



## **BOXFORD SELECT BOARD**

**Monday, September 25, 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 Appointments**

- Christina Eckert, Community Preservation Committee
- Corey Jackson, 10 Elm Committee

**6:50 PM Meeting with the Board of Health**

- Consider appointment of Dr. Dr. James Taggart, Board of Health
- Any other business to come before the Board of Health and the Select Board not anticipated at the time of this posting.

**7:00 PM Meeting with DPW Superintendent/ Town Engineer Chris Olbrot**

- Consider approval of "No Left Turn" signs during certain hours onto Kelsey Road
- Sayward Road Discussion
- Any other business to come before the DPW Superintendent/ Town Engineer and the Select Board not anticipated at the time of this posting.

**7:20 PM Meeting with Police Chief Jim Riter**

- Discussion on three Sargeant positions and promotion process
- Any other business to come before the Police Chief and the Select Board not anticipated at the time of this posting.

**7:30 PM Meeting with Inspector of Buildings Peter Delaney**

- Building Department Update
- Any other business to come before the Inspector of Buildings and the Select Board not anticipated at the time of this posting.

**7:45 PM Report of the Town Administrator**

- Consider charge of a new Emergency Response Advisory Committee
- Consider submission of letter to legislators for Municipal Aggregation
- Consider Application for Alcohol Sale Permit on Private Property, Boxtoberfest/Boxford Community Kitchen October 8, 2023
- Consider surplus of equipment, Fire Department Engine 1
- Waste Stream Task Force Update
- 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.

**8:15 PM Routines**

- Correspondence
- Approval of Minutes
  - August 7, 2023
  - August 10, 2023
  - August 22, 2023
  - September 11, 2023
- School and Non-School Warrants

**8:30 PM Any other business to come before the Board**

**Adjourn**

**Next Meeting – October 10, 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.

# BBQ

On the Lawn at the COA!

**RESERVATIONS**  
**REQUIRED**



**Wednesday, September 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 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](http://www.boxfordma.gov), or through the following link: [www.boxfordma.gov/trash-and-recycling-survey](http://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. The survey must be completed by September 30.

# 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

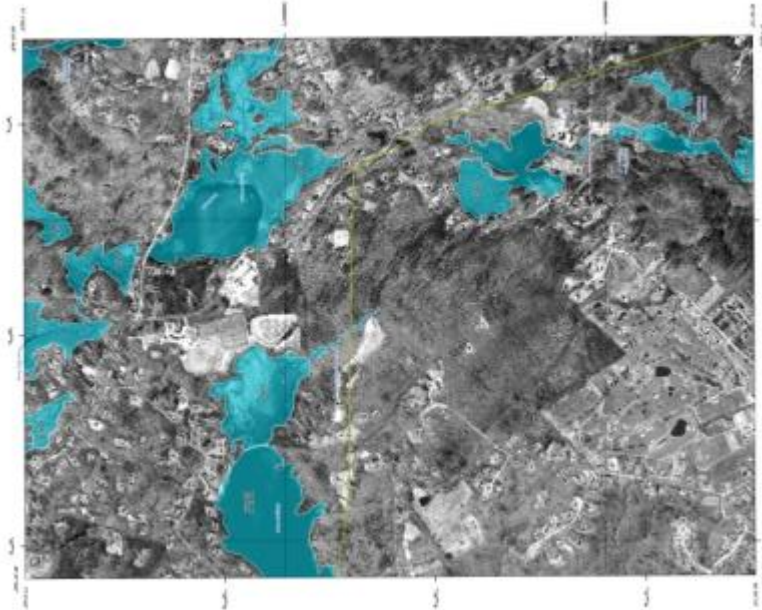
Please have your Medical Card,  
Medicare Card and  
Supplemental Card available.

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](https://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](mailto:rpovenmire@town.boxford.ma.us)) with scientific or technical data indicating that the preliminary FIRM or FIS documents are incorrect.

**From:** [Christina Eckert](#)  
**To:** [Matt Coogan](#)  
**Subject:** Re: COA rep for the CPC board  
**Date:** Tuesday, September 12, 2023 11:41:41 AM  
**Attachments:** [image001.png](#)

---

**External Sender**

Hi Matt and members of the Select Board,

My understanding is that there is an opening on the CPC for a member at large. I would be interested in filling this seat.

As a current member of the COA Board and the Library Trustees, and a former member of the Recreation Committee, I may have some insight that may be helpful to the CPC. But possibly my more important qualification is that I care deeply about the community of Boxford, and would like to be part of preserving its open space and historical buildings, and increasing recreation access for its residents.

Thank you,  
Christina Eckert

---

**From:** Matt Coogan <mcoogan@town.boxford.ma.us>  
**Sent:** Monday, September 11, 2023 12:38 PM  
**To:** mymol@aol.com <mymol@aol.com>; Barbara Jessel <bjessel@town.boxford.ma.us>  
**Cc:** Alicia Caron <johnandalicia@verizon.net>; Ross Povenmire <rpovenmire@town.boxford.ma.us>; eckertcovino@hotmail.com <eckertcovino@hotmail.com>; John Shirley <john.shirley88@yahoo.com>; Robin Phelan <rphelan@town.boxford.ma.us>; M & C Eckert <eckertcovino@hotmail.com>; Margaret Chow-Menzer <mmenzer@town.boxford.ma.us>  
**Subject:** RE: COA rep for the CPC board

Hi Everyone

I think there's some confusion on the makeup and membership of the CPC.

[As per the by-law](#), there can be up to nine members of the Community Preservation Committee. Five members are representatives designated by the following boards: ConsCom, Planning Board, Historic Districts Commission, Recreation Committee, and Housing Partnership Committee. The remaining four members are residents at large and are appointed by the Select Board. There are currently 3 vacant positions on the CPC – 1 Rec Committee, and 2 at large. Rick Shaw was an at large member, but chose not to be reappointed for this fiscal year. From my understanding, he was not on the Committee because he was a COA member.

That all being said, If Christina would like to be appointed to the CPC, I'm sure the Select Board would accept a formal application to consider at a future meeting. Their next meeting in September



**From:** [Christine Dean](#)  
**To:** [m.jessel@comcast.net](mailto:m.jessel@comcast.net)  
**Cc:** [Matt Coogan](#); "[Corey Jackson](#)"  
**Subject:** RE: Interest in 10 Elm Committee  
**Date:** Thursday, September 14, 2023 10:16:45 AM

---

**External Sender**

Good Morning Barbara,

Matt had put Corey in touch with me and he did join our last meeting to learn more. I think he would be a great fit for the 10 Elm Committee and would like to recommend that we move forward with having him join an upcoming Select Board meeting for approval.

