



## **BOXFORD SELECT BOARD**

**Monday, May 22, 2023**

**Town Hall 7A Spofford Road**

**Meeting Room 1**

**Remote option through Zoom:**

<https://us02web.zoom.us/j/89577063252>

### **REVISED AGENDA**

**This meeting is audio and video recorded**

**6:30 PM Call to Order**

**6:35 PM Announcements**

**6:40 PM Meeting with Police Chief James Riter**

- Request to remove signs on Cahoon
- Request for PTO Color Run June 9<sup>th</sup>
- Request for BAA Little League Parade on June 11<sup>th</sup>
- Memorial Day Commemorations 2023
- Any other business before the Police Chief and the Board not anticipated at the time of this posting.

**7:00 PM Meeting with Stiles Pond Advisory Committee (SPAC)**

- Discussion on scope, role, duties of SPAC
- Request to distribute mailer with Town seal
- Any other business before SPAC and the Board not anticipated at the time of this posting.

**7:30 PM Meeting with DPW Superintendent/ Town Engineer Chris Olbrot**

- DPW Update
- Any other business before the Police Chief and the Board not anticipated at the time of this posting.

**8:00 PM Report of the Town Administrator**

- Discussion of FY23 Performance Evaluation Process
- FY2024 Appointments
- Any other business to come before the Town Administrator and the Board not anticipated at the time of this posting

**8:15 PM      Routines**

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

**8:20 PM      Any other business to come before the Board**

**Adjourn**

**Next Meeting – June 12, 2023**

## New Call to Order

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

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

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

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



The James L. Melvin American Legion Post 379 is coordinating Boxford's Memorial Day remembrance activities during Memorial Day weekend.

This year's parade will be in East Boxford. The parade begins at East Fire Station and will start at 9:30 AM.

For a full list of activities and instructions on how to donate to the Veterans' Assistance Fund, please go to our website [www.boxfordma.gov/memorialday](http://www.boxfordma.gov/memorialday)

**TRASH AND RECYCLING DELAY  
TOWN OFFICES/LIBRARY CLOSED  
In observance of Memorial Day  
Monday, May 29, 2023**

**Trash and recycling collection will have a one-day delay during the week of May 29.**

**There will be no trash or recycling collection on Monday, May 29 due to the holiday. Services will resume on a one-day delay starting Tuesday, May 30 and will continue to run on a one day delay for the remainder of the week.**

**Town Offices/Library will be closed on Monday, May 29 and will reopen on Tuesday, May 30**



Police Department Update  
Report of Chief James Riter  
Select Board 05/22/2023

- Police Statistics
- Diversion Clinician
- Cable Guardrails
- Spring Events
- Open Topics for the Chief

# Boxford Police Department Incidents by Type

Printed: 5/18/2023 12:52 pm

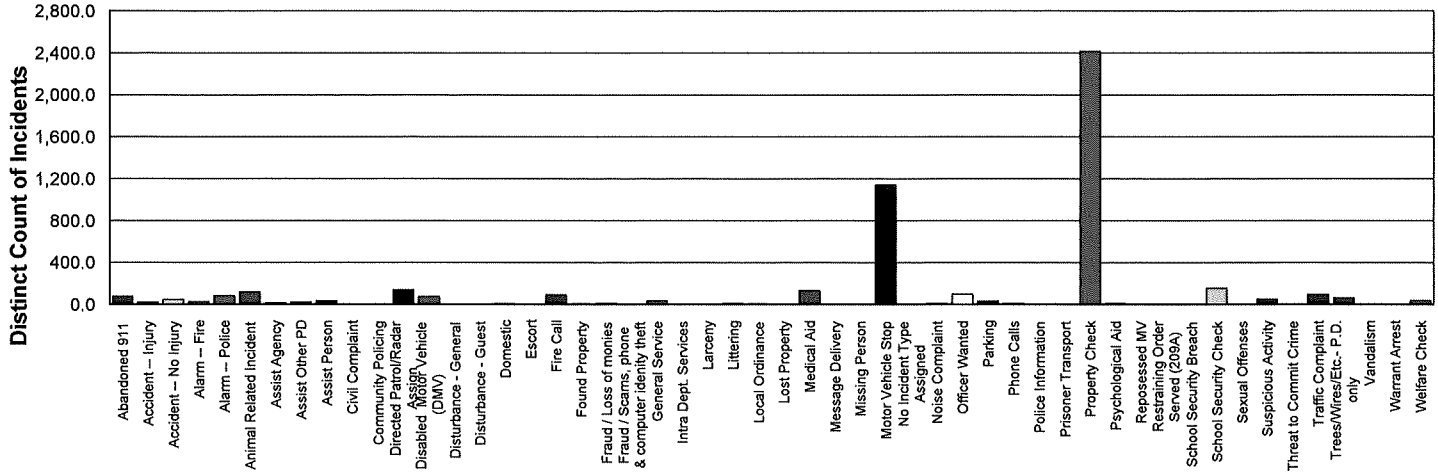
From Date:01/01/2022 to:05/18/2022

**Jurisdiction: Boxford**

**Department: Police Department**

## Distinct Count of Incidents by Type

For Department: Police Department



Abandoned 911 :	78
Accident -- Injury :	20
Accident -- No Injury :	46
Alarm -- Fire :	26
Alarm -- Police :	85
Animal Related Incident :	119
Assist Agency :	14
Assist Other PD :	24
Assist Person :	34
Civil Complaint :	2
Community Policing :	2
Directed Patrol/Radar Assign :	138
Disabled Motor Vehicle (DMV) :	74
Disturbance - General :	5
Disturbance - Guest :	1
Domestic :	8
Escort :	2
Fire Call :	93
Found Property :	7
Fraud / Loss of monies :	10
Fraud / Scams, phone & computer identity theft :	3
General Service :	35
Intra Dept. Services :	1
Larceny :	1
Littering :	10
Local Ordinance :	8
Lost Property :	4
Medical Aid :	133
Message Delivery :	2

# Boxford Police Department Incidents by Type

Printed: 5/18/2023 12:52 pm

From Date:01/01/2022 to:05/18/2022

**Jurisdiction: Boxford**

**Department: Police Department**

Missing Person :	1
Motor Vehicle Stop :	1,142
No Incident Type Assigned :	4
Noise Complaint :	11
Officer Wanted :	98
Parking :	33
Phone Calls :	11
Police Information :	1
Prisoner Transport :	2
Property Check :	2,415
Psychological Aid :	10
Reposessed MV :	1
Restraining Order Served (209A) :	5
School Security Breach :	1
School Security Check :	155
Sexual Offenses :	1
Suspicious Activity :	49
Threat to Commit Crime :	1
Traffic Complaint :	96
Trees/Wires/Etc.- P.D. only :	64
Vandalism :	4
Warrant Arrest :	1
Welfare Check :	37
Department: Police Department :	5,128
Jurisdiction: Boxford :	5,128
Total Incidents :	5,128



