



BOXFORD SELECT BOARD

Monday, September 11, 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 Roundtable Discussion with Board and Committee Chairs

- Update from Boards and Committees

7:40 PM Meeting with Boxford Board of Health

- Consider candidate to appoint to Board of Health, Dr. James Taggart
- Consider lifting of hiring freeze, Administrative Assistant, Health Department
- Any other business to come before the Board of Health and the Select Board not anticipated at the time of this posting.

7:55 PM Meeting with Resident Ashley Waxman

- Request for municipal ambulance transport

8:05 PM Report of the Town Administrator

- Consider Application for Alcohol Sale Permit on Private Property, Apple Festival/ Boxford Historical Society, September 16, 2023
- Consider Application for Alcohol Sale Permit on Private Property, Boxtoberfest/ Boxford Community Kitchen October 8, 2023
- Tour de Greenbelt Annual Road Cycling Event and Sign Request, September 16, 2023
- Consider approval of temporary signs for Wildcat 5K event
- Appointment of Board of Trustees for Small Repair Grant Program
- DPW Phase 1 Schematic Design Update and temporary appointments to Permanent Building Committee
- Ratification of AFSCME Town Hall/ Library Employees Collective Bargaining Agreement

- Waste Stream Task Force Update
- Update on Town's application for Municipal ADA Improvement Grant
- ARBA Committee update
- Housing Production Plan Update
- Any other business to come before the Town Administrator and the Board not anticipated at the time of this posting.

8:40 PM Routines

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

8:45 PM Any other business to come before the Board

Adjourn

Next Meeting – September 25, 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.

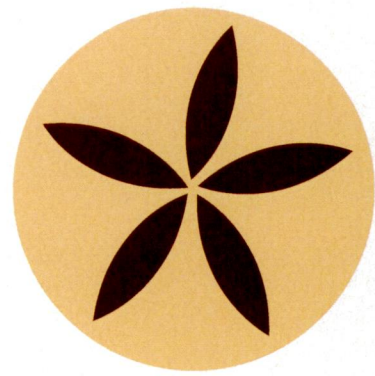
Members please be aware that, if at least one member attends the meeting remotely, all votes must be roll call votes.

NOTICE

SUSPENSION OF ONLINE/MAIL ORDER TRASH STICKER SALES AS OF SEPTEMBER 5

By order of the Board of Health, beginning on September 5th, there will be no online or mail order trash sticker sales.

All stickers will be available for purchase at the Boxford Town Library, Boxford Community Store, West Village Provisions and Nason's. Trash stickers are \$4.00 per sticker.



2023

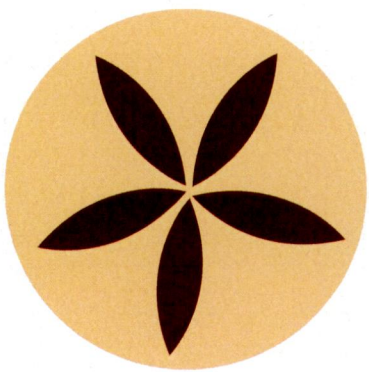
Boxford

Apple

Festival

**Saturday
September 16**

10:00 AM - 3:00 PM
RAIN DATE:
Sunday, Sept. 17



BBQ

On the Lawn at the COA!

RESERVATIONS
REQUIRED



Wednesday, September 13 & 27

No walk-ins! Reservations accepted until 9am the day before the BBQ. Cost is \$5 per person.

THE COA VAN IS AVAILABLE FOR ANY BOXFORD SENIOR WHO WISHES TO TAKE ADVANTAGE OF THIS SERVICE

Town of Boxford

Village Centers

Project Presentation & Next Steps

We are Studio Luz Architects and we are working with the Town of Boxford and MassDevelopment to create a new vision for two surplus properties located at 4 Middleton Road and 188 Washington Street that will benefit the surrounding Boxford community.

These new visions for 4 Middleton Road and 188 Washington Street are based on community input, market analysis, and the programmatic needs of the town, defining the future programming and connecting the vision to the Boxford Town Facility master plan.

Studio Luz will be presenting a final report with recommended uses for 188 Washington and 4 Middleton Rd with next step recommendations at a public meeting.

Please join us at our final project presentation!

09/13

In-Person

Project Presentation

7:00 pm-8:00 pm

Meeting Room 1, Town Hall

Boxford, MA

<https://www.town.boxford.ma.us/VillageCenters>

Scan here for
more information



Town of
Boxford
Massachusetts



MassDevelopment

**STU
DIO
LUZ**

ARCHITECTS



FLU and COVID Vaccination Clinic

Conley's Drug Store will be at the Boxford COA (4 Middleton Road) on Wednesday, September 27th from 1:00pm - 2:30pm to administer Flu and Covid vaccines.

Please make an appointment online to reserve your spot

<https://form.jotform.com/232214680796158>

For seniors who do not have access to a computer call the COA at 978-887-3591 and we will be happy to assist you!

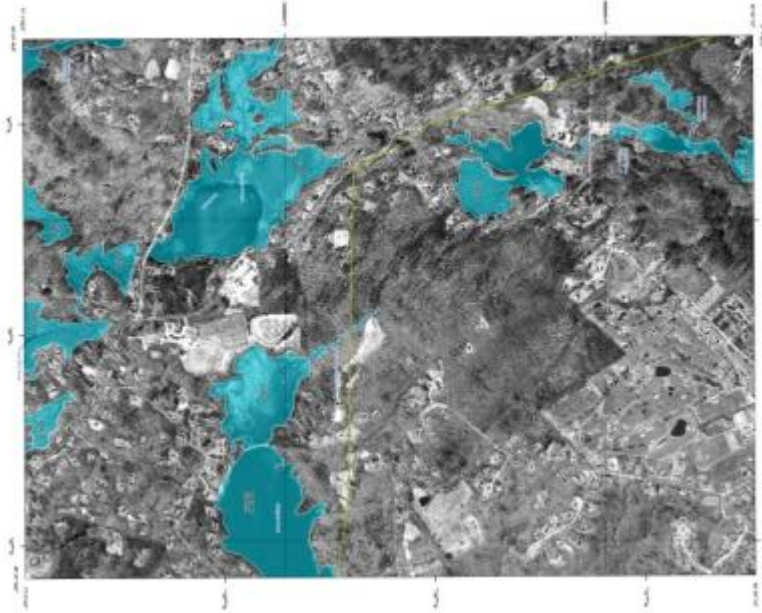
For this Vaccine Clinic

Please have your Medical Card, Medicare Card and Supplemental Card available.

Vaccines available for all ages.



Preliminary Flood Maps Available for Review



Please be advised that the Department of Homeland Security's Federal Emergency Management Agency (FEMA) has published preliminary revised Flood Insurance Rate Maps (FIRMs) and a Flood Insurance Study (FIS) report for Boxford. The FIRM and FIS documents are often used to determine what regulations may apply to a particular piece of property, whether the property is in a flood hazard area, and whether flood insurance is required. The FIRM and FIS documents, and related notices, can be found on the Town of Boxford website: town.boxford.ma.us/flood-maps.

An appeal period relating to the preliminary FIRM and FIS documents will expire on or about October 30, 2023. Persons wishing to appeal the preliminary FIRM or FIS documents should contact Ross Povenmire (rpovenmire@town.boxford.ma.us) with scientific or technical data indicating that the preliminary FIRM or FIS documents are incorrect.



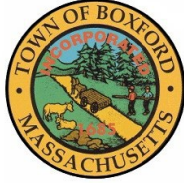
Town of Boxford Trash and Recycling Survey

The Town of Boxford's existing contract with Waste Management expires at the end of June, 2024. As the Town plans for the future of curbside trash and recycling collection in Boxford, it is exploring the option of switching to "automated collection".

Town officials want to hear from you about this important decision! This brief survey focuses on Boxford residents' current trash and recycling habits, as well as your input on the size of potential new, standardized trash and recycling containers and the frequency of collection under a new automated collection program.

The survey is available on the front page of the Town's website at www.boxfordma.gov, or through the following link: www.boxfordma.gov/trash-and-recycling-survey

The survey is also available in hard copy at selected locations, including the Town Library, Town Hall offices, Council on Aging, and Police Station.



TOWN OF BOXFORD

Office of the Select Board

7A Spofford Road
Boxford, MA 01921

DATE: Tuesday, August 15, 2023
TO: Board and Committee Chairs
FROM: Barbara Jessel, Chair, Select Board
RE: **September 11th Select Board Meeting Roundtable**

I would like to invite you all to the Boxford Select Board meeting on Monday, September 11th, for a roundtable discussion. This would be an opportunity for the chairs of the Town's Boards and Committees to briefly provide an update on what you're working on in Fiscal Year 2024, including whether your board plans on pursuing Warrant Articles at the May 2024 Town Meeting. There will be an hour allocated on the Select Board agenda for the roundtable, so it will be brief updates.

Many of the Town-wide goal submissions by boards and committees last Fall identified the need to improve communication and coordination in town government. We hope to have these roundtable discussions periodically as a way for all of us to check in and learn about what's going on in Town, and to better coordinate our efforts.

The meeting will be hybrid – you can attend in person at Town Hall or use the Zoom link, once the agenda is posted. If you are unable to make September 11th, please make arrangements to have your vice chairs attend.

Thanks, and enjoy the rest of summer!

James P Taggart MD
40 Janes rd.
Boxford MA, 01921
Taggartplace@yahoo.com
(978) 621 8263

OBJECTIVE: Appointment to Boxford Board of Health

EDUCATION: SUNY Stony Brook, 1986
Bachelor of Science Biology
Cum Laude, Phi Beta Kappa

SUNY Downstate, 1990
Doctor of Medicine
Cum Laude

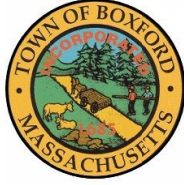
UMass Medical Center, 1993
Residency in Emergency Medicine
Board Certified, 1994

Educator's License
Commonwealth of Massachusetts
Biology 8-12
Academic Preliminary
Certificate # 408921

OTHER
EXPERIENCES
ABILITIES:

Sports coaching
Senior Babe Ruth Baseball coach and League Director
Cape Ann Warriors Indoor football coach

Tournament chess player
Member Newburyport chess club
40 years of experience



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

DATE: Friday, September 8, 2023
TO: Select Board
FROM: Matt Coogan, Town Administrator
RE: Request to lift hiring freeze, Health Department Administrative Assistant

Health Director Kendell Longo has requested the Select Board vote to lift the hiring freeze in order to fill the open Administrative Assistant position in her department. The opening is due to the Kristin Kwiatek's recent resignation as the Administrative Assistant for the Health Department. Kristin had been in the position since 2015.

The Town of Boxford has an ongoing hiring freeze for filling recently-vacated or open positions. The hiring freeze is an opportunity for the Select Board to review current staffing needs, operational needs, and budgetary constraints. The following is a summary of the recent actions taken by the Town regarding the Administrative Assistant position and general staffing in the Health Department.

The Board of Health Administrative Assistant had been a 24 hours per week position Monday through Thursday, 8am to 2pm. On September 13, 2021, upon recommendation of the Board of Health, the Select Board voted to expend \$12,500 of the Town's American Rescue Act (ARPA) funds to increase the hours for the position to 34 hours per week (full time). The justification to increase the hours at that time was the Board of Health's ongoing response to the COVID-19 pandemic which included the processing of a new, touch-free system that allowed residents purchase trash stickers online and receive them by mail.

In November 2021, the Select Board entered into an Intermunicipal Agreement with the Towns of Topsfield and Middleton for the Essex County Tri-Town Shared Health Initiative. This initiative provides long-term grant funding through the state's Public Health Excellence Grant that is being used to fund a public health nurse and public health inspector position that are shared among the Tri-Towns. The program has allowed the Tri-Towns to continue working with our COVID-19 public health nurse, Julia Lobel, and increases capacity for the Boards of Health for inspectional services. The initiative is administered by Topsfield (nurse) and Middleton (inspector).

In March of 2022, the Select Board voted to fund the Administrative Assistant position in the Health Department within the Town's FY23 operating budget at 34 hours per week. The decision was based on conversations with the Chair and Vice Chair of the Board of Health, as well as information provided by the Board of Health regarding the allocation of staff time, which is included with this memo. The position was funded full time at 34 hours per week in the FY24 operating budget.

The Town is in the process of developing a plan for the future of trash and recycling collection in Boxford, which will most likely eliminate the need to sell trash stickers. The Board of Health voted to pursue a 5-year contract automated collection service through Waste Management on January 4, 2023 that would have eliminated the need for trash stickers, but ultimately the Town signed a 1-year contract with Waste Management for FY24 with no changes to trash collection. On July 24, 2023, the Waste Stream Task Force unanimously recommended that the Town go to bid for a new 5-year trash contract with automated collection service to start July 1, 2024. For automated collection, residents would be provided standardized trash and recycling bins. The size of these bins, how to handle overflow, and whether there will be an annual usage fee is still being reviewed by the Task Force, but the trash sticker program cannot be used with automated collection.

On September 5, 2023, the Boxford Board of Health voted to suspend online or mail order trash sticker sales. Stickers continue to be available for purchase at the Boxford Town Library, Boxford Community Store, West Village Provisions, and Nason's.

As far as current staffing needs throughout the Town, the Town's 14 departments allocate staff for administrative and clerical tasks in various ways. Five departments have part-time administrative staff members, including the Town Clerk, Town Accountant, Public Works, Police, and the Council on Aging. Four departments have hybrid, full time staff positions that include administrative functions, including the Select Board, Assessor, Treasurer/ Collector, and Library. There are currently 2 departments with full time administrative staff: Building and Health. Three departments have no administrative staff, including Fire, Communications, and Land Use. Land Use in particular is responsible for staffing and supporting the Conservation Commission, Planning Board, and Community Preservation Committee, as well as several other ad hoc communities. Land Use Director Ross Povenmire is the sole staff member in our Land Use department.

Kendell Longo: Estimated Hours/Week by Task

Task(s)	~Hours/week
<u>Out of Office</u> Field Work Meetings	 (10-15) (10-15)
<u>In Office</u> Plan Review Phone calls/Teleconferencing Window service Misc. office work	 (10-14)
Total Hours	(34 –40)

Field Work includes septic inspections, soil testing, housing or neighbor complaints, wellness checks for the elderly, trash complaints, food inspections, food review for new businesses

Meetings include documents prep, in person w Tri Town Health agents, Chair of the region 3A coalition for over three years.

No week schedule is the same, all tasks vary...nights and weekends of email responses

Kristin, Kwiatek: Estimated Hours/Week by Task

Task(s)	~Hours/week
<u>Out of Office</u>	
Errands	1-2
Meetings	1-2
<u>In Office</u>	
Phone calls/Teleconferencing	3-5
Window service (Tick-Tubes, Test Kits)	3-5
Trash/Recycling issues; Recycling Committee work	4-7
Sticker sales: mail, in-person sales, online	3-4
Plan requests, copying, Email	3-4
BOH meetings: preparation, attendance, notes	4-5
Back-up coverage, Inspectional Services	0.5-1
Misc. office work	3-4
New software?	Projected hours: 2
Total Hours	(24 –36)

Field Work includes trips to post office - Health Board mailings/flyers for trash/recycling

Meetings include – Quarterly All staff, Discrimination and Cyber Security Training

From: [Ashley Waxman](#)
To: [Matt Coogan](#)
Subject: Request
Date: Monday, August 7, 2023 8:31:27 PM

External Sender

Hello Matt,

On behalf of a group of individuals in town working to get an ambulance in Boxford, we are requesting to be on the agenda at the September 11th Selectman's Meeting. If I did not put this request in properly, please advise.

In addition, I look forward to hearing back from you regarding the response times over the last year.

Thank you,
Ashley Waxman
Sent from my iPhone

ALCOHOL SALE PERMIT ON PRIVATE PROPERTY

Date Approved: _____

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

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

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

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

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

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

Boxford Historical Society Elm St. Boxford, MA

Building where event will be held

Boxford Apple Fest

Type of function to be held

September 16, 2023

Date of event

10am to 3pm

Time of event

Peter Sennott

Individual in charge of event

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

Craig Penno

Person making application

08/21/2023

Date

General Partner, Forrest Hill Brewing Company, LLC d/b/a Mill 77 Brewing

Title

-Do Not Write Below This Line-

Action of Board of Selectmen

___ Application granted _____ Date

Fee Collected: _____

Insurance Certificate Received () Yes () No

TIPS Server Verified () Yes () No

___ Application denied _____ Date

Authorized representative of Board of Selectmen

Date



TIPS On-Premise

CERTIFIED

Issued: 2/12/2023

Expires: 2/11/2026

ID #: 27711477

Craig Penno

17 Kenmar Dr

Billerica MA 1821



eTIPS On Premise 3.1

CERTIFIED

Issued: 6/21/2022

Expires: 6/21/2025

ID#: 5747777

Alexander A Bisono

Mill 77 Brewing

77 Elm St

Amesbury, MA 01913-2503

For service visit us online at www.gettips.com

New Hampshire DRIVER LICENSE





4b EXPIRATION DATE **01/21/2028** 4d CREDENTIAL IDENTIFIER **NHL16059969**

1 FAMILY NAME **FLYNN**

2 GIVEN NAMES **JESSICA LEIGH**

8 5 SMITH CORNER RD
PLAISTOW, NH 03865

15 SEX 16 HGT 17 WGT 18 EYES 19 HAIR
F 5'-02" 184 lb GRY BLN

4a ISSUE DATE **01/18/2023** 3 DATE OF BIRTH **01/21/1984**

9 CLASS **D**

12 RESTRICTIONS **NONE** 9a ENDORSEMENTS **NONE**

Jess Flynn

0263035

card. Carry it with you as proof of your TIPS certification.

ID #: 27178032 Name: Jessica Flynn
Exam Date: 11/29/2022 Expiration Date: 11/28/2025

TIPS® TIPS On-Premise **CERTIFIED**

Issued: 11/29/2022 Expires: 11/28/2025
ID #: 27178032

Jessica Flynn
5 smith corner road
Plaistow NH 3865





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/22/2023

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

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

PRODUCER Insurance Solutions Corporation 116 Rockingham Rd Londonderry NH 03053	CONTACT NAME: Mark Hamel PHONE (A/C, No, Ext): (603)421-0021 E-MAIL ADDRESS: mhamel@isc-insurance.com	FAX (A/C, No): (603)421-0052
	INSURER(S) AFFORDING COVERAGE	
INSURED Forrest Hill Brewing CO, LLC DBA Mill 77 Brewing 77 ELM STREET AMESBURY MA 01913	INSURER A: Tri-State Insurance Company of Minnesot NAIC # 31003	
	INSURER B: Acadia Insurance 31325	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER: CL2382257376

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			ADV5516918-11	9/8/2023	9/8/2024	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WCA5559460-10 3A: MA	6/20/2023	9/8/2024	<input checked="" type="checkbox"/> PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$ 500,000
							E.L. DISEASE - EA EMPLOYEE	\$ 500,000
							E.L. DISEASE - POLICY LIMIT	\$ 500,000
A	Liquor Liability			ADV5516918-11	9/8/2023	9/8/2024	Occurrence	1,000,000
							Aggregate	2,000,000

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

Boxford Historical Society is an additional insured with respect to the general liability when required by written contract.

