH SUSTAINABILITY COMMITTEE, GARY MARTIN, CHAIR

- **Sustainability Committee Update:** Gary Martin provided an update on the work of the committee. The sustainability committee was originally created to form a plan for a solar field on the capped landfill in town, and then to select a company to construct and manage the solar field. The field has been operating since 2017 and generates twice as much energy as Boxford Town buildings now consume. The next project was to achieve Massachusetts's Green Community Designation which was accomplished in 2019. Since then, the Committee has been awarded over \$332,000 in grants for energy saving projects. The Committee also obtained grants to install three electric vehicle charging stations. They have recently reached an agreement with Masco to purchase their excess solar power at the same rate that they are paying to the company that built the solar field. The International Panel on Climate Change's latest report states that to avoid the consequences of extreme warming, the world will have to make large cuts in greenhouse gas emissions in the next 7 years and will need to reach net zero emissions by early 2050's. In response to the scientific warnings, Governor Baker signed the Massachusetts Climate Roadmap Bill into law last year. It requires statewide emissions reduction of 50% by 2030 and reaching net zero emissions by 2050. It also requires DOER to establish a new net zero building code by the end of 2022. The Sustainability Committee is now focused on helping Boxford to get to net zero emissions. These greenhouse gas emissions come from heating homes and buildings primarily with gas and oil, as well as from vehicle emissions. Martin shared plans to reduce emissions in Boxford beginning with the municipal buildings, noting that there are two main approaches for reducing emissions in buildings. The first is to upgrade weatherization. This cuts down on energy loss and reduces the energy required for heating and cooling. The Sustainability Committee has applied for Green Community grants to improve weatherization in both the East and West Fire Stations. The second way of reducing emissions is to convert the heating and cooling to heat pumps. These are powered by electricity and do not directly produce emissions. This has been done in Town Hall and will also be done at the Center at 10 Elm. To meet the mission's goals, all new heating systems need to be heat pump systems. The Green Community program now offers grants up to \$500,000 for conversion to heat pumps. Mass Save is also offering large incentives for converting. The Sustainability Committee hopes to take advantage of these large grants for converting Boxford public schools to heat pump heating/cooling systems. Vehicles will need to be converted to hybrid or electric, as they become available. The Committee has applied for a \$5000 grant to purchase another hybrid police vehicle. They are also working with National Grid in a 3-year program for Town Vehicle Fleet Electrification. National Grid will provide guidance on appropriate electric replacement vehicles and incentive programs. The Committee is looking into purchasing the solar field as well as to adding more solar powered options for town buildings and more solar in town

land/fields. The Sustainability Committee would like for Boxford to transition all municipal buildings to heat pump heating and cooling systems, all municipal vehicles to EV's, and to power these with 100% clean energy. Substantial progress needs to be made in the next several years to complete this by 2050 in order to meet the state requirements for net zero emissions. Martin then went on to discuss Boxford resident home emission reduction. The Sustainability Committee strongly recommends that Boxford adopt the new net zero stretch code for new buildings. By adopting the new net zero stretch code, all new homes will be built with superior weatherization and with heat pump heating and cooling creating zero net emissions. These new homes will not add to Boxford's emissions and will be less expensive for home owners to heat and cool. The Sustainability Committee sponsored an article at the 2020 Town Meeting to create an Electricity Aggregation Plan. Martin and Coogan will meet with the DOER to review the aggregation plan that the Select Board recently approved.