Thank you,

Christine

---

**From:** Corey Jackson <[corey@sarahjconsulting.com](mailto:corey@sarahjconsulting.com)>  
**Sent:** Wednesday, September 13, 2023 8:52 PM  
**To:** [m.jessel@comcast.net](mailto:m.jessel@comcast.net); Christine Dean <[cdean@lexingtonma.gov](mailto:cdean@lexingtonma.gov)>  
**Cc:** Matt Coogan <[mcoogan@town.boxford.ma.us](mailto:mcoogan@town.boxford.ma.us)>  
**Subject:** Re: Interest in 10 Elm Committee

> On Sep 13, 2023, at 8:29 PM, Corey Jackson <[corey@sarahjconsulting.com](mailto:corey@sarahjconsulting.com)> wrote:

>

>

> Barbara,

> My name is Corey Jackson. I live at 4 Samuel Bixby Way in Boxford. I recently met with Matt Coogan, as I would like to get more involved with the town after moving here in the Summer of 2019. He mentioned that there was an opening on the 10 Elm Committee among other options.

>

> With 10 Elm being right next door, I have a particular interest in seeing that space be maximized and taken care of well into the future. I also have direct experience in building community and community spaces.

>

> I was Executive Director of Citizens Inn in Peabody, an \$8M family shelter and food program for the North Shore for 10 years. I also was deeply involved with the creation of the Downtown Lynn Arts District and usage and development of many spaces for the benefit of the local community. I now own a consulting business with my wife Sarah helping nonprofits of all types hit their multi-million dollar goals.

>

> I love seniors and the work that Pam and crew do for those in our community who are able to remain in Boxford and age in place. MA has a growing senior population and I believe it's critical to provide them with solid infrastructure and support.

>

> I am deeply interested in 10 Elm being a great home for them and also a great space for the community as a whole.

>

> I would love to be considered for appointment to the vacant seat on the 10 Elm Committee. Please let me know what my next steps should be.

>

> Best,

> Corey

>

>

>

---

*When writing or responding, please be aware that the Massachusetts Secretary of State has determined that most email is a public record and, therefore, may not be kept confidential.*

## Contact

[www.linkedin.com/in/coreyrichardjackson](http://www.linkedin.com/in/coreyrichardjackson) (LinkedIn)

## Top Skills

Diversity & Inclusion  
Human Resources (HR)  
Finance

## Certifications

Certified Fund Raising Executive (CFRE)

## Publications

After decade of growth, Jackson to depart Citizens Inn

Food bank puts food on the table, people back to work

Groups gather, distribute food to kids in need in Peabody

Launching Lynn Arts Scene is Corey Jackson's Mission

Healthy Living in Peabody

# Corey Jackson

I help nonprofit fundraising teams reach their multimillion-dollar goals.

Boxford, Massachusetts, United States

## Summary

Nonprofit leaders: Whether you're tasked with raising \$1M or \$100M, the stakes are super high. Your board expects results. The mission rides on your success. You need more bandwidth and deeper expertise to do everything that needs to be done, like:

# Designing a multimillion-dollar campaign

# Reshaping your fundraising department for maximum impact

# Implementing new fundraising initiatives

# Sunsetting efforts that just aren't working any more

# Coaching frontline fundraisers toward greater success

# Stepping in when a high performer on your team leaves

That's why I joined Sarah J Consulting (SJC): To share proven methods and approaches that help well-established nonprofits like yours raise millions more.

After 10 years leading a community-based nonprofit organization, where I dramatically increased fundraising results and expanded operations; and spending the decade before that at a major tech firm, I joined SJC to help our nonprofit clients raise \$500M+ to date.

SJC's engagements pave the way for leaders like you to have:

# More charitable dollars in the door--and more loyal donors

# A finely tuned Development department that works smarter and boosts results

# A successful campaign that raises millions for a new building or signature initiative

# Seamless fundraising collaborations among your CEO, board, Development committee, and frontline fundraisers

# Interim expertise when you lose a key manager

\*\*\*

Services:

Fundraising assessments and Development plans, campaign feasibility studies, Development organizational redesign, special projects, interim leadership, foundation relations strategies, and high-level messaging for VIP donors.

Highlighted clients:

Perkins School for the Blind

NYU Langone Health

Centerboard

University of New Hampshire

Aspire Developmental Services

Health Leads

What clients say:

"Our expanded team is now well positioned to engage more philanthropic and business partners...Thank you, SJC!"

"Their in-depth analysis of our existing systems, strategies and resources produced a comprehensive multi-year strategic plan with short-and long-term actionable steps that we are confident will ensure future success."

"We are better prepared to identify and secure funding for UNH because of our partnership with SJC."

\*\*\*

Take the next step!

If you have a multimillion-dollar fundraising goal to reach in the next 18 months and need help getting there, message me on LinkedIn

and we'll schedule a 15-minute intro call so I can learn more about your organization's Development needs.

---

## Experience

Sarah J Consulting

EXCEED YOUR FUNDRAISING GOALS

June 2022 - Present (1 year 4 months)

Massachusetts, United States

Nonprofit leaders: Whether you're tasked with raising \$1M or \$100M, the stakes are super high. Your board expects results. The mission rides on your success. You need more bandwidth and deeper expertise to do everything that needs to be done, like:

# Designing a multimillion-dollar campaign

# Reshaping your fundraising department for maximum impact

# Implementing new fundraising initiatives

# Coaching frontline fundraisers toward greater success

# Stepping in when a high performer on your team leaves

That's why I joined Sarah J Consulting (SJC): To share proven methods and approaches that help well-established nonprofits like yours raise millions more.

I joined SJC after 10 years leading a nonprofit, where I exponentially increased fundraising results. To date, SJC has helped our clients raise \$500M+.

SJC's engagements pave the way for you to have:

# More charitable dollars in the door

# A finely tuned Development department that works smarter and boosts results

# A successful campaign that raises millions for a new building or signature initiative

# Interim expertise when you lose a key manager

\*\*\*

Services:

Fundraising assessments and Development plans, campaign feasibility studies, Development organizational redesign, interim leadership, foundation relations strategies, and high-level messaging for VIP donors.

Highlighted clients:

Aspire Developmental Services  
Perkins School for the Blind  
NYU Langone Health  
University of New Hampshire  
Peabody Council on Aging

What clients say:

"Our expanded team is now well positioned to engage more philanthropic and business partners...Thank you, SJC!"

"Their in-depth analysis of our existing systems, strategies and resources produced a comprehensive multi-year strategic plan with actionable steps that we are confident will ensure future success."

\*\*\*

Take the next step!

If you have a multimillion-dollar fundraising goal to reach in the next 18 months, DM me to schedule a 15-minute chat.

Rotary Club of Peabody

Member

September 2013 - July 2022 (8 years 11 months)

Peabody, MA

President 2019-2020 (100th Anniversary Year)

Engaged our Interact Club at Bishop Fenwick and officially activated them as a club with Rotary International in early 2020.