CERTIFICATE HOLDER

petersennott@gmail.com

Boxford Historical Society
 2 Topsfield Road
 Boxford, MA 01921

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Keith Maglia/QDANG

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ACORD 25 (2014/01)

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INS025 (201401)

**APPLICATION FOR THE ALCOHOL DISTRIBUTION PERMIT ON TOWN PROPERTY
BOARD OF SELECTMEN**

I hereby apply for a permit to distribute alcoholic beverages in a public building owned by the Town of Boxford.

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

On behalf of myself and my heirs, successors, and assigns, I hereby RELEASE, WAIVE, DISCHARGE, AND COVENANT NOT TO SUE the Town of Boxford and/or its employees, volunteers, officials, boards, agents and representatives from any and all liability, claims, demands, actions and causes of action whatsoever, whether known or unknown, both in law or in equity, which I have or may have had from the beginning of the world to the date of execution of this Application, arising out of or related to my use of Town property, including but not limited to any and all claims, demands, losses, costs, damages, liabilities and causes of action whatsoever arising out of or related to any loss, damage or injury, including death, that may be sustained by any person, or to any property.

I agree to INDEMNIFY, DEFEND AND HOLD HARMLESS the Town of Boxford, its agents, representatives, officers and employees, against any claims, demands, losses, costs, damages, liabilities and causes of action whatsoever by any person, including damages, costs and attorneys' fees, arising out of or related to my use of Town property, including but not limited to claims for injury or death to persons or loss or damage to any property occurring as a result of or in any way related to the disinterment.

The obligations of indemnification and release as stated herein shall survive expiration of the permit.

Boxford Community Kitchen
Building where event will be held

10/8/23 (rain date 10/22/23)
Date of event

Dave + Kara Merrill
Individual in charge of event

Boxtoberfest!
Type of function to be held

12 - 1pm
Time of event

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

Beth Donhauser
Person making application

8.9.23
Date

Essex County Brewing Co - event mgr
Title

-Do Not Write Below This Line-

Action of Board of Selectmen

_____ Application granted _____ Date

Fee Collected: _____

Insurance Certificate Received () Yes () No

TIPS Server Verified () Yes () No

_____ Application denied _____ Date

Authorized representative of Board of Selectmen

Date

I agree to indemnify, defend and hold harmless the Board of Selectmen, its agents, employees, officers and employees, whether or not negligent, from and against all damages, liabilities and costs of other whatsoever by any person, including attorneys' fees, costs and disbursements, arising out of or related to my use of the property, including but not limited to claims for injury or death to persons or damage to any property occurring as a result of or in any way related to the distribution.

The obligations of indemnification and release of the Board shall survive expiration of the permit.

[Faint signature]
[Faint text]
[Faint signature]
[Faint text]
[Faint signature]
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[Faint signature]
Type of function to be held
[Faint signature]
Time of event

Town of Boxford
Board of Selectmen
7A Spofford Road
Boxford, MA 01921

August 8, 2023



Dear Board of Selectmen,

Essex County Greenbelt is a local, non-profit land trust headquartered in Essex, MA. We are having our annual road cycling event on Saturday, September 16th, whose course will pass through your town. As with last year, we have been in touch with your Police Department to make them aware of the event. Please know that safety is our first priority.

The ride will begin in Essex at 9:00 am. The route map is enclosed (only the 50-mile road route passes through Boxford). We anticipate 150 to 200 bike riders, who will thin out fairly quickly after the initial start of the event.

Also enclosed is a Certificate of Insurance naming your town as additional insured to Greenbelt's policy for the day of the event.

Please let me know if there is anything else you require from Greenbelt, and we will be happy to comply. Thank you very much. Please don't hesitate to contact me with questions.

Sincerely,

A handwritten signature in black ink that reads "Jane Rumrill".

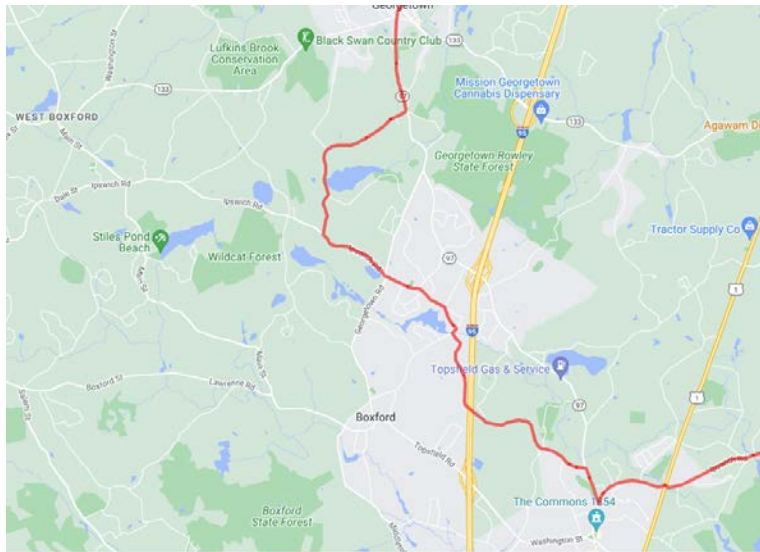
Jane Rumrill
Event & Outreach Manager
978-768-7241 x117
jane@ecga.org

encl.

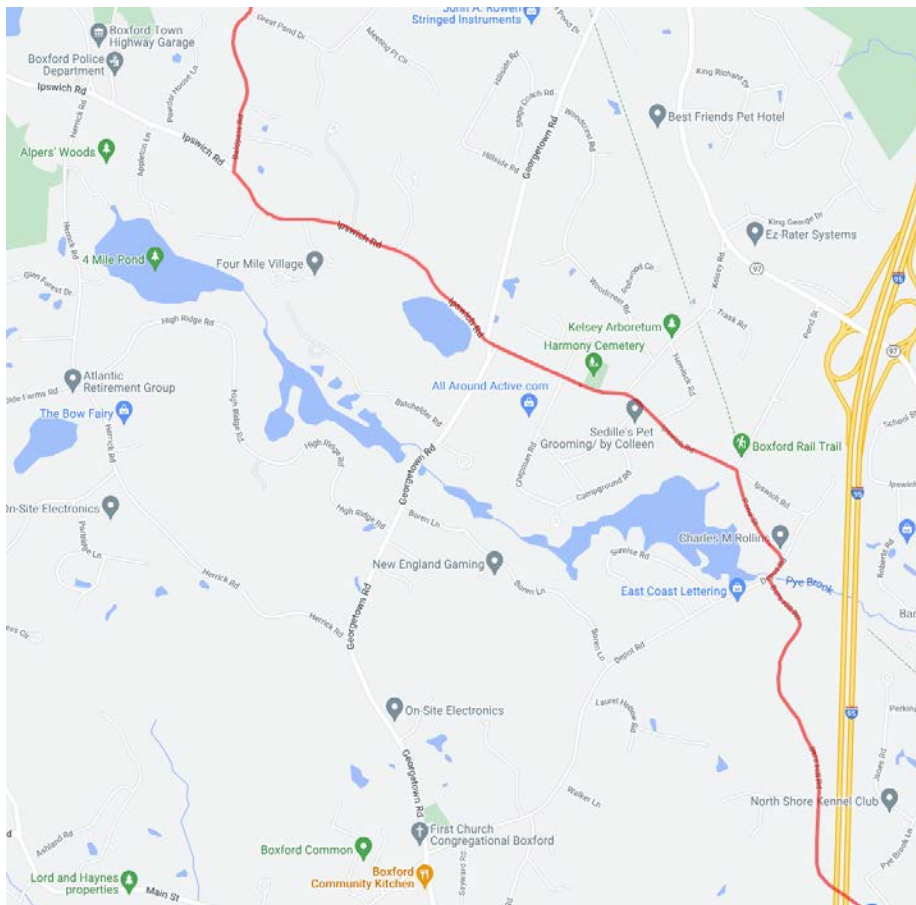
Conserving local farmland, wildlife habitat, and scenic landscapes since 1961.



Boxford route overview



Close up



Baldpate Rd., to Ipswich Rd., to Pond St., to Depot Rd., to Bare Hill Rd.

Tour de Greenbelt
50 Mile Route

0 mi	Depart Cox Reservation right on Eastern Ave Rt. 133
3.4 mi	Right Old Essex Rd
3.6 mi	Right Northgate Rd
4.3 mi	Left Argilla rd
5.9 mi	Right Payne Rd
6.0 mi	Left Poplar st
6.1 mi	Right County St
6.5 mi	Left East St Becomes High St
7.1 mi	Straight High St. Rt. 1A
14.4 mi	Left Newman Rd. WATER STOP
15.5 mi	Left Hay St
16.6 mi	Straight on Boston St
16.9 mi	Straight Cross Rt. 1 Use Caution here!
17.0 mi	Right Middle Rd
17.8 mi	Left Highfield Rd
18.6 mi	Left Scotland Rd
21.6 mi	Left Main St – becomes North Street
26.9 mi	Straight Central St- Right through Georgetown Intersection
27.5 mi	Right Nelson St
28.5 mi	Straight Baldpate Rd
39.5 mi	Left Ipswich Rd
31.1 mi	Right Pond St
31.2 mi	Right Depot Rd
31.3 mi	Left Bare Hill Rd
33.9 mi	Right Haverhill Rd Rt 97
34.3 mi	Left Ipswich Rd- Sharp left!
35.2 mi	Straight Cross Rt 1
36.4 mi	Right Asbury WATER STOP
39.3 mi	Left Highland
41.6 mi	Right Goodhue Street
42.1 mi	Right Waldingfield Rd
43.0 mi	Right County Rd /Rt 1A
43.4 mi	Left into NE Biolabs
44.1 mi	Right Fellows Rd
44.7 mi	Bear right to Candlewood Rd
44.8 mi	Left Chebacco which turns to Choate St
45.8 mi	Right Belcher St

47.1 mi	Right Story St
47.5 mi	Right Martin St
47.5 mi	Right Western Ave
47.6 mi	Left Apple St
48.9 mi	Left Southern Ave
49.8 mi	Right Eastern Ave
50.3 mi	Left into Cox Reservation



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/11/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

PRODUCER: Alliant Insurance Services, Inc.
CONTACT NAME: Edye Lewis
PHONE: (703) 397-0977
INSURER(S) AFFORDING COVERAGE: Pacific Indemnity Company, Federal Insurance Company

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSD, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Includes rows for Commercial General Liability, Automobile Liability, Umbrella Liability, and Workers Compensation.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Event Name: Tour de Greenbelt
Event Date: 9/16/2023
Town of Boxford is included as an additional Insured on the General Liability policy as required by written contract.

CERTIFICATE HOLDER: Town of Boxford
CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE signature.

From: [James Riter](#)
To: [Leanne Mihalchik](#)
Subject: Re: Tour de Greenbelt Sept. 16 request
Date: Thursday, August 10, 2023 11:44:50 AM

No issues

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

From: Leanne Mihalchik <LMihalchik@town.boxford.ma.us>
Sent: Tuesday, August 8, 2023 1:53:32 PM
To: James Riter <JRiter@town.boxford.ma.us>
Subject: FW: Tour de Greenbelt Sept. 16 request

Chief

Any issues w/ this ride?

Thanks!
Leanne

Leanne Mihalchik

Administrative Services Manager/HR Coordinator
Town of Boxford
7A Spofford Road
Boxford, MA 01921
Phone: 978-887-6000 x111
Fax: 978-887-0758
This email is subject to MGL c66s10, Public Records Law

From: Jane Rumrill <jane@ecga.org>
Sent: Tuesday, August 8, 2023 1:25 PM
To: Leanne Mihalchik <LMihalchik@town.boxford.ma.us>
Subject: Tour de Greenbelt Sept. 16 request

External Sender

Dear Leanne,

I'm reaching out about this year's Tour de Greenbelt cycling fundraiser, planned for Sat., Sept. 16th. I just submitted a sign request, but wanted to make sure there aren't any other applications that Boxford requires.

We expect about 100-150 riders on the route that passes through Boxford, spread out during the late morning. I'm attaching a route map, cue sheet and our COI naming Boxford as additional

insured..

Thank you for your help!

Best,

Jane Rumrill (she/her)

Events & Outreach Manager

978-768-7241, ext. 117

Greenbelt | Essex County's Land Trust

P.O. Box 1026

Essex, MA 01929

Office location: 82 Eastern Ave., Essex, MA

jane@ecga.org

www.ecga.org

[GOAT Sign Up](#)



From: [Malach, Suzanne](#)
To: [Matt Coogan](#)
Subject: Wildcat 5K Trail Run- October 7
Date: Tuesday, September 5, 2023 1:39:36 PM
Attachments: [Wildcat Header FB 2023.png](#)
[2023 Reg Form.pdf](#)
[LawnSign_TrailRun_2023.pdf](#)

External Sender

Hi Mr. Coogan,

I'm reaching out to you to apply for approval to post lawn signs as soon as possible for this year's Wildcat 5K Trail Run held on October 7.

The locations would be:

- the triangle in EAst Boxford
- Main and Middle by Cole
- Boxford Common
- Ipswich & Spofford
- Main & Ipswich Road
- Ipswich & Georgetown road
- Route 97
- Main & 133

Attached are copies of our flyer along with the Lawn Sign that is a typical size of 18x24 inches.

Thank you for your help! Please let me know if you have any questions.

Suzanne



--

Suzanne E. Malach, Community Outreach Director

DANVERS COMMUNITY YMCA: Serving Boxford, Danvers, Middleton & Topsfield

34 Pickering Street, Danvers, MA 01923

Phone: 978-774-2055 Fax: 978-750-4457

Cell: 978-265-9660

www.danversymca.org

WILDCAT 5K TRAIL

RUN • WALK • WAG

SAT, OCT 7

10am • 4a Stiles Pond



Reg. DanversYMCA.org

WILDCAT 5K TRAIL

RUN.WALK.WAG

\$ PRIZES FASTEST M/F • AGE GROUP AWARDS • FALL FOOD & RAFFLES!

F R E E
CIDER DONUTS,
SWEET TREATS
& RAFFLES
FOR ALL!



Hosted by
The Danvers YMCA

Get wild to give the gift of
camp to a local child in need
& support local trails!

& Wild Kitten Fun Run

Raffle for
Dog participants
too!



Race shirt &
Fall Treats for
all!

OCTOBER 7, 2023

10:00am Start, Reg Opens at 8:30

Chip Timing by 

100% of proceeds go back into the community and giving the gift of camp to a child in need.
Danvers Community YMCA- www.danversymca.org

WILDCAT 5K TRAIL RUN-WALK-WAG AT STILES POND October 7, 2023 - 10:00am start • Boxford, MA



TIME: 8:30 am Registration opens
10:00 am 5K Run starts, followed by walkers & waggors
11:00 am Awards Ceremony, Prizes, and Refreshments

Danvers YMCA
34 Pickering St.
Danvers, MA 01923

COST: 5K Run- \$30 single runner, \$50 for 2 same household, 5K Walk/Wag-\$25 pp, \$10 for youth, 10 and under Free. \$5 Pre-Reg Discount ends August 31, 2023.
race swag (paying participants only)

LOCATION: Danvers YMCA Stiles Pond Camp with run through Boxford's Wildcat Trail
4a Stiles Pond Rd., Boxford

POST-RACE FUN: Includes free fall treats, music, & fun for everyone and an amazing view!

PRIZES & AWARDS: \$ Cash prize for 1st Adult M/F Overall.



Age group prizes- 12 and under, 13-19, 20-29, 30-39, 40-49, 50-59, 60-69, 70+

**PAY BY CC Online,
mail check or call:
978-774-2055**



WAIVER OF LIABILITY: In consideration of the acceptance of my entry, I, for myself (and any person under my guardianship and/or supervision, my executors, administrators, heirs and assignees, do release, discharge, and hold harmless the Danvers Community YMCA and their respective officers, directors, volunteers, managers and sponsors and the Town of Boxford, from any and all claims, damages or causes whatsoever in any manner directly or indirectly arising out of or related to my participation in the Wildcat 5K Trail Run-Walk event. I give permission without compensation to use my photographs for purpose of promoting the event. I agree to abide by all the rules of participation and understand that the entry fee will not be refunded for any reason.

PLEASE PRINT CLEARLY (one form per participant):

- 5K Run 5K Walk Tail-Waggers (one dog only per adult, water will be on hand)
- Adult (18+) Youth (11-17) Child (10 and under)

Name _____ Age (race day) _____ Male Female

Address _____

City _____ State _____ Zip _____

Phone _____

Email _____

Runner's Signature _____

Legal Guardian's Signature _____

If under the age of 18.

Shirt Size (check preference:
___ S ___ M ___ L ___ XL
We will try to accommodate as best as possible if a shirt is being offered. Pre-reg only.

Mail and make check payable to: Danvers YMCA, Wildcat 5K, 34 Pickering St, Danvers, MA 01923
For more info. contact Suz Malach, Danvers YMCA, 978-774-2055, smalach@danversymca.org.

From: [Malach, Suzanne](#)
To: [Matt Coogan](#)
Cc: [Sara Lahaie](#); [Bob Was](#)
Subject: TBM Rotary Club Fall Foliage Road Race- October 15
Date: Tuesday, September 5, 2023 2:14:15 PM
Attachments: [RR Lawn Sign 2023.pdf](#)
[Fall Foliage Classic Poster 2023.pdf](#)

External Sender

Hi Matt,

Reaching out to you about another event for the Rotary Club that is held downtown in Topsfield each year and raises funds for all three of the Tri Town's Food Pantries. I'd like to submit to post lawn signs for this event from September 18-October 9.

Please find attached the lawn sign and race information.

Interested in the following locations:

- the triangle in East Boxford
- Main and Middle by Cole
- Boxford Common
- Ipswich & Spofford
- Main & Ipswich Road
- Ipswich & Georgetown road
- Route 97
- Main & 133

Thank you for your consideration and please let me know if you have any questions!

--

Suzanne E. Malach, Community Outreach Director

Member of the Topsfield-Boxford-Middleton Rotary Club

DANVERS COMMUNITY YMCA: Serving Boxford, Danvers, Middleton & Topsfield

34 Pickering Street, Danvers, MA 01923

Phone: 978-774-2055 Fax: 978-750-4457

Cell: 978-265-9660

www.danversymca.org

smalach@danversymca.org

FALL FOLIAGE Classic Road Race

OCTOBER 15 • 11:00

Proctor School, Topsfield

[Runsignup.com/fallfoliageclassic](https://runsignup.com/fallfoliageclassic)

5K

**5
miler**

**Kids
Fun
Run**

Rotary

TOPSFIELD-BOXFORD-MIDDLETON



42nd Annual Topsfield Fall Foliage Classic

Sunday, October 15, 2023

5
Miler

Hosted by the TBM Rotary Club
In support of Community Service and our
local food pantries.