7:34 PM MEETING WITH DPW SUPERINTENDANT/TOWN ENGINEER, CHRIS OLBROT

- **Willow Rd (Rt 133) Culvert Replacement Project Update:** Olbrot provided an update to the culvert project including detours. The DPW considered resident and business feedback and decided to reroute some of the detours originally planned and add additional signage. Vehicles headed westbound on 133 will be detoured via Pine Plain, Uptack Rd., then sent back on Washington St. south before the town center. This will not only help to mitigate traffic, but also keeps traffic flowing by those business in the West Village. Trucks will be rerouted based on the roads' weight restrictions and be directed down Spofford to Highland and Ipswich for westbound travelers, and right on Main St to Ipswich for eastbound. Olbrot shared a slide of the various signage that will be utilized to redirect traffic as well as to warn of upcoming work being done. There will be police details set up along the detours to help guide traffic to the appropriate routes. Olbrot states that the Willow Rd culvert is an emergent situation that does need immediate repair to avoid greater damage that would result in a more costly repair as well as the roads being unavailable for a longer time than the current plan. Board of Health member Alex Constan asks why the change from Spofford St. to Spofford Rd. Olbrot explains that there were concerns from Georgetown including speed, excess traffic, as well as site line issues and that ultimately it is their road and out of Boxford's jurisdiction. Constan asks if there will be 24-hour police presence along the detours on Spofford Rd. and 133, as well as Pine Plain. He is concerned that people using GPS or just willfully ignoring signage will go through these routes, particularly on Spofford Rd. where there are several tight "S" turns. Olbrot states that it will not be 24-hour detail and believes that the first time a truck would go down a difficult road, they would be likely to avoid it in the future and find an alternate route. Constan expressed concern for the safety of pedestrians and cyclists along these roads during the

detours and asks if the DPW had looked into assistance from the state to help expedite the project, thereby reducing the window of opportunity for accidents. Olbrot responds that this was discussed and after speaking with the contractor, he believes he can expedite the project, providing materials are delivered on time and weather is cooperative but notes that there are always unforeseen circumstances. This is not the type of work that could be expedited by adding more workers on the site. Chief Riter also commented stating that there will be detail Monday through Friday in the morning and afternoon commutes in the West Village will also have a car driving back and forth checking on everything including residents and providing real time feedback. There will be a detail for the last two weeks of school to make sure vehicles are going down Highland and not past Spofford school. Chair Jessel wants to know what is being done to show that there is still access to parking behind Lincoln Hall and West Village Provisions. Olbrot plans to address this with additional signage in each direction.

8:11 PM REPORT OF THE TOWN ADMINISTRATOR

- **Acceptance of State ARPA Earmark, Center at 10 Elm Community Garden:**
Liz Murphy from the 10 Elm Foundation submitted a project to Representative Nguyen with the goal of getting funds to build a community garden at the Center at 10 Elm. The state awarded \$30,000 for this project that will include Boxford school children assisting the seniors with this garden.

On a **MOTION** made by **Costello**, second by **Stickney**, the Select Board **VOTED** unanimously by roll call vote to authorize Chair Jessel to sign the contract to accept the ARPA earmarked funds for the community garden at 10 Elm.

Roll Call (Called by Town Administrator Matt Coogan):

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

- **2022 Call to Honor Triathlon Date Request – Sunday, September 11 2022:**
Town Administrator Matt Coogan received a request from Alison Nieto who assists Matt Fates with the Call to Honor Triathlon at Stiles Pond to hold the event on Sunday September 11, 2022. Coogan has shared these details with police, fire, and DPW and they do not see any issues in advance with this. They will have an ambulance on call at the site as well as some firefighters present to assist swimmers if needed.

On a **MOTION** made by **Perkins**, second by **Stickney**, the Select Board **VOTED** unanimously by roll call vote to approve the date of Sunday September 11, 2022 for the 2022 call to Honor Triathlon at Stiles Pond.

Roll Call (Called by Town Administrator Matt Coogan):

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

- **Approval of Anti-Harassment and Anti-Discrimination Policy:** Coogan provided a brief discussion on updates to the policy. The Select Board took the following action:

On a **MOTION** made by **Stickney**, second by **Costello**, the select Board **VOTED** unanimously by roll call vote to adopt the Anti-Discrimination and Anti-Harassment Policy including sexual harassment dated 2022 with the edits as described.