# Boxford Police Department Incidents by Type

Printed: 5/18/2023 12:50 pm

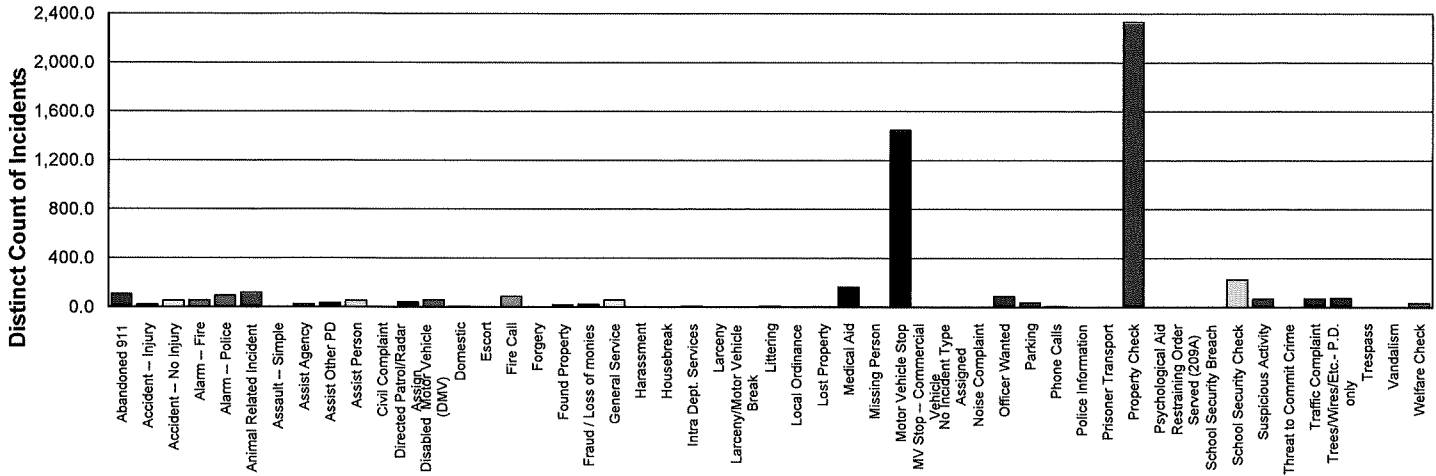
From Date:01/01/2023 to:05/18/2023

**Jurisdiction: Boxford**

**Department: Police Department**

## Distinct Count of Incidents by Type

For Department: Police Department



<b>Abandoned 911 :</b>	<b>108</b>
<b>Accident -- Injury :</b>	<b>21</b>
<b>Accident -- No Injury :</b>	<b>55</b>
<b>Alarm -- Fire :</b>	<b>56</b>
<b>Alarm -- Police :</b>	<b>95</b>
<b>Animal Related Incident :</b>	<b>118</b>
<b>Assault -- Simple :</b>	<b>2</b>
<b>Assist Agency :</b>	<b>25</b>
<b>Assist Other PD :</b>	<b>34</b>
<b>Assist Person :</b>	<b>53</b>
<b>Civil Complaint :</b>	<b>4</b>
<b>Directed Patrol/Radar Assign :</b>	<b>42</b>
<b>Disabled Motor Vehicle (DMV) :</b>	<b>60</b>
<b>Domestic :</b>	<b>6</b>
<b>Escort :</b>	<b>3</b>
<b>Fire Call :</b>	<b>88</b>
<b>Forgery :</b>	<b>1</b>
<b>Found Property :</b>	<b>19</b>
<b>Fraud / Loss of monies :</b>	<b>26</b>
<b>General Service :</b>	<b>59</b>
<b>Harassment :</b>	<b>4</b>
<b>Housebreak :</b>	<b>2</b>
<b>Intra Dept. Services :</b>	<b>8</b>
<b>Larceny :</b>	<b>3</b>
<b>Larceny/Motor Vehicle Break :</b>	<b>4</b>
<b>Littering :</b>	<b>9</b>
<b>Local Ordinance :</b>	<b>1</b>
<b>Lost Property :</b>	<b>7</b>
<b>Medical Aid :</b>	<b>163</b>

# Boxford Police Department Incidents by Type

Printed: 5/18/2023 12:50 pm

From Date:01/01/2023 to:05/18/2023

**Jurisdiction: Boxford**

**Department: Police Department**

Missing Person :	2
Motor Vehicle Stop :	1,448
MV Stop -- Commercial Vehicle :	1
No Incident Type Assigned :	1
Noise Complaint :	1
Officer Wanted :	91
Parking :	38
Phone Calls :	8
Police Information :	1
Prisoner Transport :	4
Property Check :	2,332
Psychological Aid :	5
Restraining Order Served (209A) :	3
School Security Breach :	1
School Security Check :	228
Suspicious Activity :	71
Threat to Commit Crime :	1
Traffic Complaint :	72
Trees/Wires/Etc.- P.D. only :	76
Trespass :	1
Vandalism :	3
Welfare Check :	35
Department: Police Department :	5,499
Jurisdiction: Boxford :	5,499
Total Incidents :	5,499

The Chiefs of the Rowley, Boxford, Georgetown, Groveland, and Newbury Police Departments are pleased to announce the addition of Jail Diversion Clinician Robin Reid. Robin's position is made possible via grant awarded funding through the Massachusetts Department of Mental Health Jail/Arrest Diversion Grant Program, to implement a "Component Jail Diversion Program."

Our Clinician was made possible in collaboration with Beth Israel Lahey Health Behavioral Services. The Jail Diversion Clinician will assist in co-response for behavioral health calls, perform brief assessments to determine appropriate service connections, facilitate diversion from arrest where appropriate, and assist in increasing competencies within the police departments; ultimately strengthening each agency's response to behavioral health crisis.

Additional funding will be utilized to provide increased behavioral health training to members of each of the five partner agencies, in an effort to: increase citizen and officer safety; increase the services available to our community members; decrease unnecessary arrests; decrease undue stress on the emergency services system; and successfully divert behavioral health patients to treatment or connect to services as needed.

Robin is assigned the following office schedule: Rowley on Mondays, Boxford on Tuesdays, Groveland on Wednesdays, Georgetown on Thursdays, and Newbury on Fridays. Although she is expected to break free to assist with any behavioral health crisis that occurs within the five partner communities. During her assigned community day is a resource available to the public and will be making follow-up visits with identified members of the community that may benefit from her services.

# Jail/Arrest Diversion Clinician Grant Referral Form JDP Clinician grant referral form

Agency:  Boxford  Georgetown  Groveland  Newbury  Rowley Date: \_\_\_\_\_

\*\*\*\*\* SUSPECTED MENTAL HEALTH INCIDENT \*\*\*\*\*

Date of incident: \_\_\_\_\_ Time of incident (military time): \_\_\_\_\_

Which officer(s) was involved in this incident: \_\_\_\_\_

Name of person involved: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Address of person: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Residence info:  Owner/renter  Living w/ Guardian  Living in another's home (not guardian)  Homeless  Group Home  Other  Unknown

Where incident occurred (if different from home address): \_\_\_\_\_

Gender:  male  female  transgender  non-binary Hispanic:  Hispanic  Not Hispanic

Race:  white  black  asian  native American  pacific islander

Type of call:  Suspicious  Alarm  MV Stop/Complaint  Unwanted  Domestic  Wellbeing Check  
 Medical  Disturbance  Ofc wanted/investigation  Other ->describe: \_\_\_\_\_

Does the involved party have a **history with police**?  Yes  No

\*\*\*\*\* TRANSPORT INFORMATION \*\*\*\*\*

Was the involved person transported as a result of this incident?  Yes  No

If yes, where: \_\_\_\_\_

\*\*\*\*\* Related Incident Information \*\*\*\*\*

Dispatch case #: \_\_\_\_\_ Any video footage?  Yes  No

Any phone recordings (PD business line or 911)?  Yes  No

Any criminal charges pending as a result of **this incident**?  Yes  No

List charges pending: \_\_\_\_\_

If yes, what is the highest/most serious level of offense:  Misdemeanor  Felony

Was the person:  Arrested  Summoned  N/A

What possible charge *could* be filed, for this incident? \_\_\_\_\_

\*\*\*\*\* SECTION 12 INFORMATION \*\*\*\*\*

Section 12:  NO If yes, by who?  By Officer  Clinician  By hospital  By school  By OTHER