5K

FOOD &
AWARDS

Rotary



Start Time: 11:00 AM

Day-of Registration opens at 9:30am

WHERE: Proctor School, 60 Main Street, Topsfield, MA

Professionally timed 5 mile & 5K Run-Walk

(There will be a fun run for kids)

REGISTER online or day of event:

[Runsignup.com/fallfoliageclassic](https://runsignup.com/fallfoliageclassic)

FEES:

\$25 Pre/\$30 Post for ages 13 and older

\$15 Pre/\$20 Post for 12 and under

PRIZES-FOOD-RAFFLES • Long Sleeved shirts guaranteed to reg by 9/15!

Supporting local **Food Pantries, The Community Giving Tree, as well as many local and international community service programs.**

Prize for Fastest M/W-- Awards to Age Group Winners!

Join us for this family friendly event hosted by
the Rotary Club of Topsfield, Boxford, and Middleton!



Questions about race or sponsorship opportunities email Sara @sarateak@yahoo.com

Much Gratitude to
last year's
sponsors:



INSTITUTION FOR SAVINGS

BUILDING STRONGER COMMUNITIES TOGETHER SINCE 1820.



Cunningham Engineering



Dr. Jolene Nagakura



**Memorandum of Agreement
Between
AFSCME State Council 93, Local 939, Boxford Clerical/ Library Employees
&
Town of Boxford**

July 1, 2023 – June 30, 2026

Upon ratification, the following are agreed upon changes or additions to the existing agreement with an expiration date of June 30, 2026:

1. Article I Persons Covered (page 1)

Update union membership and remove Assistant Treasurer Collector from list of union positions. Rename all positions titled Secretary to Administrative Assistant.

2. Article III Union Dues (page 4)

Revise first sentence in paragraph replacing “shall” with “may”.

3. Article VII Grievance Procedure (page 7)

Standardize language throughout contract and replace “working days” with “business days”. Business days are Monday through Friday, excluding weekends and holidays.

4. Article VIII Holidays

Add Juneteenth to the list of paid holidays.

A week is defined as the number of hours in an employee’s scheduled work week.

5. Article IX Vacations Section 3 (page 8)

Change vacation carry over from 40 hours to one week.

A week is defined as the number of hours in an employee’s scheduled work week.

6. Article XI “Sick Leave” Section 3 (page 11)

Add language:

Starting July 1, 2023, any member hired after January 1, 2010 would qualify for sick buy back policy in accordance with the Town’s Personnel By-law Section 23-6D:

After 25 years of consecutive service to the Town, the Town agrees to pay a lump sum payment amounting to 50% of up to 100 days of sick leave accrued and unused at the time of retirement. The Town shall be given a one-year written advance notice of the intent to retire.

7. Article XVI Section 1 Titles and Grades (page 12)

Rename Secretary position titles to Administrative Assistant.

Replace entire section to create 2 grade charts:

<p><u>Library</u></p> <p>Grade 2</p> <ul style="list-style-type: none"> • Children’s Librarian • Head of Reference • Head of Circulation <p>Grade 1</p> <ul style="list-style-type: none"> • Library Assistant 	<p><u>Town Hall/ Administrative</u></p> <p>Grade 3</p> <ul style="list-style-type: none"> • Assistant Assessor <p>Grade 2</p> <ul style="list-style-type: none"> • Administrative Assistant II (Secretary III) • Account Clerk <p>Grade 1</p> <ul style="list-style-type: none"> • Administrative Assistant I (Secretary II)
---	---

The Union and the Town also agree, before the end the first year of this agreement (June 30, 2024), to convene a Joint Labor Management Committee and work together to explore the possibility of establishing a step chart in a succeeding Collective Bargaining Agreement.

8. Article XVI Payments by the Town Section 2 Personal Leave (page 12)

Strike and remove sentence “At the close of each fiscal year, up to two (2) earned but unused personal days shall be paid as straight time additional compensation to the employee in one of the first two pay periods in July.”

9. Article XVI Section 3 Hourly Rates (page 13)

Change section to the following:

	2% + Adj. FY2024	2% + Adj FY2025	2% + Adj FY2026
TH/ Admin			
Grade 3	\$ 30.36	\$ 31.72	\$ 32.85
Grade 2	\$ 26.57	\$ 27.50	\$ 28.05
Grade 1	\$ 23.53	\$ 24.30	\$ 24.79
Library			
Grade 2	\$ 29.86	\$ 30.71	\$ 31.52
Grade 1	\$ 23.78	\$ 25.01	\$ 25.91

10. Article XVI Section 6 Personal Wireless Phone Reimbursement (new)

Add section:

“The Town shall provide the position of Administrative Assistant II in the DPW a monthly reimbursement of up to \$30, upon presentation of a paid invoice.”

11. Article XIX Job Posting and Bidding (page 14)

Change “business days to “working days” in paragraph 2.

12. Article XX Discipline and Termination (page 14)

Increase probationary period from 120 days to 180 days

13. Article XXI Compensatory Time (page 15)

Decrease accumulation of compensation time to 70 hours with no carry over. Delete last sentence “Up to 40 hours of compensatory time accrued but not utilized by the close of any fiscal year may be carried forward to the ensuing year with the express permission of the department head.”

14. Article XXII Payroll Frequency (page 15)

Remove section entirely.

15. New Article Performance Evaluation

Members will participate in the Town’s Performance Evaluation process. Performance evaluations provide a way to let members know how they are doing and what will be expected of them in the future. They will not be used for disciplinary purposes nor do they effect compensation.

16. Article XXVIII – Duration

Amend as follows:

“The duration of this contract shall be from July 1, 2023 to June 30, 2026 or until such time as a new contract is entered into”

Town of Boxford

Theresa Ann Jupp
Chris G. Pitts
Ben D. J.
Patricia R.

AFSCME Clerical/ Library Employees

Jacey Fanner 3/23/23
Kristina Kwiatek 3/23/23
Cynthia L. Goss 3/23/23
Karen F. Veilleux 3/23/23

AGREEMENT

BETWEEN

TOWN OF BOXFORD

AND

AMERICAN FEDERATION OF STATE, COUNTY

AND MUNICIPAL EMPLOYEES, AFL-CIO

STATE COUNCIL 93, LOCAL 939

BOXFORD CLERICAL/LIBRARY EMPLOYEES

JULY 1, 2023 THROUGH JUNE 30, 2026

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ARTICLE I
PERSONS COVERED BY THIS AGREEMENT

The Town recognized the American Federation of State, County and Municipal Employees, AFL-CIO, State Council 93, Local 939, hereinafter referred to as the "Union," as the exclusive representative, for the purpose of collective bargaining relative to wages, hours of work and other conditions of employment, of all employees of the Boxford Support Staff who are employed by the Town for a minimum of 1,040 hours service to the Town annually, specifically the following positions: Administrative Assistant I, Library Assistant, Administrative Assistant II, Account Clerk II, Head of Circulation, Administrative Assistant III, Account Clerk III, Children's Librarian, Assistant Assessor, Head of Reference, Payroll Benefits Administrator. Excluding all other Town and School Department employees.

ARTICLE II
EMPLOYEE RIGHTS AND REPRESENTATION

SECTION 1.

Employees have, and shall be protected in the exercise of the right, freely and without fear of penalty or reprisal, to join and assist the Union. The freedom of employees to assist the Union shall be recognized as extending to participation in the management of the Union and acting for the Union in the capacity of a Union officer or representative, or otherwise, and including the right to present Union views and positions pertaining to wages, hours or working conditions to the department, to officials of the Town, to the Town Meeting, to members of the General Court, to public at large, or to any appropriate authority or official.

Without limiting the foregoing, the Town agrees that it will not aid, promote or finance any labor group or organization purporting to engage in collective bargaining or make any agreement with any such group or organization which would affect any rights of the Union under this Agreement except by consent of the Union. Further, no department official representative, agent or employee acting for the Town shall:

1. Interfere with, restrain, or coerce employees in the exercise of their right to join or refrain from joining the Union;
2. Interfere with the formation, existence, operations, administration or negotiations of the Union;
3. Discriminate in regard to employment or conditions of employment in order to encourage or discourage membership in the Union;
4. Discriminate against any employee because he/she has given testimony or taken part in any grievance procedures or other hearings, negotiations, or conferences as part of the Union, or in his own behalf, or;
5. Refuse to meet, negotiate, or confer on matters with officers, or representatives of the Union;

6. Downgrade any employee without just cause.

SECTION 2.

The members of the Union who are on the bargaining team and who are scheduled to work during collective bargaining negotiations may be granted leave of absence without loss of pay or benefits for all meetings between the Town and the Union for the purpose of negotiating the terms of a contract, or supplements thereto. Meetings shall be planned for times when not more than (1) member of the bargaining team will be on regularly scheduled duty. However, the Union may include any number of members.

SECTION 3.

Union officers, representatives or grievance committee members, not to exceed two (2), may be granted leave of absence without loss of pay or benefits for time required to discuss and process grievances with the employee or others involved, and to participate in any grievance step as described in Article V hereof, or in arbitration procedures consequent thereupon, but in such latter case without pay by the Town. The Union Grievance Committee may consist of more than two (2) members.

SECTION 4.

Union officers, representative or grievance committee members shall be permitted to discuss official Union business with employees during work provided such discussion does not interfere with department business, and shall be permitted to discuss such business with the department head at all mutually convenient times.

SECTION 5.

Union officer, representatives or grievance committee members, up to a maximum total of two (2), in any one instance, shall be granted leave of absence, with pay, and with no loss of benefits, if they so request, to attend meetings of the Board of Selectmen, the Town Meeting, the General Court or other public body, subject to the reasonable discretion of the department head.

SECTION 6.

The members of the Union agree to abide by the rules and regulations of their Departments.

ARTICLE III
UNION DUES AND AGENCY FEES

Each employee who desires membership in the Union may tender the initiation fee (if any) and monthly membership dues by signing an appropriate authorization form for the check-off of dues and initiation fees. During the life of this Agreement and in accordance with the terms of

the form of authorization of check-off of dues, the employer agrees to deduct union membership dues weekly, levied in accordance with the constitution of the Union from the pay of each employee who executes or has executed such form and to remit the aggregate monthly amount to the Treasurer of the Union along with a list of employees who have had said dues deducted. Such remittance shall be made by the tenth (10th) day of the succeeding collection month.

For employees who have executed proper forms of authorization for payroll check deductions, (said forms being set forth in Appendix "A" of this Agreement), the employer agrees to remit the monthly aggregate to the Treasurer of the Union along with a list of employees who have had said fees deducted. Such remittance shall be made by the tenth (10th) day of the succeeding collection month.

AFSCME Council 93 shall hold the Town harmless and shall indemnify the Town all costs associated with the collection of union dues or agency service fees.

ARTICLE IV **PEOPLE PROGRAM**

The employer agrees to deduct from the wages of any employee who is a member of the Union a PEOPLE deduction as provided for in a written authorization. Attached hereto is a sample of the authorization form for the AFSCME PEOPLE program. Such authorization must be executed by the employee and may be revoked by the employee at any time by giving written notice to the employer with a courtesy copy of such notice to the Union. The employer agrees to remit any deductions made pursuant to this provision at the same time it submits dues to the Union and the Union together with an itemized statement showing the name of each employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance. The Employer assumes no obligation, financial or otherwise, arising out of the provisions of this Article, and the Union agrees that it will indemnify and hold harmless the Employer from any claim, actions or proceedings by any employee arising from deductions or actions taken by the Employer under this Article. Once deductions are remitted to the Union, it is understood and agreed that their disposition thereafter shall be the sole and exclusive obligation of the Union.

ARTICLE V **MANAGEMENT RIGHTS**

The Town shall not be limited in any way in the exercise of the functions of municipal management or government, and the Town shall have retained and reserved unto itself, all the powers, authority and prerogatives of municipal management of government including, but not limited to, the following:

- The operation and direction of the affairs of departments;
- the determination of the level of services to be provided;
- the direction, control, supervision of employees,

the determination and interpretation of job descriptions;

the planning, determination, direction and control of all the operations and services of the department;

the increase, diminishment, change or discontinuation of operations in whole or in part;

the institution of technological changes or the revising of the processes, systems or equipment from time to time;

the alteration, addition or elimination of existing methods, equipment, facilities or programs;

the determination of the location, organization, number and training of employees;

the scheduling and enforcement of working hours;

the assignment and requirement of overtime;

the hiring, appointment, and promotion, demotion, suspension, discipline or discharge of employees;

the layoff of employees due to lack of funds or of work;

the making, implementation, amendment and enforcement of rules and regulations and operating and administrative procedures;

the reorganization of the department in whole or in part;

the creation and change of shifts, including the establishment, determination and change, from time to time, of shift times and the determination of the number of shifts and the changing of the number of shifts;

the determination of employee classifications;

except to the extent expressly abridged by a specific provision of this Agreement and/or subject to any bargaining obligations.

ARTICLE VI **STABILITY OF AGREEMENT**

SECTION 1.

No amendment, alteration or variation of the terms of provisions of this Agreement shall bind the parties hereto unless made and executed in writing by the parties hereto.

SECTION 2.

The failure of the Municipal Employer or the Union to insist, in any one or more situations, upon performance of any of the terms or provisions of this Agreement shall not be considered as a

waiver or relinquishment of the right of the Municipal Employer or of the Union to future performance of any such term or provision, and the obligations of the Union and the Municipal Employer to such future performance shall continue in full force and effect.

ARTICLE VII
GRIEVANCE PROCEDURE AND ARBITRATION

SECTION 1. (Definition)

The term "Grievance" shall mean any dispute concerning the interpretation, application, enforcement, violation or meaning of this Agreement.

SECTION 2. Grievances Shall Be Processed As Follows:

Step 1. Grievances may first be presented by the employee and/or a Union Representative to the department head, and an earnest effort shall be made within the next two (2) business days to adjust the grievance in an informal manner. The first step may be omitted by either party.

Step 2. If the grievance is not resolved in Step 1, the grievance shall then be reduced to writing by the Employee and/or Union and presented to the department head within fifteen (15) business days of the alleged violation of the Collective Bargaining Agreement. The department head shall meet with the Grievance Committee and/or employee(s) involved within five (5) business days from the time the grievance is presented to him/her to discuss and attempt to adjust the grievance, and he/she shall answer the grievance in writing within seven (7) business days after the meeting.

Step 3. If the grievance is not resolved in Step 2, or answered within the time limit set forth above, the written grievance shall be submitted to the Board of Selectmen of the Town by the Grievance Committee within ten (10) business days after the last aforementioned seven (7) business day period. The Board of Selectmen shall meet with the Grievance Committee within twenty (20) business days after receipt of the written grievance to discuss and attempt to adjust the grievance, and will answer the grievance within seven (7) business days after the meeting.

Step 4. If the grievance is not satisfactorily adjusted in Step 3, or answered by the Board of Selectmen within the time limit set forth above, it may thereafter be submitted by the Union within thirty (30) business days after submission to the Board of Selectmen at Step 4, whichever later occurs, to Arbitration, by written notice to such effect given to the Board of Selectmen, attention Chairman. The arbitrator shall be selected by mutual agreement of the parties. If the parties fail to agree on the selection of a single arbitrator, the parties may, by mutual agreement, submit the grievance to the Department of Labor Relations ("DLR"). If the parties do not mutually agree to the use of the DLR, the matter will be submitted to the Labor Relations Connection to provide a panel of arbitrators in accordance with the agency's rules and procedures.

SECTION 3.

- (a) Any arbitration hearing shall be held during weekdays, if at all possible and the grieving employee(s), the members of the Union's Grievance Committee (not to exceed three (3) in number), any other employee called as a witness by such Committee shall be granted leave of absence without pay, but with no loss of benefits, while participating in arbitration proceedings.
- (b) The award of the arbitrator shall be final and binding upon all parties, subject to the following conditions:
 - (i) The arbitrator shall have no power to add to, subtract from or modify this Agreement, and may only interpret such items and determine such issues as may be submitted to him or her by agreement of the parties.
 - (ii) The arbitrator shall not render a decision contrary to state or federal law.
 - (iii) Each party shall bear expenses incurred by it, and expenses of arbitration incurred jointly shall be borne equally by the Union and the Town.
 - (iv) Either party shall have the right to have a transcript made of the proceedings, in which case the transcript shall be designated by the parties as the official record of the proceedings. Both parties shall share the expense of providing a copy of the transcript to the arbitrator.
- (c) Grievances may be settled without precedent at any stage of this procedure.
- (d) The Union's failure to initiate or process the grievance within the appropriate time limit at any step shall result in barring the grievance.
- (e) The failure of the department head or the Board of Selectmen to respond to the grievance within the appropriate time shall be considered a denial, and the employee or the Union may move the grievance to the next step of the procedure. Only the Union may move the matter to arbitration.
- (f) The time limits set forth in this Article may be extended by mutual written agreement of the parties.

ARTICLE VIII **HOLIDAYS**

SECTION 1.

Each member of the Union shall be entitled to the following eleven full day paid holidays:
Full day: New Year's Day, Martin Luther King's Birthday, Washington's Birthday, Patriot's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day;

and entitled to the following two half day paid holidays:
Half day: Thanksgiving Eve Day and Christmas Eve Day.

For the purpose of this Article, the holiday is the 24-hour period commencing at 12:01 A.M. of each day permitted.

Payment for work actually performed on holidays shall be paid for at one and one-half (1 ½) times the usual hourly rate for employees covered by this Agreement. However, except in an emergency, full time employees covered by this Agreement will not be scheduled to work on holidays.

SECTION 2.

Each full-time employee shall receive, for each such holiday, compensation equal to his or her regularly scheduled hours that day; or in the case of a half day holiday, 50% of the compensation of his or her regularly scheduled hours.

If a holiday is observed on a day a member is not normally scheduled to work, that member shall be entitled to a one day, or half day "compensatory holiday" with time off at a subsequent date approved in advance by the member's supervisor. The compensatory holiday shall be taken as a full day, not in increments and must be taken prior to the close of the fiscal year.

ARTICLE IX **VACATIONS**

The vacation schedule shall be posted by June 1st.

- A. Employees shall accrue vacation time at the rate of one week per twenty-six consecutive scheduled and worked weeks including authorized leave up to a maximum of two weeks for the first five years of service.
- B. After five (5) consecutive years of service and going into the sixth year, an employee will be entitled to three weeks of vacation leave per year.
- C. After ten (10) consecutive years of service and going in the eleventh year of service, an employee will be entitled to four weeks of vacation leave per year.
- D. After twenty-five (25) consecutive years of service and going into the twenty-sixth year of service, an employee shall be entitled to five weeks of vacation leave per year.
- E. With the immediate supervisor's permission, up to one week of vacation time may be carried over into the next twelve (12) month period. A week is defined as the number of hours in an employee's scheduled work week.