Roll Call (Called by Town Administrator Matt Coogan):

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

- **Waste Stream Task Force Update:** Coogan is organizing a Waste Stream Task force. The town's trash contract is expiring at the end of FY23. There are multiple Boards that are involved in the town's trash collection and Coogan wanted to know if the Select Board had any members interested in participating on the task force. Chow-Menzer states that the task force appears to be competently composed as it currently stands. Jessel added that the task force should remain as it is and if any Select Board members feel the need to join at a later date, that can be done. Perkins notes that Coogan can always let the Select Board know if he feels the Select Board could be of assistance in the future and revisit the option to have members join.
- **Update on FY2023 State Budget:** There are earmarks Representative Nguyen placed an earmark of \$50,000 for the Town Hall Well Project and Senator Tarr added a \$20,000 earmark for the purchase of AED's for public safety vehicles. Coogan sent these items to the legislative delegation.

- **FY2023 Appointments:** Letters have been sent to applicable members to confirm whether they would like to seek reappointment. The Select Board will revisit appointments next month, based on the responses.
- **Any Other Business to Come Before the Board:** Need to extend the appointment of Sam Joslin as the interim building inspector while peter Delaney is finalizing his certifications.

On a **MOTION** made by **Costello**, second by **Perkins**, the Select Board VOTED unanimously by roll call vote to appoint Sam Joslin as interim building inspector for the term July 31, 2022.

Roll Call (Called by Town Administrator Matt Coogan):

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

8:33 PM ROUTINES

- **Correspondence:** Chair Jessel stated that there has been a lot of input from parents and other members of the public regarding the Library Trustees planned event to host a Drag Queen Story Hour. The Trustees are currently discussing changing the guest reader. Jessel notes that the Library Trustees are a separately elected board and that the Select Board does not have any jurisdiction over them. All of the correspondence the Select Board has received has been passed along to the Library Trustees for their consideration.
- **Minutes:**

On a **MOTION** made by **Stickney**, second by **Costello**, the Select Board **VOTED** 3:2 to approve the minutes of February 28, 2022 as submitted.

Roll Call (Called by Town Administrator Matt Coogan):

Margaret Chow-Menzer:	Abstain
Peter Perkins:	Yes
Judi Stickney:	Yes
Chuck Costello:	Yes
Barbara Jessel:	Abstain

- **Sign Approval:**
After a brief discussion, the Select Board took the following action:

On a **MOTION** made by **Stickney**, second by **Perkins**, the Select Board **VOTED** unanimously by roll call vote to approve the signs for BTA/BOLT Dog Show on June 12, 2022 as requested.

Roll Call (Called by Town Administrator Matt Coogan):

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

8:40 PM ANY OTHER BUSINESS TO COME BEFORE THE BOARD

- **Public Comments:** Chair Jessel recognized a member of the public who had raised her hand to speak. Boxford resident, Laura Turco, shared her concerns regarding the individual invited to read at the Drag Queen Story Hour, as well as her feelings regarding the library schedule of events.
- **Select Board Member Comments:** Costello and Perkins both offered their comments and praise for the Memorial Day celebrations in town, noting the efforts of all involved and the wonderful sense of community felt that day.

8:45 PM EXECUTIVE SESSION

On a **MOTION** made by **Jessel**, second by **Costello**, the Select Board **VOTED** unanimously by roll call vote to go into Executive Session for the purpose of discussing bargaining and litigation for Clark v. Town of Boxford; Cogley et al v. Town of Boxford Conservation Commission; William R. Dery, Trustee of William R. Dery Trust v. Town of Boxford; Teamster Local Union 24 Unfair Labor Charge MUP-21-8763; Boxford Professional Firefighters IAFF Local 5305, 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.

9:45 PM ADJOURN

With no further business, on a **MOTION** made by **Stickney**, second by **Costello**, the Select Board **VOTED** unanimously by roll call vote to return to open session and adjourn at 9:45 PM.

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.