\*\*\*\*\* Clinician Co-response / Follow-up \*\*\*\*\*

Clinician co-responded  Clinician follow-up recommended

N/A-Anticipated long term commitment (hosp./jail)  N/A - Resides outside partnership area

\*\*\*\*\* Behavioral Health / Co-occurring Disorders\*\*\*\*\*

Suspected behavioral health issues  Party disclosed behavioral health diagnosis

*Suspected/disclosed behavioral health issue:*

Psychotic Disorder: schizophrenia, psychotic disorder, delusional disorder

Mood Disorder: depression, bipolar, dysthymia, anxiety

Acute Stress: flashbacks, detached feeling, anxiety, intense fear or helplessness

Developmental: ADHD, autism, cerebral palsy, fragile x syndrome, intellectual disorder, learning disorder, Tourette's

Cognitive Issues: Alzheimer's, ADD, dementia, Lewy bodies, Epilepsy related, TBI, Stroke related, Parkinson's

Unknown

Suspected co-occurring (illegal drugs &MH) issues  Party disclosed co-occurring issues

Substance(s) abused: \_\_\_\_\_

\*\*\*\*\* USE OF FORCE - associated with this incident \*\*\*\*\*

NO UOF  Compliance techniques  OC  BATON  Taser  Handgun  Rifle  Other

Anyone injured in situation:  NO  Involved Party  Officer(s)  Other

# Boxford Only- Referral Data

**Total cases for this agency only 2**

Gender of involved party			Age Range of involved party		
Male	1	50.00%	00-17	1	50.00%
Female	1	50.00%	18-20	0	0.00%
Transgender	0	0.00%	21-24	0	0.00%
NonBinary	0	0.00%	25-29	1	50.00%
			30-39	0	0.00%
			40-49	0	0.00%
			50-59	0	0.00%
			60-69	0	0.00%
			70-79	0	0.00%
			80+	0	0.00%
Race of involved party					
Caucasian	1	50.00%			
African American	0	0.00%			
Asian	0	0.00%			
American Indian	0	0.00%			
Pacific Islander	0	0.00%			
Hispanic or Not Hispanic					
Hispanic	0	0.00%			
Not Hispanic	1	50.00%			
No UOF Involved	2	100.00%			
UOF Involved	0	0.00%			

## Day of the week incident

Sunday	1	50.00%
Monday	0	0.00%
Tuesday	0	0.00%
Wednesday	0	0.00%
Thursday	0	0.00%
Friday	1	50.00%
Saturday	0	0.00%

## Type of call/report that initiated contact

Suspicious	0	0.00%
Alarm	0	0.00%
MV Stop/Comp.	0	0.00%
Unwanted Pers.	0	0.00%
Domestic	0	0.00%
Wellbeing Check	0	0.00%
Other	0	0.00%
Medical	2	100.00%
Disturbance	0	0.00%
Ofc. wanted/invest	0	0.00%

Hands On / Compliance Technique	0	0.00%
OC Spray	0	0.00%
Baton	0	0.00%
Tazer	0	0.00%
Handgun	0	0.00%
Rifle	0	0.00%
Other - specify in OTHER	0	0.00%

ARREST - during incident	0	0.00%
ARREST - at a later time	0	0.00%
NO ARREST	2	100.00%
Arrest sunknown	0	0.00%
Summons issued	0	0.00%
NO Summons issued	2	100.00%
Summons unknown	0	0.00%

No Injury	2	100.00%
First Responder(s) injured	0	0.00%
Suspect injured	0	0.00%
Other party injured	0	0.00%
First responder(s) and suspect injured	0	0.00%
First responder(s) and other party injured	0	0.00%
First responder(s), other party, and suspect injured	0	0.00%

## Section 12 involved

Yes	1	50.00%
No	1	50.00%
Unknown	0	0.00%

## Who issued section 12

PD issued	1	100.00%
Hospital issued	0	0.00%
PD Clinician issued	0	0.00%
Other issued	0	0.00%
School issued	0	0.00%

Co-response		
Yes	0	0.00%
No	2	100.00%

# Required Grant Report - UOF, Arrest, Diversion, and Injury

Boxford Only

Total cases for this agency only **2**

## Number of Behavioral Health Calls (BHC) Resulting in Use of Force (UOF) Type of Force Used

Number of BHC Resulting in UOF (total)	<b>0</b>	0.00%
Hands on/ compliance techniques	<b>0</b>	0.00%
OC Spray Used	<b>0</b>	0.00%
Baton Used	<b>0</b>	0.00%
Tazer Used	<b>0</b>	0.00%
Handgun Used	<b>0</b>	0.00%
Rifle Used	<b>0</b>	0.00%
Other type of force used	<b>0</b>	0.00%

## Number of Behavioral Health Calls (BHC) Resulting in Injury

No Injuries	<b>2</b>	100.00%
First responder(s) injured	<b>0</b>	0.00%
Suspect injured	<b>0</b>	0.00%
Other party injured	<b>0</b>	0.00%
First responder(s) and suspect injured	<b>0</b>	0.00%
Responder(s) and other party injured	<b>0</b>	0.00%
Responder(s), suspect other party injured	<b>0</b>	0.00%

## Number of Behavioral Health Calls (BHC) Resulting in Summon

BHC resulting in summons	<b>0</b>	0.00%
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## Number of Behavioral Health Calls (BHC) Resulting in Arrest (at time of incident or at a later time)

BHC Arrest (at time of incident)	<b>0</b>	0.00%
BHC Arrest (at later time)	<b>0</b>	0.00%
Combined Total - All Arrests	<b>0</b>	0.00%

## Number of Behavioral Health Calls (BHC) Resulting in NO charges

BHC resulting in NO charges	<b>2</b>	100.00%
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# BOXFORD POLICE

DEPARTMENT

--- Community Partnership ---

*The Office of  
Chief James B. Riter*

May 4, 2023

To: Board of Selectmen  
From: Chief James B Riter  
Subject: Cahoon Road, 'No Parking' signage

I am requesting the removal of the first two 'No Parking' signs on both sides of Cahoon Road at the end closest to Topsfield Road. (Total of four signs) We will be leaving the remaining existing 'No Parking' signs closest to the Ackerman playground and ballfield entrance.

Originally these signs were approved and installed to help alleviate any parking concerns prior to construction of the Ackerman playground. Residents were concerned about overflow parking from both the playground and the ballfield.

Currently, the bus stop for Cahoon Road and families on Topsfield Road is at the Topsfield Road end of Cahoon Road. Parents live park during morning and afternoon pick up and drop off times, waiting for their children. It has always been the perspective of the Boxford Police Department that the safest place for children to be picked up and dropped off is the end of their driveway. In cases where that is not an option the Police Department favors a group drop off location with plenty of parental supervision; which takes place at the Cahoon Road bus stop.

Recently there has been some confusion about the purpose of these first four signs located on Cahoon Road. I believe the best way to resolve this matter would be to remove the first 4 signs and follow the long-standing tradition of the Town's bus stop safety program.

Furthermore, I don't recall the Police Department ever receiving a parking complaint.

In conclusion I request the removal of these four signs by the Department of Public Works.

A handwritten signature in black ink, appearing to read 'James B. Riter', written over a horizontal line.