In the event a member dies while in active employ, any unused, accrued vacation days shall be paid to the member's estate in accordance with M.G.L. Chapter 41, Section 111I as amended.

ARTICLE X **WORKING HOURS AND OVERTIME**

SECTION 1. (Hours of Work)

The days and hours that are in effect upon signing of this Agreement shall remain and shall not be changed unless mutually agreed to between the Union and the Town. It is agreed between the

parties that if an individual and his or her Department Head agree to change hours, whether it be temporary or permanent, said hours shall remain.

An employee who works four (4) hours or fewer in a day will be allowed one (1) fifteen (15) minute paid break. Employees who work more than four (4) hours but six (6) hours or fewer in a day will be allowed two (2) fifteen (15) minute paid breaks. Employees who work more than six (6) hours in a day will be allowed two (2) paid fifteen (15) minute breaks plus a thirty (30) minute paid meal break. The breaks will be scheduled at the discretion of the Department Head. At no time during the break period will the phones be left unattended.

Parties agree that availability of employees to provide service to visitors to the Town Hall, the Libraries, and all other town offices seeking assistance is an essential job function of all employees covered under this agreement. Employees shall be responsible to make sufficient efforts to ensure that visitors to their department may continue to receive prompt service during the break times detailed above. Such efforts may include coordination with other employees and/or other departments to ensure contact when an employee is absent from their desk or assigned work station. Repeated failure to make such efforts may result in employee discipline.

SECTION 2. (Overtime)

All work performed over forty (40) hours in one week shall be paid at time and one half (1 ½).

ARTICLE XI **SICK LEAVE**

SECTION 1.

Employees shall be granted paid sick leave at their regularly hourly rate on the basis of two (2) hours earned for each regularly scheduled forty (40) hours worked (approximately one allowed day for each twenty days of work). No employee may accrue more than eight hundred (800) sick hours at anytime during the course of employment. Sick leave shall not be paid to any employee who has not worked at least ninety calendar days. A limited sick leave benefit of up to two (2) accrued, paid sick days may be granted after completion of ninety calendar days worked. Full sick leave benefit as described in this article shall be available to employees sixty calendar days following completion of his/her probationary period. Paid sick leave shall not be granted unless the employee shall have notified his supervisor of the illness, in the case of more than three consecutive days of absence, unless a doctor's certificate of inability to work shall have been furnished to the Department Head, if requested.

SECTION 2.

Per fiscal year, up to five (5) of the previously accrued sick leave days may be utilized by the employee to assist in the care of the illness of a close family member, limited to a parent, grandparent, child, grandchild, or anyone residing in your household.

SECTION 3.

The Town shall “buy back” 50 % of accrued sick time for employees with twenty-five (25) years of consecutive service at termination, provided that the employee gives the Town a one (1) year notice of plans to retire. This shall be a lump sum payment, payable to the employee within two (2) weeks of the date of separation (at the rate of pay at time of retirement). In the event an employee eligible for this benefit dies while still an active employee of the Town, that employee’s estate or pre-designated heir(s) shall receive the lump sum payment.

Starting July 1, 2023, any member hired after January 1, 2010 would qualify for sick buy back policy in accordance with the Town’s Personnel By-law Section 23-6D:

After 25 years of consecutive service to the Town, the Town agrees to pay a lump sum payment amounting to 50% of up to 100 days of sick leave accrued and unused at the time of retirement. The Town shall be given a one-year written advance notice of the intent to retire.

SECTION 4.

When an employee is suspected of abusing the use of sick leave time accrued, the parties acknowledge the importance of confidential counseling by the employee’s Department Head and/or the Town Administrator. For a one-year period following a documented counseling session, the employee may be required to submit medical certification to substantiate use of accrued sick leave.

ARTICLE XII
MILITARY LEAVE

Military leave shall be granted in accordance with appropriate state and federal laws.

ARTICLE XIII
HEALTH INSURANCE

The Town shall provide for each employee of the department, a health insurance policy according to that which is presently in effect.

ARTICLE XIV
OTHER INSURANCE

SECTION 1. Liability Insurance, Inc.

The Town, at its sole cost and expense, shall provide for each employee, an insurance policy to give the insured employee protection against personal liability; the face value of such policy to be not less than that which is currently in effect.

SECTION 2. Life Insurance

The Town shall provide for each employee of the department a life insurance policy, according to that which is presently in effect. The cost of such policy shall be shared equally between the Town and the insured employees.

ARTICLE XV
LONGEVITY

It is recognized that the length of service an employee has with the Town should provide the additional factor in the amount of compensation received by the employee. To this end, the following payment schedule, over the above the employee's normal compensation, is provided:

Length of Service
(Each Year)

Additional Compensation Received

Under 10 Years

None

Over 10 Years to under 15 Years

2 ½ % of base wages received in previous fiscal year.

Over 15 Years

5% of base wages received in previous fiscal year.

This lump sum payment shall be calculated and paid after each fiscal year has ended. The payment is derived from base wages paid after the eligibility date and does not recognize overtime, leaves (other than vacation and holidays) or other absences.

ARTICLE XVI
PAYMENTS BY THE TOWN

SECTION 1. Titles and Grades

Library

Town Hall/Administration

Grade 1:

Grade 1:

Library Assistant

Administrative Assistant I

Grade 2:

Grade 2:

Children's Librarian

Administrative Assistant II

Head of Reference

Account Clerk

Head of Circulation

Grade 3:

Assistant Assessor

SECTION 2. Personal Leave

Each employee shall be entitled to up to four (4) personal days per fiscal year. No time may be carried over into a subsequent fiscal year.

SECTION 3. Hourly Rates

FY24: 2% Raise + ADJ.
FY25: 2% Raise + ADJ.
FY26: 2% Raise + ADJ.

	2% (+Adj.) FY2024	2% (+Adj.) FY2025	2% (+ Adj.) FY2026
TH/Admin			
Grade 3	\$30.36	\$31.72	\$32.85
Grade 2	\$26.57	\$27.50	\$28.05
Grade 1	\$23.53	\$24.30	\$24.79
Library			
Grade 2	\$29.86	\$30.71	\$31.52
Grade 1	\$23.78	\$25.01	\$25.91

All Pay Increases Subject to Appropriation

SECTION 4. Wellness Day

The Town of Boxford wants to encourage employees to participate in wellness activities. Employees will earn one “wellness” day to be used within the following fiscal year upon successful completion within a one-year period of two of the Town’s wellness programs. Qualifying programs include exercise boot camp and yoga. Forms will be provided to each employee for submittal of Signature Verification by the Instructor of at least a 75% attendance rate per program per employee to earn this benefit. Employees whose regular hours never overlap with the Town’s wellness programs may submit a “like” program for approval by the Town Administrator.

SECTION 5: Use of Personal Vehicle for Town Business

The Town agrees to reimburse any employee for the use of his/her motor vehicle on any assigned or required use of his/her motor vehicle in or out of Town. Travel to and from an employee's home to his/her usual place of employment shall not be considered assigned or required use. Travel to and from courses required by the Town as part of this Agreement or to courses which the Town is paying the tuition shall be considered as assigned use. The employee shall be reimbursed at the Internal Revenue Service rate in effect for actual mileage use.

SECTION 6: Personal Wireless Phone Reimbursement

The Town shall provide the position of Administrative Assistant II in the DPW a monthly reimbursement of up to \$30, upon presentation of a paid invoice.

ARTICLE XVII
BEREAVEMENT LEAVE

Upon the death of a spouse, child, parent, brother, sister, grandparent, grandchild, parent of spouse, or person living in the employee’s immediate household, an employee is entitled to leave without loss of pay for a maximum of four days. Upon the death of an aunt, uncle niece, nephew, an employee is entitled to leave without loss of pay for a maximum of one day. Satisfactory

evidence of death must be made to the employee's supervisor if requested.

ARTICLE XVIII
CIVIC DUTY LEAVE

Employees are entitled to leave with pay when called for jury service or when summoned as witnesses on behalf of the town, county state or federal government.

An Employee who receives fees for jury service shall:

1. Retain such fees in lieu of pay for the jury service if such fees exceed his/her regular rate of pay.
2. Remit to the town the jury fees if such fees are less than his/her regular rate of pay.

Employees receiving witness fees or expenses for travel, meals, rooms, etc., are entitled to keep those funds. No civic duty leave shall be granted when the employee is the defendant or is engaged in personal litigation.

ARTICLE XIX
JOB POSTING AND BIDDING

Whenever a position becomes vacant or is created and is intended to be filled, a notice of such vacancy shall be posted in a conspicuous place in each building where bargaining unit members work. The posting shall list the pay, duties, and qualifications for the position as established by the Department.

The vacancy shall be posted for a period of ten (10) business days. Reasonable efforts will be made to notify an employee on vacation or leave of the posted position. Employees interested in the position shall apply to the Department Head in writing no later than ten (10) business days after the posting period.

When in the sole and exclusive judgment of the Appointing Authority (unless decision is made in a capricious or arbitrary manner), the qualifications and experience of an inside and outside applicant are equal, preference shall be given to the most qualified applicant from the bargaining unit. If more than one inside applicant is deemed as having equal qualifications, the position will be offered to the most senior applicant.

ARTICLE XX
DISCIPLINE AND TERMINATION FOR JUST CAUSE

SECTION 1.

An employee who has successfully completed his/her probationary period of one hundred eighty (180) calendar days shall not be penalized, disciplined, demoted, suspended or terminated/dismissed except for just cause.

SECTION 2.

All suspensions and discharges must be communicated in writing and the reasons for such action be stated clearly within such a statement. The affected employee and the Union shall receive a copy of this document.

SECTION 3.

Disciplinary action will normally follow the tenets of progressive discipline. If an employee, who having received a verbal or written warning remains free from further disciplinary action for a period of two (2) years from the date of such warning then said warning shall be removed from the employee's record.

ARTICLE XXI
COMPENSATORY TIME

The Town and the Union agree to comply with Federal standards for compensatory time. Accumulation shall be up to seventy (70) hours per fiscal year by mutual agreement. Approval of the accumulation of compensatory time shall be at the individual employee's discretion and subject to approval by the department head. The use of compensatory time shall be requested at least one week in advance. Approval of the use of compensatory time is the exclusive right of management. Compensatory time that is accrued but not utilized by the close of any fiscal year cannot be carried forward to the ensuing fiscal year.

ARTICLE XXII
TUITION REIMBURSEMENT

Each member of the unit will be eligible to apply for tuition reimbursement for courses taken at accredited colleges related to job responsibilities. The proposed course must be approved in advance by either the Town Administrator or the Library Director. Application shall include a full description of the course and a statement relating the course to the member's job responsibility. The Library Director or Town Administrator will respond to the request within twenty (20) days and will not unreasonably withhold approval. Requests shall be approved in a fair and equitable manner.

The members must successfully pass the course and submit a record of the same. Successful completion shall be defined as a minimum grade of "B" or its equivalent. Once the course has been pre-approved, submission of the grade/transcript shall be deemed sufficient

proof of completion for reimbursement purposes. Submission of a recited copy of the tuition bill or invoice shall be required for reimbursement.

To be eligible for the tuition reimbursement program, the members must intend to remain in the employ of the Town for the subsequent two years. Failure to remain in the Town's employ through voluntary termination may result in the town seeking prorated reimbursement of the funds expended.

The town established an annual fund of no less than two thousand dollars (\$2,000.00) for this tuition reimbursement program; subject to appropriations. The town's tuition reimbursement program is to be shared between the entire membership (currently 15 members) \$133.33 per person. Additional funding for the program may be provided at the sole discretion of the Town.

ARTICLE XXII **TEMPORARY RECLASSIFICATION**

When an employee has been, or is expected to be absent from his/her position for more than two weeks due to the following:

1) work related injury; 2) documented incapacity to work; 3) FMLA; 4) an approved leave of absence; 5) separation from employment;

the Town may, at its sole discretion in order to maintain operations, choose to temporarily upgrade bargaining unit members.

When an employee in the bargaining unit is assigned to perform duties to a position for a temporary period in the bargaining unit of a higher classification, (as recommended by the applicable Department Head and approved by the Town Administrator) the employee will receive a five percent (5 %) increase in hourly rate for each hour they assume and perform the duties of the higher classification.

When an employee in the bargaining unit is assigned to perform duties of a position outside the bargaining unit for a temporary period, (as recommended by the Town Administrator) the employee will receive a ten percent (10 %) increase in hourly rate for each hour they assume and perform the duties of the position outside the bargaining unit.

Nothing in this section shall be construed to compel the bargaining unit employee to accept a temporary assignment, nor to limit the Town's rights regarding filling of all vacancies, both within the bargaining unit and outside the bargaining unit.

ARTICLE XXIV **CLASSIFICATION APPEAL**

Employee may request review of job description in current classification by submitting an appeal in writing to the Town Administrator during the first two weeks of January each year. Once an employee files for classification appeal, that employee may not submit an appeal again

pursuant to this article for a period of five (5) years unless mutually agreed to by the parties. The Town shall conduct a review of the employee's appeal for reclassification and respond in writing within a timely fashion, no longer than 60 days without mutual approval of time extension. Burden of proof is on the employee to sufficiently demonstrate increased complexity of duties warranting re-classification.

Reclassification is subject to ratification by the Board of Selectmen; if ratified, the Board will support at Town Meeting. An adverse decision is subject to grievance in accordance with Article VI. If a reclassification is warranted, it shall become effective the ensuing fiscal year – subject to appropriation. No claims for retroactive compensation permitted.

ARTICLE XXV **LAYOFF / RECALL**

Employees laid off shall be placed on a recall list for twelve (12) months for the department from which they were laid off. When an employee is recalled to work to the position which he/she was laid off from, or a similar position which they are qualified, the Town will notify the employee via First Class US Mail, copied to the President of Local 939. An employee shall have ten (10) days from receipt of notice to report to work. An employee, who refuses recall or fails to report after notification, shall be removed from the recall list.

ARTICLE XXVI **PERFORMANCE EVALUATION**

Members will participate in the Town's Performance Evaluation process. Performance evaluations provide a way to let members know how they are doing and what will be expected of them in the future. They will not be used for disciplinary purposes nor do they effect compensation.

ARTICLE XXVII
NO STRIKE

The Union, its agents, nor its members will authorize, aid, assist, instigate, or engage in any work stoppage, slow down, sick out, refusal to work or strike against the Town, nor shall the employer engage in a lockout. The Town may, in addition to the remedies available at the Department of Labor Relations under Chapter 150E of the General Laws or this Agreement, file independently an action in a court of appropriate jurisdiction to enforce this article.

ARTICLE XXVIII
DURATION

The duration of this contract shall be from July 1, 2023 to June 30, 2026 until such time as a new contract is entered into. Either side wishing to negotiate a new collective bargaining agreement shall notify the other party on or about October 15th of the year preceding its expiration date. This Collective Bargaining Agreement shall stay in full force and effect until a new Collective Bargaining Agreement is reached between the parties.

TOWN OF BOXFORD
Board of Selectmen

AFSCME, AFL-CIO
State Council 93, Local 939
Boxford Clerical/Library Employees

Barbara Jessel, Chair

ACCEPTED BY:

Margaret Chow-Menzer, Clerk

Kristin Kwiatek

Charles Costello

Stacey Fournier

Peter Perkins

Michael Fiorentino, AFSCME Council 93

Judi Stickney

Date: _____



Peter Delaney
Inspector of Buildings
Town of Boxford

September 5, 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 August 2023:

PERMITS	FEES COLLECTED	VALUE
65 Building Permits (77 Inspections)	\$25,898.13	\$3,672,837.63
51 Building Permits (33 Inspections)	August 2022 Comparison \$27,512.74	\$2,030,207.33
31 Electrical Permits (45 Inspections)	\$5,342.47	
39 Electrical Permits (41 Inspections)	August 2022 Comparison \$4,340.75	
13 Plumbing Permits (19 Inspections)	\$2,586.75	
9 Plumbing Permits (14 Inspections)	August 2022 Comparison \$939.00	
14 Gas Permits (15 Inspections)	\$1,753.55	
13 Gas Permits (9 Inspections)	August 2022 Comparison \$1,314.50	
TOTAL FEES COLLECTED	\$35,580.90	
TOTAL FEES COLLECTED	August 2022 Comparison \$34,106.99	

Peter Delaney
Cc: Town Administrator
Board of Assessors

P. Delaney 9-5-23



TOWN OF BOXFORD

Office of the Select Board
7A Spofford Road
Boxford, MA 01921
978-887-6000
www.boxfordma.gov

DATE: September 7, 2023

TO: Matthew Coogan
Town Administrator

FROM: Leanne Mihalchik
Administrative Services Manager/HR Coordinator

SUBJECT: Surplus Equipment

Please declare the aged technology items as presented on the attached list as surplus to be disposed of according the Town of Boxford's "Disposition of Surplus" policy.

"I move to declare the aged technology components itemized on the attached surplus list dated September 7, 2023, as surplus goods to be disposed of as separate items in accordance with the Town's policy for "Disposition of Surplus Property with an estimated net value of less than \$5000 each"



SURPLUS EQUIPMENT

9/7/23

Equipment Type	Brand	Model	Quantity	Condition
Printer	Xerox	VersaLink C400DN	3	working
Phone	Toshiba	DP5022-SDM	25	working

TREASURER/COLLECTOR OF TAXES

To the Director of Municipal Finance, Town Administrator, Selectboard, Finance Committee and Residents of the Town of Boxford:

The Treasurer is required to issue an annual report to the town that lists cash account balances, investment types, earnings and compliance with the terms of the town's Investment Policy. The attached **Report on Investments** provides that information for the \$24,922,838 held by the town on June 30, 2023. Comparative data is provided on page 2 for the previous fiscal year, including a brief explanation of significant changes.

General Fund monies are all invested as provided by state statutes in checking or money market bank accounts and the state investment pool (MMDT). Trust Funds and Community Preservation Funds are on deposit in a longer term, more diversified consolidated account invested in money markets, CDs, bonds and those equities on the Massachusetts Legal List for Public Investments. The Town's investment advisor for this portfolio is Bartholomew & Company.

The town's General Fund cash balance of \$13.5M on 6/30/23 was \$179K less than on 6/30/22. General Fund investment earnings of \$457K were 455% more than earnings in FY 2022 due to significantly higher interest rates paid on all investment accounts. \$95K was earned on unspent bond proceeds, some of which may be forfeited to the IRS in the future. Hilltop Securities is monitoring for a possible arbitrage rebate penalty.

The Trust and Community Preservation Fund accounts are reported at market value. The wide market fluctuations of 2021 and 2022 leveled off in 2023. FY 2023 income on Trust Fund investments of \$74K was reduced by a (\$7K) unrealized loss. For CP Fund, income of \$206K was reduced by a (\$20K) unrealized loss. Detailed account statements, reports and analyses are available for review in the Office of the Treasurer. Interim investment reports will be provided as of 10/31/23 and 2/28/24.

