



BOXFORD SELECT BOARD

Monday, August 7, 2023

Town Hall 7A Spofford Road

Meeting Room 1

Remote option through Zoom:

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

AGENDA

This meeting is audio and video recorded

6:30 PM Call to Order

6:35 PM Announcements

6:40 PM Meeting with Library Board of Trustees

- Proclamation for Ciara Smith, Boxford Town Library Children's Room Mural

6:45 PM National Grid Pole Petition Hearing

- Glendale Road Work Request #30754009

7:00 PM Meeting with State Senator Bruce Tarr

- Adjournment of State Senate in Honor of Charles Killam
- Any other business before Senator Tarr and the Board not anticipated at the time of the posting

7:15 PM Meeting with Boxford Police Chief James Riter

- Presentation of Boxford Police Department Accreditation Award
- Any other business before the Police Chief and the Board not anticipated at the time of the posting

7:25 PM Meeting with 10 Elm Community Committee

- Presentation of Committee's recommendations
- Any other business before the 10 Elm Community Committee and the Board not anticipated at the time of the posting

7:45 PM Meeting with Masco School Committee, Boxford Representatives

- Discussion on Masco Capital Plan

- Process for filling open School Committee seat
- Any other business before the Boxford Masco School Committee and the Board not anticipated at the time of the posting

7:55 PM Report of the Town Administrator

- Apple Festival – September 16, 2023
- Consider Application for Alcohol Sale Permit on Private Property, Apple Festival/ Boxford Historical Society
- Coast to Cure bike ride route and West Fire Station rest stop – September 9, 2023
- Appointment of Board of Trustees for Small Repair Grant Program
- Consider executing new contract, Treasurer-Collector
- Waste Stream Task Force Update and Select Board designee
- DPW Phase 1 Schematic Design Update
- Letter from DPW Superintendent/ Town Engineer, left turn restriction proposal, Kelsey Rd
- Discussion on Town’s application for Municipal ADA Improvement Grant
- Town detail rates for Community Events
- Dorman Land purchase update
- ARBA Committee update
- Park Program Update
- Select Board Goals for Fiscal Year 2024
- 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

8:25 PM Executive Session

- To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements; Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- 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

Adjourn

Next Meeting – September 11, 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.



**Summer BBQ's at the
Council on Aging**

Wednesdays
August 9 & 23
September 6 & 20
12:00 PM

**RESERVATIONS ARE REQUIRED
WALK INS WILL BE
TURNED AWAY**

Reservations need to be received no later than 9am on the day before the BBQ. Please sign up as soon as possible.

Price is \$5.00 per person. The menu consists of hamburgers, hot dogs and at least one type of salad.

The COA van is available at no cost for any Boxford senior who wishes to take advantage of this service.

Popsicles

ON THE PLAYGROUND



The Boxford PTO invites you to join its first annual
Popsicles on the Playground!!!!

Sunday, August 27th

1:00-2:30 PM — Harry Lee Cole School

3:00-4:30 PM — Spofford Pond School

This is a family event for ALL Boxford Elementary Cole and Spofford Pond families. The Boxford PTO invites you to attend at no cost. This is a warm welcome back to school. We look forward to seeing everyone and meeting new families!



Call for Volunteers

Boxford Small Repair Grants Trust

Board of Trustees



During 2022 Annual Town Meeting, the Town of Boxford created the **Boxford Small Repair Grants Trust** (“trust”) to advance the public purpose of ensuring the maintenance of safe and sanitary housing for income-qualified residents who are 60 years of age or older or who have a permanent disability. The trust was ultimately approved by the state legislature.

The trust is governed by a board of trustees and the board shall grant funds as it deems appropriate to achieve the public purpose of the trust, stated above. This board will consist of 5 members appointed by the Select Board, one of whom is to be a resident of the community at-large. It is expected that the board will meet monthly, with an estimated time commitment of 10 hours per month.

If you are interested in volunteering for this position, please submit your resume and a brief cover letter explaining your interest in joining the board of trustees to Leanne Mihalchik, LMihalchik@boxfordma.gov.

PROCLAMATION

WHEREAS: In 2022 Ciara Smith agreed to paint the mural in the Boxford Town Library Children's Room, and

WHEREAS: Ciara worked tirelessly over a two-month period creating a beautiful mural depicting a fantastical scene featuring a child reading to a dragon, and a scene paying homage to the bucolic character of Boxford featuring various native trees and wildlife, and

WHEREAS: The Town of Boxford Select Board would like to show their appreciation to Ciara for the time and effort put in to creating the Boxford Town Library Children's Room mural to be enjoyed by all citizens of the Town of Boxford.

NOW THEREFORE, We the Select Board in the Town of Boxford, do hereby proclaim

TUESDAY, August 8, 2023

As

Ciara Smith Day

in the Town of Boxford.

Barbara G. Jessel, Chair

Margaret Chow-Menzer, Vice-Chair/Clerk

Charles J. Costello

Peter C. Perkins

Judith A. Stickney

**TOWN OF BOXFORD
SELECT BOARD**



Pole Petition/Permit Request Form

City/Town of Boxford MA WR # 30754009

Install (quantity) JO Pole on (street name)

Remove (quantity) SO JO Poles on (street name)

Relocate 1 (quantity) JO Poles on Glendale Rd (street name)

Beginning at a point approximately 762 feet SW of the centerline

of the intersection of MacDonald Dr (street name)

and continuing approximately 15 feet in a SE direction.

Install underground facilities:

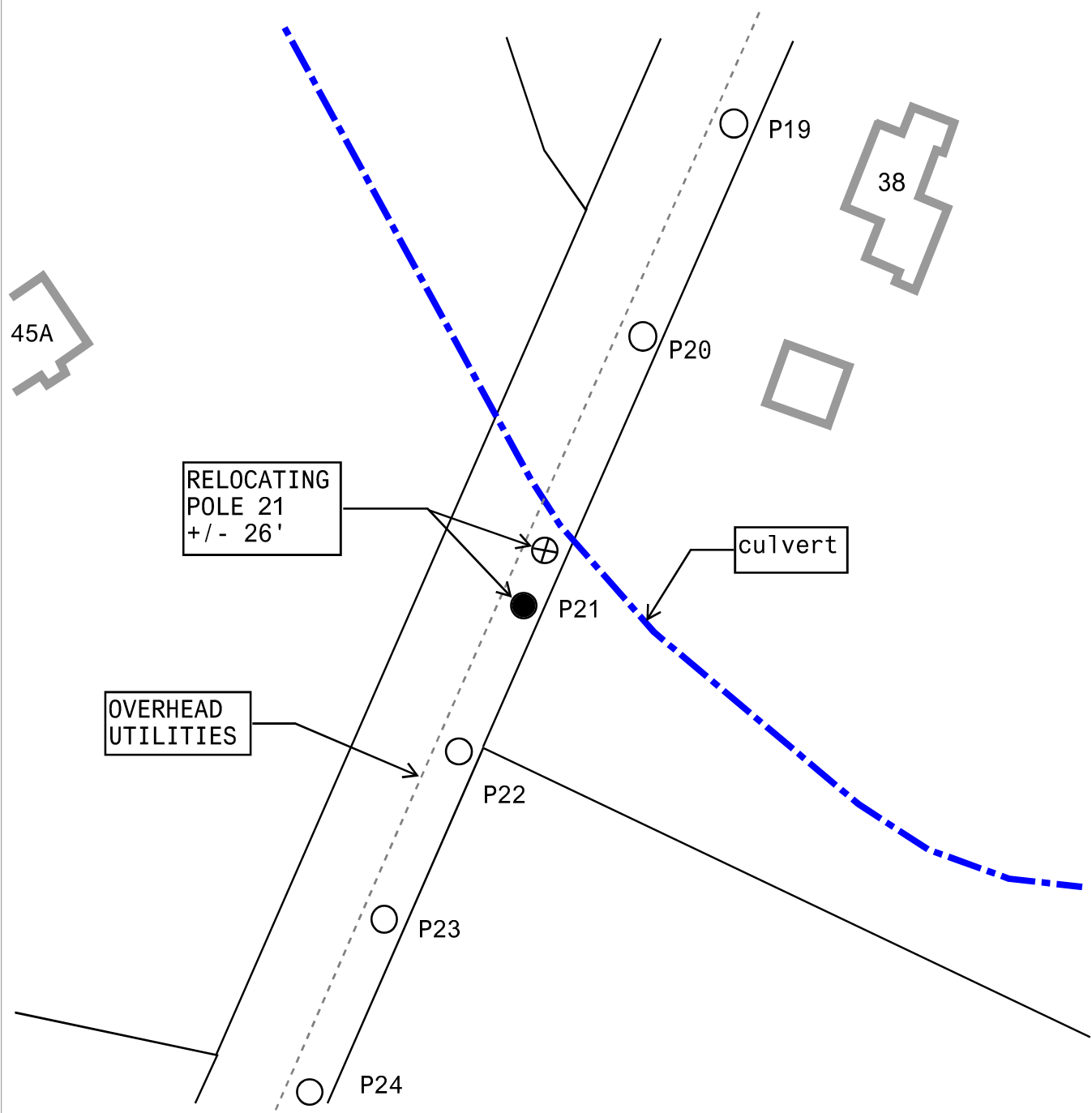
Street(s)

Description of Work:

Relocate existing pole 21 location 26' SW to make room for Town's culvert project.

ENGINEER David Boucher

DATE 3/28/23



JOINT OWNED POLE PETITION

Plan Number 30754009

LEGEND

- EXISTING J.O. POLE
- PROPOSED NEW J.O. POLE
- ⊗ EXISTING J.O. POLE TO BE REMOVED BY TELCO ONCE ALL UTILITIES TRANSFER

Date: 3/28/23 **Drawn by:** DJB

DRAWING NOT TO SCALE. DISTANCES ARE APPROXIMATE.



and Verizon New England, Inc.

To The: Town of Boxford MA

For Proposed:
pole relocation

Location:
Glendale Rd

Sketch to accompany petition for:

Relocate existing pole 21 location +/- 26' SW to make room for Town's culvert project.

From: [Kendell Longo](#)
To: [Matt Coogan](#); [Christopher Olbrot](#)
Cc: [Robert Niccoli](#)
Subject: Re: well locations on Glendale
Date: Thursday, July 13, 2023 10:48:41 AM

Yes you can proceed with pole hearing

Get [Outlook for iOS](#)

From: Matt Coogan <mcoogan@town.boxford.ma.us>
Sent: Thursday, July 13, 2023 10:12:14 AM
To: Christopher Olbrot <colbrot@town.boxford.ma.us>
Cc: Kendell Longo <KLongo@town.boxford.ma.us>; Robert Niccoli <rnicoli@theengineeringcorp.com>
Subject: Re: well locations on Glendale

Thanks, Chris. Kendell, did you or the Board review? Can we proceed with scheduling the pole petition hearing with the Select Board.

On Jul 12, 2023, at 2:10 PM, Christopher Olbrot <colbrot@town.boxford.ma.us> wrote:

Hi Kendell,

Pursuant to BOH regulations 202-6 "Protection of Wells" - section A., I can confirm that the private well at #38 is located 173' feet away and the private well at #44 is located at 266' feet away from the proposed utility pole location. This was verified by me in the field this afternoon.

The wells do not fall within the 100' setback to be shown on the plans pursuant to the regulation.

If you would like me to attend the meeting tonight to discuss this further, please let me know.

Thanks,
Chris

Chris Olbrot, PE

DPW Superintendent & Town Engineer

Town of Boxford

7B Spofford Rd

Boxford, MA 01921

(p) 978-352-6555

(f) 978-352-5558



TOWN OF BOXFORD

Recognition of Boxford Police Department Accreditation

Chief Riter is pleased to announce that the Boxford Police Department achieved state accreditation. The executive board of the [Massachusetts Police Accreditation Commission \(MPAC\)](#) voted unanimously to award the department this honor at their meeting held on June 21, 2023. This achievement validates the Department's commitment to the community by maintaining the highest policing standards set forth by the MPAC. Chief Riter like to thank Lieutenant Matthew Dupont, Officer Kurtis Anderson and Officer David Barker who were instrumental in the process. Every Boxford Police Officer in the department did their part to see this process through completion. We'd also like to thank Scott Wilson for his volunteer hours as Community Liasson to the process.



1. Left to right: Chief Russell Stevens, Hamilton Police and MPAC President, Lieutenant Matt Dupont, Officer Dave Barker, Chief Jim Riter, Officer Kurtis Anderson, Rick Rathblun MPAC Executive Director.

August 1, 2023

TO: Selectboard

FROM: James B. Riter, Chief

RE: Lt. Matthew Dupont

Matthew Dupont joined the Boxford Police Department September of 2006. During his years of service, he was promoted to Sergeant and Lieutenant. Lt. Dupont was the Patrol Supervisor and also the Accreditation Supervisor, along with many other department tasks.

On August 14, 2023 Lt. Dupont will be taking an appointment with the MA Environmental Police. To continue his service to the Town of Boxford I request that the Selectboard appoint Matthew Dupont to the position of Reserve Police Officer on August 13, 2023.

The Center at 10 Elm

Findings of the 10 Elm Committee

1. Gather Information: Requests for Use

- Yoga Classes
- Art Classes
- Fitness Classes
- TriTown Council Youth Programming
- Pre-existing user groups from the “old” building (Scouts, BAA, Astronomy Club, Windrush Farm, Town Committees, etc.)

2. Format for taking requests: Rental Request Form [view form](#)



The Center at 10 Elm is the perfect venue for your next event. Fully accessible, it can accommodate up to 147 guests and has 2 distinct spaces available. The "Barn" is a dynamic 2,400 sf space perfect for larger gatherings: celebrations, annual meetings, lectures and classes. The Barn is equipped with a state of the art AV set-up, with a large drop screen and sound system. This flex space can also be divided for smaller groups. Both spaces open onto the outdoor patio. The Cummings House Lounge is an intimate setting for small meetings. It is equipped with a pool/conference table, television, wet bar, and electric fireplace. It's the perfect venue to host discussion groups, support groups, book and hobby clubs.