Taste of the North Shore was to take place in late March 2020 with over 30 food vendors lined up, a \$10,000 raffle prize and over 500 people in attendance. Unfortunately, COVID-19 had other plans and the entire world shut down in mid-February 2020. By March, most people were at home, working remotely, and were not getting together with anyone outside of their household. I sat in my home office on March 22, 2020 and did a one-man Taste of the North Shore on Facebook Live. We did an emergency food grant for NSCAP and Citizens Inn and continued our work at Newhall Fields to complete their irrigation project.

2020 was our 100th Anniversary, somewhat lost in the shuffle of COVID-19, but we were still able to hold a virtual event alongside Malden and Lawrence with the Rotary International president, Mark Maloney as our keynote speaker.

Formed an Inclusion committee to work on what we could do to change how we operate and to be more inclusive. We ran online community events on racism and anti-semitism and achieved the district's certificate for diversity, equity and inclusion after our first year of work as a committee.

On June 30, 2019, we lost our dear friend, Bob Wood. Somewhat fitting for Bob, he passed away on the final day of his term as District Governor. The club was able to honor him at his celebration of life and an event at Four Points in Wakefield where they dedicated a conference room to Bob. On November 19, 2019, we lost a beloved friend, educator and Rotarian, Cara Murtagh. She was Superintendent of Schools in Peabody. Peabody also lost Peabody High School vice principal, Judy Maniatis and a Higgins Middle School student, Jackson Frechette that same month. It was a lot to consume and took much of a year of mourning.

Citizens Inn, Inc.  
Executive Director  
July 2013 - June 2022 (9 years)  
Peabody, MA

-Implemented DE&I committee, mandatory annual training for all employees, board, and key volunteers.

- Developed program for staff to learn Spanish to improve inclusion and delivery of service.

- Managed and executed broker-less real estate deal for 2 multi-families owned by Citizens Inn, netting over \$1M in proceeds for the organization.
- Led shift during COVID-19 to cover expense growth of over \$500K brought on by a 369% growth in new registrations year over year at food pantry, and significant challenges presented in residential facilities.
- Merged Citizens Inn with local nonprofit Haven from Hunger. Combined organization now has a \$8M operating budget with \$1.5M covered by fundraising activities.
- Grew agency profitably for 9 consecutive years. 400% increase since FY13.
- Expanded shelter program to impact 34% more families.
- Drove creation and continuous execution and update of 5-year strategic plan with Consultant, Board of Directors, Strategic Planning Committee, and external stakeholders.
- Engaged with CCNY/Tower Foundation as one of the first four nonprofits to be selected for getSet Essex County, a capacity building project focused on organizational assessment, value proposition development, and leadership training.
- Drove re-branding from Citizens for Adequate Housing to Citizens Inn. Modernized brand, drove awareness, reduced brand confusion.
- Trained staff in Trauma Informed Care, Verbal De-Escalation, and Boundaries and Confidentiality
- Drove technological advancements moving the agency to one integrated phone system, Office 365, ticket system for maintenance requests and a new database for pantry and meals program.

Job Requirements include Management (Budgeting, Facilities, Human Resources), Program Planning and Development, Marketing and Communications, Fundraising (Annual Fund, Major Gifts, Corporate and Foundation, Events), Community Relations, Board Relations, Strategic Planning, and Real Estate

Peabody Area Chamber of Commerce  
Board Member and Past Chair  
November 2015 - January 2022 (6 years 3 months)  
Peabody, MA

Served as Chair for 2020-2021 Fiscal Year. On-boarded new Executive Director, Led ED and board to grow membership by 40 new members and 14 re-engagements, improved financial oversight, assisted in creating new strategy for networking and education during the COVID-19 pandemic, and grew scholarship funds for distribution in 2021.

Now serving as Past Chair on the Executive Committee for 2021-2022

Arts After Hours  
Managing Director  
August 2010 - December 2018 (8 years 5 months)  
Lynn, MA

Founded Arts After Hours to provide unique, high-quality arts programming for the thriving community developing in Downtown Lynn. Starting off as a few one-night events, Arts After Hours now boasts a full season of theatre, live music events, and visual art demonstrations. Arts After Hours achieved 501c3 status in 2012 and has grown to bring almost \$200,000 to the local economy annually through jobs and local spending.

Grew Arts After Hours to an audience of over 4,000 people, 40 business partners, 50 individual donors, 14 board members and generated positive press for Lynn in the Boston Globe, North Shore 104.9, Lynn Item, Haunted Happenings of Salem, WCVB's Eyeopener and Chronicle television programs.

Executed all marketing programs including press releases, social media campaigns, media relations and cross promotion. Grew Facebook following to 1,200 fans and a viral reach of almost 40,000 people during our show months through targeted Facebook promotion.

Trustwave  
Director of Program Management  
2013 - 2013 (less than a year)  
Lynn, MA

Managed various cross-functional projects for the Trustwave Product Management team including product and service pricing updates, IPv6 roadmap and consolidation of appliance hardware. Implemented structured

communication between Product Management and Managed Services Implementation team – defined service definitions, managed handoffs from engineering to MSS team, and prioritized work for MSS Implementation team based on customer and executive level feedback. Implemented cadence with Sales Engineers and Product Support Specialists in the field to communicate Managed Services priorities and gather field input. Project Managed highest priority service implementations including all cross-functional tasks including engineering, managed service adoption, marketing launch materials, sales enablement, and customer training.

Trustwave is a leading Cloud-based security & compliance solutions provider with a million+ customers. Trustwave has grown rapidly both organically and by acquiring key security technologies since 2005 and also leads in the field of security research and ethical hacking (SpiderLabs) and is a recognized market leading Managed Security Service Provider (MSSP).

## NetIQ

### Business Operations Manager

2008 - 2013 (5 years)

Cambridge, MA

Manage Operations for Security Management and Operating Platforms Business Unit including fiscal year planning, product strategy, engineering allocation, and cross-functional global product development. Run Product Leadership Team (PLT) and Business Management Team (BMT) within the business unit reporting up to the General Manager. Trained and currently mentor entire global development team on Scrum methodology to improve time to delivery and cross-functional global team communication. In first year, took the development team from one release every two years, to 2 releases in 12 months decreasing the customer wait time for desired functionality. Customer focus continues with development of usability testing with external parties, expanded customer and partner participation in Scrum reviews and beta programs, and facilitation of the annual Platinum Customer Advisory Council.

## Citizens for Adequate Housing

### Board of Directors (Volunteer)

2010 - 2012 (2 years)

Hire, advise and govern the Executive Director of Citizens for Adequate Housing's programs including the Inn Between, Inn Transition, and Inn Homes. Serve as the Committee Chair for Citizens for Adequate Housing's annual

flagship fundraising event for over 250 attendees responsible for raising ~50K for the organization.