Increases to the OPEB fund are approved by Annual Town Meeting to reduce the town's Unfunded Actuarial Accrued Liability for employees' Other Post Retirement Benefits (OPEB). In FY 2023, \$300,000 was appropriated in the budget passed by Town Meeting. The fund balance of \$4,986,331 is on deposit in the State Retiree Benefits Trust Fund within the PRIT and managed by PRIM (Pension Reserves Investment Management Board). Reported gross earnings of \$268K include an unrealized gain of \$138K; the annualized rate of return for FY 2023 was 6.02%.

The **Report of Trust, Gift and Restricted Funds** provides account activity by fund for Fiscal Year 2023.

Report on Outstanding Debt as of 6/30/23 is also included for your review.

Respectfully submitted,
Ellen S. Guerin, Treasurer

**Town of Boxford
Report on Investments
Year Ended 6/30/23**

<u>Depository Institution</u>	<u>Purpose</u>	<u>Balance</u>	<u>FY 2023</u>	<u>Rate of</u>	<u>% of</u>	<u>Investment Policy Guideline/</u>
		<u>6/30/23</u>	<u>Earnings</u>	<u>Return</u>	<u>G/F Cash</u>	<u>Collateralization</u>
General Fund (Short Term):						
Cash on Hand	Petty Cash/COA Advance Fund	\$ 2,425	\$ -	0.00%	0.0%	Minimum required; properly secured
Institution for Savings	Depository	\$ 47,429	\$ 1,197	0.25%	0.4%	FDIC and DIF
Institution for Savings	Money Market	\$ 1,968,349	\$ 39,827	2.94%	14.5%	FDIC and DIF
Institution for Savings	Escrow Checking	\$ 5,720	\$ 14	0.25%	0.0%	FDIC and DIF
Institution for Savings	School Lunch	\$ 4,213	\$ 17	0.25%	0.0%	FDIC and DIF
Unibank	State Aid/Grant Receipts	\$ 40,508	\$ 1,177	1.36%	0.3%	FDIC and DIF
Unibank	On-line Tax Collections	\$ 27,067	\$ 39	0.05%	0.2%	FDIC and DIF
Unibank	Fire Department	\$ 17,519	\$ 3	0.05%	0.1%	FDIC and DIF
Unibank	Town Clerk	\$ 3,001	\$ 1	0.05%	0.0%	FDIC and DIF
Unibank	Inspectional Permits/Donations	\$ 24,335	\$ 1	0.05%	0.2%	FDIC and DIF
Unibank	Trash Sticker Sales	\$ 10,627	\$ 3	0.05%	0.1%	FDIC and DIF
Eastern Bank	Tax Payment Lockbox	\$ 15,143	\$ 127	0.25%	0.1%	FDIC
Eastern Bank	Municipal Money Market	\$ 231,505	\$ 4,302	2.00%	1.7%	FDIC
Salem Five Bank	Money Market	\$ 516,125	\$ 16,058	4.60%	3.8%	FDIC and DIF
Mass Municpl Depository Trust	State Investment Pool	\$ 6,318,326	\$ 304,045	5.34%	46.7%	G.L. Ch. 29, Sec. 38A
Newburyport Bank	Money Market	\$ 230,666	\$ 5,632	3.82%	1.7%	FDIC
Hingham Savings Bank	Money Market	\$ 306,441	\$ 6,441	4.00%	2.3%	FDIC and DIF
Leader Bank	Municipal Money Market	\$ 306,095	\$ 6,095	4.00%	2.3%	FDIC AND Intra-Fi
Needham Bank	Municipal Money Market	\$ 519,122	\$ 10,199	3.82%	3.8%	FDIC and DIF
Commonwealth Financial	Certificates of Deposit/MM	\$ 2,947,332	\$ 61,884	2.01%	21.8%	FDIC & SIPIC ins. @ various banks
Total General Fund		\$ 13,541,949	\$ 457,062		100%	
Trust Funds (Long Term):						
Commonwealth Financial	Trust Funds	\$ 1,709,683	\$ 67,174	2.54%		G.L. Ch. 44, Sec. 54
Commonwealth Financial	Community Preservation Fund	\$ 4,653,366	\$ 186,293	2.54%		G.L. Ch. 44, Sec. 54
STBTF @ PRIT	OPEB Fund	\$ 4,986,331	\$ 268,491	6.02%		G.L. Ch. 32, Sec. 23(2A)
Developer's Performance Bonds:						
TD Bank	Reddington Ridge	\$ 28,020	\$ 6	0.05%		G.L. Ch. 41, Sec. 81U
Eastern Bank	Burning Bush	\$ 3,490	\$ 50	2.00%		G.L. Ch. 41, Sec. 81U
Total Cash		\$ 24,922,838	\$ 979,076			

**Town of Boxford
Changes in Cash and Earnings
FY 2022 - 2023**

	<u>Fiscal Year Ended 6/30/22</u>		<u>Fiscal Year Ended 6/30/23</u>	
	<u>Cash Balance</u>	<u>Earnings/(Loss)</u>	<u>Cash Balance</u>	<u>Earnings</u>
General Fund	\$ 13,720,962	\$ 82,314	\$ 13,541,949	\$ 457,062
Community Preservation Fund	\$ 4,507,951	\$ (86,468)	\$ 4,653,366	\$ 186,293
Trust Funds	\$ 1,600,031	\$ (39,464)	\$ 1,709,682	\$ 67,174
OPEB Trust Fund	\$ 4,417,840	\$ (174,806)	\$ 4,986,331	\$ 268,491
Performance Bonds	\$ 31,455	\$ 7	\$ 31,510	\$ 56
Totals	\$ 24,278,239	\$ (218,417)	\$ 24,922,838	\$ 979,076

Analysis of significant changes in cash balances and earnings:

- The G/F cash balance remained stable year over year. Earnings increased \$375K due to rising rates and placement of funds in highest yielding accounts.
- C.P. Fund balance increased primarily from earnings.
- The increase in Trust Fund account balance is from earnings and \$50K transfer to Conservation Fund.
- All Trust Fund account balances (including CP & OPEB Funds) have been reported at market value since 6/30/21.
- OPEB investments managed by Massachusetts PRIM Board; FY23 contribution: \$300,000; annualized return was 6.02%.

**OFFICE OF THE TREASURER/COLLECTOR OF TAXES
REPORT OF OUTSTANDING DEBT
FISCAL YEAR 2023, ENDED JUNE 30, 2023**

Outstanding debts as of June 30, 2023 were as follows:

<u>Purpose</u>	<u>Principal Balance June 30, 2023</u>	<u>Rate of interest payable through remaining term</u>	<u>Year of Issue</u>	<u>Year Callable</u>	<u>Year of Maturity</u>
Short-term (Bond Anticipation Notes):					
Cummings House Renovation	\$ 612,634	4.00%	2023	N/A	2024
School Site Renovations (Design II)	161,000	4.00%	2023	N/A	2024
Land Acquisition - 27 Main Street	438,167	4.00%	2023	N/A	2024
Total Outstanding Principal--B.A.N.s	\$ 1,211,801				

Long-term (Bonds):					
Municipal Purpose Loan # 1 (see below)	\$ 675,000	4.125%	2008	2018	2026
Municipal Purpose Loan # 2 (see below)	290,000	2.00% - 2.125%	2015	N/A	2025
Municipal Purpose Loan # 3 (see below)	500,000	2.00% - 2.25%	2012	2023	2027
Municipal Purpose Loan # 4 (see below)	2,570,000	2.00% - 5.00%	2019	2030	2037
Municipal Purpose Loan # 5 (see below)	6,555,000	2.00% - 5.00%	2021	2035	2041
Total Outstanding Principal--Bonds	\$ 10,590,000				

Municipal Purpose Loan # 1	
Haynes Land Acquisition	\$ 400,000
Lincoln Hall Renovation	140,000
Anvil Farm Land Acquisition	135,000
Total Loan # 2	\$ 675,000

Municipal Purpose Loan # 2	
Nason Land Acquisition	\$ 23,800
Fire Station Tight Tanks/Drains	28,600
Aaron Wood School Rehabilitation	237,600
Total Loan # 2	\$ 290,000

Municipal Purpose Loan # 3	
Fire Truck	\$ 180,000
Spofford School Water System	165,000
Spofford School HVAC System	105,000
Colby Land Acquisition	50,000
Total Loan # 3	\$ 500,000

Municipal Purpose Loan # 4	
Sp. School Roof & Windows	\$ 1,725,000
Boxford Common Athletic Fields	750,000
Cummings House Renov. Design	95,000
Total Loan # 4	\$ 2,570,000

Municipal Purpose Loan # 5	
Town Hall/Library Renovation	\$ 1,815,000
Cummings House Renovation	3,255,000
Fire Pumper Truck	625,000
Willow Road Culvert	480,000
Lockwood Bridge Repairs	260,000
School Site Renov. Design 1	120,000
Total Loan # 5	\$ 6,555,000

Total Outstanding Debt as of 6/30/2023 **\$ 11,801,801**

**TOWN OF BOXFORD
CONSULTANTS' FUNDS
CONSERVATION COMMISSION**

Planning
Board

<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Walker</u> <u>2301</u> <u>#114-762</u>	<u>M. Hill</u> <u>2302</u> <u>#114-750</u>	<u>E&F</u> <u>2304</u> <u>#114-643</u>	<u>Maritimes</u> <u>2305</u> <u>#114-822</u>	<u>Wildmeadow</u> <u>2306</u> <u>#114-1037</u>	<u>Decoulos</u> <u>2308</u> <u>Willowdale</u>
7/20/2000	Deposit	\$ 10,527.00			\$ 10,527.00			
4/30/2001	Deposit	\$ 1,418.50	\$ 1,418.50					
5/31/2001	Deposit	\$ 675.00		\$ 675.00				
6/30/2001	Interest	\$ 844.32	\$ 94.90	\$ 45.16	\$ 704.26			
6/30/2002	Interest	\$ 653.72	\$ 73.48	\$ 34.96	\$ 545.28			
8/21/2002	Deposit	\$ 10,000.00				\$ 10,000.00		
6/30/2003	Interest	\$ 658.81	\$ 43.35	\$ 20.63	\$ 321.68	\$ 273.15		
6/30/2004	Interest	\$ 543.66	\$ 35.96	\$ 17.11	\$ 266.90	\$ 223.69		
6/30/2005	Interest	\$ 765.66	\$ 50.37	\$ 23.98	\$ 373.90	\$ 317.41		
6/30/2006	Interest	\$ 829.05	\$ 54.55	\$ 25.96	\$ 404.85	\$ 343.69		
6/30/2007	Interest	\$ 714.32	\$ 47.02	\$ 22.36	\$ 348.82	\$ 296.12		
FY '08	Deposit	\$ 4,800.00					\$ 4,800.00	
FY '08	Expended	\$ (4,670.31)					\$ (4,670.31)	
6/30/2008	Interest	\$ 1,302.54	\$ 85.21	\$ 40.54	\$ 632.44	\$ 536.90	\$ 7.45	
6/30/2009	Interest	\$ 745.00	\$ 48.65	\$ 23.16	\$ 361.10	\$ 306.53	\$ 5.56	
6/30/2010	Interest	\$ 360.87	\$ 23.52	\$ 11.20	\$ 174.47	\$ 148.12	\$ 3.56	
6/30/2011	Interest	\$ 490.70	\$ 32.14	\$ 15.29	\$ 238.44	\$ 202.43	\$ 2.40	
FY '12	Deposit	\$ 4,480.00						\$ 4,480.00
FY '12	Expended	\$ (2,516.40)						\$ (2,516.40)
6/30/2012	Interest	\$ 374.20	\$ 23.93	\$ 11.38	\$ 177.56	\$ 150.74	\$ 1.77	\$ 8.82
FY '13	Deposit	\$ 1,225.00						\$ 1,225.00
FY '13	Expended	\$ (2,075.04)						\$ (2,075.04)
6/30/2013	Interest	\$ 224.79	\$ 14.01	\$ 6.64	\$ 103.93	\$ 88.18	\$ 1.06	\$ 10.97
FY '13	Expended	\$ (463.41)						\$ (463.41)
6/30/2014	Interest		\$ 23.49	\$ 11.21	\$ 174.41	\$ 148.08	\$ 1.76	\$ 9.70
FY '15	Expended	\$ (28,655.31)			\$ (15,498.49)	\$ (13,156.82)		
6/30/2015	Interest		\$ 42.01	\$ 20.01	\$ 143.45	\$ 121.78	\$ 3.10	\$ 13.80
6/30/2016	Interest		\$ 33.46	\$ 15.91			\$ 2.51	\$ 11.00
6/30/2017	Interest		\$ 43.36	\$ 20.62			\$ 3.21	\$ 14.25
6/30/2018	Interest		\$ 43.98	\$ 20.93			\$ 3.24	\$ 14.44
6/30/2019	Interest		\$ 45.77	\$ 21.80			\$ 3.41	\$ 15.06
10/7/2019	Expended	\$ (1,089.19)		\$ (1,089.19)				
6/30/2020	Interest		\$ 63.18	\$ 5.34			\$ 4.70	\$ 20.77

**TOWN OF BOXFORD
CONSULTANTS' FUNDS
CONSERVATION COMMISSION**

6/30/2020 Balance

\$ 2,340.84	\$ (0.00)	\$ 0.00	\$ 0.00	\$ 173.42	\$ 768.96
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ON HOLD

ON HOLD

ON HOLD

NO EXPENDITUES
COC NOT ISSUED

COC NOT ISSUED

**TOWN OF BOXFORD
TRUST, GIFT AND RESTRICTED FUNDS
Fiscal Year Ended 6/30/23**

FUND #	FUND NAME	RESPONSIBLE BOARD	BALANCE 7/1/2022	FY 2023 RECEIPTS	FY 2023 PAYMENTS	FY 2023 INTEREST	G/L BALANCE 6/30/2023
8078	Arts Cultural Council	Arts Council	\$ 6,296.04	\$ 6,000.00	\$ 5,367.00	\$ 242.62	\$ 7,171.66
8079	Unemployment Fund	Selectmen	\$ 51,921.40	\$ -	\$ -	\$ 2,123.03	\$ 54,044.43
2020	S.P.E.D. Stabilization Fund	Town Meeting	\$ 162,445.28	\$ -	\$ -	\$ 6,642.31	\$ 169,087.59
8083	Stabilization Fund	Town Meeting	\$ 906,653.93	\$ -	\$ -	\$ 37,072.70	\$ 943,726.63
8084	Conservation Fund	Conservation Comm	\$ 91,253.70	\$ 50,000.00	\$ -	\$ 6,096.67	\$ 147,350.37
8085	Insurance Fund	Commission	\$ 55,320.80	\$ -	\$ -	\$ 2,262.04	\$ 57,582.84
8086	Library Stabilization Fund	Town Meeting	\$ 20,088.84	\$ -	\$ -	\$ 821.44	\$ 20,910.28
	ConsCom Development Deposits :						
2301	Walker DEP # 114-762	Conservation Comm	\$ 2,451.05	\$ -	\$ -	\$ 100.21	\$ 2,551.26
2306	Wildmeadow DEP # 114-1037	Conservation Comm	\$ 181.59	\$ -	\$ 176.13	\$ (5.46)	\$ -
2299	Price Property - BOH Peer Review	Board of Health	\$ 3,593.27	\$ 1,006.73	\$ 4,600.00	\$ -	\$ -
2315	Pine Ridge: Construction	Conservation Comm	\$ 721.65	\$ -	\$ -	\$ 29.53	\$ 751.18
2317	599 Main Street	Conservation Comm	\$ 12.32	\$ -	\$ 12.22	\$ (0.10)	\$ -
2319	Willows at Boxford	Conservation Comm	\$ 1,349.23	\$ -	\$ -	\$ 55.18	\$ 1,404.41
	Consultants' Fees: Planning Board						
2203	Consultants: Lauren Woods	Planning Board	\$ 7,433.21	\$ -	\$ -	\$ 303.95	\$ 7,737.16
2212	Consultants: Weathered Walls	Planning Board	\$ 41.91	\$ -	\$ -	\$ 1.72	\$ 43.63
2216	Consultants: Willows at Boxford--Oversight	Planning Board	\$ 38,679.50	\$ 40,000.00	\$ 52,457.50	\$ 1,170.77	\$ 27,392.77
2308	Consultants: Willowdale/Decoulos Parcel A	Planning Board	\$ 805.16	\$ -	\$ -	\$ 32.93	\$ 838.09
2213	Consultants: Budnick Development	Planning Board	\$ 1,515.71	\$ -	\$ -	\$ 61.98	\$ 1,577.69
	Restricted Funds Sub-Total		\$ 1,350,764.59	\$ 97,006.73	\$ 62,612.85	\$ 57,011.52	\$ 1,442,169.99
	TRUST FUNDS:						
8214	Emma S. Cote Library Fund--Expendable	Library	\$ 184.61	\$ -	\$ -	\$ 48.43	\$ 233.04
8219	Emma S. Cote Library Fund--Non-Expend.	Library	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00
8231	Barker Trust Fund	Elementary School	\$ 107,918.22	\$ -	\$ 7,718.74	\$ 4,265.16	\$ 104,464.64
8401	Town School Fund--Non-Expendable	Commission	\$ 4,000.00	\$ -	\$ -	\$ -	\$ 4,000.00
8422	Town School Fund--Expendable	Commission	\$ 10,654.72	\$ -	\$ -	\$ 599.22	\$ 11,253.94
8423	Tri-Centennial Memorial Park Fund	Commission	\$ 14,558.70	\$ 180.00	\$ -	\$ 603.44	\$ 15,342.14
8424	Michelle Wilson Fund--Expendable	Commission	\$ 9,831.76	\$ -	\$ -	\$ 402.00	\$ 10,233.76
8425	COA Memorial Van Fund	Commission	\$ 19,193.80	\$ -	\$ -	\$ 784.82	\$ 19,978.62
	Trust Funds Sub-total		\$ 167,341.81	\$ 180.00	\$ 7,718.74	\$ 6,703.07	\$ 166,506.14
	PRIVATE PURPOSE FUNDS						
8221	Scholarship Fund	Scholarship Comm.	\$ 49.89	\$ 30.00	\$ -	\$ 3.15	\$ 83.04
8222	Education Fund	Scholarship Comm.	\$ 2,167.13	\$ 60.00	\$ -	\$ 90.68	\$ 2,317.81
8224	Matthew E. Smith Memorial Scholarship	Commission	\$ 5,070.28	\$ -	\$ -	\$ 207.34	\$ 5,277.62
8232	Griffin Fund--Expendable	Elementary School	\$ 30.08	\$ -	\$ 150.00	\$ 303.75	\$ 183.83
8233	Griffin Fund--Non-Expendable	Elementary School	\$ 7,500.00	\$ -	\$ -	\$ -	\$ 7,500.00
8403	Sarah Perley Trust Fund--Non-Expendable	Commission	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00
8411	Boxford Visiting Nurse Fund	Commission	\$ 17,306.96	\$ -	\$ -	\$ 707.67	\$ 18,014.63
8412	Perley Parkhurst Cole Fund	Commission	\$ 32,964.13	\$ 19,952.86	\$ 15,388.23	\$ 1,420.75	\$ 38,949.51
8413	Sarah Perley Trust Fund--Expendable	Commission	\$ 7,268.51	\$ -	\$ -	\$ 501.64	\$ 7,770.15
8414	Curtis Killam Burial Fund	Commission	\$ 5,496.31	\$ -	\$ -	\$ 224.71	\$ 5,721.02
	Private Purpose Funds Sub-total		\$ 82,853.29	\$ 20,042.86	\$ 15,538.23	\$ 3,459.69	\$ 90,817.61
	TOTAL FUNDS		\$ 1,600,959.69	\$ 117,229.59	\$ 85,869.82	\$ 67,174.28	\$ 1,699,493.74