3. Who can Use the Building: Recommend a Priority System

- **Priority 1:** Programs, meetings or events that are sponsored or co-sponsored by the COA.
- **Priority 2:** Town departments, boards and committees that are not charging a fee for the program or activity being held at the Center.
- **Priority 3:** Boxford-based non-profit, civic and/or charitable organizations that serve the Boxford Community primarily, do not charge a fee for the program or activity being held at the Center, and are open to the public.
- **Priority 4:** Non-Boxford based non-profit, civic and/or charitable organizations not directly associated with the Town that serve some members of the community but also the wider region that may charge a fee and are not open to the public.
- **Priority 5:** All other persons, groups, individuals or entities that do not fall under the definition of priorities 1, 2, 3 or 4.

4. Trial Run:
10 Elm
Committee
hosted a
movie night to
invite public to
the building



The 10 Elm Committee
Invites Everyone to Come for...

Please Preregister

Family
MOVIE NIGHT

FREE
for Boxford
Residents

Saturday, June 17

The Center at 10 Elm, Boxford
Bring a blanket and picnic dinner for 5:00pm
Indoor movie will begin at 6:00pm

Bring your family and tell you friends:
let's enjoy an evening together at the
Community Center!

Featured Movie Title:
"The Bad Guys"
Rated Parental Guide (PG)

For more information contact 10elmcommittee@gmail.com

5. Findings: Concerns identified at the Movie Night

- The doors were locked and needed to be propped open for the evening.
- There is no access to the kitchen, therefore water or a sink for cleaning.
- There were issues with the AV – unable to project the movie and no one to help.
- The divider door is heavy and cumbersome to open – it takes 2 people and should have an orientation first
- The lobby is unattended, leaving supplies at the reception desk vulnerable.

6. Recommendations: Needs to Program the Building

- A designated staff person to oversee the calendar for operations and usage outside of COA hours.
- An online calendar that can be viewable and accessed by multiple people.
- An online reservation system for the public to submit their inquiries and requests (utilize facility module from MyRec.com)
- Staff onsite during rentals for assistance with opening the building, monitoring and supervising the space, ensuring renter's compliance with rules and regulations, and securing the building.

**Agreement Between the Towns of Boxford, Middleton, and Topsfield,
Massachusetts,
With Respect to the Formation of a Regional School District**
(Consolidated agreement reflecting all amendments through May 2022)

This AGREEMENT entered into pursuant to Chapter 71 of the General Laws of Massachusetts, as amended, by and between the Towns of Boxford, Middleton, and Topsfield, Massachusetts.

WITNESSETH that said Towns of Boxford, Middleton, and Topsfield (hereinafter sometimes called "member towns") desire to form a Regional School District and to enter into an Agreement under the provisions of said Chapter 71, as amended, and

THEREFORE, in consideration of the foregoing and of the mutual promises herein contained do hereby agree as follows:

SECTION I
THE REGIONAL DISTRICT SCHOOL COMMITTEE

A. Powers, Duties and Composition

The powers and duties of the Regional School District shall be vested in and exercised by a Regional District School Committee, hereinafter sometimes called the "Committee". The Committee shall consist of eleven (11) members: four (4) from Middleton; four (4) from Boxford; and three (3) from Topsfield.

B. Election of Committee Members

Members of the Committee from each member town shall be elected by voters in such member town at such member town's annual town election to serve three-year terms on a staggered basis. Thus, every third year, two persons shall be elected by the voters in Middleton and two persons shall be elected by the voters in Boxford to serve on the Committee, and otherwise one person shall be elected from each member town every year.

It is the intent of this agreement, pursuant to G.L. c. 71, § 14E, that Committee members be elected by voters in member towns with each member town's representation apportioned according to population. Accordingly, the Committee will review its apportionment as soon as practicable after each federal census and will recommend such amendments to this agreement as may be necessary to ensure that such apportionment continues to reflect the relative population of the member towns as accurately as possible.

C. Vacancies

If a vacancy occurs among the members, the Selectmen and the remaining Committee members from the town concerned shall appoint a member to serve until the next annual election, at which election a successor shall be elected to serve until the next annual election, at which election a successor shall be elected to serve for the balance of the unexpired term, if any.

BOXFORD HISTORICAL SOCIETY
PO BOX 78
BOXFORD, MASSACHUSETTS 01921

July 24, 2023

Select Board
Town of Boxford
Town Hall
Ipswich Road
Boxford, Ma. 01921

The Boxford Historical Society will hold its annual **Apple Festival** on Saturday, September 16, 2023 from 10:00 AM to 3:30 PM. In the event of inclement weather, the Apple Festival will be held on Sunday September 17, 2023. We look forward to your approval.

The Apple Festival will be held in the same location as in previous years. The designated handicapped parking spaces, "no parking area, and temporary one-way streets will remain consistent with previous years. We have requested that the Historic District Commission approve the hanging of the banner on the east side of the Holyoke-French House.

The Boxford Historical Society once again requests a one-day liquor license. The board will coordinate as required with the Boxford Police Department.

Consistent with prior years, the Society will place signs on Town owned property directing patrons to the Apple Festival. The signs will be placed along Topsfield Road, Depot Road, and Georgetown Road on the morning the Apple Festival and will be removed at the end of the day. In addition, as in the past, we request permission for the DPW to hang our 10 2' by 4' Apple Festival signs on the utility poles along Elm Street.

We will coordinate with the police and fire chiefs for expanded on street parking and parking behind the east fire station as done in previous years.

The Board of Health has been contacted for a food permit as well as appropriate permits for portable toilets.

Our insurance underwriters have excluded all forms of "Bouncy" or "Inflatable, fabric or air supportive structures" from our coverage. We will not be able to allow any town or civic organization to offer this type of activity.

It is anticipated that the police department will close Elm Street to vehicular traffic at approximately 8:00 AM. I will be in contact with both the police and fire departments to coordinate appropriate police and EMT coverage.

Thank you for your continued support. Please contact me with any questions at 978/465-1666.

Bob Was

**TOWN OF BOXFORD EMPLOYMENT AGREEMENT
TREASURER/COLLECTOR OF TAXES**

AN AGREEMENT BETWEEN *Ellen S. Guerin* AND THE TOWN OF BOXFORD,
MASSACHUSETTS.

TERM OF AGREEMENT

The Town (acting by and through its Director of Municipal Finance and Select Board) agrees to employ Ellen S. Guerin as the Treasurer/Collector of Taxes for the term of three years ending June 30, 2026.

COMPENSATION

The Town agrees, subject to appropriation, to pay Ellen S. Guerin for her services in the following manner:

(FY 2024) July 1, 2023 – June 30, 2024: \$106,837.91

(FY 2025) July 1, 2024 – June 30, 2025: subject to renegotiation and appropriation

(FY 2026) July 1, 2025 – June 30, 2026: subject to renegotiation and appropriation

Merit increases are determined annually by the Select Board and are subject to appropriation.

DUTIES OF POSITION

The duties for this position are stated in the position's job description.

REGULAR WORKING HOURS

The Treasurer/Collector of Taxes is a professional department manager position and, as such, the position will require additional work hours including expanded workdays and some evening meetings. The Town agrees to grant the Treasurer/Collector of Taxes flexibility in scheduling her hours in a manner that best meets the needs of the department, subject to the approval of the Director of Municipal Finance.

OTHER PERSONAL BENEFITS

The Treasurer/Collector of Taxes shall be entitled to all benefits in the Boxford Personnel Bylaw, including any amendments to the bylaw made after the signing of this contract.

EDUCATIONAL BENEFITS/PROFESSIONAL DEVELOPMENT

The Town agrees to pay membership dues and the full amount for seminars, updates and any ongoing educational training for the Treasurer/Collector of Taxes upon approval of the Director of Municipal Finance, up to the amount available for that purpose in the annual budget.

TERMINATION

The Town may choose to terminate the Treasurer/Collector of Taxes with cause upon thirty (30) days written notice to the Treasurer/Collector of Taxes. In case of termination for any reason, voluntary or involuntary, resignation, and/or any other inability to perform the functions of the position, continued compensation under this contract shall cease.

STATEMENT ON CONTINUATION OF CURRENT CONTRACT

In the event that a subsequent contract is not executed in a timely manner, the Director of Municipal Finance and Select Board shall re-appoint the Treasurer/Collector of Taxes for an extension interim appointment term that the Director of Municipal Finance and the Select Board deem appropriate to complete negotiations on a new contract. If re-appointment is approved and an extension term is voted, the present contract shall remain in full force and effect until the end of such extended term or until a new contract is executed, whichever occurs first. In no event does this section require re-appointment by the Director of Municipal Finance and Select Board, nor does it express or imply job security for the appointed employee.

STATEMENT ON OUTSIDE BUSINESS ACTIVITIES

The Treasurer/Collector of Taxes agrees that she shall not engage in outside business activities during business hours without the prior written approval of the Director of Municipal Finance and the Select Board. Notwithstanding any such approval, it is agreed that the primary employment of the Treasurer/Collector of Taxes shall be with the Town of Boxford.

Furthermore, the Treasurer/Collector of Taxes is prohibited from representing any such outside business activity at any time before Boxford boards and committees and is also prohibited from representing, advising, and performing ministerial acts on behalf of the Town in its regulatory role with any such outside business activity.

GENERAL PROVISIONS

This contract constitutes all of the agreements of the parties. Any supplemental or additional agreement hereafter made shall be made in writing.

IN WITNESS THEREOF, the Town of Boxford has executed and delivered this Agreement in duplicate acting by and through the Director of Municipal Finance and the Select Board and the Treasurer/Collector of Taxes on this 7th day of August, 2023.

THE TOWN OF BOXFORD ACTING BY AND THROUGH
IT'S DIRECTOR OF MUNICIPAL FINANCE AND SELECT BOARD

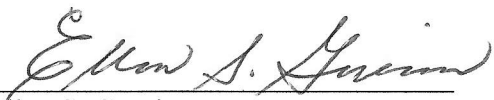
Barbara G. Jessel, Chair

Margaret Chow-Menzer, Vice-Chair/Clerk

Charles J. Costello


Peter C Perkins

Judith A. Stickney



Ellen S. Guerin
Treasurer/Collector of Taxes

Date: 8/07/23



Brendan S. Sweeney
Director of Municipal Finance

Date: 8/7/23



TOWN OF BOXFORD

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

colbrot@town.boxford.ma.us

Tel: (978) 352-6555

Fax: (978) 352-5558

MEMORANDUM

To: Matt Coogan, Town Administrator

From: Chris Olbrot, PE

Date: August 2, 2023

RE: Kelsey Road Left Turn Restriction

In an onsite meeting on June 30th, we agreed to follow up with the residents on their concerns regarding “cut through traffic” and speeds. We indicated that a possible solution to reduce traffic could be the installation of a left turn restriction from Ipswich Rd. in the AM peak hours (7a to 9a) and a similar restriction from Rte. 97 in the PM peak hours (3p or 4p to 6p).

As you are aware, I was able to find a traffic study conducted in 2019 on Kelsey Rd. (Attached). This study confirmed what we had suspected on site. A disproportionate percentage (32%) or nearly a third of total daily traffic volume was found to be in the hours between 7a-9a. Similarly, the volume of southbound traffic was skewed at 33% of total daily traffic during hours between 3p and 6p. Though this is not surprising, it does provide data that implementing the two left turn restrictions in the manner described above would **reduce total daily traffic by approximately 1/3**.

In an informal consultation with a traffic engineer at TEC regarding this matter, several points of discussion were raised. Firstly, a left turn restriction can have negative consequences for the residents of Boxford, including those that live on or adjacent to Kelsey Rd. The limited number of residents who attended the meeting on June 30th may or may not represent the majority. Since a restriction is for local traffic as well as cut through traffic, other residents may not agree with this restriction. Secondly, some motorists will not abide by the restriction, thereby making this mitigation not as effective as planned. Lastly, these restrictions, in conjunction with traffic calming measures, would be more effective in dissuading motorists from utilizing Kelsey as a cut-through. The reason for this is because it would force speeds to slow, thereby making an alternative route more desirable. It should be noted that, though residents expressed concern

about speeds, the 85th percentile was within 5 MPH of the posted 30 MPH speed limit, according to the 2019 study.

It is my understanding that a left turn restriction, unlike a speed regulation or heavy truck exclusion, is **not** approved by the State but implemented at the local level. Perhaps this should be verified by Town Counsel prior to final implementation should the SB choose to move in that direction.

I hope this data clarifies what we discussed and is a basis for discussion at a Select Board Meeting in the future.