James B. Riter,  
Chief of Police



**Boxford PTO**

[boxfordpto@gmail.com](mailto:boxfordpto@gmail.com)

Co-Presidents:

Yoonjin Lee (978) 944-5467

Cathy MacConmara (617) 792-4112

May 10, 2023

Boxford Board of Health  
Boxford Board of Selectmen  
Boxford Police Department  
Boxford Fire Department

**Re: PTO Event "Color Run" Proposal for Approval**

Dear Boxford Board of Health, Boxford Board of Selectmen, Boxford Police Department, and Boxford Fire Department:

The Boxford PTO requests approval to sponsor our annual "Color Run" event, on Friday, June 9<sup>th</sup> between the hours of 4PM and 7PM at the Chadwick Fields. Please refer to the event details outlined in this proposal letter. We request that approval be granted as soon as possible to ensure that we are providing our attendees, sponsors and food vendors proper notice to prepare.

**Event Objective:** To provide the children of the Boxford community a safe and fun way to end the school year in this annual event.

**Event Date and Time:** Friday, June 9<sup>th</sup>. Event set up will begin at 9 a.m. The event itself will run between the hours of 4 p.m. – 7 p.m. Clean-up crew will tear down all event materials at the completion of the Color Run.

**Location:** Chadwick Fields (located adjacent to Spofford Pond School).

**Event Description:** A one-direction fun run route/loop will be set up with one central entrance (Start) at Chadwick Field and one central exit (Finish) at Chadwick Field. The children will start the fun run and continue to each designated marked point (Orange Cones/Flags) where they will be sprayed with colored water by Color Run Volunteers. We have asked Beefie Boys Food Truck and Copper Dome Pizza to handle food for the event. Boxford PTO will hand out slushes and water at the conclusion of the run. The 6<sup>th</sup> Grade Activities Committee will sell candy to fundraise for their end of the year activities as we done from 2018-2022.



### **Event Specifics:**

- Families will register online ONLY for this event starting on May 15th and ending on June 2nd. Each runner will check in at our Registration Area. Once checked in, they will go to the starting area until the START of the run. They can run the loop as many times as they would like. Once they finish, they will have the opportunity to purchase food, drinks, candy and receive a slush and water upon completion of the run.

### **COVID-19 Safety Considerations:**

- There will be hand sanitizer stations at Start and Finish
- There will be water stations (individual bottles) along the route. Volunteers will hand runners water to participants as needed.
- Boxford Police will handle traffic keeping everyone safe
- **Fun Run Loop:** The loop will be approximately 1 mile and in 1-direction.
- **Event Participation:** This is a Boxford Community event limited to Boxford residents. All children must be accompanied by an adult. This is not a drop-off event.
- **Event Entrance/Parking:** Families will be able to park in the Johnson Field area, Police Station/DPW area and Chadwick Field entrance

- **Entertainment:** We will have a DJ at this event. The DJ will be located on Chadwick field by the shed.
- **Food and Beverage:** Food will be sold after the event this year by Beefie Boys and Copper Dome Pizza. They will reach out to you to get their required permits. Water will be provided to all participants at the event. Each participant will receive an individual sized slush.
- **Event Safety and Monitoring:** The Boxford Police Department will attend this event to assist with crowd monitoring to ensure safe social distancing and that children/families exit the event – and grounds – after they have completed their Color Run.
- **EMS:** We will have EMS on standby should there be any issues pertaining to our participants. Thank you for your support of this community event. If you have any additional questions, please feel free to reach out to us.

Happy Spring!

Sincerely,

Yoonjin Lee & Cathy MacConmara Boxford PTO Co-Presidents



# **BOXFORD**

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# **POLICE**

**DEPARTMENT**

*--- Community Partnership ---*

*The Office of  
Chief James B. Riter*

May 16, 2023

To: Boxford Select Board  
From: James B. Riter. Chief of Police  
Subject: First Annual Little League Parade

I have received a request from the Boxford Athletic Association to hold a little league parade on Sunday morning, June 11, 2023.

The parade would start at the old Community Center/Council on Aging building on Middleton Road and commuter parking lot, travel down Middleton Road to the Cole School entrance to the Cargill fields.

If authorized I will coordinate the logistics for the event with the Fire Department and the First Church. The short road closure of Middleton Road will be handled by myself and day shift patrols at no additional expense to the Town.



# The James L. Melvin Post No. 379

THE AMERICAN LEGION  
West Boxford, Massachusetts 01885

May 5, 2023

Town of Boxford Selectboard  
Boxford, Ma.

Dear Board Members:

The James L. Melvin American Legion Post 379 is again coordinating Boxford's Remembrance activities on Memorial Day weekend. We invite you to join us in the Memorial Day Parade on Monday, May 29<sup>th</sup>. The parade will be in East Boxford this year and will step off at 9:30 A.M. We look forward to your participation. Please call me if you have any further questions.

Sincerely,  
Ron Holmgren  
978-857-7530

## **Memorial Day Weekend - 2023**

**Sunday, May 28**

**8:30 - Mount Vernon Cemetery**

**Veterans form up and march into cemetery  
graves decorated by Veterans and scouts  
prayer by chaplain  
firing squad -volley  
taps**

**9:00 - Brookside Cemetery**

**Veterans form up and march into cemetery  
graves decorated by Veterans and scouts  
prayer  
firing squad-volley  
taps**

**9:45 - Second Congregational Church**

**Veterans meet in front of church and march in as a unit as service begins  
and proceed to designated pews. Remain covered until colors are placed.  
Uncover with color bearers.**

**At designated time at the end of the service, veterans will reverse procedure  
and cover as color bearers do. Follow colors in single file beginning with  
front pew and exit service.**

**11:15 (Approximately) - Placing wreath at Civil War Monument**

**This takes place after the Ice Cream Social which follows the service.**

**Veterans form up in front of church and march to the Civil War Monument  
on hillside across the street.**

**raising of flag  
placing of wreath  
prayer  
firing squad- volley  
taps**

# MEMORIAL DAY 2023

**Monday, May 29,**

**7:30 – Harmony Cemetery (Ipswich Rd. near Kelsey Rd.)**

**Veterans and scouts decorate graves  
Prayer by chaplain  
Firing squad - volley  
Taps played**

**8:00 – Round Top (Curtis Guild Camp)**

**Veterans will gather at the campsite to remember those who trained  
for military duty at this historic location.  
Placing of flag  
Remembrance prayer by chaplain  
Taps played**

**8:30 – Ancient Cemetery**

**Placing of flag  
Prayer  
Firing squad  
Taps played**

**9:00 – Parade Assembly -Community Center in East Boxford Village**

**Units form into parade order  
Coffee and doughnuts served**

**9:30 - PARADE STEPS OFF – marches to Village Cemetery**

**Veterans and scouts decorate graves (musical accompaniment) TBA  
Prayer by chaplain  
Firing squad - volley  
Taps Played**

**Parade reforms and marches to James L. Melvin Green for the  
Memorial Day Ceremony.**

**From:** [Kerri Lummus](#)  
**To:** [Matt Coogan](#); [Brendan Sweeney](#); [Ross Povenmire](#)  
**Subject:** Select Board Meeting 5/22  
**Date:** Monday, May 15, 2023 8:30:47 PM  
**Attachments:** [Stiles Pond Flyer May 12.pdf](#)

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**External Sender**

Hi Matt and Brendan,

I hope all is well!