<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Village Estates 2200</u>	<u>Aldershot Estates 2202</u>
7/1/2003	Balance Forward	\$ 9,602.68	\$ 198.96	\$ 2,006.52
	FY 2004 Receipts	\$ 5,000.00		
	FY 2004 interest	\$ 253.98	\$ 4.40	\$ 44.27
	FY 2004 Expenditures	\$ (4,780.60)		
	FY 2005 interest	\$ 267.00	\$ 6.14	\$ 62.00
	FY 2005 Expenditures	\$ (2,467.25)		
	FY 2006 interest	\$ 250.29	\$ 6.66	\$ 67.14
	FY 2007 interest	\$ 215.66	\$ 5.75	\$ 57.84
	FY 2008 interest	\$ 391.05	\$ 10.41	\$ 104.92
	FY 2009 interest	\$ 223.22	\$ 5.93	\$ 59.88
	FY 2010 Receipts			
	FY 2010 interest		\$ 2.88	\$ 28.96
	FY 2011 Receipts			
	FY 2011 interest		\$ 3.91	\$ 39.53
	FY 2011 Expenditures			
	FY 2012 Receipts			
	FY 2012 interest		2.9	29.47
	FY 2012 Expenditures			
	FY 2013 Receipts			
	FY 2013 interest		\$ 1.73	\$ 17.23
	FY 2013 Expenditures			
	FY 2014 Receipts			
	FY 2014 interest		\$ 2.86	\$ 28.91
	FY 2014 Expenditures			
	FY 2015 Receipts			
	FY 2015 interest		\$ 5.14	\$ 51.70
	FY 2015 Expenditures			
	FY 2016 Receipts			
	FY 2016 interest		\$ 4.08	\$ 41.16
	FY 2016 Expenditures			
	FY 2017 Receipts			
	FY 2017 interest		\$ 5.31	\$ 53.36
	FY 2017 Expenditures			
	FY 2018 Receipts			
	FY 2018 interest		\$ 5.36	\$ 54.14
	FY 2018 Expenditures			

FY 2019 Receipts			
FY 2019 interest	\$	5.61	\$ 56.35
FY 2019 Expenditures			
FY 2020 Receipts			
FY 2020 interest	\$	1.37	\$ 13.80
FY 2020 Expenditures	\$	(279.40)	\$ (2,817.18)
Balance 6/30/20	\$	-	\$ -

<u>Lauren Woods 2203</u>	<u>Johnson's Pond 2204</u>	<u>Spofford Road 2205</u>	<u>Weathered Walls 2212</u>	<u>Budnick Way 2213</u>	<u>Pine Ridge 2315</u>
\$ 7,322.83	\$ 74.37				
		\$ 5,000.00			
\$ 161.54	\$ 1.64	\$ 42.13			
		\$ (4,780.60)			
\$ 188.65	\$ 2.30	\$ 7.91			
\$ (2,467.25)					
\$ 165.44	\$ 2.49	\$ 8.56			
\$ 142.56	\$ 2.15	\$ 7.36			
\$ 258.44	\$ 3.89	\$ 13.39			
\$ 147.55	\$ 2.22	\$ 7.64			
			\$ 5,400.00		
\$ 71.31	\$ 1.09	\$ 3.69	\$ (14.23)		
			\$ 5,532.68	\$ 4,940.00	
\$ 97.42	\$ 1.50	\$ 5.04	\$ 68.64	\$ 2.24	
			\$ (6,069.00)	\$ (4,719.23)	
			\$ 12.15	\$ 4,020.00	
72.56	1.07	\$ 3.74	\$ 32.35	\$ 25.51	
			\$ (4,847.76)	\$ (1,907.54)	
					\$ 7,610.00
\$ 42.46	\$ 0.65	\$ 2.20	\$ 0.40	\$ 15.97	\$ 3.04
			\$ (52.24)		
\$ 71.27	\$ 1.10	\$ 3.67	\$ 0.74	\$ 27.32	\$ 34.36
					\$ 64.98
					\$ (4,680.79)
\$ 127.39	\$ 1.91	\$ 6.57	\$ 1.28	\$ 35.42	\$ 61.57
				\$ (1,134.20)	
\$ 101.47	\$ 1.53	\$ 5.26	\$ 0.50	\$ 20.68	\$ 49.01
			\$ (65.51)		
			\$ 1,320.00		
\$ 131.47	\$ 1.98	\$ 6.81	\$ 2.43	\$ 26.80	\$ 43.89
			\$ (1,285.07)		\$ (1,496.84)
\$ 133.40	\$ 2.02	\$ 6.91	\$ 0.76	\$ 27.21	\$ 33.96

\$ 138.82 \$ 2.10 \$ 7.19 \$ 0.80 \$ 28.30 \$ 35.33

\$ 191.63 \$ 0.51 \$ 1.76 \$ 1.09 \$ 39.07 \$ 48.81
\$ (104.52) \$ (359.23)

\$ 7,098.96 \$ - \$ - \$ 40.01 \$ 1,447.55 \$ 1,807.32



Town Administrator's Report Select Board Meeting for September 11, 2023

Matthew Coogan

Roundtable Discussion at September 11th Board Meeting

Chairs of the Town's 28 Boards and Committees have been invited 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.

Waste Stream Task Force Update and Resident Survey

The Waste Stream Task Force released a [Trash and Recycling Resident survey](#) that is available on the town website. The survey solicits Boxford residents' current trash and recycling habits, as well as input on the size of potential new, standardized trash and recycling containers and the frequency of collection under a new automated collection program. There will also be a postcard mailing to every household in mid-September that includes a QR code to access the survey. Responses are due by the end of September.

Additional information on the work of the Waste Stream Task Force can be found on their [project webpage](#). The Task Force's next meeting is Monday, September 11th at 2PM.

Suspension of online trash sticker sales

At its meeting on August 30th, the Board of Health voted to suspend online trash sticker sales starting September 5th. An announcement was put on the [town website](#) and Facebook page.

Appointment of Members to Permanent Building Committee, DPW Facility Schematic Design

Per By-Law and by vote of the Permanent Building Committee (PBC), the Select Board is prepared to appoint up to four temporary members to serve on the PBC for the next phase of the new DPW Facility, schematic design. The Select Board has discussed appointing DPW Superintendent/ Town Engineer Chris Olbrot, a representative of the Select Board, a representative of the Finance Committee, and a resident with experience in engineering, project management, and construction. Chuck Costello and Phil McManus have stepped forward to represent the Select Board and the Finance Committee, respectively. Former Select Board Chair Al Vaz has expressed interest as the at-large member. The Board can appoint all four members Monday night, for a term to expire on June 30, 2024.

Town Meeting appropriated \$250,000 for the schematic design phase, and Chris Olbrot has been working with my office to draft a RFP for designer services, to be reviewed by the PBC at its next meeting on Thursday, September 14th.

Medal of Fidelity Presentation September 22nd

Veterans Services District Director Joseph LeBlanc has informed me that On September 22nd, at 10:00am the Massachusetts National Guard will be sending a General Officer to North Andover Town Hall to present the Medal of Fidelity to surviving family members of veterans who died due to their service-connected disabilities from their service to our country. The Medal of Fidelity was signed into law by Governor Baker in October 2022 in the SPEED ACT.

The Medal of Fidelity will be presented to eight families in the North Andover/ Boxford Veterans Service District, including Mrs. Karen "Suzy" Feirman of West Boxford, who is the wife of Lance Corporal Frank Feirman, USMC, Purple Heart, Vietnam.

Paving Update

Lockwood Lane was paved the week of August 28th. Ipswich Road between Kelsey Rd and Spofford Rd was paved on September 7th. The paving of Forest neighborhood (King Richard, etc.) starts Friday, September 8th and should conclude on Monday, September 11th. Information on this fall's paving is available on the [Town website](#).

Glendale Road Culvert Emergency Repairs

DPW has been addressing and making repairs to washout areas and other damage as a result of two major rain events in August. DPW was out on Glendale Rd last week making emergency repairs to the culvert. This included resetting the fieldstone sides of the culvert, slipping in a PVC pipe to allow for flow, and building a riprap slope to stabilize the area and allow DPW to patch the road. The good news is that the repairs will prevent shutting the road down. Chris Olbrot is currently permitting the new culvert at the Conservation Commission, so it will be replaced with a more permanent infrastructure in 2024.

MBTA Communities (Section 3A) and Technical Assistance Update

On August 17th, the Executive Office of Housing and Livable Communities announced revisions to the Compliance Guidelines for Multi-Family Districts under Section 3A of the Zoning Act (MBTA Communities). The revision that most affects Boxford is the specific state grant programs that communities would not be eligible for if they fail to comply with Section 3A. If Boxford does not comply with 3A and create a MBTA zoning district, we would be ineligible for programs we recently utilized, including Brownfields Redevelopment, Real Estate Technical Assistance, Land Use Planning Grants, Local Acquisitions for Natural Diversity (LAND) Grants, and Municipal Preparedness (MVP) Planning and Project Grants. The last 2 in particular are programs the Town has relied on, for open space land acquisition and culvert work.

The Boxford Planning Board will get an update from the Merrimack Valley Planning Commission (MVPC) at their next meeting on September 20th. The MVPC is serving as the Town's MBTA technical assistance consultant to guide us through the state's compliance model. It appears that the four parcels on northern tip of Boxford that front Barker Rd identified by Land Use Director Ross Povenmire to potentially be rezoned as a 3A district would comply with the state's compliance model. Ross and I have planned on having him and the Planning Board attend the Select Board's October 23rd meeting to discuss MVPC's technical assistance findings, the revised guidelines, and next steps for the Town.

Housing Production Plan

Land Use Director Ross Povenmire has been working with the MVPC on updating the town's Housing Production Plan. The [current plan](#) expired in 2022. Planning Board Chair Bob Gore, Building Inspector/ADA Coordinator Peter Delaney, CPC Chair Natasha Grigg, and Housing Partnership Committee members Joe Hill, and Jim Barnes are also part of the update. They are planning two public workshops this fall, the first being a virtual meeting on Thursday, October 12th at 6PM. The second workshop will be in person, at a date to be determined. According to the state, a Housing Production Plan is a community's proactive strategy for planning and developing affordable housing by: creating a strategy to enable it to meet its affordable housing needs in a manner consistent with the Chapter 40B statute and regulation.

Municipal ADA grant

Our office is preparing to submit [ADA grant program](#) applications by the September 15th deadline. The Town will be applying for ADA improvements at Stiles Pond, including the restroom facilities and accessible docks, and for addressing MAAB violations at the Cole School. The Town is partnering with the Boxford Athletic Association for the Stiles Pond application. For the Cole School, DPW Superintendent/ Town Engineer Chris Olbrot developed a scope of work to specifically address the AAB violations on campus. The estimate for this project, including paving, concrete work, and engineering oversight, is \$100,000. The Elementary School Committee met on August 23rd and vote to approve Chris's plan to address the MAAB violations at Cole School.

Adaptive Reuse of Buildings Advisory (ARBA) Committee

StudioLuz's public presentation of their [final report](#) is scheduled for [Wednesday, September 13 at 7PM at Town Hall \(with a Zoom hybrid option\)](#). 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.

Spofford School Electrification Feasibility Study

Tri-Town School Administration received 11 responses to the [Request for Proposals \(RFP\)](#) for professional architectural and engineering design services to assess the feasibility of electrifying the HVAC system at Spofford School. 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. We will be undergoing the selectin process in the coming weeks.

Municipal Aggregation

Good Energy informed me that DPU shared draft guidelines for Municipal Aggregation Proceedings and opened up a comment period. The guidelines are intended to reduce the time required for DPU review of aggregation plans and amendments. Good Energy's legal team is reviewing the guidelines and plan on submitting comments on behalf of their municipal clients. We expect to have draft comments from Good Energy prior to the September 18th submission deadline. The Town submitted an aggregation plan in October 2022, which is available on the project website, BoxfordElectricity.com.

Report on Investments

As required by state law, Treasurer/Collector Ellen Guerin has issued an annual report to the Town that lists cash account balances, investment types, earnings and compliance with the terms of the town's Investment Policy. The Report on Investments, included in the [September 11th Select Board meeting materials](#), provides information for the \$24,922,838 held by the town on June 30, 2023. Comparative data is also provided for the previous fiscal year, including a brief explanation of significant changes.

Preliminary Revised Flood Insurance Rate Maps

The Department of Homeland Security's Federal Emergency Management Agency (FEMA) has published preliminary revised Flood Insurance Rate Maps (FIRMs) and a Flood Insurance Study (FIS) report for Boxford. The FIRM and FIS documents are often used to determine what regulations may apply to a particular piece of property, whether the property is in a flood hazard area, and whether flood insurance is required. The FIRM and FIS documents, and related notices, can be found on the Town of Boxford website, town.boxford.ma.us/flood-maps.

An appeal period relating to the preliminary FIRM and FIS documents will expire on or about October 30, 2023. Persons wishing to appeal the preliminary FIRM or FIS documents should contact Ross Povenmire (rpovenmire@town.boxford.ma.us) with scientific or technical data indicating that the preliminary FIRM or FIS documents are incorrect.

September 1, 2023

Dear Members of the Select Board,

It is time for another letter concerning Sayward Road. At the moment, the road is in the worse condition ever. It is narrower now since weeds and other flora have grown out 2 feet. Under them is several inches of fill that was used over the years.

In 2023, especially in Boxford, a citizen should be able to drive on his road at a speed of 15-20 miles per hour. Today, 5-10 MPH is way too fast. Friends coming to the house just can't believe we live on a road in this condition. Their comment is "I thought Boxford was a well- to- do community". We residents living on Sayward Road pay lots of money in taxes. Are we getting our money's worth?

I understand there is the question of "who owns the road". It seems to me the town should be able to figure out the answer to that question.

There appears to be Grant money for many things from the state and federal governments. Why can't our local representatives be asked for help? A more permanent solution than just filling the holes with gravel needs to be found. Otherwise, 3-4 weeks after being filled, the potholes return.

I wish each member on the board would ride down this three hundred yard road. Perhaps you would have a better understanding of the issue.

Sincerely,


Bill Bell

8 Sayward Rd

From: [Boxford MA via Boxford MA](#)
To: [Matt Coogan](#); [Brendan Sweeney](#); judi.stickney@gmail.com; m.jessel@comcast.net; cjconsultco@aol.com; pcp31@comcast.net; [mcmenger](#)
Subject: Form submission from: Contact a Member of the Select Board
Date: Tuesday, September 5, 2023 10:45:21 AM

External Sender

Submitted on Tuesday, September 5, 2023 - 10:45am
Submitted by anonymous user: 2601:19c:5280:2c90:fc0a:4b06:ee22:22f0
Submitted values are:

Please Choose the Member of the Select Board you would like to contact: Contact all Members of the Select Board
Please include any questions or comments:
Resolve the issue of maintaining Sayward Road to the satisfaction of the residents and the Town Board. The residents are tired of asking and writing letters and emails. There must be a path to solve this in a fair and considerate way, but we have to meet and agree.

What's the next step for us to do this?

Regards,
Michael
Name: Michael L Pilato
Email: mpilato@comcast.net
Address, City, State, Zip: 6 Sayward Road
Phone: 9783049024

The results of this submission may be viewed at:
<https://www.town.boxford.ma.us/node/97/submission/22776>

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**Minutes of the
BOXFORD SELECT BOARD
REMOTE VIA ZOOM
August 07, 2023 6:30PM
DRAFT**

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

Absent: Judi Stickney

Others Present: Town Administrator Matthew Coogan, Senator Bruce Tarr, Family of Charles Killam, Ciara Smith, Police Chief Riter, Officer Dupont, Officer Barker, Officer Anderson, Christine Dean and 10 Elm Committee member Kathy Zolla, Library Director Kevin Bourque, Library Chair of the Board of Trustees John Paul Ryan, National Grid Representative David Boucher, Minutes Recorder Donna Grieco, Town Counsel Gregg Corbo, Kimberly Trainor, Bo Barbera, Bill Tagerman and another Kelsey Road Resident.

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

6:35 PM Announcements

- **BBQ's at the Council on Aging:** Select Board member Perkins invited residents to attend summer BBQ's on every other Wednesday (8/9, 8/23, 9/6, 9/20) 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.
- **Popsicles on the Playground:** The Boxford PTA invites you to join its first annual event, Sunday 8/27/23 from 1:00 PM to 2:30 PM at the Harry Lee Cole School and from 3:00 PM to 4:30 PM at the Spofford Pond School. This family event for ALL Boxford elementary Cole and Spofford Pond families serves as a warm welcome back to school and is offered at no cost.
- **Volunteers Wanted: Boxford Small Repairs Grants Trust:** This trust was established in 2022 to ensure maintenance of safe and sanitary housing for those income qualified, 60 years of age or older, or those with a permanent disability. This Board must consist of five (5) members appointed by the Select Board, one of whom must be a resident of the community at-large. It will meet monthly with an estimated time commitment of ten (10) hours per month. Interested parties should submit their resume to Leanne Mihalchik at LMihalchik@BoxfordMA.gov.

6:40 PM Meeting with Library Board of Trustees

Proclamation for Ciara Smith Day on 8/8/23 in Boxford.