PRECISION
D A T A
INDUSTRIES, LLC

46 Morton Street, Framingham, MA 01702
Office: 508-875-0100 Fax: 508-875-0118
Email: datarequests@pdillc.com

Kelsey Road
west of Trask Road
City, State: Boxford, MA
Client: Town of Boxford / J. Dold

196772 A Speed
Site Code: TBA

NB	Start Time	14	15	19	20	24	25	29	30	34	35	39	40	44	45	49	50	54	55	59	60	64	65	69	70	9999	Total	85th Perce	Avera (Mean)
03/07/																													
19	0	0	0	0	0	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	36	33	
01:00	0	0	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	36	30	
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	*	*	
03:00	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	37	32	
04:00	0	0	0	1	2	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	39	35	
05:00	0	0	0	2	27	25	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	57	37	35	
06:00	0	0	7	28	83	25	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	146	35	32	
07:00	0	0	6	30	225	112	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	378	36	33	
08:00	0	2	3	41	160	50	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	260	35	32	
09:00	0	0	0	21	65	33	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	121	36	33	
10:00	0	0	0	9	42	14	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	68	36	33	
11:00	0	0	0	9	44	22	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	76	36	33	
12 PM	0	0	0	16	41	30	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	88	36	33	
13:00	0	0	2	15	44	16	4	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	82	36	32	
14:00	1	0	2	11	42	21	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	83	37	33	
15:00	0	0	1	19	82	23	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	129	35	32	
16:00	0	0	3	19	82	37	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	142	36	32	
17:00	0	1	1	20	91	33	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	148	35	32	
18:00	0	0	0	16	62	16	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	95	34	32	
19:00	0	0	0	14	20	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	40	34	31	
20:00	0	0	0	3	16	4	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	24	35	33	
21:00	0	0	0	4	7	6	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18	37	33	
22:00	0	0	1	1	8	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	14	37	33	
23:00	0	0	0	1	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	33	31	
Total	1	3	27	281	1152	481	43	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1990			
%	0.1%	0.2%	1.4%	14.1%	57.9%	24.2%	2.2%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%				
AM Peak		08:00	06:00	08:00	07:00	07:00	07:00																				07:00		
Vol.		2	7	41	225	112	5																				378		
PM Peak	14:00	17:00	16:00	17:00	17:00	16:00	14:00	13:00																			17:00		
Vol.	1	1	3	20	91	37	6	1																			148		

Stats

15th Percentile : 28 MPH
 50th Percentile : 31 MPH
 85th Percentile : 36 MPH
 95th Percentile : 38 MPH

Mean Speed(Average) : 33 MPH
 10 MPH Pace Speed : 30-39 MPH
 Number in Pace : 1633
 Percent in Pace : 82.1%
 Number of Vehicles > 35 MPH : 430
 Percent of Vehicles > 35 MPH : 21.6%



PRECISION
D A T A
INDUSTRIES, LLC

46 Morton Street, Framingham, MA 01702
Office: 508-875-0100 Fax: 508-875-0118
Email: datarequests@pdillc.com

Kelsey Road
west of Trask Road
City, State: Boxford, MA
Client: Town of Boxford / J. Dold

196772 A Speed
Site Code: TBA

SB	Start Time	14	15	19	20	24	25	29	30	34	35	39	40	44	45	49	50	54	55	59	60	64	65	69	70	9999	Total	85th Perce	Avera (Mean)	
03/07/																														
19	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	37	32		
01:00	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	33	32		
02:00	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	28	27		
03:00	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	37	35		
04:00	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	28	27		
05:00	0	0	0	0	3	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	36	31		
06:00	2	1	1	1	13	23	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	44	33	29		
07:00	0	0	5	35	69	13	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	123	33	31		
08:00	0	1	1	28	66	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	106	33	31		
09:00	0	0	3	15	25	5	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	49	33	31		
10:00	0	0	2	21	23	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	52	33	30		
11:00	0	2	2	19	26	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	55	33	30		
12 PM	0	0	3	20	25	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	56	33	30		
13:00	0	0	2	12	24	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	48	35	31		
14:00	0	1	2	27	38	14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	82	34	31		
15:00	0	0	7	42	86	18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	153	33	31		
16:00	0	0	4	36	82	20	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	143	33	31		
17:00	0	0	4	41	87	17	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	151	33	31		
18:00	0	0	8	27	41	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	81	33	30		
19:00	0	0	1	31	34	9	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	76	33	31		
20:00	0	0	2	11	33	4	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	51	33	31		
21:00	0	0	2	11	19	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	36	33	30		
22:00	0	0	0	3	10	4	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18	36	33		
23:00	0	0	0	0	10	6	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	17	32	29		
Total	2	5	49	408	721	162	7	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1355				
%	0.1%	0.4%	3.6%	30.1%	53.2%	12.0%	0.5%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%					
AM Peak	06:00	11:00	07:00	07:00	07:00	07:00	07:00																				07:00			
Vol.	2	2	5	35	69	13	1																				123			
PM Peak		14:00	18:00	15:00	17:00	16:00	17:00	20:00																				15:00		
Vol.		1	8	42	87	20	2	1																				153		

Stats

15th Percentile : 25 MPH
 50th Percentile : 30 MPH
 85th Percentile : 33 MPH
 95th Percentile : 37 MPH

Mean Speed(Average) : 31 MPH
 10 MPH Pace Speed : 25-34 MPH
 Number in Pace : 1129
 Percent in Pace : 83.3%
 Number of Vehicles > 35 MPH : 138
 Percent of Vehicles > 35 MPH : 10.2%

Kelsey Road
west of Trask Road
City, State: Boxford, MA
Client: Town of Boxford / J. Dold



PRECISION
DATA
INDUSTRIES, LLC

46 Morton Street, Framingham, MA 01702
Office: 508-875-0100 Fax: 508-875-0118
Email: datarequests@pdillc.com

196772 A Volume
Site Code: TBA

Start Time	NB		SB		Combined		03/07/19 Thu							
	A.M.	P.M.	A.M.	P.M.	A.M.	P.M.								
12:00	2	23	0	15	2	38								
12:15	0	19	1	10	1	29								
12:30	2	28	0	17	2	45								
12:45	0	18	88	1	2	14	56	1	6	32	144			
01:00	0	18	1	13	1	31								
01:15	2	21	0	11	2	32								
01:30	0	26	0	15	0	41								
01:45	1	17	82	0	1	9	48	1	4	26	130			
02:00	0	22	0	10	0	32								
02:15	0	25	0	22	0	47								
02:30	0	16	1	21	1	37								
02:45	0	20	83	0	1	29	82	0	1	49	165			
03:00	0	28	0	36	0	64								
03:15	1	44	1	32	2	76								
03:30	1	30	1	42	2	72								
03:45	0	27	129	0	2	43	153	0	4	70	282			
04:00	1	33	0	36	1	69								
04:15	1	26	1	30	2	56								
04:30	1	45	0	37	1	82								
04:45	3	38	142	0	1	40	143	3	7	78	285			
05:00	11	44	0	32	11	76								
05:15	10	37	0	43	10	80								
05:30	13	38	1	41	14	79								
05:45	23	29	148	6	7	35	151	29	64	64	299			
06:00	21	30	4	18	25	48								
06:15	25	31	11	24	36	55								
06:30	52	12	10	17	62	29								
06:45	48	146	22	95	19	44	81	67	190	44	176			
07:00	81	10	23	22	104	32								
07:15	106	8	30	18	136	26								
07:30	97	13	41	22	138	35								
07:45	94	378	9	40	29	123	14	76	123	501	23	116		
08:00	64	4	28	23	92	27								
08:15	69	5	33	11	102	16								
08:30	67	8	23	11	90	19								
08:45	60	260	7	24	22	13	75	6	51	82	366	13	75	
09:00	38	1	13	11	51	12								
09:15	22	7	16	5	38	12								
09:30	36	6	12	9	48	15								
09:45	25	121	4	18	8	49	11	36	33	170	15	54		
10:00	15	3	13	7	28	10								
10:15	18	4	13	4	31	8								
10:30	15	3	15	6	30	9								
10:45	20	68	4	14	11	5	32	52	1	18	31	120	5	32
11:00	20	2	11	10	31	12								
11:15	17	2	13	3	30	5								
11:30	23	0	16	1	39	1								
11:45	16	76	2	6	15	5	23	55	3	17	31	131	5	23
Total	1121	869	443	912	1564	1781								
Percent	71.7%	48.8%	28.3%	51.2%										
Day Total		1990		1355		3345								
Peak Vol.	07:00	-	04:30	-	07:30	-	04:45	-	07:00	-	04:30	-	-	-
P.H.F.	0.892		0.911		0.799		0.907		0.908		0.963			

	A	B	C	D	E	F	G	H
1								
2	File Name: C:\Users\Scott\Desktop\PDI Jobs\196772-Boxford\196772 A Volume.tf2							
3	Start Date: 3/7/2019							
4	Start Time: 12:00:00 AM							
5	Site Code: TBA							
6	Kelsey Road							
7	west of Trask Road							
8	City, State: Boxford, MA							
9	Client: Town of Boxford / J. Dold							
10								
11	Date	Time	NB	SB				
12	3/7/2019	12:00 AM	2	0				
13	3/7/2019	12:15 AM	0	1				
14	3/7/2019	12:30 AM	2	0				
15	3/7/2019	12:45 AM	0	1				
16	3/7/2019	01:00 AM	0	1				
17	3/7/2019	01:15 AM	2	0				
18	3/7/2019	01:30 AM	0	0				
19	3/7/2019	01:45 AM	1	0				
20	3/7/2019	02:00 AM	0	0				
21	3/7/2019	02:15 AM	0	0				
22	3/7/2019	02:30 AM	0	1				
23	3/7/2019	02:45 AM	0	0				
24	3/7/2019	03:00 AM	0	0				
25	3/7/2019	03:15 AM	1	1				
26	3/7/2019	03:30 AM	1	1				
27	3/7/2019	03:45 AM	0	0				
28	3/7/2019	04:00 AM	1	0				
29	3/7/2019	04:15 AM	1	1				
30	3/7/2019	04:30 AM	1	0				
31	3/7/2019	04:45 AM	3	0				
32	3/7/2019	05:00 AM	11	0				
33	3/7/2019	05:15 AM	10	0				
34	3/7/2019	05:30 AM	13	1				
35	3/7/2019	05:45 AM	23	6				
36	3/7/2019	06:00 AM	21	4				
37	3/7/2019	06:15 AM	25	11				
38	3/7/2019	06:30 AM	52	10				
39	3/7/2019	06:45 AM	48	19				
40	3/7/2019	07:00 AM	81	23				
41	3/7/2019	07:15 AM	106	30				
42	3/7/2019	07:30 AM	97	41				
43	3/7/2019	07:45 AM	94	29				
44	3/7/2019	08:00 AM	64	28				
45	3/7/2019	08:15 AM	69	33				
46	3/7/2019	08:30 AM	67	23				
47	3/7/2019	08:45 AM	60	22				
48	3/7/2019	09:00 AM	38	13				
49	3/7/2019	09:15 AM	22	16				
50	3/7/2019	09:30 AM	36	12				
51	3/7/2019	09:45 AM	25	8				
52	3/7/2019	10:00 AM	15	13				
53	3/7/2019	10:15 AM	18	13				
54	3/7/2019	10:30 AM	15	15				
55	3/7/2019	10:45 AM	20	11				
56	3/7/2019	11:00 AM	20	11				
57	3/7/2019	11:15 AM	17	13				
58	3/7/2019	11:30 AM	23	16				
59	3/7/2019	11:45 AM	16	15				

	A	B	C	D	E	F	G	H
60	3/7/2019	12:00 PM	23	15				
61	3/7/2019	12:15 PM	19	10				
62	3/7/2019	12:30 PM	28	17				
63	3/7/2019	12:45 PM	18	14				
64	3/7/2019	01:00 PM	18	13				
65	3/7/2019	01:15 PM	21	11				
66	3/7/2019	01:30 PM	26	15				
67	3/7/2019	01:45 PM	17	9				
68	3/7/2019	02:00 PM	22	10				
69	3/7/2019	02:15 PM	25	22				
70	3/7/2019	02:30 PM	16	21				
71	3/7/2019	02:45 PM	20	29				
72	3/7/2019	03:00 PM	28	36				
73	3/7/2019	03:15 PM	44	32				
74	3/7/2019	03:30 PM	30	42				
75	3/7/2019	03:45 PM	27	43				
76	3/7/2019	04:00 PM	33	36				
77	3/7/2019	04:15 PM	26	30				
78	3/7/2019	04:30 PM	45	37				
79	3/7/2019	04:45 PM	38	40				
80	3/7/2019	05:00 PM	44	32				
81	3/7/2019	05:15 PM	37	43				
82	3/7/2019	05:30 PM	38	41				
83	3/7/2019	05:45 PM	29	35				
84	3/7/2019	06:00 PM	30	18				
85	3/7/2019	06:15 PM	31	24				
86	3/7/2019	06:30 PM	12	17				
87	3/7/2019	06:45 PM	22	22				
88	3/7/2019	07:00 PM	10	22				
89	3/7/2019	07:15 PM	8	18				
90	3/7/2019	07:30 PM	13	22				
91	3/7/2019	07:45 PM	9	14				
92	3/7/2019	08:00 PM	4	23				
93	3/7/2019	08:15 PM	5	11				
94	3/7/2019	08:30 PM	8	11				
95	3/7/2019	08:45 PM	7	6				
96	3/7/2019	09:00 PM	1	11				
97	3/7/2019	09:15 PM	7	5				
98	3/7/2019	09:30 PM	6	9				
99	3/7/2019	09:45 PM	4	11				
100	3/7/2019	10:00 PM	3	7				
101	3/7/2019	10:15 PM	4	4				
102	3/7/2019	10:30 PM	3	6				
103	3/7/2019	10:45 PM	4	1				
104	3/7/2019	11:00 PM	2	10				
105	3/7/2019	11:15 PM	2	3				
106	3/7/2019	11:30 PM	0	1				
107	3/7/2019	11:45 PM	2	3				