## Novell

6 years

### Sr. Project Manager

2005 - 2008 (3 years)

- managed team of 75 developers, testers, and doc writers for release of several products in the Identity Management space.

### Product Manager

2002 - 2005 (3 years)

- managed several products including Workbench and jBroker technology which Novell acquired from Silverstream.

## Silverstream Inc

### Product Manager

January 2000 - January 2002 (2 years 1 month)

Community Manager for Silverstream's Developer Site, DevCenter. Developed a core audience for Silverstream's developer tools and enterprise software. Produced relevant content including articles, webinars, and onsite training events at both Sun's Java shows and Silverstream's yearly tradeshow, SilverSummit. Established SilverStream as a thought-leader in the J2EE and Web Services developer communities. Ran partner application awards program from creation of event through logistics and presentation to over 3000 attendees at Disney World, Orlando.

## ZDNet (CNET)

### Software Developer

January 1999 - January 2000 (1 year 1 month)

Developed the ComputerShopper.com export process to transfer all data from the backend MySQL and Oracle databases to the front-end Thunderstone database using Perl and Thunderstone proprietary scripting language. Designed the user experience of computershopper.com, ZDNet's data driven commerce web application. Redesigned the feed system that took in over 1,000,000 records from 100+ vendors using PERL, DBI, MYSQL, and Oracle.

## Education

Syracuse University

Bachelor of Science - BS, Information Studies; Information Management and  
Technology · (September 1995 - December 1998)

PVMHS



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

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

colbrot@town.boxford.ma.us

Tel: (978) 352-6555

Fax: (978) 352-5558

## MEMORANDUM

To: Matt Coogan, Town Administrator

From: Chris Olbrot, PE

Date: August 2, 2023

RE: Kelsey Road Left Turn Restriction

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

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

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

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

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

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

Kelsey Road at Ipswich Road



Kelsey Road at Killam Hill Road (Rt. 97)





For Visual Reference Only

**\*\*The time restrictions will be 6 – 9 AM from Ipswich Road and 3-6 PM from Killam Hill.**





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

**DATE:** Friday, September 22, 2023  
**TO:** Select Board  
**FROM:** Matt Coogan, Town Administrator  
**RE:** **Emergency Response Advisory Committee**

At the September 11<sup>th</sup> meeting, the Select Board voted to establish a committee to study the Town's emergency response program and the feasibility of having in-town ambulance and transport. The Board also requested the Town Administrator draft a committee charge to consider at the September 25<sup>th</sup> meeting. Included with this memo is a draft charge for an Emergency Response Advisory Committee (ERAC). It includes the makeup of the committee, lists the committee's tasks and goals, and sets expectations as far as timeline and deliverables based on preliminary research.

The draft ERAC charge recommends seven members, including the Town's public safety team: Police Chief Jim Riter, Fire Chief Brian Geiger, and Communications Director Warren Gould (who is also a Lieutenant in the Boxford Fire Department). Our public safety team will bring to the committee institutional and working knowledge with regards to emergency response, the ability to provide data and discuss current capabilities, and the ability to utilize their professional relationships to gather the necessary resources for the committee to review in their comprehensive analysis. In addition, there will be a representative from both the Finance Committee and the Select Board to both focus on process and the financial and operational impact of the committee's work. The last two members will be residents at-large, preferably those with professional experience in emergency response, ambulance transport, paramedic, etc.

The ERAC will be tasked with conducting a comprehensive analysis of the Town's current emergency response services, which includes an account of the public safety team's current capabilities with regards to patient care, response times, and budgetary constraints. This foundational data will be compared with the emergency response services of our neighboring communities, comparable communities in the region, and state and national standards. The ERAC will then develop recommendations, based on their analysis, to improve efficiencies in emergency response; more specifically, to develop strategies to reduce ambulance response times by creating in-town ambulance transport services. The goal of this effort will be for the ERAC to submit a plan, with anticipated costs, for the Select Board to review and to present to voters at a future Town Meeting. Vice Chair Margaret Chow-Menzer submitted a more detailed scope of work which I have included with this memo for the Board to discuss on Monday night. That scope could be sent to the committee as well.

Since the meeting on the 11<sup>th</sup>, I have done some preliminary research and outreach to get a better understanding of what the Select Board should expect as far as the anticipated process and timeline to achieve the ERAC's tasks and goals, as outlined above. The Select Board should expect the process of analyzing, planning for, and implementing a successful transition to in-town ambulance service to be a



multi-year, phased project. The ERAC charge includes bi-annual written reports to the Select Board that coincide with Town Meeting cycle.

The Town of Topsfield took a multi-year, phased approach to transitioning to in-town ambulance transport. Twenty-four years ago, the Topsfield Fire Department had a similar setup as what Boxford has today: four career firefighters and the chief, a roster of call firefighters, and a contracted private ambulance service. In 1999, Topsfield acquired an ambulance to provide secondary service to the private contractor. Attempts were made to increase staffing in the years that followed, and in 2020 Topsfield transitioned to providing primary ambulance transport. Since then, Topsfield has doubled their career staff, required all firefighters be trained as paramedics, transitioned to 24-hour shift coverage, and now runs two ambulances with ALS service. It should be noted that Topsfield operates out of a single, centrally located fire station; the town is also half of the size of Boxford in land area and has half as many road miles as Boxford.

Plaistow, NH is in the process of ending its relationship with the same private ambulance provider the Town uses in West Boxford, Pridestar Trinity EMS, and will begin providing in-town municipal ambulance service. This decision was reached after 18 months of analysis. Plaistow voted to implement their Fire Chief's transition plan in 2022 and will begin providing its own ambulance service in March 2024.

Since 2020, the Town of Truro has been working to add firefighters and increase their training in anticipation of transitioning to in-town ambulance transport. The transition is happening sooner than expected, as their non-profit ambulance provider announced it was going out of business on July 2023, due to staffing issues. Truro is now running in-town EMS.

Many municipalities utilize consultants to aid with the analysis and development of plans similar to those described above. Truro worked with Capital Strategy Solutions in 2021 and 2022 on a five-phase EMS services plan as part of their transition process. Municipal Resources, Inc. has worked with several Massachusetts communities on EMS plans, including Holliston, Taunton, Amherst, and Manchester-by-the-Sea, among others. The ERAC should consult with representatives of these municipalities and their consultants and consider whether to recommend funding for a consultant to support their work at the May 14, 2024 Town Meeting.