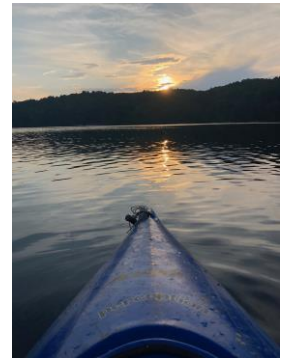
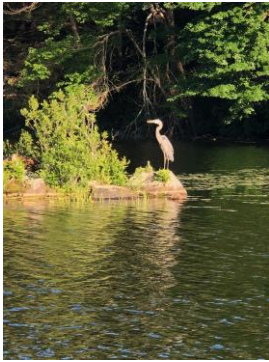
I am writing to request to be added to next Monday's 5/22/23 Select Board meeting to discuss the project scope of the SPAC (Stiles Pond Advisory Committee) and to hopefully be made into a charter so that we are able to use town seal and stationary for our upcoming mailing to the watershed abutters of Stiles Pond. I have attached a .pdf of the mailer we would like to send out as well as some photos of the cyanobacteria problem at Stiles Pond that we would like to share with the Select Board since we are trying to remedy this ongoing issue.

Thank you very much for your time and consideration and we look forward to hearing from you!

Kerri Lummus (SPACchair & conservation board member)

# Protecting your Pond:

## Addressing the Root Causes of Pollution at Stiles Pond



**The Problem:** During the summer, the pond experiences excessive vegetative growth, including cyanobacteria and algae blooms. In 2020 a cyanobacteria bloom resulted in beach closure and swimming prohibitions at the pond to protect human health. Pollution can also affect the quality of groundwater, the source of drinking water for Boxford residents.

### Why does this happen?

- Nutrients can come from a range of sources, but in our area, a large contributing factor is runoff containing fertilizer from neighboring lawns.
- Looking at the small sub watershed that drains into Stiles Pond, there are very few potential sources for excess nutrients, so we know that runoff from lawns must be a contributing factor.
- Poorly maintained septic tanks can also be a source of nutrient pollution.
- These nutrients do exactly what they are designed to do – feed plants! Unfortunately, this includes plants in the water and leads to vegetative overgrowth

An estimated 80% of synthetic fertilizer products don't stay put -- they wash into our rivers, lakes and oceans in surface runoff.

### Overgrowth Affects Water Quality

- Dense vegetation growth will frequently result in low levels of dissolved oxygen (DO).
- Fish and other aquatic organisms cannot survive in low levels of DO, which often results in fish kills.

What is dissolved oxygen?  
A measure of how much oxygen is dissolved in the water - the amount of oxygen available to living aquatic organisms.

# Fixing Your Yard:

## Addressing the Root Cause of Pollution at Stiles Pond

**The Solution:** Become a Greenscaper! Utilize environmentally friendly landscaping practices on properties abutting Stiles Pond and across its watershed.



- Reduce or eliminate fertilizer use on your lawns. Selecting **native grass species** for your lawn reduces the need for fertilizer. Bonus: native grasses also don't require irrigation, thereby conserving ground water.
- **Test your soil** so you can provide the right soil conditions for outdoor plantings and avoid the tendency to over-fertilize to promote plant growth.
- If necessary, **use organic fertilizer**, which release nutrients more slowly, making them more effective and less of a contributor to water pollution.
- **Apply fertilizer in the fall** when it encourages plants to develop strong, deep roots.
- **Plant a buffer zone garden** between your lawn and the pond in order to reduce runoff into the pond. Buffer plantings utilizing native plants are a beautiful way to reduce the impacts of pollutants on local water bodies.
- **Maintain your septic tank.** Household septic systems should be inspected at least every three years by a septic service professional and pumped every three to five years. Alternative systems with electrical float switches, pumps, or mechanical components should be inspected more often, generally once a year.









# TOWN OF BOXFORD

*Chris A Olbrot, PE*

*Superintendent of Public Works/Town Engineer*

7B Spofford Road

Boxford, MA 01921

Tel: (978) 352-6555

Fax: (978) 352-5558

[colbrot@boxfordma.gov](mailto:colbrot@boxfordma.gov)

## MEMORANDUM

To: Select Board  
From: Chris Olbrot, PE  
Date: May 19<sup>th</sup>, 2023

RE: Department Update

### **DRAINAGE INFRASTRUCTURE:**

#### **Glendale Road Culvert**

The Glendale Rd. culvert is in the final stages of design in anticipation for a Conservation Commission submittal in June. Currently, we are finalizing a proposed wetland replication area that is necessary for permitting due to the impacts of upsizing the culvert to current standards. Additionally, I am working with National Grid to have a utility pole relocated in order to meet adequate setbacks from the new culvert headwall. It is anticipated that we will bid this in late summer with a fall (low flow) construction. The construction is anticipated to be paid through the use of ARPA funding.

#### **Mass Vulnerability Preparedness Action Grant (3 culvert designs)**

In collaboration with Ross Povenmire and the Ipswich River Watershed Association, I am very pleased that the town was successful in obtaining an MVP Action Grant in the amount of \$269,000. These critical antiquated culverts are located on Pye Brook Ln, Georgetown Rd. and Herrick Rd. These culvert replacements are critical to building stormwater and climate change resiliency, maintaining safe and adequate drainage, and keeping our roads operational. The plan is to have these culverts designed and permitted in anticipation of replacement as funding is available. Conservation permitting is valid for a minimum of three years and/or up to five with approved extensions. This will allow me to input these costs into the 5-year capital plan, moving forward.

## Beaver Activity

The DPW is constantly competing with our long toothed “friends” in keeping our culverts clear and operational to maintain roadway passage safe and accessible. During the heavy rains of late April and early May, several culverts in town were emergently unclogged using our backhoe and a lot of manual labor by the DPW staff.


The need to trap in certain areas has become inevitable since we can not compete on a daily basis with this labor-intensive mitigation. I expect the need to trap in a few areas where the dams cause the partial or complete blockage of culverts, thereby causing overtopping of the road and unsafe conditions for motorists and pedestrians alike. Additionally, these blockages make the roadway susceptible to erosion and failure.



## ROADWAY IMPROVEMENTS:

### 2023 Summer Roads Program

As previously discussed, the Town received very favorable bid prices for bituminous concrete in 2021 with the ability to re-new the contract for an additional three years. We are entering the second of three available renewals with EJ Paving. The current paving plan is as follows:

		2023 SUMMER PAVING LIST				
Road	Area (SY)	Mill Cost	HMA	Patch	Sub-Total	
Lockwood Lane (Middleton to Town Line)	8,360	\$ 15,884.00	\$ 61,797.12	\$ 4,681.60	\$ <b>82,362.72</b>	
Ipswich Rd (Georgetown Rd to Joint near Pond)	5,951	\$ 11,306.90	\$ 43,989.79	\$ 3,332.56	\$ <b>58,629.25</b>	
King George/Richard Neighborhood	29,887	\$ 56,785.30	\$ 220,924.70	\$ 16,736.72	\$ <b>294,446.72</b>	
Oakridge Rd.	6,561	\$ 12,465.90	\$ 48,498.91	\$ 7,348.32	\$ <b>68,313.13</b>	
				<b>TOTAL=</b>	<b>\$ 503,751.83</b>	
				<b>SAY=</b>	<b>\$504,000</b>	

The current Ch. 90 balance is a combination of uncommitted annual funds from previous appropriations in the amount of **\$391k** and **\$299k** in Winter Rapid Assistance Program (WRAP) funding for a total of approximately **\$690k**. With the proposed “Summer Program” estimated above, the expected balance will be approximately **\$186k**. Once the state legislature passes the new budget sometime in July, the total Ch. 90 balance will be approximately **\$600k** assuming we receive the typical apportionment of \$414k/year, going into the fall. I fully expect that a late summer/fall paving program will be implemented as well. I will provide an update to the Board upon the funding being made available.