	A	B	C	D	E	F	G	H	I	J	K
1											
2	File Name: c:\users\scott\Desktop\pdi jobs\196772-boxford\196772 a class (30-min).tf2										
3	Start Date: 3/7/2019										
4	Start Time: 12:00:00 AM										
5	Site Code: TBA										
6	Kelsey Road										
7	west of Trask Road										
8	City, State: Boxford, MA										
9	Client: Town of Boxford / J. Dold										
10											
11	Date	Time	Bikes	Cars & Tra	2 Axle Long	Buses	2 Axle 6 Tir	3 Axle Sing	4 Axle Sing	<5 Axl Dou	5 Axle Dou
12	3/7/2019	12:00 AM	0	0	0	0	2	0	0	0	0
13	3/7/2019	12:30 AM	0	2	0	0	0	0	0	0	0
14	3/7/2019	01:00 AM	0	1	1	0	0	0	0	0	0
15	3/7/2019	01:30 AM	0	1	0	0	0	0	0	0	0
16	3/7/2019	02:00 AM	0	0	0	0	0	0	0	0	0
17	3/7/2019	02:30 AM	0	0	0	0	0	0	0	0	0
18	3/7/2019	03:00 AM	0	1	0	0	0	0	0	0	0
19	3/7/2019	03:30 AM	0	0	1	0	0	0	0	0	0
20	3/7/2019	04:00 AM	0	1	1	0	0	0	0	0	0
21	3/7/2019	04:30 AM	0	2	1	0	1	0	0	0	0
22	3/7/2019	05:00 AM	0	17	3	0	1	0	0	0	0
23	3/7/2019	05:30 AM	0	24	12	0	0	0	0	0	0
24	3/7/2019	06:00 AM	0	36	10	0	0	0	0	0	0
25	3/7/2019	06:30 AM	0	83	14	1	2	0	0	0	0
26	3/7/2019	07:00 AM	0	159	24	2	2	0	0	0	0
27	3/7/2019	07:30 AM	2	164	18	1	3	1	0	2	0
28	3/7/2019	08:00 AM	2	112	16	1	2	0	0	0	0
29	3/7/2019	08:30 AM	0	107	17	2	1	0	0	0	0
30	3/7/2019	09:00 AM	0	48	7	2	2	0	0	1	0
31	3/7/2019	09:30 AM	0	52	7	0	2	0	0	0	0
32	3/7/2019	10:00 AM	0	24	6	1	2	0	0	0	0
33	3/7/2019	10:30 AM	0	25	9	0	1	0	0	0	0
34	3/7/2019	11:00 AM	0	30	5	0	2	0	0	0	0
35	3/7/2019	11:30 AM	0	33	5	0	1	0	0	0	0
36	3/7/2019	12:00 PM	0	37	4	0	0	1	0	0	0
37	3/7/2019	12:30 PM	0	34	6	2	2	2	0	0	0
38	3/7/2019	01:00 PM	1	26	8	0	3	1	0	0	0
39	3/7/2019	01:30 PM	0	35	4	1	2	1	0	0	0
40	3/7/2019	02:00 PM	1	38	4	1	0	2	1	0	0
41	3/7/2019	02:30 PM	0	31	4	0	1	0	0	0	0
42	3/7/2019	03:00 PM	1	58	10	0	2	0	0	1	0
43	3/7/2019	03:30 PM	1	47	8	0	0	1	0	0	0
44	3/7/2019	04:00 PM	0	51	7	0	1	0	0	0	0
45	3/7/2019	04:30 PM	1	69	12	0	1	0	0	0	0
46	3/7/2019	05:00 PM	0	71	9	0	1	0	0	0	0
47	3/7/2019	05:30 PM	0	59	6	0	2	0	0	0	0
48	3/7/2019	06:00 PM	0	57	4	0	0	0	0	0	0
49	3/7/2019	06:30 PM	0	30	4	0	0	0	0	0	0
50	3/7/2019	07:00 PM	0	15	2	0	1	0	0	0	0
51	3/7/2019	07:30 PM	0	21	1	0	0	0	0	0	0
52	3/7/2019	08:00 PM	0	9	0	0	0	0	0	0	0
53	3/7/2019	08:30 PM	0	12	3	0	0	0	0	0	0
54	3/7/2019	09:00 PM	0	6	1	0	1	0	0	0	0
55	3/7/2019	09:30 PM	0	9	1	0	0	0	0	0	0
56	3/7/2019	10:00 PM	0	6	1	0	0	0	0	0	0
57	3/7/2019	10:30 PM	0	5	2	0	0	0	0	0	0
58	3/7/2019	11:00 PM	0	4	0	0	0	0	0	0	0
59	3/7/2019	11:30 PM	0	0	1	0	1	0	0	0	0

	L	M	N	O	P
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11	>6 Axl Dou	<6 Axl Multi	6 Axle Multi	>6 Axl Multi	
12	0	0	0	0	
13	0	0	0	0	
14	0	0	0	0	
15	0	0	0	0	
16	0	0	0	0	
17	0	0	0	0	
18	0	0	0	0	
19	0	0	0	0	
20	0	0	0	0	
21	0	0	0	0	
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59	0	0	0	0	

	A	B	C	D	E	F	G	H	I	J	K
1	SB										
2	File Name: c:\users\scott\desktop\pdi jobs\196772-boxford\196772 a class (30-min).tf2										
3	Start Date: 3/7/2019										
4	Start Time: 12:00:00 AM										
5	Site Code: TBA										
6	Kelsey Road										
7	west of Trask Road										
8	City, State: Boxford, MA										
9	Client: Town of Boxford / J. Dold										
10											
11	Date	Time	Bikes	Cars & Tra	2 Axle Long	Buses	2 Axle 6 Tir	3 Axle Sing	4 Axle Sing	<5 Axl Dou	5 Axle Dou
12	3/7/2019	12:00 AM	0	1	0	0	0	0	0	0	0
13	3/7/2019	12:30 AM	0	1	0	0	0	0	0	0	0
14	3/7/2019	01:00 AM	0	1	0	0	0	0	0	0	0
15	3/7/2019	01:30 AM	0	0	0	0	0	0	0	0	0
16	3/7/2019	02:00 AM	0	0	0	0	0	0	0	0	0
17	3/7/2019	02:30 AM	0	1	0	0	0	0	0	0	0
18	3/7/2019	03:00 AM	0	1	0	0	0	0	0	0	0
19	3/7/2019	03:30 AM	0	0	1	0	0	0	0	0	0
20	3/7/2019	04:00 AM	0	0	0	0	1	0	0	0	0
21	3/7/2019	04:30 AM	0	0	0	0	0	0	0	0	0
22	3/7/2019	05:00 AM	0	0	0	0	0	0	0	0	0
23	3/7/2019	05:30 AM	0	6	1	0	0	0	0	0	0
24	3/7/2019	06:00 AM	0	15	0	0	0	0	0	0	0
25	3/7/2019	06:30 AM	1	25	2	1	0	0	0	0	0
26	3/7/2019	07:00 AM	0	46	4	0	2	1	0	0	0
27	3/7/2019	07:30 AM	4	56	7	1	1	1	0	0	0
28	3/7/2019	08:00 AM	1	45	13	2	0	0	0	0	0
29	3/7/2019	08:30 AM	0	36	8	0	1	0	0	0	0
30	3/7/2019	09:00 AM	0	17	9	2	1	0	0	0	0
31	3/7/2019	09:30 AM	0	16	3	0	1	0	0	0	0
32	3/7/2019	10:00 AM	0	22	3	0	1	0	0	0	0
33	3/7/2019	10:30 AM	0	18	8	0	0	0	0	0	0
34	3/7/2019	11:00 AM	0	21	3	0	0	0	0	0	0
35	3/7/2019	11:30 AM	2	23	4	0	0	2	0	0	0
36	3/7/2019	12:00 PM	0	19	4	0	1	1	0	0	0
37	3/7/2019	12:30 PM	0	26	4	0	1	0	0	0	0
38	3/7/2019	01:00 PM	0	20	3	0	1	0	0	0	0
39	3/7/2019	01:30 PM	0	18	4	0	1	1	0	0	0
40	3/7/2019	02:00 PM	1	23	7	0	0	1	0	0	0
41	3/7/2019	02:30 PM	0	41	8	1	0	0	0	0	0
42	3/7/2019	03:00 PM	1	57	9	0	1	0	0	0	0
43	3/7/2019	03:30 PM	1	67	16	0	0	0	0	1	0
44	3/7/2019	04:00 PM	1	49	14	0	2	0	0	0	0
45	3/7/2019	04:30 PM	2	60	12	0	3	0	0	0	0
46	3/7/2019	05:00 PM	0	65	10	0	0	0	0	0	0
47	3/7/2019	05:30 PM	0	67	7	0	2	0	0	0	0
48	3/7/2019	06:00 PM	0	33	8	0	1	0	0	0	0
49	3/7/2019	06:30 PM	0	36	3	0	0	0	0	0	0
50	3/7/2019	07:00 PM	0	35	5	0	0	0	0	0	0
51	3/7/2019	07:30 PM	0	33	3	0	0	0	0	0	0
52	3/7/2019	08:00 PM	0	28	6	0	0	0	0	0	0
53	3/7/2019	08:30 PM	0	14	3	0	0	0	0	0	0
54	3/7/2019	09:00 PM	0	12	3	0	1	0	0	0	0
55	3/7/2019	09:30 PM	0	20	0	0	0	0	0	0	0
56	3/7/2019	10:00 PM	0	10	1	0	0	0	0	0	0
57	3/7/2019	10:30 PM	0	6	1	0	0	0	0	0	0
58	3/7/2019	11:00 PM	0	11	2	0	0	0	0	0	0
59	3/7/2019	11:30 PM	0	4	0	0	0	0	0	0	0

	L	M	N	O	P
1					
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11	>6 Axl Dou	<6 Axl Mull	6 Axle Mull	>6 Axl Multi	
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59	0	0	0	0	

	A	B	C	D	E	F	G	H	I	J	K
1											
2	File Name: C:\Users\Scott\Desktop\PDI Jobs\196772-Boxford\196772 A Class.tf2										
3	Start Date: 3/7/2019										
4	Start Time: 12:00:00 AM										
5	Site Code: TBA										
6	Kelsey Road										
7	west of Trask Road										
8	City, State: Boxford, MA										
9	Client: Town of Boxford / J. Dold										
10											
11											
12	3/7/2019	12:00 AM	0	2	0	0	2	0	0	0	0
13	3/7/2019	01:00 AM	0	2	1	0	0	0	0	0	0
14	3/7/2019	02:00 AM	0	0	0	0	0	0	0	0	0
15	3/7/2019	03:00 AM	0	1	1	0	0	0	0	0	0
16	3/7/2019	04:00 AM	0	3	2	0	1	0	0	0	0
17	3/7/2019	05:00 AM	0	41	15	0	1	0	0	0	0
18	3/7/2019	06:00 AM	0	119	24	1	2	0	0	0	0
19	3/7/2019	07:00 AM	2	323	42	3	5	1	0	2	0
20	3/7/2019	08:00 AM	2	219	33	3	3	0	0	0	0
21	3/7/2019	09:00 AM	0	100	14	2	4	0	0	1	0
22	3/7/2019	10:00 AM	0	49	15	1	3	0	0	0	0
23	3/7/2019	11:00 AM	0	63	10	0	3	0	0	0	0
24	3/7/2019	12:00 PM	0	71	10	2	2	3	0	0	0
25	3/7/2019	01:00 PM	1	61	12	1	5	2	0	0	0
26	3/7/2019	02:00 PM	1	69	8	1	1	2	1	0	0
27	3/7/2019	03:00 PM	2	105	18	0	2	1	0	1	0
28	3/7/2019	04:00 PM	1	120	19	0	2	0	0	0	0
29	3/7/2019	05:00 PM	0	130	15	0	3	0	0	0	0
30	3/7/2019	06:00 PM	0	87	8	0	0	0	0	0	0
31	3/7/2019	07:00 PM	0	36	3	0	1	0	0	0	0
32	3/7/2019	08:00 PM	0	21	3	0	0	0	0	0	0
33	3/7/2019	09:00 PM	0	15	2	0	1	0	0	0	0
34	3/7/2019	10:00 PM	0	11	3	0	0	0	0	0	0
35	3/7/2019	11:00 PM	0	4	1	0	1	0	0	0	0

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12	0	0	0	0
13	0	0	0	0
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35	0	0	0	0

	A	B	C	D	E	F	G	H	I	J	K
1	SB										
2	File Name: C:\Users\Scott\Desktop\PDI Jobs\196772-Boxford\196772 A Class.tf2										
3	Start Date: 3/7/2019										
4	Start Time: 12:00:00 AM										
5	Site Code: TBA										
6	Kelsey Road										
7	west of Trask Road										
8	City, State: Boxford, MA										
9	Client: Town of Boxford / J. Dold										
10											
11											
12	3/7/2019	12:00 AM	0	2	0	0	0	0	0	0	0
13	3/7/2019	01:00 AM	0	1	0	0	0	0	0	0	0
14	3/7/2019	02:00 AM	0	1	0	0	0	0	0	0	0
15	3/7/2019	03:00 AM	0	1	1	0	0	0	0	0	0
16	3/7/2019	04:00 AM	0	0	0	0	1	0	0	0	0
17	3/7/2019	05:00 AM	0	6	1	0	0	0	0	0	0
18	3/7/2019	06:00 AM	1	40	2	1	0	0	0	0	0
19	3/7/2019	07:00 AM	4	102	11	1	3	2	0	0	0
20	3/7/2019	08:00 AM	1	81	21	2	1	0	0	0	0
21	3/7/2019	09:00 AM	0	33	12	2	2	0	0	0	0
22	3/7/2019	10:00 AM	0	40	11	0	1	0	0	0	0
23	3/7/2019	11:00 AM	2	44	7	0	0	2	0	0	0
24	3/7/2019	12:00 PM	0	45	8	0	2	1	0	0	0
25	3/7/2019	01:00 PM	0	38	7	0	2	1	0	0	0
26	3/7/2019	02:00 PM	1	64	15	1	0	1	0	0	0
27	3/7/2019	03:00 PM	2	124	25	0	1	0	0	1	0
28	3/7/2019	04:00 PM	3	109	26	0	5	0	0	0	0
29	3/7/2019	05:00 PM	0	132	17	0	2	0	0	0	0
30	3/7/2019	06:00 PM	0	69	11	0	1	0	0	0	0
31	3/7/2019	07:00 PM	0	68	8	0	0	0	0	0	0
32	3/7/2019	08:00 PM	0	42	9	0	0	0	0	0	0
33	3/7/2019	09:00 PM	0	32	3	0	1	0	0	0	0
34	3/7/2019	10:00 PM	0	16	2	0	0	0	0	0	0
35	3/7/2019	11:00 PM	0	15	2	0	0	0	0	0	0