These examples illustrate the magnitude of the investment in time, funds, and resources that is required when considering efficiencies and improvements to a municipality's emergency response services. It will likely take several years, but improvements can be achieved through a phased approach with the support of the community. The Town's public safety team should be given the opportunity to review the draft charge and comment on the proposed process. My suggestion is for the Select Board to review and potentially revise the draft during your September 25<sup>th</sup> meeting and finalize the charge and goals for the committee. The final draft should then be sent to the public safety team for their comment on the proposed process and timeline, as well as for their input on their bandwidth and competing priorities. The Select Board should also send the draft to the Finance Committee so that they can recommend a representative to serve on the ERAC. The Select Board should also decide how to choose the at-large residents and develop an appointment process. Appointments to the ERAC could be made at your October 23<sup>rd</sup> meeting. I have been working with our public safety team on organizing a Public Safety Information Session, tentatively scheduled for the evening of Wednesday, October 25<sup>th</sup>. The newly appointed ERAC members could attend as a body to kick off their work.

My office is available to support the Select Board and the ERAC in their efforts, should the plan proposed above be implemented.

## **Draft – Emergency Response Advisory Committee**

September 22, 2023

The Emergency Response Advisory Committee (ERAC) is created pursuant to a vote of the Select Board on XX, 2023. The committee shall consist of seven members appointed by the Select Board: one member of the Finance Committee, one member of the Select Board, the Fire Chief, the Chief of Police, the Director of Communications, and two resident members at large. The members at large should preferably have professional experience with emergency response, including, EMS, ambulance, or paramedic services.

1. The purpose of this committee is to advise the Select Board, through a comprehensive analysis, on the Town's three-tiered emergency response program and identify strategies to improve service through efficiencies and reduced emergency response times and to meet the current and future needs of Boxford.
2. Meetings shall be held pursuant to the Open Meeting Law, M.G.L. Chapter 30A, Sections 18 to 25, as amended by Chapter 2 of the Acts of 2023. Meetings shall be posted with the Town Clerk pursuant to said Laws.
3. The Committee shall appoint a Chair, to coordinate meetings and to oversee progress, and a Secretary, to record minutes. Copies of approved minutes shall be forwarded to the Select Board.
4. The Committee shall conduct a comprehensive analysis and assessment of the Town's current three-tiered emergency response program. Analysis shall cover all resources, including personnel, equipment, apparatus, vehicles, communications protocols, storage, and maintenance. The analysis will consist of a review of patient care, including the capabilities of the Town's in-house First Responder and Emergency Medical Technicians, and the capabilities of the Town's contracted Basic Level Service, Advance Life Support, and Paramedic Support.
5. The Committee shall collect data, including demographic and geographic data, with regards to emergency response. The Committee shall also review and analyze emergency response time data.
6. The Committee may engage the advice and counsel of professional advisors as needed. The Committee shall evaluate and consider emergency response programs by peer communities as it considers proposing future changes to emergency response.
7. The Committee shall develop a phased plan with recommendations for establishing in-town ambulance response and transport based on the comprehensive analysis and data analysis. The plan shall include budgetary impacts.
8. The committee shall issue reports to the Select Board that coincide with annual Town Meeting cycle, per the Town's By-Law Chapter 36 Section 1. The reports shall be issued 90 days prior to an Annual Town Meeting (second Tuesday of May) and 90 days prior to the fourth Tuesday in October, should the Select Board vote to hold a Special Fall Town

Meeting. The reports shall include recommendations for any actions to be taken at Town Meeting based on the development of a phased plan, mentioned in #7.

9. The Committee shall engage the public and solicit public input.

DRAFT

**From:** [Margaret Chow-Menzer](#)  
**To:** [Matt Coogan](#)  
**Cc:** [Margaret Chow-Menzer](#); [Judi Stickney](#); [Peter Perkins](#); [Charles Costello](#); [Barbara Jessel](#)  
**Subject:** EMS Ambulance Study  
**Date:** Monday, September 18, 2023 10:38:27 PM

---

Matt

Below are my thoughts on the study committee.

Charge: To study, analyze, and make recommendations for cost effective ambulance transport models that will assure the long term effectiveness and financial feasibility of the EMS services and meet the current and future needs of Boxford.

Tasks should include:

1. Establishing foundational data: Boxford current and 3-5 year projections
  - o demographics - total population & density
  - o geography - total square miles; # of residents per square mile
    -
  - o hospitals and tertiary care facilities serving Boxford -proximity in miles to east and west residents; the amount of time required to drive a resident living in the furthest eastern part of Boxford to each of the hospitals and tertiary care facilities and the amount of time required to drive a resident living the furthest western part of Boxford to each of the hospitals and tertiary care facilities.
  - o Boxford EMS services
    - Call types and #s over 3 year period (nature of injury: burn; heart problem; fracture; fall; abdominal; allergic reaction; diabetic shock; chest pain; unconscious; crash injury; breathing; stroke; head pain; etc.)
  - o researching any similar studies or existing relevant models, particularly of towns comparable to Boxford
  - o researching standards, such as, Commission on Accreditation of Ambulance Services and NFPA 1710
1. identifying and analyzing existing resources within Boxford (personnel, equipment, vehicles, storage and maintenance, dispatching and management)
2. researching relevant Massachusetts statutes and regulations
3. identify issues such as liability, insurance, legislation, union contracts, retirement systems, education/training/certification
4. Analysis of response time: Reference to NFPA 1710 standard as a goal; How fast a system responds to most calls is better reflected in percentile response times (usually 80 or 9 percentile) than average response times.
  - o Call taking /Dispatch(time when 911 call is made to beginning of transmittal of the response information to EMS)
  - o Turnout/Reaction time (time between receipt of dispatch to beginning point of travel time)
  - o Travel time ( when EMS unit is enroute to the emergency incident and arrives at the scene. (Travel times are a function of geography, road

conditions, traffic/congestion, weather, and the number of and location of the fire station/EMS firefighter home

- o Total response time (time from when 911 call is made and EMS shows up
- o Response time of ambulance service (time from when 911 call is made and ambulance shows up); also time between when EMS shows up and ambulance shows up).

#### 5. Ambulance services

- o Identification of ambulance services currently serving Boxford, including automatic aid from neighboring towns
- o Over 3 year period:
  - Number of EMS calls with ambulance appearing at scene of accident/incident; separately identify by specific ambulance service
  - Rating/satisfaction with each ambulance service
  - Cost of ambulance service

#### 6. Financial analysis

- o In-house ambulance service - use financial models and propose funding methods
  - Capital costs, e.g. ambulance, housing for ambulance, equipment
  - Personnel: staffing, wages, benefits, training, certification, license, etc
  - Location and related costs (utility, communication etc)
- o Third party ambulance service
- o Hybrid model
- o Other

Margaret Chow-Menzer

Boxford Select Board

**From:** [Allison McNeill](#)  
**Cc:** [Patrick Roche](#)  
**Subject:** Re: Municipal Aggregation Guidelines and Legislation  
**Date:** Monday, September 11, 2023 5:02:14 PM  
**Attachments:** [Sign-On Letter\\_Vitolo Bill\\_v7.pdf](#)

---

**External Sender**

Good Afternoon,

I'm writing to follow up on last Thursday's webinar about the legislative amendment and DPU regulatory docket. For those that could not make the webinar, below you will find a recording and slides to download. They both provide the detail on *why* the legislation is needed, even with the DPU's regulatory proceeding.