It is probable that some of that residual funding will be dedicated to collecting data on the other two major roadway assets the DPW needs to prioritize, which are guard-rails and regulatory signage. Integrating these assets into our GIS system will allow me to create a capital plan for the implementation of a replacement/installation program in the coming years and moving forward.

### **Routine Maintenance (Striping and Catch Basin Cleaning)**

In the coming weeks, the DPW will be line striping the town's center and fog lines as well as completing catch basin sump cleaning. These contracts are procured through the MVPC 2023 bid and therefore procurement will be quicker and cheaper than re-bidding through the town's own procedures. CB cleaning is also a requirement of the Town's EPA MS4 Discharge Permit

### **BUILDINGS:**

#### **Building/DPW Fleet Maintenance Software**

The DPW is pleased to report significant progress on this important initiative. As previously reported, the town entered into contracts with two vendors ALPHA Solutions and Operations Hero. ALPHA was in town for a week in April collecting information on all town building assets such as HVAC, electric, plumbing, roofs, floors, walls, windows, etc. This comprehensive assessment was documented and all the information for these items are being processed. Once complete, ALPHA Solutions will provide an in-depth report that will be dovetailed with Operations Hero's online maintenance software. Operations Hero will be used to create a capital improvement plan and to ensure that our routine preventative maintenance (PM) is being conducted properly and in accordance with manufacturer's specifications. This will extend their useful life and streamline invoice processes.

In addition to buildings, I am working with both companies to begin a trial to use the program for our DPW vehicle fleet as well. It was a thought of mine that since elective and preventative maintenance is also necessary on our fleet, it would be possible to consider each vehicle as its separate "asset". Although this program has not been historically used for this purpose, both vendors thought it was perfectly plausible and easily implemented into the software. Should this prove to be successful, the software will be made available to both Police and Fire fleets, should they choose to use it as well.

#### **Fire (East) Women's Shower**

I am pleased to report that as of 5/18, the building inspector has provided his final sign-offs on the installation of a new women's facility. This important project was completed through the collaborative efforts of the Essex Vocational School (plumbing and masonry) and town contractors. Despite the significant duration and stalled efforts of the past, the shower is operational and our women fire fighters now have much deserved adequate facilities.

#### **DPW Garage Schematic Design**

The driveway to the site was approved by the Conservation Commission in Early May. The driveway will allow for two-way traffic and create significant improvements to the surrounding wetland through the installation of stormwater best management practices aimed at mitigating peak rate attenuation and improving stormwater quality.

Further, since the town has approved the appropriation for a schematic design, we will solicit Request for Proposals (RFP) for designer selection services. An engineering/architectural firm shall submit proposals to a town selection committee and the most qualified designer would be selected based on the committee's aggregated scoring. A designer fee "not to exceed" the appropriation would then be negotiated. By budget season next year, we would hope to fund the rest of the design with a similar process and fully design and permit the project through the various town boards and commissions with funding from the 2024 ATM. Finally, we would seek

funding for the construction of the new facility at the 2025 ATM with the goal of opening the new facility sometime in late 2026 or early 2027.

### **RECREATION and FIELDS:**

#### **Athletic Field Maintenance**

DPW worked much of April to improve the athletic fields and prepare them for the 2023 athletic season. In addition to typical spring clean-up, the DPW improved drainage, reconstructed some of the infields, reconstructed dugouts, treated the turf with an all-organic turf improvement agent, fixed benches, assembled soccer nets, installed 4 new storage sheds and completed other miscellaneous improvements. The town's athletic fields are dramatically improving year by year and should continue with the current maintenance routines. The drought of last year severely inhibited the progress we made however, with some luck with precipitation this summer, the improvements completed this spring should prove to be noticeable. As seen in the pictures below, the fields are looking better than they have in a decade or more, based on feedback I have received. That is not to say we have completed improvements. There is more work that is scheduled and with the increased budget in that line item, we can expect improvements to continue.

A special thanks must be provided to Paul Quigley and other volunteers from the Little League. Paul and others devoted days of their own personal time to help the DPW in its efforts and provided extra hands as well as laying out of the infields and pitcher's mounds to the desired dimensions for sod cutting and reconstruction. This was a tremendous time savings. This collaborative effort was appreciated by the DPW and I hope that this effort becomes a common practice in the months and years ahead. Thank you!





In addition to routine maintenance described above, RAD Sports has been fulfilling its obligation to provide soil amendment services to the natural turf field at the commons. They provided deep-tine and core aeration services in October and again this May. They slice seeded the field in three directions and I am planning on having them slice seed again in the next week or two. The challenge at the commons remains the hard packed soil and irrigation troubleshooting. We believe the shallow well has a concentration of very fine sand and iron which, when pushed through the irrigation heads, causes build up and additional friction, thereby preventing some to spin correctly. We are actively pursuing remedies to this issue and trust we will find a better solution moving forward. At the time of this memo, the irrigation is running as intended and we will monitor accordingly.

**MISCELLANEOUS:**

It is with regret to inform that after only a few months with a full staff, we will be down a Heavy Equipment Operator 2 position, again, beginning next week. Josh Flanagan is moving to Maine for another opportunity for himself and his family. We thank Josh for his years of dedication to the town and wish him the best on his next endeavors. I will be looking to fill his position prior to winter if possible.



# TOWN OF BOXFORD

## Personnel Board

7A Spofford Road  
Boxford, MA 01921

### MEMORANDUM

**Date:** May 23, 2023

**To:** Town Non-Union Benefit Eligible Employees, Supervisors and Town Boards

**From:** Tim Feeney, Chair, Personnel Board

**RE:** **FY23 Employee Uniform Performance Review Deadlines and Procedures**

As Chair of the Boxford Personnel Board, I am pleased to kick off the performance evaluation process for all non-union, benefit eligible employees, supervisors, and boards. Performance evaluation is an important tool to secure, on a timely basis, informative employee performance feedback while proactively identifying meaningful goals for the upcoming year. Over the years there have been adjustments to the process, and this memo outlines some of the changes for this year.

Last year, the Personnel Board and Select Board agreed to change the recurring cycle of performance evaluation from a calendar year to a fiscal year review. This shift in process better aligns with the fiscal budgeting cycle and the allocation of resources for certain policies and initiatives as well as with how the Town operates. This year and going forward, the evaluation process will commence in May with a target completion date prior to the next fiscal year.

Additionally, last year we changed the manner in which information is collected. Performance evaluations are accessed and conducted online through Google Forms, providing a more streamlined and timely process. Participants will receive links to access the forms. Inputting the data will feel similar to filling out a survey. The data will automatically be compiled for the TA's office to distribute more efficiently. Assistant Town Administrator Brendan Sweeney is available to provide any support needed for using the Google Forms.

The Personnel Board is actively involved with the performance evaluation process to ensure reviews and performance objectives are completed and submitted in a timely manner. The Board tasks the Town Administrator's Office to serve as the initial point of contact for collection of all employee prepared self-evaluations, updated job descriptions, supervisor/town board evaluations and, of course, final evaluations. Town Administrator Matt Coogan will provide an evaluation for each employee reporting to a volunteer board including those direct reports of the Select Board, except for the Director of Finance.