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32	0	0	0	0
33	0	0	0	0
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35	0	0	0	0

	A	B	C	D	E	F	G	H	I	J	K
1											
2	File Name: C:\Users\Scott\Desktop\PDI Jobs\196772-Boxford\196772 A Speed.lf2										
3	Start Date: 3/7/2019										
4	Start Time: 12:00:00 AM										
5	Site Code: TBA										
6	Kelsey Road										
7	west of Trask Road										
8	City, State: Boxford, MA										
9	Client: Town of Boxford / J. Dold										
10											
11	Date	Time	1-14	15-19	20-24	25-29	30-34	35-39	40-44	45-49	50-54
12	3/7/2019	12:00 AM	0	0	0	0	3	1	0	0	0
13	3/7/2019	01:00 AM	0	0	1	0	1	1	0	0	0
14	3/7/2019	02:00 AM	0	0	0	0	0	0	0	0	0
15	3/7/2019	03:00 AM	0	0	0	1	0	1	0	0	0
16	3/7/2019	04:00 AM	0	0	0	1	2	2	1	0	0
17	3/7/2019	05:00 AM	0	0	0	2	27	25	3	0	0
18	3/7/2019	06:00 AM	0	0	7	28	83	25	3	0	0
19	3/7/2019	07:00 AM	0	0	6	30	225	112	5	0	0
20	3/7/2019	08:00 AM	0	2	3	41	160	50	4	0	0
21	3/7/2019	09:00 AM	0	0	0	21	65	33	2	0	0
22	3/7/2019	10:00 AM	0	0	0	9	42	14	3	0	0
23	3/7/2019	11:00 AM	0	0	0	9	44	22	1	0	0
24	3/7/2019	12:00 PM	0	0	0	16	41	30	1	0	0
25	3/7/2019	01:00 PM	0	0	2	15	44	16	4	1	0
26	3/7/2019	02:00 PM	1	0	2	11	42	21	6	0	0
27	3/7/2019	03:00 PM	0	0	1	19	82	23	3	1	0
28	3/7/2019	04:00 PM	0	0	3	19	82	37	1	0	0
29	3/7/2019	05:00 PM	0	1	1	20	91	33	2	0	0
30	3/7/2019	06:00 PM	0	0	0	16	62	16	1	0	0
31	3/7/2019	07:00 PM	0	0	0	14	20	6	0	0	0
32	3/7/2019	08:00 PM	0	0	0	3	16	4	1	0	0
33	3/7/2019	09:00 PM	0	0	0	4	7	6	1	0	0
34	3/7/2019	10:00 PM	0	0	1	1	8	3	1	0	0
35	3/7/2019	11:00 PM	0	0	0	1	5	0	0	0	0

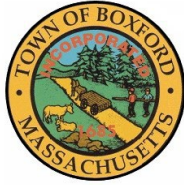
	L	M	N	O
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11	55-59	60-64	65-69	70-9999
12	0	0	0	0
13	0	0	0	0
14	0	0	0	0
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34	0	0	0	0
35	0	0	0	0

	A	B	C	D	E	F	G	H	I	J	K
1	SB										
2	File Name: C:\Users\Scott\Desktop\PD1 Jobs\196772-Boxford\196772 A Speed.tf2										
3	Start Date: 3/7/2019										
4	Start Time: 12:00:00 AM										
5	Site Code: TBA										
6	Kelsey Road										
7	west of Trask Road										
8	City, State: Boxford, MA										
9	Client: Town of Boxford / J. Dold										
10											
11	Date	Time	1-14	15-19	20-24	25-29	30-34	35-39	40-44	45-49	50-54
12	3/7/2019	12:00 AM	0	0	0	1	0	1	0	0	0
13	3/7/2019	01:00 AM	0	0	0	0	1	0	0	0	0
14	3/7/2019	02:00 AM	0	0	0	1	0	0	0	0	0
15	3/7/2019	03:00 AM	0	0	0	0	1	1	0	0	0
16	3/7/2019	04:00 AM	0	0	0	1	0	0	0	0	0
17	3/7/2019	05:00 AM	0	0	0	3	2	2	0	0	0
18	3/7/2019	06:00 AM	2	1	1	13	23	4	0	0	0
19	3/7/2019	07:00 AM	0	0	5	35	69	13	1	0	0
20	3/7/2019	08:00 AM	0	1	1	28	66	10	0	0	0
21	3/7/2019	09:00 AM	0	0	3	15	25	5	1	0	0
22	3/7/2019	10:00 AM	0	0	2	21	23	6	0	0	0
23	3/7/2019	11:00 AM	0	2	2	19	26	6	0	0	0
24	3/7/2019	12:00 PM	0	0	3	20	25	8	0	0	0
25	3/7/2019	01:00 PM	0	0	2	12	24	10	0	0	0
26	3/7/2019	02:00 PM	0	1	2	27	38	14	0	0	0
27	3/7/2019	03:00 PM	0	0	7	42	86	18	0	0	0
28	3/7/2019	04:00 PM	0	0	4	36	82	20	1	0	0
29	3/7/2019	05:00 PM	0	0	4	41	87	17	2	0	0
30	3/7/2019	06:00 PM	0	0	8	27	41	5	0	0	0
31	3/7/2019	07:00 PM	0	0	1	31	34	9	1	0	0
32	3/7/2019	08:00 PM	0	0	2	11	33	4	0	1	0
33	3/7/2019	09:00 PM	0	0	2	11	19	4	0	0	0
34	3/7/2019	10:00 PM	0	0	0	3	10	4	1	0	0
35	3/7/2019	11:00 PM	0	0	0	10	6	1	0	0	0

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11	55-59	60-64	65-69	70-9999
12	0	0	0	0
13	0	0	0	0
14	0	0	0	0
15	0	0	0	0
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30	0	0	0	0
31	0	0	0	0
32	0	0	0	0
33	0	0	0	0
34	0	0	0	0
35	0	0	0	0

ESTABLISHED EVENTS	ORGANIZER	Waiver Eligability	Additional	Rate	10% Admin.	Total FF	Minimum Hours	Total Cost
Apple Festival	Historical Society	Yes	Town Rate	\$ 50.00	No	3	6	\$ 900.00
Summer Fest	West Improv. Society	Yes	Town Rate	\$ 50.00	No	1	4	\$ 200.00
Winter Fest	West Improv. Society	Yes	Town Rate	\$ 50.00	No	1	4	\$ 200.00
Spofford Color Run	PTO	Yes	Town Rate	\$ 50.00	No	2	4	\$ 400.00
Spofford Halloween Party	PTO	Yes	Town Rate	\$ 50.00	No	2	4	\$ 400.00
Talent Show Spofford	PTO	Yes	Town Rate	\$ 50.00	No	1	4	\$ 200.00
Talent Show Cole	PTO	Yes	Town Rate	\$ 50.00	No	1	4	\$ 200.00
Sub-Total								\$ 2,500.00
ESTABLISHED EVENTS	ORGANIZER	Waiver Eligability	Additional	Rate	10% Admin.	Total FF	Minimum Hours	Total Cost
4th of July Road Race	BAA	No	Town Rate	\$ 50.00	No	2	4	\$ 400.00
Call to Honor	BAA	No	Town Rate	\$ 50.00	No	2	4	\$ 400.00
BTA/BOLT 10K	BTA/BOLT	No	Town Rate	\$ 50.00	No	1	8	\$ 400.00
Masco BonFire	Masconomet	No	Town Rate	\$ 50.00	No	3	4	\$ 600.00
Masco Carnival	Masconomet	No	Town Rate	\$ 50.00	No	2	6	\$ 600.00
Masco Graduation	Masconomet	No	Town Rate	\$ 50.00	No	2	4	\$ 400.00
Masco Senior Class Night	Masconomet	No	Town Rate	\$ 50.00	No	1	4	\$ 200.00
Masco Youth Football*	Youth Football	No	Town Rate	\$ 50.00	No	1	4	\$ 200.00
Any Town Jobs	Various Boards	?	Town Rate	\$ 50.00	No	1	4	\$ 200.00
Sub-Total								\$ 3,400.00
ESTABLISHED EVENTS	ORGANIZER	Waiver Eligability	Additional	Rate	10% Admin.	Total FF	Minimum Hours	Total Cost
Wildcat Race	Danvers YMCA	No	Private Rate	\$ 55.00	Yes	1	4	\$ 220.00
Welding	Private Contract	No	Private Rate	\$ 55.00	Yes	1	4	\$ 220.00
Blasting	Private Contract	No	Private Rate	\$ 55.00	Yes	1	4	\$ 220.00
Any Other Business	Private Contract	No	Private Rate	\$ 55.00	Yes	1	4	\$ 220.00

*Masco Youth Football: We have an agreement for a minimum of 4 hours and than hourly rate for reminder
 ND= Night Differential starting at 7:00pm-7:00am should be paid time and one half the applicable detail rate.
 All details over eight hours or completed on a holiday should be paid time and one half the applicable detail rate.



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

To: Boxford Select Board
From: Matt Coogan Town Administrator
Date: July 7, 2023
RE: Select Board and Town Administrator Fiscal Year 2024 Priorities and Goals

As we begin Fiscal Year 2024, I'd like to work with the Board and set a work plan with priorities for the year. For discussion purposes, my office assembled the following list of tasks for the Select Board and its staff over the next year. I look forward to discussing these priorities.

1. Communication

- **Newsletter** - We will continue to release quarterly newsletters to residents that include department updates. We will work towards including more updates from other groups, including local non-profits and organizations, and boards and committees.
- **Website** – boxfordma.gov is overdue for an upgrade. A priority for this fiscal year is to work with our vendor CivicPlus on redesigning and updating the town website.
- **Community Survey** – As part of the website redesign process, I propose releasing a community survey to ask residents what they would like to see in a newly designed website to make it more user-friendly. In general, surveys could be used to solicit feedback from residents on the delivery of municipal services.
- **Facebook Coordination** – Our office will bring together the department staff overseeing Town Facebook pages to better coordinate messaging and disseminating information to the public.
- **Press Releases** – It's unfortunate the town does not have a local reporter covering the Town. Something we can focus on for this year is actively issuing press releases directly to the remaining local newspapers (Salem News, Ipswich News, Eagle Tribune, Newburyport Daily News, etc.) on town happenings/ achievements. Some recent newsworthy items to start with include the recent Police Department's Accreditation, the opening of 10 Elm, and the launch of online permitting. The goal would be to issue at least one press release per quarter.
- **Coordination Between Boards and Committees** – To improve communication across boards, the Select Board would hold at least 2 roundtable discussions with Boards and Committee Chairs at a scheduled Select Board meeting – September 11 and January 8
- **Increase recruitment strategies for volunteers and committees**

2. Finance

- **Year 2 of Finance Transition to TA Office** – It was a relatively smooth transition in a very challenging FY24 budget process. With one year under our belt with the TA Office managing the budget and creation of a PT Town Accountant position for Kathy Benevento, we will look for opportunities to streamline and improve the process.
- **3-Year Plan for GFOA Budget** – As a result of the finance transition, one goal for our office is to work towards creating a budget document that meets the requirements of the Government Finance Officers Association's (GFOA) [Distinguished Budget Presentation Award Program](#). Adopting best-practices and guidelines from this program will improve communication and transparency in the town's budgeting process. Assistant Town Administrator Brendan Sweeney and I plan on producing a FY25 budget document that begins to meet the award program requirements. Our goal would be to qualify for an award by the FY27 budget.
- **Update the 5-year Capital Improvement Program** – My office has produced draft documents the past two fiscal years that were used as guidance for Town Meeting capital appropriations. A goal for this fiscal year is to develop a process for the Select Board, Finance Committee, and Permanent Building Committee to finalize and approve the document. In addition, the plan will utilize the Facility Condition Assessment, which is in the process of completion and will include a comprehensive analysis of capital investment in the Town's facilities in 5-year time horizons.
- **Revenue Streams** – Identify opportunities to reduce the tax burden on residents:
 - Work proactively with our state and federal legislators on identifying budget earmarks, programs and grant opportunities
 - Work with department heads to identify grant opportunities, set targets for number of grants and amount of grants to pursue per year as a town
 - Analyze whether the fees charged for certain permits are comparable to our surrounding municipalities. This would include building, plumbing, and gas permit fees.
 - Work with the Waste Stream Task Force on a new, long term collection project that incorporates automated collection, promotes waste reduction, and preserves or enhances Pay-As-You-Throw components of the existing program
- **Continue managing the Town's use of American Recovery Plan Act (ARPA) funds** – This includes working with the ARPA Committee and the guidelines set by the Select Board in October 2021.

3. HR/ Personnel

- **Conduct an Analysis of Health Insurance offerings/ benefits** – Potentially bring in a consultant to provide analysis of the Town's current benefits, specifically health insurance. Determine whether there's opportunities to provide benefits more efficiency and more cost-effectively without reducing quality of benefits. Engage with the Public Employee Committee on potential health plan design improvements.
- **Performance evaluation** – Continue to improve the performance evaluation process to make it efficient and more effective. This includes establishing mid-year check-ins, providing trainings for evaluators, and rolling out a process to include union employees in evaluations.
- **Trainings** – Provide a series of trainings for department heads and all staff. Goal for at least 3 "all staff" trainings this fiscal year.