**Also, attached is the joint municipal sign-on letter: Good Energy and the other aggregation consultants are working together to encourage all municipalities - those with active programs, those in development, and even those thinking about aggregation - to sign on to this specific letter in support of the legislation to amend the aggregation statute.**

Legislative Letter:

If your municipality is interested in signing on, we would encourage you to do so ASAP. Our goal is to have as many signatories as possible before the Senate [TUE](#) Hearing on 9/27/2023, although we can still accept signatures after that until the House [TUE](#) Hearing on 10/12/2023.

Your City or Town can determine who is the right entity to sign (Mayor, Town Manager, Select Board, etc.) as long as it is an entity that legislators will recognize has reasonable authority to speak on behalf of the municipality.

To sign-on, please provide some written confirmation of the municipality's intent to [patrick@goodenergy.com](mailto:patrick@goodenergy.com). Then, Good Energy, the other consultants and Cape Light will assemble all sign-ons together for a single submission to the legislature.

If your City or Town would like to make additional, or more specific comments, we can certainly assist with that. That effort would be separate from signing onto this letter.

\*\*\*As a reminder, a separate sign-on letter for the DPU regulatory process (docket 23-67) will be forthcoming, likely early next week\*\*\*

Webinar:

At the links below you can access a PDF of the presentation for download and watch a recording of yesterday's meeting.

-

Presentation: <https://drive.google.com/file/d/1Epx4zdzqVHAfPqTPoOJgMww-tdOad4iMj/view?usp=sharing>



Recording: [https://us06web.zoom.us/rec/share/gmlDDmnoYbgsn9hZ-GG5ZQI7yH4Myl0tUoAUft\\_3MbnHmjSm0if43-lexZNFOYYb.kB5-T4MG5kVY6nNI?startTime=1694114812000](https://us06web.zoom.us/rec/share/gmlDDmnoYbgsn9hZ-GG5ZQI7yH4Myl0tUoAUft_3MbnHmjSm0if43-lexZNFOYYb.kB5-T4MG5kVY6nNI?startTime=1694114812000)



[DATE] 2023

To:

The Honorable Jeffrey N. Roy  
House Chair, Joint Committee on Telecommunications, Utilities, and Energy  
State House Room 43

The Honorable Michael J. Barrett  
Senate Chair, Joint Committee on Telecommunications, Utilities, and Energy  
State House Room 109D

Dear Chair Roy, Chair Barrett, and Members of the Committee,

As municipal leaders committed to helping our residents access affordable electricity, and providing options to combat the global climate crisis at the local level, we write to you today to voice our support and call for the advancement of [H.3852](#), *An Act supporting electrical load aggregation programs in the Commonwealth*, sponsored by Representative Tommy Vitolo of Brookline.

H.3852 will empower municipalities with existing electrical load aggregation programs (also known as municipal aggregation programs) to more effectively update and operate their programs and foster the expansion of these programs to other cities and towns throughout the Commonwealth.

This bill was informed by a diverse group of municipal leaders and aggregation program administrators with years of experience operating aggregation programs in our state. It was first filed as H.3219 by Representative Roy and S.2145 by Senator Lewis, and it was then refined into H.3852 filed by Representative Vitolo.

Electrical load aggregation programs allow cities and towns to procure power for their own residents, often at a lower cost and with a higher clean energy percentage than what residents would otherwise receive through the default utility basic service. As a result, aggregation programs, especially those considered “green” because of their higher percentages of renewable energy, represent a vital tool for municipalities to advance local environmental goals in a cost-effective manner for their communities. Many communities with active programs achieved significant cost savings over this past winter when basic service rates reached historic highs. While we recognize that future savings cannot be guaranteed, we are proud of this accomplishment, and know that we can do so much more.

The legislature created load aggregation as part of the Electric Utility Industry Restructuring Act of 1997, and by 2013 the DPU had established a review process that effectively authorized local officials to operate programs without regulatory impediments, provided that programs comply with specific consumer protections. Now, however, unwarranted barriers are hindering communities from taking full advantage of the opportunity presented by aggregation.

Nearly half of the cities and towns in the Commonwealth do not yet have a program at all. Twenty-two of these municipalities have submitted aggregation plan proposals to the DPU for review, only to get stuck

in the queue, often waiting well over a year, and in some cases for over four years, for a response. This excessive delay has deterred many of the remaining municipalities from even pursuing a program.

The DPU currently interprets the statute to require that aggregation plans include nearly every detail of program operations. Therefore, any adjustment to those details requires a community to file a plan amendment with the DPU for its review and approval. State level oversight is an important feature to ensure that programs function in a fair and equitable manner. However, additional guidance is needed from the legislature to recognize and clarify that aggregation rules must allow local municipal leaders to adapt their programs based on local decision making. H.3852 would do just that.

Under H.3852 and subject to review and approval by the DPU, aggregation plans would be required to describe the structural elements of the proposed programs: how they will be organized, how they will make decisions, and how they will set their rates. Any changes to these structural items would require a plan amendment and approval by the DPU. The implementation elements, such as specific renewable energy levels, electricity supply options, and format of letters to consumers, would be governed by the local decision-making process outlined in the plan, and changes would not require an amendment. This clarification of responsibilities and authority would provide municipal leaders with the much-needed flexibility to adapt program operations more effectively and reduce the regulatory burden for DPU. Importantly, H.3852 also retains all the critical consumer protections and adds additional provisions that promote program transparency and protect consumer data.

It is important to note that the DPU opened a proceeding in August 2023 to address some of the issues H.3852 seeks to solve, such as reducing review time and clarifying rules for aggregations. However, the proposal falls short because it codifies the DPU's current interpretation of the statute. As an example, without H.3852, if every aggregation program desired to add the same, simple new offering (say, a discount to low-income customers from Community Shared Solar), the DPU would have to review and approve over 150 amendments. Without H.3852, therefore, we can expect an ever-expanding approval backlog at DPU and continued restrictions on municipal decision-making. The result is that our aggregation programs will be unable to adapt to the needs of our communities or the market.

As communities across the Commonwealth feel the real-time environmental and economic consequences of the climate crisis and as we work to hit our statewide climate goals and transition to a just clean energy economy, it is more important than ever that Massachusetts electricity consumers have access to energy options that are as sustainable, reliable, and cost-effective as possible.

We, the undersigned municipal officials, join our colleagues in the Legislature in wholeheartedly and enthusiastically supporting H.3852 and respectfully request that you advance the bill favorably out of committee. Thank you for your support and consideration.