Ciara Smith painted a lovely mural in the Children's Room of the Boxford Town Library over a two-month period in 2022. The Library Director and the Chair of the Library

48 Board of Trustees were in attendance as the Select Board awarded her with a
49 Proclamation. This was followed by a brief photo in front of the mural. For more
50 information on the mural, including a time-lapsed video capturing the process, visit the
51 Boxford Town Library website.
52

53 **7:00 PM National Grid Pole Hearing**

54 **Glendale Road Work Request. #30754008:** David Boucher of National Grid appeared
55 via Zoom to discuss National Grid's Pole Petition for Glendale Road. A pole must be
56 relocated since the existing culvert will soon be widened. The replacement pole (#21)
57 will meet stream crossing requirements and will be relocated 26 feet south of its current
58 location to allow the Town to work safely on the culvert.
59

60 Select Board Chair Jessel opened the Public Hearing however there was no one
61 present in the audience to speak on the matter. Select Board member Perkins had no
62 concerns and asked if the distance from another existing pole would be an issue; Mr.
63 Boucher answered that it was in fact still well within requirements and was actually a
64 more suitable location. No other comments were forthcoming and Select Board Chair
65 Jessel closed the Public Hearing. The Town Administrator noted that the DPW
66 Superintendent located the wells per Board of Health recommendation, and they are
67 beyond the 100 ft requirement. The BOH signed off on this pole request.
68

69 On a **MOTION** made by **Perkins**, second by **Chow-Menzer**, the Select Board
70 **VOTED** unanimously to accept the recommendation of National Grid to move a
71 pole located on Glendale Road as presented.

72
73 **Report of the Town Administrator**

74
75 **Memorandum from Historical Society Regarding the Apple Festival:** The festival
76 will be held on 9/16/23 from 10:00 AM to 3:30 PM (rain date 9/17/23). Similar to
77 previous years, the Boxford Historical Society will be submitting a one-day liquor license
78 at the September 11th, Select Board meeting.
79

80 **Coast to Cure Bike Ride:** Scheduled for 9/9/23 this annual ride from Gloucester to
81 Gloucester passes through Boxford. As in the past they have requested to use the West
82 Fire Station as a rest stop and to install two port-a-potties on the location. This request
83 was reviewed by Fire Chief Geiger and he is in accordance. Select Board member
84 Chow-Menzer inquired as to whether a Police Detail would be necessary to which the
85 Town Administrator replied there would not since cyclists are released in small groups
86 of 4-6 riders.
87

88 On a **MOTION** made by **Perkins**, second by **Chow-Menzer**, the Select Board
89 **VOTED** unanimously to approve the use of West Fire Station as a rest stop for
90 the 2023 Annual Coast to Cure Bike Ride.

91 **Appointment of Board of Trustees for Small Repair Grant Program:** An opening for
92 an At-Large member has been advertised however, no one has applied as yet. The
93 Council on Aging will recommend a member in September. Joe Hill will serve as the
94 representative of the Housing Partnership Committee. A member from the Select Board
95 is required, however there is no rush to do so until the other members (DOA and At-
96 Large) are seated.

97 **Approval of a New 3-Year Contract for Treasurer/Collector:** This contract is the
98 same as in previous years, save for updating the change of years, and rates of salary
99 beginning on 7/1/23 through subsequent fiscal years, depending on annual review.
100 Page 3, the signature page, has been signed and ready for the Select Board to also
101 sign. All Select Board members were in agreement.

102
103 On a **MOTION** made by **Costello**, second by **Chow-Menzer**, the Select Board
104 **VOTED** unanimously to approve the Treasurer/Collector employment
105 agreement between Ellen S. Guerin and the Town of Boxford, as discussed.

106
107 **Waste Stream Task Force Update and Select Board Designee:** The Asst. Town
108 Administrator reconvened the task force which has recommended the Town go to bid for
109 a new five-year trash contract with automated collection to start July 1, 2024. The Town
110 Administrator recommended that the Select Board designate a representative to join
111 and participate in Task Force meetings which currently consists of 2 representatives
112 each from the Finance Committee, Board of Health and Recycling Committee. Select
113 Board member Perkins volunteered to join this committee and the members of the
114 Select Board thanked him for volunteering. Monthly meetings will be held on Mondays
115 at 2PM. This is an ad hoc committee to which Select Board member Perkins is now the
116 Select Board designee. A town-wide survey will be sent out in September to get input on
117 barrel size, usage, etc. in order to help prepare specs for the Invitation to Bid. They
118 would like to have the IFB ready before the end of this calendar year.

119
120 **DPW Phase I Schematic Design Update:**

121 The DPW's RFP for a schematic design of the phase one for the new DPW facility was
122 discussed. Town Meeting appropriated \$250,000 for this phase. The Permanent
123 Building Committee met and voted to add four temporary committee members for the
124 project. There are currently five permanent members. The PBC's By-Law states that
125 "two temporary members shall be appointed who are members, professional employees
126 of the Town, and/or designees of the appointed or elected board or committee
127 sponsoring or requesting a construction or major maintenance project". In addition, for a
128 major project with "multiple buildings with simultaneous and coordinated design and
129 construction... alongside the two temporary members from the sponsoring committees
130 cited above, who have full membership and voting rights during deliberation on their
131 respective building's project, an additional two temporary members shall be appointed
132 at large." The Select Board discussed identifying the four temporary members to the
133 PBC for the new DPW Design Phase 2 project. Town Administrator asked if anyone on
134 the Select Board was interested in volunteering. Select Board member Perkins
135 suggested that Select Board member Costello would be the correct choice but that if he

136 was not willing to serve on the committee, he, himself would do so. Select Board
137 member Costello agreed to serve and Select Board member Chair Jessel stated that he
138 is an excellent fit for the role. The DPW Superintendent and Town Administrator felt that
139 one representative from each of the Finance Committee, Select Board, and the DPW
140 Superintendent would make sense during the schematic phase. An additional member
141 is required. People with engineering, project management, and construction
142 backgrounds would be most suitable.

143
144 Select Board member Chow-Menzer noted that the PBC did support expanding this to
145 four additional members and they would like to begin the process in September. To
146 recap, Select Board member Costello, DPW Superintendent Olbrot are definite
147 members and the Town Administrator will ask the Finance Committee to bring forth a
148 member. As for the fourth required member, the Town can do an open call for an At-
149 Large member possessing the needed experience before 9/11/23. Select Board Chair
150 Jessel asked if anyone on the Select Board had a recommendation. The Board did not
151 currently have anyone in mind, but agreed to give the matter their consideration. The
152 Board will be asked to appoint all new members of the PBC at once, as soon as they
153 are in place.

154
155 **State Senator Bruce Tarr Commemoration of Charles Killam:** Senator Tarr was
156 welcomed to the Select Board meeting by Select Board Chair Jessel and she thanked
157 him for all he does for the Town of Boxford. The Senator commemorated Charles
158 Killam's many years of varied service to the Town of Boxford and reported on the
159 adjournment of the Senate in memory of Charles Killam which took place on 6/22/23.
160 He noted the strong relationship he had with Mr. Killam and his admiration for him. The
161 family of Mr. Killam was presented a framed parchment copy of the permanent Senate
162 record noting the adjournment in Mr. Killam's honor. Senator Tarr read Mr. Killam's
163 obituary into the record so that is also a part of this document. Other copies were also
164 made available. The session adjournment in Mr. Killam's honor is now a part of Senate
165 history. Select Board member Costello asked for a copy to be hung in Boxford Town Hall
166 and Senator Tarr agreed. Photos were taken as Senator Tarr shared some light-hearted
167 words with Mr. Killam's wife and family.

168
169 **Other Business Before Senator Tarr and the Board:**
170 Select Board Chair Jessel thanked Senator Tarr for the Senate having passed three
171 Boxford related items in the current state budget. Senator Tarr said it was a team effort
172 and thanked the Town Administrator for his assistance. She also asked Senator Tarr for
173 assistance in having the Town's Aggregation approved by the DPU which has remained
174 unresolved for quite some time like many other towns. She asked him for an update. He
175 replied that this has become a systemic problem and he has no information on the hold
176 up; he promised tomorrow he would redouble his efforts to move Boxford's request
177 forward. He knows the importance of maximizing renewables and holding costs in
178 check.

179
180 Police Chief Riter was pleased to announce that the Boxford Police Department
181 achieved state accreditation and thanked the Town for all of their varied support. Chief

182 Riter thanked Lt. Dupont and Officers Anderson and Barker who were instrumental in
183 the process along with all Boxford police officers who did their part to see this process
184 through to completion. Gratitude was also offered to Scott Wilson for his volunteer hours
185 as Civilian/Community Liaison to the process. Senator Tarr commended the department
186 and stated that this achievement recognizes Boxford's commitment to maintaining the
187 highest policing standards set forth by the MA Police Accreditation Commission. Officers
188 Barker and Anderson will now take over future accreditation responsibilities. Officers
189 Barker and Anderson displayed the framed accreditation. Chief Riter commented that
190 the accreditation went through the first time with only minor corrections necessary and
191 that is very significant accomplishment as well. Select Board Chair Jessel offered her
192 congratulations and noted that it was a huge accomplishment for all involved. Select
193 Board member Costello noted that Boxford has an elite Police department and this
194 award signifies just that. Chief Riter said he was very proud to have grown up in Boxford
195 and to now be the Chief of Police. Photos were taken. Senator Tarr, before he departed,
196 stated that this award is very important to police reform and offered his congratulations.
197 In Senate debates, he insisted on accreditation of Police departments in order to meet
198 high standards and that not only does a department need the right individuals, they also
199 need equipment, tools, and resources to get to this status. He therefore thanked and
200 congratulated the Board and Town Administrator for their role in making this possible
201 and ended by saying that the Boxford PD is a shining example of what accreditation
202 means.

203
204 Chief Riter also congratulated Lt. Dupont on having accepted a new position as
205 Environmental Police Officer. He requested that the Select Board appoint him as part-
206 time Police Reserve Officer. The appointment is from 8/13/23 through 6/30/24.

207
208 On a **MOTION** made by **Perkins**, second by **Costello**, the Select Board **VOTED**
209 unanimously by roll call vote to approve the appointment of Matthew Dupont as
210 Police Reserve Officer from 8/12/23 through 6/30.24.

211 Select Board Chair thanked Officer Dupont for his service and said she was pleased he
212 would continue to serve Boxford as a Reserve Officer.

213 **10 Elm Community Committee Report:** Select Board Chair Jessel thanked Christine
214 Dean, Chair of the 10 Elm Committee, for all of the work they have done. Committee
215 Chair Dean and Kathy Zolla presented their recommendations on how to best
216 coordinate community programs and other events held at the Center at 10 Elm. They
217 went through a number of slides discussing various requests they've received, a new
218 format for taking in such requests such as using Google forms which can be tracked via
219 spreadsheet, tiering of fees and determining priority use for the venue. They also
220 reported on a few problematic findings from having hosted a number of events ranging
221 from locked doors, to problems with AV equipment, the lobby being unattended and
222 other issues. Recommendations were offered such as the use of online calendaring,
223 having staff on-site during rentals, and others. Select Board member Perkins agreed
224 that some of these things were issues, especially the need to have staff present on off-
225 hours that could be in charge. He presented the idea of the use of volunteers for this

226 purpose. Select Board member Chow-Menzer noted that the PBC is trying to work out
227 the kinks which cannot always be apparent until the building is actually in use and
228 remarked that she and Bob Hazelwood of the PBC would be happy to sit down and
229 review these issues with the 10 Elm Committee. She also noted that some funds remain
230 in the budget to make adjustments including to the AV system. Select Board Chair
231 Jessel asked if there was any further comment or questions. Select Board member
232 Chow-Menzer wondered if it would be possible to use the MyRec application for
233 handling reservation requests. Town Administrator Coogan said that it would work and
234 that he plans to implement its use first with Lincoln Hall reservations. He questioned
235 who handles the ultimate approval for the new venue and pointed out the need for a
236 tiered system of fees. Lincoln Hall reservations are handled by Leanne Mihalchik. Select
237 Board member Chow-Menzer stated that for this building more oversight is required. A
238 discussion ensued over who will own this process, and that private events should have
239 staff in the building for troubleshooting. Costs for cleaning and any liquor license police
240 detail costs must be considered. They could task the 10 Elm committee to work with the
241 Town Administrator's office to devise a complete pricing structure and list of fees.
242 Private renters should expect to pay fees while community events may be subsidized by
243 the Town; this is for the Select Board to discuss. Select Board Chair Jessel remarked
244 that the committee has a very organized way to go forward and asked Chair Dean for
245 next steps. To which Chair Dean replied that the four members of her committee have
246 been sworn in and will meet soon to look at fees and make recommendations of a
247 priority system and then deliver the info to the community along with a timeline for when
248 folks can begin using. Select Board Chair Jessel asked if there were many inquiries.
249 Chair Dean replied that things seem to be quieting down during the summer, however,
250 there are a few things being scheduled and private use is also quiet; Facebook is
251 usually where chatter about the venue happens. The Town Administrator ended the
252 discussion by noting that they have not been getting many inquiries but when they do,
253 since the Center is not ready as yet, they have been offering Lincoln Hall as an
254 alternative. It seems that inquiries have dropped off but the Town should be prepared
255 for more inquiries. Further, the Town should pre-vet partners such as the Tri-Town
256 Council which perhaps could the assist with building staffing, or the PTO etc. Select
257 Board Member Chow-Menzer feels we could find volunteers willing to be trained. The
258 Town Administrator said that the Select Board is requesting the 10 Elm Committee to
259 continue pursuing the tiered fee structure and to look into partnering with others who
260 could assist with the venue management, Select Board member Costello asked who
261 among the various civic or other groups might be annual or monthly or frequent users.
262 After determining who they are, the principles of each organization could be trained. He
263 noted that a community outreach could determine this info as some groups may not
264 even realize this is available to them. It was noted that there may already be a list in
265 place. According to Select Board member Chow-Menzer, Masco, and hockey or other
266 sporting groups, would love to use the Center for their annual award dinners. The Town
267 Administrator asked if they envisioned a survey and/or an open house, to which Select
268 Board member Costello responded perhaps just a posting on the Town website, a form
269 of soft outreach would suffice. Select Board member Perkins noted that he would hope
270 that Lincoln Hall will still be utilized as it is a viable option. Chair Dean said that with all
271 of these inquiries a calendar is needed. Select Board Chair Jessel agreed. The Town

272 Administrator said that he would ask Leanne Mihalchik to work with Chair Dean and
273 Kathy Zolla to get the framework up. Select Board Chair Jessel expressed her opinion
274 that the Town needs to be ready for inquiries so as not to disappoint people. The Town
275 Administrator noted that Tri Town is the next closest event for programming. Select
276 Board Chair Jessel thanked the committee for the progress they have made.
277

278 **MASCO School Committee Delegation Capital Plan Update:** Boxford
279 representatives from the Masco Regional School Committee appeared to discuss the 5-
280 Year Capital Plan for the Regional District. The process for filling an open seat on the
281 School Committee was also discussed. Select Board member Costello asked if the
282 three people present comprised the entire delegation and was told that yes, due to
283 various resignations, there are a number of seats to be filled. Select Board Chair Jessel
284 asked if it was posted that Patricia Bernheart resigned. It is official, so Masco must
285 officially post the opening. They were waiting for Boxford to post first. The Town
286 Administrator will post after the school posts and use the same language. It will be
287 posted for two weeks. Select Board Chair Jessel stated that there is an opening for a
288 Boxford resident on the Masco School Committee due to a resignation and the
289 appointment would last through the election in May. If anyone is interested, they can
290 contact Joe McClean of the Masco School Committee. After the committee interviews
291 candidates, they will make a recommendation, and each group will get one vote. The
292 next earliest meeting would be September 11th, which should be enough time to find
293 someone and get them appointed. They could then be sworn in on the 12th. The Masco
294 School Committee has a retreat scheduled at the end of this month. Select Board Chair
295 Jessel stated that if they find someone quickly, she would be willing to hold a special
296 meeting earlier than 9/11 so that the new hire could attend the retreat. Select Board
297 Chair Jessel asked that the committee get the posting out tomorrow so that Boxford
298 could follow suit. She then switched to talking about the Capital Plan. She noted that
299 when the first draft of the Capital Plan came out, she was surprised that there was no
300 collaboration with anyone from the Boxford town structure. Going forward she asked
301 that there be more collaboration. To this, the committee replied that they had just
302 finished a meeting and talked about coordinating better with the Towns. They
303 understand how Boxford felt blindsided and that at their first formal meeting next
304 Wednesday and they will discern their most critical needs. They noted that last week the
305 rooftop A/C unit burned out at Masco, all three fire departments responded and
306 evacuated the building. The A/C unit was one of those things that was on the capital
307 plan from last year. The current newly formed committee members had this plan
308 dropped on them. They plan to take the initial plan 1.0 and create 2.0 and then ensure
309 that they communicate this to the Towns. The plan needs a summary of what they need
310 and why, which currently is not included therein. They want it in a format that is more
311 understandable. There are a number of issues they face with things such as the HVAC
312 system, boiler, water treatment, roof; a large number of things. There was no time to
313 discuss these with the Towns, so they may need a special meeting in October for that
314 purpose. They will determine a list of critical items to address and hope that they can
315 get by until more funds are available in July. Select Board member Costello commented
316 that these items mentioned are very critical. Select Board Chair Jessel asked how many
317 people there are on this committee. They responded that there are four members on the

318 sub-committee. She then asked if any of these people are technically experienced and
319 understand engineering, architecture etc. and was told that yes, they were, they had
320 project experience, but no one has HVAC expertise. Chair Jessel went on to mention
321 that she spoke to Rich O'Brien who was Chair of the Building Committee when the
322 original building was built. He said they had a sizeable committee with people from all 3
323 towns and a wide range of appropriate professional backgrounds. She urged the
324 committee to look for people like this from all three towns who can evaluate and know
325 how to address the issues as a system. She continued that Plan 1.0 just looked like a
326 list of parts and a 1:1 part replacement is not the way to go forward and bring new
327 technology into the building. The committee stated that the Asst. Superintendent had
328 said that the list of parts was just a starting point to scope out level of costs involved for
329 all of the items, as opposed to looking at the building as a whole. To which, Select
330 Board member Chow-Menzer replied that so much has changed over the 20 years in
331 terms of technology that a person who can look at the overall picture is a necessity.
332 Select Board member Costello stated that they need to look at new systems to replace
333 the old and that if they simply replace old parts, in five years they won't even be able to
334 find those parts. The committee responded that they have taken sustainability into
335 account which 1.0 didn't mention and 2.0 will be broader. They went on to say that
336 obviously if they keep waiting, the quotes from last year will be at least 25% more
337 expensive this year and that there is a possibility that they may have to pause school if
338 a catastrophic event occurs. There are some items on the list that could cause such a
339 pause. The list of items deemed to be critical totaled six million dollars. The committee
340 wants to meet their responsibilities while also being fiscally responsible. Select Board
341 member Chow-Menzer asked who did this assessment of critical needs and was told
342 that Jeff Sands, the Finance person did so with input from his facilities people. This was
343 because she stated she knew he was the Finance person but asked if he knew the
344 building trade. Select Board member Perkins stated that with three towns involved, a
345 key person is needed to look at buildings and projects and asked why this has not taken
346 place. The committee agreed this is a problem and are interested in resolving this issue.
347 Select Board Chair Jessel stated that she would like to see more people on the
348 committee. She noted that Gary Martin, Chair of the Sustainability Committee would be
349 happy to work with them and also Rich O'Brien, who knows a lot of historical things that
350 would help the committee is also willing to assist. Select Board member Costello stated
351 that it is important to include someone who is currently practicing in the field of
352 mechanical engineering, HVAC, heating, ventilating, water, plumbing etc. Current
353 people with current experience, not retired people whose experience may be obsolete,
354 are needed; people such as currently employed mid-level engineers. Select Board
355 member Perkins said that regarding the HVAC system that burned, it was
356 recommended that they contact the insurance company and asked if they had done so.
357 The committee responded that they had not spoken to Jeff or Mike about that as yet.
358 Select Board member Perkins told them that should be their first step. Select Board
359 Chair Jessel said with no disrespect meant, that the committee should supplement their
360 ranks with other professionals from the field as mentioned with knowledge to upgrade
361 systems rather than merely replace parts. The committee responded that they would
362 check their bylaws to see if they could supplement their membership but even if they
363 aren't able to do so, these people can still attend meetings and assist. They asked the