- **Implementation of HR Audit** – Continue to address the recommendations in the April 2022 HR audit, including addressing compliance, establishing standard onboarding processes, updating personnel policies, etc.

4. Governance/ Services

- **Identify ways to increase efficiency through regionalization efforts** – This will be the first year of the Regional ACO/ Animal Inspector program. We will monitor the efficacy of this program throughout the year.
- **Long Term planning** – Communications & Dispatch Department
- **By-Law Review**
 - Eliminate dormant Boards/ Committees –Computer Management Committee, Water Resource and Drainage, Town Forest Committee, etc.
 - Update Director of Municipal Finance By-Law
 - Create Town Administrator By-law
- **Technology** – Continue to pursue greater efficiency and productivity through investing and implementing technology:
 - Manage the server upgrade project
 - Manage or support the adoption of online software applications, including OpenGov (online permitting), Operations Hero (facilities management), MyRec (Park Program, rentals), Munis, MySeniorCenter, etc.
 - Manage the beginning phases of a town-wide migration to Office 365
- **Strategic Planning** – work towards setting town-wide goals for the next two fiscal years

5. Projects – Projects that are managed by Select Board staff and fall solely within the Town Administrator’s Office

- **Reuse of 4 Middleton Road/ 188 Washington** – In FY24, the ARBA Committee will provide the Select Board a report, with the help of the consultant, on potential reuses of these properties. In addition, there will be next steps, including determining the ownership model for the reuse of these buildings, and determining the cost for any capital improvements that the town will need to undertake as part of the reuse plan.
- **Rail Trail**
 - Work with the Town of Georgetown and MassDOT to finalize design of the northern segment. This includes Right of Way acquisition, final permitting (Conservation Commission), and bidding project for construction
 - Complete 25% design of the southern segment. Working with the B2B Committee on a public presentation, and outreach to abutters.
- **Develop a Strategy to address Cell Services Issues** – Particularly in the East Village.
- **10 Elm Community Programming** – Work with the 10 Elm Community Committee to implement their expected recommendations.
- **Administer a successful Park Program**

- **Andrews Farm** – Continue working with the residents, state legislators and agencies, and the Town of Topsfield on a long-term solution to provide safe, reliable drinking water to Andrews Farm residents.
- **Municipal Aggregation** – Pending the DPU review timeline, work with the Sustainability Committee and our consultant on launching Boxford Community Electricity.
- **Administer Major Contracts/ Negotiations/ Procurements**
 - Support the Waste Stream Task Force in developing a long-term strategy, including a long-term contract for solid waste management
 - Designer Selection for new DPW Facility Phase 2 schematic
 - Cable contract – Verizon and Comcast (2025)
 - Field management agreement with Boxford Athletic Association



Peter Delaney
Inspector of Buildings
Town of Boxford

August 1, 2023

To: Boxford Board of Selectmen

From: Peter Delaney
Inspector of Buildings

Dear Members,

The following permits were issued by Inspectional Services for the month of July 2023:

PERMITS	FEEES COLLECTED	VALUE
30 Building Permits (52 Inspections)	\$17,354.28	\$1,377,188.29
	July 2022 Comparison	
42 Building Permits (47 Inspections)	\$24,219.00	\$1,791,907.81
28 Electrical Permits (44 Inspections)	\$5,498.05	
	July 2022 Comparison	
25 Electrical Permits (32 Inspections)	\$3,026.00	
7 Plumbing Permits (15 Inspections)	\$923.50	
	July 2022 Comparison	
6 Plumbing Permits (4 Inspections)	\$518.00	
8 Gas Permits (6 Inspections)	\$1,105.00	
	July 2022 Comparison	
4 Gas Permits (5 Inspections)	\$340.00	
TOTAL FEES COLLECTED	\$24,880.83	
	July 2022 Comparison	
TOTAL FEES COLLECTED	\$25,077.00	

P. Delaney 8-3-2023
Peter Delaney
Cc: Town Administrator
Board of Assessors



Town Administrator's Report Select Board Meeting for August 7, 2023

Matthew Coogan

Ciera Smith Proclamation, Library Children's Room Mural

The Select Board will present a proclamation to Ciara Smith to recognize her beautiful mural at the Boxford Town Library Children's Room. Ciara completed this mural as a Masco Senior in May of 2022. More information on the mural, including a time-elapse video capturing Ciara's work, can be found on the [Boxford Town Library website](#). Congratulations, Ciara, and thank you for your contribution!

Charlie Killam Commemoration, Senator Bruce Tarr

Senator Bruce Tarr will be joining the family of Charlie Killam at Monday night's meeting to commemorate Charlie's years of service to the Town of Boxford, including serving as a Select Board member from 1973 to 1982 and 2012 to 2015. Charlie passed away on June 22 at the age of 87. Senator Tarr arranged for a session of the State Senate to be adjourned in his honor.

Recognition of Boxford Police Department Accreditation

Chief Riter is pleased to announce that the Boxford Police Department achieved state accreditation. The executive board of the [Massachusetts Police Accreditation Commission \(MPAC\)](#) voted unanimously to award the department this honor at their meeting held on June 21, 2023. This achievement validates the Department's commitment to the community by maintaining the highest policing standards set forth by the MPAC. Chief Riter like to thank Lieutenant Matthew Dupont, Officer Kurtis Anderson and Officer David Barker who were instrumental in the process. Every Boxford Police Officer in the department did their part to see this process through completion. We'd also like to thank Scott Wilson for his volunteer hours as Community Liasson to the process.

10 Elm Community Committee

Christine Dean, Chair of the 10 Elm Community Committee, will attend the August 7th Select Board meeting to discuss the Committee's recommendations on how to coordinate community programs and events at 10 Elm, in addition to the offerings by the COA. In the meantime, the Committee provided [a document](#) that outlines their recommendations.

Meeting with Masconomet Regional School District School Committee, Boxford Representatives

The Select Board invited the Boxford Representatives from the Masco Regional School Committee to attend the August 7th meeting. The discussion will focus on the Committee's plan to vet and review the recent [5-Year Capital Plan for the Regional District](#), including the public engagement process. In

addition, the Select Board and Masco Reps. will review the process for filling a recent vacancy on the Committee, in accordance with the [Regional Agreement, Section IC](#).

Waste Stream Task Force Select Board Designee

Assistant Town Administrator Brendan Sweeney reconvened the Waste Stream Task Force on July 24th. The group unanimously recommends the Town go to bid for a new 5-year trash contract with automated collection service to start July 1, 2024. Brendan and I recommend the Select Board designate a representative to join and participate in the Task Force meetings. It currently consists of 2 representatives from the Finance Committee, Board of Health, and Recycling Committee. The Task Force discussed sending out a town-wide survey in September to get input on size of barrels, usage, etc. to help prepare a spec for an Invitation to Bid. The goal is to have the IFB ready before the end of the calendar year.

DPW Facility Phase 2 Schematic Design

Chris Olbrot and his staff are putting together an RFP for the next phase for the new DPW facility, schematic design. Town Meeting appropriated \$250,000 for this phase. Last night, the Permanent Building Committee met and voted to add four temporary committee members for project. The [PBC's By-Law](#) states that "two temporary members shall be appointed who are members, professional employees of the Town, and/or designees of the appointed or elected board or committee sponsoring or requesting a construction or major maintenance project". In addition, for a major project with "multiple buildings with simultaneous and coordinated design and construction... in addition to the two temporary members from the sponsoring committees cited above who have full membership and voting rights during deliberation on their respective building's project, an additional two temporary members shall be appointed at large." On Monday night's meeting agenda is a discussion by the Board on identifying the four temporary members to the PBC for the new DPW Design Phase 2 project.

Kelsey Road "No Left Turn" Proposal

In June, Chief Riter, DPW Superintendent/ Town Engineer Chris Olbrot, and I met with five Kelsey Rd residents to discuss traffic on Kelsey Rd. As you all know, GPS devices put drivers unnecessarily on Kelsey Rd as the connecting route between Rt. 97 and Ipswich Rd. Pond Street runs just parallel to Kelsey and is the preferred safer route, but Kelsey must be seconds faster than the GPS algorithm places cars on a road not designed for commuter traffic.

DPW Superintendent Chris Olbrot submitted [a memo](#) outlining a proposal to install "no left turn" signs on Ipswich Rd and Rt. 97 at Kelsey Road. If the Board like to proceed, I recommend placing this item on a September meeting agenda and have Chris provide a full presentation.

Municipal ADA grant

The State's [ADA grant program](#) opened this week, with applications due mid-September. Municipalities can apply for two projects. Brendan and I recommend submitting an application for ADA improvements at the restroom facility at Stiles Pond, and ADA improvements at Cole School. The Boxford Athletic Association, the operator at the Stiles Pond snack shack, requested the Town partner with the BAA to install an adult changing station and other ADA improvements. For the Cole School, Chris Olbrot developed a scope of work to specifically address the AAB violations on campus. This week, our paving

contractor EJ Paving provided Chris an estimated project cost of \$75,000. He will be sending a memo to School Administration on the cost shortly, and I have mentioned the grant program as a potential funding mechanism. If the Board supports this plan, my office will work on submitting the applications before the September 15th deadline.

Dorman Property Closing

As of August 2, 2023, the Town of Boxford officially owns the Dorman Property. The Deed was recorded at the Registry of Deeds as Book 41695, Page 274. The purchase price of \$1.45M was funded entirely by a CPA appropriation approved at May 9, 2023 Town Meeting.

Adaptive Reuse of Buildings Advisory (ARBA) Committee

StudioLuz's submitted their [final report](#) to the ARBA Committee. The ARBA Committee has tentatively scheduled a public meeting for StudioLuz to present their final report on Wednesday, September 13. The final report includes recommended future uses for 188 Washington Street and 4 Middleton Rd, as well as next steps. The recommendations are based on site visits, community engagement, and a market study. All public documents, including the final report and the market study are posted on the project website, boxfordma.gov/villagecenters. The ARBA Committee will meet again on August 17th.

Fiscal Year 2024 Work Plan and Priorities

I'd like to follow up with the Board on our discussion at the last meeting to finalize FY24 priorities for the Select Board and staff. The [latest draft](#) is in the agenda packet. I would like to post on the Select Board's webpage once it's finalized.

State Budget

The State Legislature passed a \$56.2M FY24 budget on Tuesday. It is now on the Governor's desk for her review and signature. Some highlights of the FY24 budget include local aid increase, permanent funding for universal school meals, increased access to higher education, and full funding for the third year of the six-year implementation plan of the Student Opportunity Act. Boxford and Masconomet are set to receive \$1,855,093 and \$5,451,699, respectively, in Chapter 70 funding, an increase of \$43,260 and \$96,780 from the FY23 budget. Boxford will also receive \$581,138 in unrestricted Local Aid, an increase of \$18,020 from the FY23 budget.

Additionally, the Boxford Legislative Delegation was able to include \$140,000 for Boxford projects and initiatives:

- \$100,000 for repair or replacement of culverts
- \$25,000 for the procurement of CPR machines for the Fire Department
- \$15,000 for electronic voting handheld machines for town meetings

We thank our legislative delegation, Senator Bruce Tarr, Representative Tram Nguyen, and Representative Adrienne Ramos, for their support.

4 Middleton Road Exterior Painting

The Town appropriated funding to paint the exterior of the former COA building two Town Meeting's ago. The PBC met last night and agreed that the building should be painted. Painting will help seal and protect the envelop of the building while the Town works on a plan for the future use of the facility.

Engine 1 Visit

Chief Geiger and Capt. Brown visited the HME factory in Wyoming, MI a few weeks ago to inspect the new Engine 1. There are a few necessary adjustments needed, then the truck will be transported to New Hampshire for lettering. We expect delivery in the early fall.



1: New Engine 1 for Boxford Fire Department

Spofford School Electrification Feasibility Study

Tri-Town School Administration issued a [Request for Proposals \(RFP\)](#) for professional architectural and engineering design services to assess the feasibility of electrifying the HVAC system at Spofford School. Proposals are due August 24th. Select Board Chair Barbara Jessel, Sustainability Committee Chair Gary Martin, and myself are working with the School Administration and School Committee Chair Carol Hubbard on this effort.

Project Lifesaver

You may recall Chief Riter made arrangements to have an interested Boxford family participate in the [Project Lifesaver](#) program administered through the Town of North Andover. Project Lifesaver is a search and rescue program designed for “at risk” individuals who are prone to wandering. The program includes a bracelet device worn by an individual that can be tracked by the Police Department. The North Andover Police Department has generously offered to incorporate a Boxford family into the program.

10 Elm Power Issues

We had a few electrical issues at 10 Elm this week. First, there was a sensor issue that was triggering multiple trouble alarms in the building's fire system. Chris Olbrot arranged for a technician from the installer to replace a faulty sensor on Wednesday. In addition, yesterday there was a power issue in the kitchen. The Town electrician went to 10 Elm today and restored power. Apparently, an emergency button may have been inadvertently pressed that killed the power, and it was reset. Chris notified PBC at their meeting last night of these issues.

National Grid spraying on Rail Trail

My office received a few inquiries on recent brush clearing and spraying on the National Grid right of way that is commonly referred to as the Rail Trail. This is work arranged by National Grid as part of their Integrated Vegetation Management (IVM) plan. National Grid has a state wide general permit for the use of herbicides for the maintenance of their right-of-ways. They send the town courtesy notices periodically but the spraying activities are not subject to local permits. The Select Board, the Board of Health, and the Conservation Commission all received notice from National Grid of this work in advance. National Grid submits annual plans to the state that can be accessed with [this link](#).