Sincerely,



# Town of Boxford

**Boxford Fire Department**  
**Chief Brian Geiger**  
**6 Middleton Road**  
**Boxford, Massachusetts 01921**  
**978-887-5725**

September 11, 2023

Matthew Coogan  
Town Administrator  
Town of Boxford  
7A Spofford Road  
Boxford Ma 01921

Matthew Coogan,

In the past few years, the Boxford Fire Department has made several advancements to improve the Town's Emergency Medical Service (EMS) and response. Many of these changes were the result of conversations with a group of residents that banded together in the summer of 2020.

The concerns of the group in 2020 included:

- Waiting times for Ambulance Response during certain calls
- The number of staffed hours at the Fire Stations
- State restrictions on the ability of our trained and licensed medical technicians, including paramedics, on Boxford Fire Department to utilize their skills and training while on duty
- Efficacy of the C48/C49 EMT On Duty Program

I held a meeting with the group of seven residents that included Ashley Waxman and Barry Berman in the fall of 2020 to discuss their concerns. The meeting also included Select Board Member and former Fire Chief Peter Perkins, Deputy Fire Chief Michael Madden and Police Chief James Riter. We met for two hours to listen to the residents' concerns and informed them of the current operations of the fire department. We established two focus areas as an outcome of this meeting;

- I. **Develop a plan to guarantee 24/7 BFD response** - The Boxford Fire Department relies on a dedicated and highly trained team of call fire fighters to respond to evening and weekend calls. While there's never been an instance in the history of the Boxford Fire Department of a non-response to an emergency call, the resident group desired to have a firefighter on-duty 24/7. At the time of our meeting, the department could not guarantee that whomever was C48/C49 program would be in Town.
- II. **Explore whether Boxford Paramedics can use their skills**- The residents would like all members of the Boxford Fire Department who are licensed and trained paramedics to be able to utilize their skill set when on duty. This idea was investigated but found to be impractical following discussions with the State.

In 2021, the Town piloted a new on-duty program that added overnight and weekend shifts for a dedicated firefighter who is required to respond to all emergencies from their home directly to the emergency scene in a department vehicle. The vehicle contains the same medical equipment, including medical drugs, as our current rescue vehicles. In addition, the vehicle carries fire equipment to assist home owners with fire alarms or carbon monoxide detection. The Fire Department was implemented the program at the beginning of August 2021 through the Town's American Rescue Plan Act funds and it was permanently funded in the department budget for Fiscal Year 2024. The program directly answered 1 of the 2 original concerns by the resident group back in November 2020.

Since 2021, the department has focused on adding EMS skills in order to provide a higher quality EMS to residents. Working with Beverly Hospital for the required approvals, to date, we have added:

1. Glucagon- used for diabetics who are unresponsive
2. CPAP- A type of oxygen mask that creates positive pressure for patients with respiratory emergencies
3. Supraglottic airway- A means to secure a patient's airway. (October 2023)
4. Benadryl- used for allergic reactions
5. Ibuprofen/Acetaminophen- pain management

These were all in addition to existing skills or medications that include:

1. Epinephrine- used for allergic reactions
2. Glucose- used for diabetics who are conscious
3. Albuterol- used for respiratory distress (Medical Director Option)
4. Oxygen- used for respiratory distress
5. Aspirin- used for cardiac emergencies
6. Naloxone- used for overdoses

In regards to the Ambulance response, we have had discussions with our both our providers, Trinity and Atlantic, regarding our expectations. I have also empowered all members of Boxford Fire with the ability to request a mutual aid ambulance during any medical response when they feel that either Trinity or Atlantic response will be delayed. We have increased our utilization of ambulance services from the Towns of Topsfield, Georgetown, North Andover as a result. For serious emergencies, we continue to have the ability to utilize Medflight.

Let me know if you have any other questions.

Sincerely,



Chief Brian Geiger



**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 action 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]  
[Faint text]

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

# Certificate of Completion

This Certificate of Completion of  
**eTIPS On Premise 3.0**  
For coursework completed on November 6, 2018  
provided by Health Communications, Inc.  
is hereby granted to:

**Elizabeth Donhauser**

Certification to be sent to:

**154 Ipswich Rd  
Boxford MA, 01921-2030 USA**



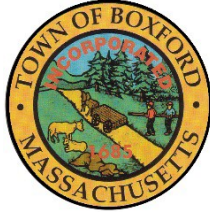
HEALTH COMMUNICATIONS INC.



This document is not proof of TIPS certification. It signifies only that you have completed the course. Valid certification documents will be forwarded to you.







## TOWN OF BOXFORD

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

DATE: September 21, 2023

TO: Matthew Coogan  
Town Administrator

FROM: Leanne Mihalchik  
Administrative Services Manager/HR Coordinator

SUBJECT: Surplus Vehicle

Please declare as surplus the following Fire Department vehicle: 2002 HME/Ferrara Fire Engine, known as Engine 1. The vehicle is no longer serviceable for the Fire Department. Additional vehicle description and information may be found in the attached memo from Chief Geiger.

### **MOTION:**

**“I move to declare a 2002 HME/Ferrara Fire Engine (Engine 1) from the Boxford Fire Department fleet schedule, VIN #44KT42801WZ19422 as surplus to be auctioned on Municibid.**



## Boxford Fire Department

Chief Brian Geiger  
6 Middleton Road, Boxford MA 01921  
(P) 978-887-5725

Leanne Mihalchik  
Administrative Services  
Town of Boxford  
7A Spofford Road  
Boxford Ma 01921

Leanne

I would like to list the 2002 HME/Ferrara Fire Engine, known as Engine 1, as surplus. The vehicle is no longer serviceable for the fire department and I would like to move it off our property before winter. At present time, it is not drivable due to a failed State Inspection. The vehicle does turn on and run, we just can't legally drive it. The vehicle information is listed below and includes a description.

### Specifications:

Year: 2002  
Make/Model: HME/Ferrara  
Vin #: 44KT42801WZ19422  
Milage: 48821.9  
Engine Hours: 3355.5  
Fuel: Diesel  
Pump: Waterous  
Pump Capacity: 1500 gallons per minute  
Pump Size: 1000 gallons

### Necessary Repairs

The engine failed its pump testing in 2022 due to a mechanical failure causing an internal failure within the pump. Thus, the truck cannot flow water. The pump can be fixed; however, the department has chosen not to repair the pump as we have a new vehicle on order, estimated repair was \$16,000 back in October 2022.

The vehicle failed its recent State inspection due to rear shackles (leaf springs) on both sides of the apparatus being rusted, as a result, the vehicle is unable to drive on the road until the shackles are fixed.

The vehicle also has a history of electrical failures, two of which had small fires that were contained to its components. Each time the wiring was fixed by a certified automotive electrician. Finally, there is a small oil leak from the engine compartment or oil pan.

The vehicle has not been driven since July 2023 and used lightly since October 2022. Additional maintenance and repairs should be expected.