364 Select Board to provide a list of names they of people they could recommend. Select
365 Board Chair Jessel advised them that they would but that the committee should also
366 look to the Masco community to find currently practicing professionals, especially
367 among the parent community. Select Board member Costello said that he does not
368 envy them this daunting task and mentioned that he and Select Board member Perkins
369 had toured the facility 5 or 6 year ago and listened to a 1 ½ hour presentation about
370 what was needed for the building. Habib, a consulting firm at that point had quoted a
371 \$60 million dollar price tag and now so many years later that is no longer going to be the
372 number. It is such a daunting task that this is perhaps why it has not been undertaken
373 and no one wants to ask the Towns for more money. Select Board Chair Jessel said the
374 Committee needs to come to the Board with specifics on what is clearly needed and
375 valid costs and they will support a well thought out plan as they understand there is
376 work to be done. Select Board member Perkins said a water plant can be a critical part
377 of the structure and he knows that there was an upgrade to it, but it has to be
378 continuous. Select Board Chair Jessel continued that the Select Board would like to
379 support the committee and work with them to get the professional assistance they need.
380 The committee thanked the Board and appreciate the Town's support. Select Board
381 Chair Jessel commented on how the green and sustainability issue is key to her which
382 is why the gas boiler info gave her pause. The committee commented that the Habib
383 report came out before 85% of the School Committee was onboard. There may only be
384 one or two members remaining from that time period. The committee can revisit the
385 Habib report recommendations and update them where necessary as a pathway to
386 begin. Select Board member Costello said there would be some value in that. It would
387 be a good starting point. If it calls for part replacement of major components, they
388 should look to modern technology instead. Select Board Chair Jessel stated that she is
389 pleased that Mass Save will come in to do the scoping. MA Save has offered
390 elementary schools an incredible amount of incentive money to electrify HVAC systems
391 in buildings. MA Save has done a first layer design of how to retrofit buildings for HVAC
392 including a rough cost. Most, or perhaps all, construction costs could be paid by these
393 incentives. So along with saving the planet, this might also be the cheapest option. She
394 then thanked the committee and told them to keep in close touch. The committee asked
395 how often they should get together with the Town and was told that if the right people
396 are embedded in the process, they could get together less often. Select Board member
397 Costello said there will be milestones embedded that will point us as to when to get
398 together and hoped there would be an appointment in a few weeks which would be a
399 good start. Select Board Chair Jessel reminded the committee to let the Select Board
400 know how they are doing with selecting a new member and that the Town needs 48
401 hours notice to post a meeting.

402 **Town Administrator's Report (Continued)**

403 **Memorandum from DPW Superintendent on Kelsey Road Traffic Issues:** The DPW
404 Superintendent submitted a memo outlining a proposal to install "No Left Turn" signs on
405 Ipswich Rd and Rt. 97 at Kelsey Road which the Town Administrator recommends
406 posting on the September meeting agenda. If hour restrictions are invoked, the morning
407 hour regulations would pertain to Ipswich Road and the afternoon hours would be

408 regulating Rt. 97. TEC's traffic engineer believes we have enough data to warrant the
409 No Left Turn implementation. A left turn traffic restriction proposal was discussed (with
410 and without specific hours attached) for Kelsey Road. The Town must follow guidelines
411 in terms of regulating roads. The 2016 MA DOT Study to reduce truck traffic couldn't
412 implement a No Trucks restriction because data did not support it, but due to data
413 recently collected, we can implement No Left Turns without MA DOT approval. GPS
414 devices put drivers unnecessarily on Kelsey Rd, which was not designed to hold heavy
415 commuter traffic, as the connecting route between Rt. 97 and Ipswich Rd. Pond Street
416 which runs just parallel to Kelsey is the preferred safer route, but since Kelsey is mere
417 seconds faster than Pond Street, GPS algorithms thus direct cars to this road. Select
418 Board member Perkins stated that we should table this until September to allow us to
419 get more input on restricted Left Turn hours. Select Board Chair Jessel asked Perkins if
420 he was contemplating having the No Left Turn rule be in effect the entire day and Select
421 Board member Perkins responded that was one possibility. Select Board member
422 Costello commented that motorists should be given one month's advance notice and
423 should they forget, police will be there to monitor the situation until people get used to
424 the new regulation. He stated that we should implement the No Left Turn whether it be
425 all day or not, but asked how we would get the word to the GPS people. He feels that
426 the DPW Superintendent should study this now and find a way to let WAZE and MAPS
427 know. Select Board member Costello also mentioned that new fog lines have just been
428 drawn on Kelsey Road which help denote the edge of the pavement. Select Board Chair
429 Jessel stated that she had tested both routes and that they were extremely similar in
430 terms of time elapsed. Bill Tagerman, a resident of 41 Kelsey Road, stated that in
431 excess of 3300 cars a day pass by and when the Town engineer asked the residents if
432 they wanted this No Left Turn sign, he was told that there was definitely a majority, if not
433 unanimous consent. Select Board member Costello asked them to get resident
434 signatures including those from residents on Hemlock and Trask. The residents in
435 attendance stated that there is a new state law which states that vehicles have to give a
436 4-foot-wide berth around pedestrians or cyclists which would be nearly impossible on
437 this road. Select Board member Perkins stated that several roads fall into this category.
438 Select Board member Costello says that there are a number of these roads which are
439 32 feet wide, named two-rod roads, with 19 feet of pavement rather than 26. Mr.
440 Tagerman also noted that posted times for No Left Turns have not been an issue for
441 motorists elsewhere. Select Board Chair Jessel stated that there will be a public hearing
442 in September and that the Select Board will email the Town Administrator with any
443 questions for the DPW Superintendent.

444 **Town Police and Fire Detail Rates for Community Events:** The Town Administrator
445 recommended that the Board revisit the chart of fees for community events for police
446 and fire details. The President of BAA asked about the change to the holiday detail
447 rates which affected them. Select Board Chair Jessel mentioned that annual events
448 serve a good cause and these groups should get their fee waived where the town pays
449 the detail costs rather than the organization. Along those lines, since the two BAA
450 events, the 4th of July Race and the Call to Honor, are both worthy scholarship fund
451 raisers, the Board may consider moving them into the category for detail fee waiver.
452 The Board may also wish to waive details for scholarships and other things of this

453 nature. Select Board member Costello said that he would support that. The Town
454 Administrator agreed and felt that the Town could absorb those costs in the Town
455 budget.

456 On a **MOTION** made by **Costello**, second by **Chow-Menzer**, the Select Board
457 **VOTED** unanimously by roll call vote to place the 4th of July Road Race and
458 the Call to Honor event into the category for detail waiver effective today.

459 **Select Board Priority Goals for Fiscal Year 2024:** The Select Board agreed that the
460 goals for FY'24 are now OK to post to the Town website. Additional updates can be
461 found in the Town Administrator report and can be read therein. Updates mentioned in
462 the meeting of note:

- 463 • The Dorman property closed on August 2, 2023, and the Town of Boxford is now
464 the official owner. The Deed was recorded at the Registry of Deeds as Book
465 41695, Page 274. The purchase price of \$1.45M was funded entirely by a CPA
466 appropriation approved at May 9, 2023 Town Meeting.
- 467 • The Park Program has now ended.
- 468 • The Building Inspector will attend the September meeting and will demo how
469 building permits can be completed on line. The building fee structure will change
470 over the winter, with a 4-6 month notice given to residents, et al..

471 Select Board Chair Jessel asked that the Asst. Town Administrator send out the info
472 relative to the state budget differences from FY 23 to FY24.

473
474 **7:45 PM Routines**

475 **Appointments:** The Board reviewed a list of Reappointments and after a thorough
476 review, they were all accepted.

477 On a **MOTION** made by **Costello**, second by **Chow-Menzer**, the Select Board
478 **VOTED** unanimously by roll call vote to approve the Reappointment list as
479 presented.

480 **Approval of Minutes, July 10,2023:** The Select Board reviewed the Minutes of the
481 7/10/23 meeting with the Minutes Recorder and edits as requested will be forthcoming.
482

483 The Select Board **VOTED** unanimously to approve the Minutes of 7/10/23 as
484 amended.

485
486 **8:45PM EXECUTIVE SESSION:** The Select Board VOTED unanimously by roll call to go
487 into Executive Session for the purpose of discussing the Andrews Farm Water Issues and
488 the HIPAA federal grant-in-aid requirements, and declared that an Executive Session is
489 necessary since an open public discussion may have a detrimental effect on the
490 negotiating, bargaining or litigating position of the Board of Selectmen, and upon
491 completion of the Executive Session to return to open session and immediately
492 adjourn without conducting any further business.

493 **Adjourn After Executive Session**

494

495 Respectfully submitted,

496 *Donna M Grieco*

497 Minutes Recorder

498

499 **Next Meeting – August 10, 2023**

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

502

1. Agenda

503

504 2. Event Announcements: COA BBQ, Popsicles on the Playground
505 and Volunteers for Small Repair Grants Trust Board of Trustees

506

507 3. Call for Volunteers for the Boxford Small Repair Grants Trust Board of
508 Trustees

509

510 4. Proclamation: Ciara Smith Day 8/8/23

511

512 5. National Grid Pole Petition/Permit Request Form and other
513 supporting documentation including the Board of Health Approval

514

515 6. Recognition of Boxford Police Department Accreditation Award

516

517 7. Boxford Police Reserve Office Appointment of Lt. Dupont

518

519 8. Center at 10 Elm Committee report and presentation relative to their
520 findings

521

522 9. Regional Agreement (Section 1C) Between Boxford, Middleton and
523 Topsfield with Respect to the Formation of a Regional School District

524

525 10. Town Administrator's Report

526

527 11. Boxford Historical Society Announcement of the Annual Apple Festival

528

529 12. Boxford's Employment Agreement Treasurer/Collector of Taxes

530

531 13. Memorandum from the Superintendent of Public Works Relative to Kelsey
532 Road Left Turn Restriction and supporting data

533

534 14. Town Administrator's Memo to Select Board - Fiscal Year 2024 Priorities
535 and Goals

536

537 15. Detail Rate Sheet

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16. Building Inspector Monthly Report on Building Permits Issued for July 2023

17. Re-Appointments List – Boards and Committees

18. Draft Minutes from Select Board Meeting of 7/10/23.

19. Executive Session Motion

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**Minutes of the
BOXFORD SELECT BOARD
REMOTE VIA ZOOM
August 10, 2023 4:30PM
DRAFT**

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

Absent: Peter Perkins

Others Present: Town Administrator Matthew Coogan, Town Counsel Gregg Corbo, Danielle Travers, Daniel Walsh, Marie Raphael, Asst. Town Administrator Brendan Sweeney

Select Board Chair Barbara Jessel called the meeting to order at 4:30PM.

Consider Communication to Residents of Andrews Farm: Attorney Gregg Corbo addressed the attendees to discuss whether the Select Board should send a letter to the residents of Andrews Farm explaining to them the current situation concerning their water supply, including a past history and most importantly encouraging them to take action to form an HOA, or similar entity to take control of their situation and to find a permanent solution. He told everyone that they are most likely aware of the situation between residents and the operator of their private water supply regarding the provision of that water. He reminded everyone present that the Town of Boxford, over approximately the past five years, has gone to great lengths to ensure that the Andrews Farm residents continued to maintain a supply of water, including having taken part bankruptcy court proceedings and proceedings before DPU. All of these efforts have been successful in keeping the water on but have not provided a permanent resolution. Boxford does not have a public water supply and does not have any jurisdiction over any residents' water. They are unable to mandate any remedies. Andrews Farm water comes from a private water supplier. The residents and the operator must come to an agreement amongst themselves. Select Board members Costello and Chow-Menzer agree that the Town can assist but cannot implement a remedy. The residents must honor their own legal obligations and form an entity that has authority over all the residents and that can find a permanent water supply solution.

A group comprised of Select Board members and Attorney Corbo presented a draft letter to the Board prior to this meeting, and if so inclined, they can vote to approve it and have it mailed to all residents of Andrews Farm, as well as provided to the State Legislative delegation, other state agencies, and other interested parties, so that a final resolution can be reached.

Select Board Chair Jessel asked if there were any questions for Attorney Corbo. There were none. She then asked the Town Administrator for any comments. He responded that if this is approved, the letter could be mailed by certified mail on Monday morning.

47 On a **MOTION** made by **Costello**, second by **Stickney**, the Select Board
48 **VOTED** unanimously by roll call vote to approve the letter, and authorize the
49 Town Administrator to mail the letter to residents.

50
51 Select Board Chair Jessel noted that Select Board member Perkins was absent but
52 would have voted yes if present. She then thanked Attorney Corbo, Select Board
53 member Chow-Menzer and Select Board member Costello for their work on the letter.
54 Select Board member Stickney agreed and also thanked them.

55
56 **Consider lifting of hiring freeze for vacant Heavy Equipment Operator 1:** The DPW
57 Superintendent and Town Administrator asks that the Select Board lift the permanent
58 hiring freeze so that the Town can fill a vacant Heavy Equipment Operator (HEO 1)
59 position. The position opened up early in the summer with the resignation of Josh
60 Flanagan, and the DPW Superintendent would like to fill this position prior to plowing
61 season.

62
63 On a **MOTION** made by **Costello**, second by **Stickney**, the Select Board
64 **VOTED** unanimously by roll call vote to lift the hiring freeze to fill the vacant
65 Heavy Equipment Operator I.

66
67 **4:55 PM Any other business to come before the Board**
68 None

69
70 On a **MOTION** made by **Costello**, second by **Stickney**, the Select Board
71 **VOTED** unanimously by roll call vote to adjourn the meeting.

72
73
74 Adjourn
75 Respectfully submitted,
76 *Donna M Grieco*
77 Minutes Recorder

78
79 **Next Meeting – September 11, 2023**

80
81 Documents either distributed to the Select Board before the meeting in a packet
82 or at the meeting:

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84 1. Agenda
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**Minutes of the
BOXFORD SELECT BOARD
REMOTE VIA ZOOM
August 22, 2023 8:00PM
DRAFT**

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

Others Present: Town Administrator Matthew Coogan, Minutes Recorder Donna Grieco, Chris Bolzan, Erica Clements, Laura Turco, Jeff Horrigan, Joe McLean

Select Board Chair Barbara Jessel called the meeting to order at 8:00PM.

8:00 PM Masco School Committee Meeting

Appointment of Erica Andrews Clements to the Masco School Committee: Due to the resignation of a school committee member, a vacancy existed which needed to be filled. After soliciting for a replacement, six (6) candidates inquired. Five (5) formally applied, and one withdrew. All five candidates were very strong, however the committee sought to select a candidate that would best fill the need of the committee; one who possessed a skillset not currently found on the committee. In this way, the successful candidate would provide the most leverage for the Town. A few of the applicants were very strong in technology, however the committee is already capable in that area. Committee member Joe McLean reported that Ms. Erica Andrew Clements was the committee choice to fill the position. He stated that Erica's background as School Principal, Director of Teacher Development for a network of schools, coupled with her MCAS knowledge will keep Masco pedagogically sound. He went on to say that she was far and away the most knowledgeable of the candidates. On a personal note, not only is she a current resident, but her grandfather was also from Boxford, as were her ancestors before him who immigrated from Boxford, England and played a supporting role in the settling of this town. All of this coupled with her enthusiasm make her a great addition to the committee.

Chris Bolzan added that Ms. Clements as an undergrad, was a Finance major and that she has contributed to school board budgets and capital projects.

Select Board Chair Jessel asked Ms. Clements if she would like to tell the Select Board why she applied and how she is a good fit for this volunteer position. Ms. Clements responded that she applied because her young daughter will be attending Boxford schools and Masconomet when she is of age, and that although the schools are good, she has an intense desire to help make them great. This is her opportunity to give back to her community and to continue to lead a service driven life. She said that she is excited and eager to collaborate with students and parents as she continues to learn and realize her goals.

43 Select Board member Chow Menzer asked Ms. Clements if she could expound on her
44 experience with strategic plans for education in schools. Ms. Clements responded that
45 as a principal she was solely responsible for the strategic planning in her school. She
46 has been instrumental in turning regressing schools around by way of the use of 1- and
47 3-year strategic planning. Safety protocols were also a part of her strategic plans. As
48 Managing Director of a network of schools she works with a statewide team to
49 determine plans of actions, manages them, and partners with heads of schools to
50 determine corrective actions plans and strategic foci. She is well-versed on supporting
51 networks and individual schools with strategic planning.

52 Select Board member Stickney asked what the term would be for the position and the
53 Town Administrator informed her that it would run through 5/21/24. She then asked Ms.
54 Clements if she planned on running for the position in May of 2024. Ms. Clements
55 replied that yes, this position is a commitment, and her intent is to continue to volunteer
56 as long as she is able.

57
58 Select Board Chair Jessel asked if anyone had any further questions or would like to
59 make a motion.

60 On a **MOTION** made by **Costello**, second by Stickney, the Select Board **VOTED**
61 unanimously by roll call vote to appoint Erica Andrew Clements to the Masco
62 Regional School Committee with a term ending May 21, 2024. The members of
63 the Masconomet School Committee (Chris Bolzan, Jeff Horrigan and Joe
64 McLean) also voted yes,

65 Select Board Cahir Jessel congratulated Ms. Clements and thanked her for volunteering.

66 Mr. McLean of the Masconomet School Committee asked when Ms. Clements would be
67 sworn in and was told by the Town Administrator that the swearing in would take place
68 tomorrow.

69 Chirs Bolzan thanked the Boxford Select Board for their collaboration and for coming in
70 for the special meeting. She ended by saying that the Masconomet School Committee
71 was grateful.

72 No further discussion or agenda items.

73
74 On a **MOTION** made by **Stickney**, second by **Costello**, the Select Board
75 **VOTED** unanimously to adjourn.

76 **Adjourn**

77
78 Respectfully submitted,
79 *Donna M Grieco*
80 Minutes Recorder
81

82 **Next Meeting – September 11, 2023**

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

- 85 1. Agenda
- 86 2. Erica Andrew Clements' Resume
- 87 3. Erica Andrew Clements' Letter of Intent

88

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