Endicott Bridge Coordination Meeting

Chris Olbrot and I met with our Topsfield counterparts to discuss the design to replace the bridge Endicott Rd bridge superstructure. Boxford received a \$100,000 small bridge repair design grant and has been working with TEC. TEC expects design to be completed by the end of the calendar year and are currently at 25%. The new superstructure will have steel guardrail and be a single, pre-cast concrete span. It will be the same dimensions as the existing bridge, although the sidewalk on the northbound side will be widened from 4 to 5 feet. Part of the coordination is to fund the permitting process. Since the bridge spans over Fish Brook, the design will need to be permitted by both town's conservation commissions as well as the state's Chapter 91 process. TEC estimates the permitting cost to be between \$60,000 and \$80,000. It is anticipated those costs would be split evenly by each town. For Boxford, the plan would be to appropriate funding at May 2024 Town Meeting or use Chapter 90 funds. TEC will have a better idea of cost when design is completed. It will most likely be in the range of \$1M. An additional MassDOT small bridge grant of \$500,000 could be obtained to partially pay for construction. There may be other grant opportunities as well. Any cost not covered by grants would be shared equally by both towns. We'd most likely be pursuing both funding and grants in the 2025 Town Meeting cycle for FY26.

Roundtable Discussion at September 11th Board Meeting

Chairs of the Town's Boards and Committees will be receiving an invitation to attend a roundtable discussion at the September 11th Select Board meeting. This will be an opportunity for boards and committees to provide updates and spur communication between the various boards and committees.

Reappointments - Boards and Committees August 7, 2023

BOARD	TERM YEARS	INCUMBENT	EXPIRATION
Adaptive Reuse Building Committee	1	Adam Bartke	6/30/2024
Boxford Housing Partnership Committee	1	Jim Barnes	6/30/2024
Community Preservation Committee	1	Jim Barnes	6/30/2024
Conservation Commission	3	David Smallman	6/30/2026
Finance Committee	3	Peter Bernardin	6/30/2026
	3	Phil McManus	6/30/2026
	3	Jeffrey Yespy	6/30/2026
Land Committee	3	Peter Bernardin	6/30/2026
Open Space and Recreation Committee	1	Mary Langer	6/30/2024
Permanent Building Committee	1	Thomas Duval	6/30/2024
	1	Robert Hazelwood	6/30/2024
Recycling Committee	3	Laura Dike	6/30/2026
Sustainability Committee	1	Marc Aronson	6/30/2024
	1	Mary Langer	6/30/2024
	1	Keith Sampson	6/30/2024
Zoning Board of Appeals - alternate	3	Thomas Jonak	6/30/2026

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**Minutes of the
BOXFORD BOARD OF SELECTMEN
REMOTE VIA ZOOM
July 10, 2023 6:30PM
DRAFT**

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

Absent: None

Others Present: Town Administrator Matthew Coogan, Minutes Recorder Donna Grieco, Chris LaPointe, Essex County Greenbelt, Attorney Gregg Corbo, Megan Sousa, Ross Povenmire

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

6:35 PM Announcements

- **West Boxford Improvement Society's 4th Annual Summerfest:** Select Board member Stickney invited residents to attend Summerfest which will take place on Saturday, July 29th, 2023 from 12-4PM at 188 Washington Street, Boxford. Enjoy live music, food, craft beer and kids games. Free admission. Rain date: 7/31/23. For more information email: westboxfordimporvement@gmail.com
- **BBQ's at the Council on Aging:** Select Board member Costello invited residents to attend summer BBQ's every other Wednesday beginning on 7/12 at 12:00PM. Reservations are required no later than 9AM on the day prior, unfortunately, walk-ins will be turned away. Price is \$5/pp for menu consisting of hamburgers, hot dogs, and at least one type of salad. Boxford Seniors may wish to take advantage of the no-cost COA van.
- Select Board member Costello made remarks relative to the funeral of Charles Killam. He noted the beautiful service and full church as well as the many tributes paid to this pillar of the community. Senator Tarr was in attendance and noted that the Senate would offer a moment of silence on 7/10 in memory of Mr. Killam.

6:40 PM Meeting with Essex County Greenbelt and BTA/BOLT

Chris LaPointe, V.P. Of Essex County Greenbelt appeared as the Select Board met to consider approval of a Conservation Restriction at the Elmlea-Haynes Property. Essex County Greenbelt Association is in the process of purchasing the 42-acre Elmlea-Hayes property. Greenbelt is required by the Executive Office of Energy and Environmental Affairs to place a Conservation Restriction (CR) on the property. Greenbelt will grant the CR to BTA/BOLT. The CR, must be approved and signed by the Boxford Select Board, pursuant to M.G.L. Chapter 184 Section 32. The Town's role is limited to determining whether the grant of the CR to BTA/BOLT is in the public interest. Chris LaPointe, of Greenbelt, addressed the question as to whether the public interest is

48 served by the CR. Town Counsel has reviewed the document, confirmed it is in the
49 standard form approved by the Executive Office of Energy and Environmental Affairs,
50 and approved the document as to form.
51 Select Board Chair Jessel noted that she is pleased that Greenbelt has acquired the
52 property as it fits in to the rest of the area so well. Select Board member Costello asked
53 if the map shows the only frontage on Main Street and was informed that is the case.
54 Select Board member Perkins asked if there would be a kiosk to identify the land, but
55 was informed that they are going to leave it as is currently, with future plans for signage
56 if needed.
57 Ross Povenmire of the Conservation Commission noted that at their last meeting the
58 Commission reviewed the plans, approved them, and voted to recommend that the
59 Select Board also approve. Of note: Jessica Grieg would have been in attendance,
60 however she was not notified of the meeting change to remote format.
61

62 On a **MOTION** made by **Costello**, second by **Perkins**, the Select Board **VOTED**
63 unanimously by roll call vote, pursuant to M.G.L. CH 184, §32, to approve and
64 execute placing a Conservation Restriction (CR) on the 42-acre Elmlea-Hayes
65 property in the knowledge that Greenbelt will grant the CR to BTA/BOLT.

66
67 **7:00 PM Report of the Town Administrator**
68 **Application of Cellar Door for Alcohol Sale Permit on Private Property, West**
69 **Village Provisions:** Liability Insurance and TIP certification have also been submitted
70 and Police Chief Riter is aware of the request and has no concerns.
71

72 On a **MOTION** made by **Stickney**, second by **Costello**, the Select Board
73 **VOTED** unanimously by roll call vote to approve the alcohol permit as submitted.

74 **Sign Approval for Summerfest, West Boxford Improvement Society:** The request to
75 place a sign announcing Summerfest being held on July 29th and 30th was met with
76 approval after noting the date correction.
77

78 On a **MOTION** made by **Costello**, second by **Stickney**, the Select Board
79 **VOTED** unanimously by roll call vote to approve an updated Summerfest Sign
80 to be posted two weeks prior to the event.

81 **Application of True North Ale Company for Alcohol Distribution Permit on Public**
82 **Property, for West Boxford Improvement Society's Summerfest:** Liability Insurance
83 and TIP certification have also been submitted and Police Chief Riter is aware of the
84 request and has no concerns.

85 On a **MOTION** made by **Costello**, second by **Stickney**, the Select Board
86 **VOTED** unanimously by roll call vote to approve the alcohol distribution permit.

87 **Deed Acceptance, 0 Herrick Road (Dorman Property):** The executed Purchase and
88 Sale Agreement for the Dorman property includes a closing date of July 27th. Town
89 Counsel utilized a Title Attorney to conduct a title search; that process should be
90 completed by Monday, July 10th. After the title search is completed, the Seller will
91 prepare a deed for the closing date. In order to meet that deadline, and because the
92 Select Board is scheduled to meet only one more time before the closing date, it was
93 requested that the Board vote to sign the Deed Acceptance document on July 10th,
94 providing the title search is clear. The Town Administrator will continue working with
95 Town Counsel on finalizing the sale. The Deed Acceptance document will not be
96 officially recorded until all the documents are in place. Select Board member Chow-
97 Menzer asked if KP Law would be reviewing the documentation and received an
98 affirmative answer.
99

100 On a **MOTION** made by **Stickney**, second by **Costello**, the Select Board
101 **VOTED** unanimously by roll call vote to accept the deed for the Dorman property
102 located on Herrick Road, pursuant to a vote taken on Article 16 of the 2023,
103 annual town meeting, contingent on a satisfactory title search review and town
104 council's approval.

105 **Appointment of Animal Control Officer/ Animal Inspector, Megan Sousa:** July
106 1 was the first day of the Regional Animal Control/ Animal Inspector Program being
107 active. Boxford is officially a member with the towns of Ipswich, Newbury, and
108 Rowley. Ipswich is the lead community for the program, and provides all the staffing,
109 equipment, and facilities on behalf of the four communities. The program is cost shared
110 based on the population of each community. Megan Sousa has been Ipswich Animal
111 Control Officer and Animal Inspector for several years; however, the Boxford Select
112 Board must officially appoint her as Animal Control Officer and nominate her as Animal
113 Inspector so that she can be appointed by the state. Residents will continue to be able
114 to contact the ACO through the Boxford Communications Department at 978-887-8136.
115 On behalf of the Select Board the Town Administrator thanked Helen Philips, who
116 served as the Town's Animal Control Officer for 31 years. The Town has appreciated her
117 dedicated years of service and loyalty to the Town and wished her well in her retirement.
118 They also expressed thanks to Bev Milward and Kevin Nichols, who served as the
119 Town's interim Animal Inspectors.
120

121 On a **MOTION** made by **Stickney**, second by **Costello**, the Select Board
122 **VOTED** unanimously by roll call vote to appoint Megan Sousa as Animal
123 control Officer for the Town of Boxford through 6/20/25.

124 On a **MOTION** made by **Costello**, second by **Perkins**, the Select Board **VOTED**
125 unanimously by roll call vote to nominate Megan Sousa as Animal Inspector for
126 the Town of Boxford through 4/30/24.

127 **Update on Rail Trail Design Projects and Kelsey Road:**
128 Two sections of the Boxford Rail Trail are being redesigned. Although the design is
129 nearly 100% completed, the northern section which runs from Georgetown Rd. to the

130 town of Georgetown requires a wetland permit which will delay going out to bid for
131 construction. There is a Right of Way process where a couple of permanent easements
132 must be acquired but wetland permits are necessary from both the town of Boxford and
133 Georgetown. The second section, which is the southern portion from Georgetown Road
134 south to Depot Road is also in design, but lagging. Boxford received a MA Trail's grant
135 last year of \$173,000 and a \$60,000 match funding through the CPA, a total of
136 \$223,000 which was to complete the 25% design of this segment of the rail trail
137 including a 600 ft. boardwalk that spans the wetlands around Kelsey Road. The grant is
138 now closed as we spent through the \$173,000. We hope to be at the 25% level by the
139 end of this calendar year. Further, MA DOT requires 10% design. Our design was
140 reviewed by MA DOT. Our 25% design sketches are complete but we don't have
141 approvals as yet due to additional processes required. A Public Hearing will be held
142 somewhere between now and the end of this calendar year.
143

144 Kelsey Road residents and abutters are concerned about traffic and safety and a group
145 of five of them recently met with the Town Administrator, Police Chief Riter and
146 Superintendent Olbrot who provided information about the projects and traffic
147 remediation options. The blind corner where the Rail Trail crosses Kelsey Road is an
148 issue as is the fact that the road is used as a cut through from Route 97 to Ipswich
149 Road as shown on GPS navigation. Pond Street, which runs parallel, was actually
150 designed and intended for this type of traffic. They discussed options for reducing the
151 curve by splitting the difference of the two blind corners. Traffic calming options
152 including placing No Left Turn signs citing rush hour time limitations were discussed.
153 Studies show that 45% of traffic from Ipswich Road occurs during commuting times from
154 6AM to 9AM and 40% between 3PM to 6PM. Select Board member Chow-Menzer
155 asked if the Town will be seeking any comments from commuters and was told that it is
156 a possibility and that the Board could also seek residents' comments as well. When the
157 plan is ready, the Town Administrator suggests a hearing be held.
158 Select Board member Perkins requested that these changes come before the Select
159 Board to keep them apprised of the situation.
160

161 **10 Elm Community Committee Update:** Christine Dean, Chair of the 10 Elm
162 Community Committee, will attend the August 7th Select Board meeting to discuss the
163 Committee's recommendations on how to coordinate community programs and events
164 at 10 Elm, in addition to the offerings by the COA. In the meantime, the Committee will
165 be providing a document that outlines their recommendations, including potential budget
166 costs and staffing.

167 **ARBA Committee Update:** The ARBA Committee will be meeting Wednesday, July 12
168 at 6pm. They will be reviewing a draft final report by the consultant Studio Luz. The
169 final report will include recommended future uses for 188 Washington Street and 4
170 Middleton Rd, as well as next steps. The recommendations will be based on site visits,
171 community engagement, and a market study. A report of the public input and the
172 market study prepared by RKG Associates are both posted on the project
173 website, boxfordma.gov/villagecenters. Recommendations for ownership model will also

174 be included in the report. One final public presentation by Studio Luz will be scheduled
175 to take place within the next month or so.

176
177 **Park Program Update**

178 We are now in the third week of the Boxford's Park Program, which is hosted at the
179 Spofford School, and appears to be successful thus far. Newly purchased MyRec
180 software is being used efficiently for online registrations and payments, and as a
181 database of attendees and other required information for the program. It can serve other
182 Town needs such as reserving Lincoln Hall, and/or the room at The Center at 10 Elm.

183 **Town Aggregation Plan, Boxford Community Electricity:** The plan continues to be
184 stalled at the Department of Public Utility (DPU). It has been nearly 280 days since the
185 town submitted the plan for DPU approval, and there is no indication of when the
186 agency will be ruling on it. Boxford is one of several communities waiting for their
187 municipal aggregation plans to be approved by DPW, some have been waiting for over
188 1,000 days. Our consultant Good Energy recommends that the town submit a letter to
189 the newly-seated DPU Commissioners urging them to take action. Good Energy has
190 prepared that letter and it is included in the agenda packet for July 10th. The Town
191 Administrator recommends that the Board vote to authorize the Chair to sign this letter
192 and send to DPU.