The Town of Boxford performance evaluation guide identifies and defines five (5) evaluation definitions based on established uniform performance criteria. Final evaluation definitions include:

- **Exceptional:** Outstanding performance, results far exceed the position requirements including all individual objective areas. (Rating: 5)
- **Exceeds expectations:** Performance surpasses that expected of experienced and qualified individuals in this position. Performance often exceeds standards. Individual shows initiative, motivation, and versatility. (Rating: 4)
- **Meets Expectations:** Performance is at the level expected of experienced and qualified individuals in this position. Performance meets all standards. (Rating: 3)
- **Needs Improvement:** Sometimes meets performance standards. Performance in a majority of areas is below the level expected of experienced and qualified individuals in this position. (Rating: 2)
- **Unsatisfactory:** Performance fails to meet position requirements; immediate improvement plan must be prepared or termination is possible. Review performance again within 90 days. (Rating: 1)

***In a change from previous years, all evaluation ratings now require a written narrative substantiating the score given, instead of in previous years when written justification was only required for scores that exceed expectations (4 or 5) or do not meet expectations (1 or 2). Users will not be able to submit evaluations unless justification is added for all scores.***

Key employee and supervisor deliverable dates for Fiscal Year 2023 employee evaluations are as follows:

Wednesday, May 24:	Staff receive link to start self- evaluation process
Friday, June 2:	Staff self-evaluations due
Wednesday, June 7:	Boards and Committees begin evaluating respective staff
Wednesday, June 21:	Boards and Committees Evaluations Due
Monday, June 26:	Board and Committee Liaisons begin holding evaluation meetings
Friday, July 14:	All Liaisons report back to respective Boards/Committees and publicly vote to ratify evaluations.
Monday, July 17:	Completed Evaluations submitted to Personnel Board

Should you have any questions please do not hesitate to reach out to Brendan Sweeney or the Personnel Board.

Evaluations are referenced by the Select Board in determining merit-based pay. **All evaluations need to be completed and submitted before the Select Board can determine pay. This includes supervisory evaluations from volunteer board and committee members and department heads.**

# Town of Boxford FY23 Department Head Performance Evaluation Form

Welcome to the first step of the Town of Boxford FY23 employee performance evaluation process for department heads. This process is structured to evaluate your performance as a town employee and department head for the period between **July 1, 2022 and June 30, 2023**. Please complete the following form, which will also be completed by the Town Administrator (or your immediate supervisor for certain department heads) and relevant board and committee members (if applicable to your position). When filling out this form, please make sure to fill out all required fields, which are marked with a red "\*". If you have any questions, please contact Assistant Town Administrator Brendan Sweeney (BSweeney@town.boxford.ma.us).

## Evaluation Scoring System

This form utilizes five evaluation definitions based on established uniform performance criteria outlined in the Town of Boxford's Performance Evaluation User Guide. You will use these definitions to "score" yourself for each of the various evaluation fields listed throughout this form. These five evaluation definitions are:

- **Exceptional** - Outstanding performance, results far exceed the position requirements including all individual objective areas. **(Rating: 5)**
- **Exceeds Expectations** - Performance surpasses that expected of experienced and qualified individuals in this position. Performance often exceeds standards. Individual shows initiative, motivation, and versatility. **(Rating: 4)**
- **Meets Expectations** - Performance is at the level expected of experienced and qualified individuals in this position. Performance meets all standards. **(Rating: 3)**
- **Needs Improvement** - Sometimes meets performance standards. Performance in a majority of areas is below the level expected of experienced and qualified individuals in this position. **(Rating: 2)**
- **Unsatisfactory** - Performance fails to meet position requirements, immediate improvement plan must be prepared or termination is possible. Review performance again within 90 days. **(Rating: 1)**

**In a change from last year, all scores require written narrative further explaining the score that was given.** Users will not be able to submit evaluations unless justification is added for all scores.

## Evaluation Form Sections

This form contains four sections (in addition to the introductory information section):

1. Uniform Performance Evaluation
2. Review of FY23 Goals (personal and departmental)
3. Goal Setting for FY24
4. Open Response Questions/Comments

Each section is outlined in greater detail throughout this form.

\* Indicates required question

Email \*

Your email

Name \*

Your answer

Position Title \*

Your answer

Google Forms

# Town of Boxford FY23 Department Head Performance Evaluation Form

\* Indicates required question

## 1. Uniform Performance Evaluation

The Town of Boxford Performance Evaluation User Guide establishes seven "uniform performance criteria" (these are the same criteria as last year, but "leadership" and "integrity" - now called "accountability" - were separated into two categories) that relate to department head functions across the organization of town government in Boxford, MA. The seven criteria are: communication, collaboration and teamwork, fiscal responsibility, planning and organization, innovation, leadership, and accountability; each is described in greater detail within the corresponding entry of the form below.

Please score yourself between 1 to 5 for each criteria using the definitions listed previously (5 - Exceptional, 4 - Exceeds Expectations, 3 - Meets Expectations, 2 - Needs Improvement, 1 - Unsatisfactory). After scoring yourself for each of the seven criteria, you will be required to leave a comment further justifying your score.

## Communication

\*

Presents plans, ideas and issues in a clear, concise and persuasive manner to diverse audiences. Listens intently to others. Is open to and solicits reactions and ideas.

Handles conflict situations calmly and constructively by reducing tensions, identifying the real issue(s) and reconciling differences.

Written reports are clear, well organized and accurate.

Effectively communicates with town citizens, Town Administrator and/or Appointing Authority by keeping them informed on issues, needs, and operations.

- 1 - Unsatisfactory
- 2 - Needs Improvement
- 3 - Meets Expectations
- 4 - Exceeds Expectations
- 5 - Exceptional

## Communication

\*

Please leave comments corresponding to your score here.

Your answer

## Collaboration and Teamwork

\*

Adheres to all federal, state, and local laws, procedures and regulations regarding personnel practices.

Cooperates with other departments by consistently meeting commitments, freely sharing information, informing them about actions that will affect them, and seeking their input where appropriate.

Meets the public in a friendly and professional manner and treats them with courtesy and respect; strives to establish department norms that emphasizes courtesy and respect at all times when dealing with the public.

Ensures that safety procedures and practices are followed.

Maintains collaborative working relationships and is a positive influence.

- 1 - Unsatisfactory
- 2 - Needs Improvement
- 3 - Meets Expectations
- 4 - Exceeds Expectations
- 5 - Exceptional

## Collaboration and Teamwork

\*

Please leave comments corresponding to your score here.

Your answer

## Fiscal Responsibility

\*

Demonstrates ability to develop plans to meet goals and objectives while effectively providing the service needs within your approved budget.

Prepares a proposed budget for the department in accordance with required guidelines and timetable with clear explanation of options, recommendations and reasons for significant change.

Monitors and controls all departmental expenditures and ensures budget compliance. Makes cost-effective decisions. Reports budget status.

- 1 - Unsatisfactory
- 2 - Needs Improvement
- 3 - Meets Expectations
- 4 - Exceeds Expectations
- 5 - Exceptional

## Fiscal Responsibility

\*

Please leave comments corresponding to your score here.

Your answer

## Planning and Organization

\*

Effectively sets, prioritizes and manages workload to achieve short and long-term goals and deadlines. Anticipates problems before they arise and plans for ways to deal with them.

Handles complaints of citizens, addressing the complaint and working towards solutions in a timely manner.

Ability to provide general training and guidance on a wide variety of computer software and hardware as needed.

- 1 - Unsatisfactory
- 2 - Needs Improvement
- 3 - Meets Expectations
- 4 - Exceeds Expectations
- 5 - Exceptional

## Planning and Organization

Please leave comments corresponding to your score here.

Your answer



## Innovation

\*

Devises and implements ways to reduce costs, increase productivity or increase revenue to the Town.

Defines problems, collects and analyzes pertinent information, generates multiple options, and develops effective solutions.