193 On a **MOTION** made by **Costello**, second by **Stickney**, the Select Board
194 **VOTED** unanimously by roll call vote to authorize Select Board Chair Jessel to
195 send a letter as presented to Mark Marini of the DPU to expedite this matter.

196 **Revised Proposal under MCP for 27 Main Street:** The Select Board discussed a
197 contract and scope of work for the firm of Weston & Sampson Engineers, Inc., to
198 conduct required additional site assessment and preparation of a closure report (known
199 as Permanent Solution Statement) under the Massachusetts Contingency Plan (MCP,
200 310 CMR 40.000) for 27 Main Street. During the purchase of 27 Main St, Weston &
201 Sampson conducted Phase 1 and 2 Environmental Assessments, and the
202 accompanying site investigations included soil samples showing elevated levels of
203 arsenic that exceeded the MassDEP threshold of 20 mg/ kg. This was not surprising,
204 as there were similar results in the environmental assessment for the Cole School
205 adjacent to this property. Weston & Sampson's work will satisfy MassDEP's
206 requirement to "close" the site. Based on the existing tests and Weston & Sampson's
207 experience working in the area, it is not expected that MassDEP will require any
208 additional remediation, such as site usage restrictions, soil removal, or fencing, although
209 that won't be determined until the additional tests are completed. The contract is for
210 Weston & Sampson to complete Task 1 through 3 in the scope, which totals
211 \$22,200. The Town was able to work with the Merrimack Valley Planning Commission
212 to have this work funded through the EPA Brownfields Program. If there is additional
213 work required, as identified in Weston & Sampson's scope, that will also be funded
214 through the Brownfields Program. The cost for demolition of the house on 27 Main
215 Street this past winter, including asbestos abatement, of \$59,500, was also covered by
216 the MVPC through the Brownfields Program. The Town Administrator recommended

217 that the Board vote for the Chair to execute the contract so Weston & Sampson can get
218 started on this required work. Select Board member Costello suggested that the Town
219 Engineer be involved in any future plans.

220 On a **MOTION** made by **Perkins**, second by **Costello**, the Select Board
221 **VOTED** unanimously by roll call vote to execute the contract of Weston &
222 Sampson Engineers, Inc. who will conduct required additional site assessment
223 and preparation of a closure report (known Permanent Solution Statement)
224 under the Massachusetts Contingency Plan (MCP, 310 CMR 40.000) for 27
225 Main Street.

226 **Select Board Goals for Fiscal Year 2024:** There are five categories of goals and
227 priorities for the Select Board and the Town Administration to undertake collectively for
228 FY'24. They are as follows: Communication, Finance, HR Personnel, Government/
229 Services and those of a general nature. Select Board member Perkins will review the
230 goals online. Select Board member Stickney suggested that a Town events calendar be
231 added to the Town website's main page, in addition to the existing meeting calendar, to
232 apprise residents of Town happenings. The Board thought this was a good idea. Select
233 Board member Costello reported that he had seen a two-page Boxford-Topsfield
234 newspaper hanging in a Topsfield coffee shop. The publisher is unknown and it did not
235 include any current events. The Select Board agreed that the goals for FY'24 are very
236 comprehensive.

237
238 Under the topic of Communication highlights discussed included that a website upgrade
239 is a high priority for this year. A community survey will be used for outreach to see what
240 people would like to see on the Town's website. Also of note is the desire to continue
241 the coordination between Boards and Committees with roundtable meetings scheduled
242 for September and January. Sending press releases to local newspapers and adding
243 newsworthy items to the Town's Facebook page also fall into this category.

244
245 Under the topic of Finance, goals cited include building upon new ways to handle
246 finance vs. Town accounting. Part of that is working towards achieving a GFOA
247 (Government Finance Officers Association) award, which is a distinguished budget
248 presentation award that will add more communication and transparency to the budget
249 process. Also, the reviewing of revenue streams is on slate. To potentially reduce the
250 tax burden on residents, we will look to determine whether a modest adjustment is
251 necessary to the Town's fee schedule and if they are in line with those of other towns.
252 We will also work with the Waste Stream Task Force on a long-term collection program
253 to preserve or enhance the "Pay-As-You-Throw" component of the existing program
254 which is a revenue source for the Town.

255
256 HR Personnel goals mentioned focus on the implementation of items from the HR Audit
257 which is being used as a tool to professionalize HR components, and also on providing
258 a series of trainings for department heads and all staff.
259

260 Government and Services goals include using technology as a solution to upgrade and
261 streamline Town processes and efficiency such as MyRec software which was
262 previously discussed. Regionalization is also being looked at. This will be the first year
263 of the ACO Inspector Program which will be closely monitored. As a sneak preview,
264 when long term experienced employees retire, there are four options available for
265 successful succession plans: 1) steady the course 2) regionalize where we host a
266 regional effort 3) regionalize where another town hosts 4) use the Northshore Dispatch
267 Center (a free service). Long term planning is also required for the Communications and
268 Dispatch Department.

269
270 Future Project goals, many of which have already been discussed, include coming up
271 with a strategy and solution to self-service issues, The 10 Elm Community Committee,
272 Municipal Aggregation, Boxford Rail Trail, reuse of 4 Middleton Road/188 Washington
273 Street. Andrews Farms will be discussed in Executive session and the Verizon and
274 Comcast contract discussions will be underway shortly. There are also the matters of a
275 Field Management contract for the Boxford Athletic Association and the designer
276 selection for the new DPW facility, as well as the Waste and Stream project. These are
277 all central projects to the Select Board as far as procurements and coordination is
278 concerned.

279 Select Board chair remarked that this list of goals looks great and is quite ambitious.

280
281 Select Board member Chow-Menzer asked about what the cable contracts cover and
282 how they are split up. She was told that there are two separate contracts, one for
283 Verizon and one for Comcast which expire separately and the agreements vary slightly.
284 Select Board member Costello inquired as to the feasibility of the Town doing their own
285 trash collection, and asked that a study be conducted. Select Board member Chow-
286 Menzer inquired as to which site(s) could be used for trash disposal and what the cost
287 of the study might be. Select Board member Perkins asked if any other towns presently
288 collect their own trash. The Town Administrator stated that the Select Board should rely
289 on support @ MA DEP for help in answering these questions.

290

291 **7:45 PM Routines**

292 **Appointments:** The Board reviewed two lists; the Appointments and Reappointments
293 of Updated Boards and Committees as well as various Town Officers.

294 New Appointment: ADA Coordinator Peter Delaney for three years, expiring 6/30/27.

295 On a **MOTION** made by **Perkins**, second by **Stickney**, the Select Board **VOTED**
296 unanimously by roll call vote to approve the appointment of Peter Delaney as
297 ADA Coordinator for a term of three years with expiration on 6/30/27.

298 Reappointments Boards and Committees. There are two members of the Border to
299 Boston Trail Committee: Mark Phelan and Al Nierenberg, both expiring on 6/30/24. Two
300 for reappointment to the Center at 10 Elm Community Committee, Christine Dean and
301 Elizabeth Murphy with expiration on 6/30/24. Greg Kokorda for reappointment to the
302 Conservation Committee expiring 6/30/26 and Joan Gordon for reappointment to the
303 Masconomet Scholarship Committee with expiration on 6/30/24.

304 On a **MOTION** made by **Perkins**, second by **Costello**, the Select Board **VOTED**
305 unanimously by roll call vote to approve the list of reappointments as shown
306 including the late addition of Elizabeth Murphy with the same expiration.

307 Select Board Chair Jessel commented that she is happy to see these members
308 being reappointed and to have Elizabeth join the 10 Elm Committee.

309 **Approval of Minutes, June 26,2023:** The Select Board reviewed the Minutes of the
310 6/26/23 meeting with the Minutes Recorder and edits as requested will be forthcoming.
311

312 On a **MOTION** made by **Stickney**, second by **Costello**, the Select Board
313 **VOTED** unanimously by roll call vote to approve the Minutes of 6/26/23 as
314 amended.

315
316 **7:55 PM Order to Maintain Water Supply to Prevent Public Health Emergency**
317 Greg Corbo, Town Counsel, drafted an order issued to Andrews Farm Water Company,
318 Inc., 36 Andrews Farm Road, to continuously and without interruption maintain the
319 public water supply serving approximately 53 single-family residential dwellings in the
320 Town of Boxford, within a community known as “Andrews Farm”, and to also prohibit the
321 Company from terminating said water service to any or all residences unless and until
322 an alternative water supply is brought on line.

323 In accordance with M.G.L. Chapter 139, §3, and Chapter 111, §122 and 123, a draft of
324 an order was issued by the Boxford Select Board to the Andrews Farm Water Company
325 to continuously and without interruption maintain the public water supply serving
326 approximately 53 households in the Andrews Farm neighborhood, and to prohibit the
327 Company from terminating the water service. This is in response to the
328 correspondence from the Andrews Farm Water Company on June 6, 2023 that
329 indicated that the company intended to discontinue operations on July 25, 2023. The
330 order also states that the Town will take necessary actions to prevent such a public
331 health emergency and require the company to fulfill its legal obligations.
332 Select Board Chair remarked that this order is consistent with what the Board expected.
333

334 On a **MOTION** made by **Stickney**, second by **Costello**, the Select Board
335 **VOTED** unanimously by roll call vote to execute the order as presented.

336 Attorney Corbo suggested adding a line to the end of the order informing Andrews Farms
337 that they have the right to request a meeting if they want to be heard on the issue of
338 appealing or challenging the order.

339 Select Board Chair Jessel thanked Attorney Corbo for his rapid response.

340 **8:10 PM Any other business to come before the Board**

341 Select Board member Stickney announced that there will be a Karaoke afternoon
342 including mocktails, on Tuesday, July 25th from 2-4PM, at the Council on Aging. Call
343 COA to sign up.

344 Select Board member Perkins commented that Comcast has not had any audio for the
345 last few Select Board meetings and wanted to know if that problem had been corrected.
346 The Town Administrator will look into this further. Select Board member Stickney
347 reported that it has now been corrected.

348 Select Board member Costello has received photographs of unwanted household items
349 that have been placed on the traffic island in Howe Village on Route 97. The unsightly
350 items are being discarded on town property within this antique village which is
351 prohibited. He asked how best to address this issue and suggested that placing signage
352 stating that it is prohibited along with a fine might be a good resolution.

353 **Engine 4 Purchase**

354 Chief Geiger signed the paperwork to order Engine 4 the morning after the Board voted
355 to appropriate an additional \$130,00 of Federal ARPA funds for the purchase on June
356 26th. The final price for the new Engine 4, including the trade-in value of the existing
357 Engine 4, was \$770,611. The specifications include a Cummins L9 engine. There's a
358 chance that the L9 may no longer be available. If that's the case, there's \$60,000 left of
359 the ARPA funds to cover the estimated additional costs for the next engine model. Chief
360 Geiger and Captain Brown will be visiting the [HME factory](#) in Wyoming, MI next week to
361 inspect the new Engine 1 which we expect to be delivered in the fall.

362 363 **8:15 PM Executive Session** 364

365 On a **MOTION** made by **Jessel**, second by **Stickney**, the Select Board VOTED
366 unanimously by roll call vote to go into Executive Session for the purpose of
367 discussing the matter of potential litigation with respect to the Andrews Farms
368 water supply issue, and declared that an Executive Session is necessary
369 since an open public discussion may have a detrimental effect on the
370 negotiating, bargaining or litigating position of the Board of Selectmen,
371 and upon completion of the Executive Session to return to open session
372 and immediately adjourn without conducting any further business.

373 374 **Adjourn After Executive Session** 375

376 Respectfully submitted,
377 *Donna M Grieco*
378 Minutes Recorder
379

380 **Next Meeting – August 7, 2023**

381

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

- 384
385 1. Agenda
386
387 2. Documentation: Conservation Restriction, Elmlea-Haynes Property
388
389 3. Supporting documents for: One Day Alcohol License for Cellar Door
390
391 4. Sign Application: West Boxford Improvement Society's Summerfest
392
393 5. Supporting Documents for: One Day Alcohol License 188 Washington
394 Street.
395
396 6. Deed Acceptance: Dorman Property, Herrick Road
397
398 7. Communication from Boxford Select Board Chair Jessel to Secretary
399 Marini, Department of Public Utilities, Re: Review and Approval of Boxford
400 Community Electricity (D.P.U 22-128), July 10, 2023.
401
402 8. Communication from Weston & Sampson Engineers, Inc. to Boxford Town
403 Administrator, Re: Revised Proposal for Additional Site Assessment and
404 Site Closure under MCP, including Scope of Service and Contract, 27
405 Main Street, Boxford, July 22, 2023.
406
407 9. Communication from Boxford Building Inspector to Boxford Select Board,
408 Re: Inspectional Permit Issues for the month of June 2023, July 5,2023.
409
410 10. Communication from Boxford Town Administrator to Select Board, Re:
411 Select Board and Town Administrator Fiscal Year 2024 Priorities and
412 Goals, July 7, 2023.
413
414 11. Town Administrator's Report, July 10, 2023.
415
416 12. Building Inspector's Monthly Report of Town Permits.
417
418 13. New Appointments List.
419
420 14. Re-Appointments List.
421
422 15. Minutes from Select Board Meeting of 6/26/23.
423
424 16. Draft Order to Maintain Water Supply to Prevent Public Health
425 Emergency.

Executive Session Motion

I move that the Select Board enter into executive session:

- To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements; Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- 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 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.