Identifies fresh, new approaches to departmental problems and to serving citizens.

- 1 - Unsatisfactory
- 2 - Needs Improvement
- 3 - Meets Expectations
- 4 - Exceeds Expectations
- 5 - Exceptional

## Innovation

\*

Please leave comments corresponding to your score here.

Your answer

## Leadership

\*

Delegates responsibility and authority to employees as appropriate.

Manages, motivates, and coaches staff to achieve results and provide feedback on performance. Ensures that equal employment opportunity is incorporated into all employment decisions.

Develops within the staff the skills for effective teamwork, ensuring that staff cooperates with each other and other departments.

- 1 - Unsatisfactory
- 2 - Needs Improvement
- 3 - Meets Expectations
- 4 - Exceeds Expectations
- 5 - Exceptional

## Leadership

\*

Please leave comments corresponding to your score here.

Your answer

**Accountability**

\*

Consistently demonstrates credibility, confidence and reliability in challenging situations. Makes sound decisions under difficult or pressurized circumstances.

- 1 - Unsatisfactory
- 2 - Needs Improvement
- 3 - Meets Expectations
- 4 - Exceeds Expectations
- 5 - Exceptional

**Accountability**

\*

Please leave comments corresponding to your score here.

Your answer

# Town of Boxford FY23 Department Head Performance Evaluation Form

\* Indicates required question

## 2. Review of FY23 Goals

As you may recall, for last year's performance evaluation, you completed a minimum of 4 goals (maximum of 6 goals): at least 2 personal and 2 departmental goals. For the review of these FY23 goals, we are asking that you write in the goals that you outlined during last year's performance evaluation and score your level of achievement for each goal using the definitions listed previously (5 - Exceptional, 4 - Exceeds Expectations, 3 - Meets Expectations, 2 - Needs Improvement, 1 - Unsatisfactory). If you do not have record of or remember the goals that you entered for FY23, please contact Assistant Town Administrator Brendan Sweeney to locate them.

After leaving a score for each of your FY23 goals, please leave a comment further justifying your score.

### **FY23 Personal Goal #1** \*

Please write the goal below.

Your answer

**FY23 Personal Goal #1 \***

- 1 - Unsatisfactory
- 2 - Needs Improvement
- 3 - Meets Expectations
- 4 - Exceeds Expectations
- 5 - Exceptional

**FY23 Personal Goal #1**

\*

Please leave comments corresponding to your score here.

Your answer

**FY23 Personal Goal #2 \***

Please write the goal below.

Your answer

**FY23 Personal Goal #2 \***

- 1 - Unsatisfactory
- 2 - Needs Improvement
- 3 - Meets Expectations
- 4 - Exceeds Expectations
- 5 - Exceptional

**FY23 Personal Goal #2**

\*

Please leave comments corresponding to your score here.

Your answer

**FY23 Personal Goal #3 (if applicable)**

Please write the goal below.

Your answer

**FY23 Personal Goal #3** (if applicable)

- 1 - Unsatisfactory
- 2 - Needs Improvement
- 3 - Meets Expectations
- 4 - Exceeds Expectations
- 5 - Exceptional

**FY23 Personal Goal #3** (if applicable)

Please leave comments corresponding to your score here.

Your answer

**FY23 Departmental Goal #1** \*

Please write the goal below.

Your answer

**FY23 Departmental Goal #1 \***

- 1 - Unsatisfactory
- 2 - Needs Improvement
- 3 - Meets Expectations
- 4 - Exceeds Expectations
- 5 - Exceptional

**FY23 Departmental Goal #1 \***

Please leave comments corresponding to your score here.

Your answer

**FY23 Departmental Goal #2 \***

Please write the goal below.

Your answer



**FY23 Departmental Goal #2 \***

- 1 - Unsatisfactory
- 2 - Needs Improvement
- 3 - Meets Expectations
- 4 - Exceeds Expectations
- 5 - Exceptional

**FY23 Departmental Goal #2**

\*

Please leave comments corresponding to your score here.

Your answer

**FY23 Departmental Goal #3 (if applicable)**

Please write the goal below.

Your answer

**FY23 Departmental Goal #3 (if applicable)**

- 1 - Unsatisfactory
- 2 - Needs Improvement
- 3 - Meets Expectations
- 4 - Exceeds Expectations
- 5 - Exceptional

**FY23 Departmental Goal #3 (if applicable)**

Please leave comments corresponding to your score here.

Your answer

Google Forms

# Town of Boxford FY23 Department Head Performance Evaluation Form

\* Indicates required question

## 3. Goal Setting for FY24

In setting goals for FY24, we ask that you set a minimum of 4 goals: 2 personal and 2 departmental. You have the option to set a maximum of 6, if you choose to do so. If you feel that an FY24 goal is still relevant for FY24, please feel free to carry that goal forward into this year's performance evaluation. Relevant FY24 town-wide goals for your department will be developed in collaboration with yourself, the Town Administrator's office, and the Select Board as part of the town-wide goal setting process that will be undertaken this fall.

### How to Set a Goal

When creating goals, it is recommended that you follow the SMART approach to goal setting. This approach is as follows:

- **Specific** - Goals should be straightforward and emphasize what you want to happen. Specifics help to clearly define what you are going to do.
- **Measurable** - Establish concrete criteria for measuring progress toward the attainment of each goal you set, so you can see the change occur.
- **Attainable** - When you identify goals that are most important to you, you begin to figure out ways you can make them come true.
- **Realistic** - Realistic means achievable. Devise a goal you will be able to meet.
- **Timely** - Set a deadline for the goal.

### **FY24 Personal Goal #1** \*

Please write the goal below.

Your answer

**FY24 Personal Goal #2** \*

Please write the goal below.

Your answer

**FY24 Personal Goal #3** (if applicable)

Please write the goal below.

Your answer

**FY24 Departmental Goal #1** \*

Please write the goal below.

Your answer

**FY24 Departmental Goal #2** \*

Please write the goal below.

Your answer

**FY24 Departmental Goal #3** (if applicable)

Please write the goal below.

Your answer

# Town of Boxford FY23 Department Head Performance Evaluation Form

\* Indicates required question

## 4. Open Response Questions/Comments

Please answer the following open response question (regarding potential areas of improvement) and feel free to leave any general comments regarding either your own performance, the performance of your supervisor/supervisory body (board or committee), or any general thoughts about the performance evaluation process.

**Are there any potential areas of improvement that you would like to target for FY24? \***

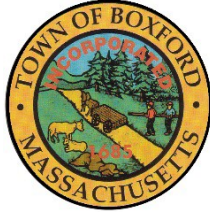
If so, please identify those area(s) in further detail below and elaborate upon how you plan to address them in FY24.

Your answer

### Comments

Please leave any comments below, if you would like.

Your answer



## TOWN OF BOXFORD

Office of the Select Board  
7A Spofford Road  
Boxford, MA 01921  
978-887-6000  
[www.boxfordma.gov](http://www.boxfordma.gov)

DATE: May 18, 2023

TO: Matthew Coogan  
Town Administrator

FROM: Leanne Mihalchik  
Administrative Services Manager/HR Coordinator

SUBJECT: Surplus Vehicle

Please declare surplus of a DPW vehicle as requested below. Vehicle runs but has various issues which require repairs (transmission leaks oil, oil cooler and coolant pipes need replacement, fuel cooler and lines need replacement, cab mounts need replacement).

### **MOTION:**

**“I move to declare car #7 from the Boxford DPW fleet schedule, 2006 Chevrolet Silverado, VIN #1GBJK34D36E207320 as surplus to be auctioned on Municibid.**