Sincerely

A handwritten signature in blue ink that reads "Brian Geiger". The signature is written in a cursive style with a large initial "B" and "G".

Chief Brian Geiger  
Boxford Fire Department



## **Town Administrator's Report Select Board Meeting for September 25, 2023**

Matthew Coogan

### **Proposal to create an Emergency Response Advisory Committee**

Included in the meeting agenda materials for September 25<sup>th</sup> is a [memo and draft charge for an Emergency Response Advisory Committee](#). It includes the makeup of the committee, lists the committee's tasks and goals, and sets expectations as far as timeline and deliverables based on preliminary research.

### **No Left Turn Restriction, Kelsey Road**

In the Select Board agenda packet is a [proposal from DPW Superintendent Chris Olbrot to install no left turn signs during commuting times onto Kelsey Rd.](#) The Select Board discussed this change in traffic patterns at the August 9<sup>th</sup> meeting. The goal is to reduce cut through traffic on Kelsey Road during commuting times to improve safety.

### **Plan for Promotion of Police Sergeants**

Chief Riter will attend Monday's meeting to outline his plan to promote three Boxford police officers to the rank of Sergeant. The MA Accreditation process identified the need for 4 supervisory officers in the department. The Town approved the FY24 Police Department budget that included funding 2 new Sergeant positions, in addition to Sgt. Fitzpatrick. With the Lieutenant position now vacant, Chief Riter would like to promote 3 Sergeants rather than filling the Lieutenant position, which would bring the number of Sergeants to 4. The Lieutenant position would remain unfilled, and the responsibilities of that position would be administered by the Sergeants. Chief will explain his plan for promotion, and his plan for promoting one of the Sergeants to Lieutenant at a future date.

### **Municipal Aggregation – Letter to Legislators**

In the Select Board agenda packet is a [draft letter](#) from our consultant Good Energy. It is addressed to the Joint Committee on Telecommunications, Utilities, and Energy, and Good Energy is requesting municipalities to sign on. It's in support of bill H.3852, *An Act supporting electrical load aggregation programs in the Commonwealth*. The bill will help streamline the DPU review process for Municipal Aggregation Plans. [Boxford's plan](#) is one of 22 in queue for DPU review. Good Energy recommends the Town sign onto this letter by the Tuesday, September 27<sup>th</sup> State Senate hearing.

### **Surplus of Engine One**

Select Board members will see a [memo from Fire Chief Brian Geiger](#) requesting the Select Board vote to surplus the 2002 HME/ Ferrara Fire Engine, known as Engine 1. The truck has not run since this past July

due to a failed inspection and variety of other issues. The new Engine 1 is in the final stages of assembly and will be delivered to the Town in October.

### **Website Upgrade**

We have been working with our website provider, CivicPlus, on scoping a redesign and upgrade of the Town website. The website was last updated in 2017. The new website would be hosted on a more versatile platform that is easier to use both on the front and back end, and has a more contemporary look. The one-time cost to upgrade the website is \$13,251, and the annual subscription fee would be \$6,559. The annual subscription for the current website is slightly under \$5,000. We have budgeted enough funds for both the one-time cost and increased annual fees. We expect the new website to be launched around the end of the fiscal year. I am requesting the Board authorize me to contract with CivicPlus for the upgrade of the Town's website.

### **Review of Health Insurance Plan Design**

Assistant Town Administrator Brendan and I have been meeting with the Elementary School Administration to discuss health insurance plans and cost. The last time the Town analyzed plan design and made changes was 10 years ago. Last year, health insurance premiums increased by nearly 10%. We will be attending a MIIA Health Benefits Forum for executives next month and expect to hear double digit increases are expected in the coming years. Health insurance is a substantial portion of the annual operating budget, around 10% for both town and school. I have a contract for services by Cook & Co Insurance group, a health insurance consultant who specializes in municipal group health insurance to advise us on potential design changes to our health insurance offerings. Cook & Co. advised the Town back in 2013 and 2014 and we'd like to bring on Cook & Co to guide us through the process again. We would be able to fund the contract through our health insurance line item. I am requesting the Board authorize me to contract with Cook & Co for group health insurance consulting.

### **Waste Stream Task Force Update and Resident Survey**

This week every address in Town received a postcard with a QR code and information to access the Waste Stream Task Force's [Trash and Recycling Resident survey](#), which is also 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. Paper surveys are available at the COA and Town Hall/ Library as well. 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](#).

### **Adaptive Reuse of Buildings Advisory (ARBA) Committee**

StudioLuz's held a public presentation of their [final report](#) on Wednesday, September 13. The final report includes recommended future uses for 188 Washington Street and 4 Middleton Rd, as well as next steps. The recommendations are based on site visits, community engagement, and a market study. All public documents, including the final report and the market study are posted on the project website, [boxfordma.gov/villagecenters](http://boxfordma.gov/villagecenters). The ARBA Committee's next meeting will be on Tuesday, October 3<sup>rd</sup>.

### **Medal of Fidelity Presentation**

I attended a very moving ceremony Friday morning at North Andover Town Hall. The Massachusetts National Guard presented the Medal of Fidelity to surviving family members of veterans in North Andover and Boxford who died due to their service-connected disabilities from their service to our country. Included was Karen "Suzy" Feirman of West Boxford, who is the wife of Lance Corporal Frank Feirman, USMC, Purple Heart, Vietnam. Suzy has lived in Boxford for 44 years. We thank Suzy and her family for their sacrifice. Thank you also to our Regional Veterans Service Office Joe LeBlanc for organizing the ceremony.



1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47

**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](mailto: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 11<sup>th</sup>, 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 11<sup>th</sup>, which should be enough time to find  
293 someone and get them appointed. They could then be sworn in on the 12<sup>th</sup>. 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 4<sup>th</sup> 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 4<sup>th</sup> 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

538  
539  
540  
541  
542  
543  
544  
545  
546  
547

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

DRAFT

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46

**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:

83  
84 1. Agenda  
85



1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42

**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

DRAFT

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45

**Minutes of the  
BOXFORD SELECT BOARD  
REMOTE VIA ZOOM  
September 11, 2023, 6:30PM  
DRAFT**

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

Others Present: Town Administrator Matthew Coogan, Minutes Recorder Donna Grieco, numerous proponents of ambulance transport via Zoom, Becky Potts, David Benson, Richard Fahrner, Alexander Constan, Al Nierenberg, Carol Hubbard, Natasha Grigg, Doug Hamilton, John Shirley, Christine Dean, Stephanie Meegan, Michael White, Virginia Havey, Joseph Hill, Joe Mclean, Robert Gore, Lisa Donahue, Gary Martin, Steve Miriam, Dr. Jim Taggart, Phil McManus, Jane Rumville, Jim Barnes, and Jayne Smallman

**6:30 PM Call to Order**

Select Board member Margaret Chow-Menzer called the meeting to order at 6:30 PM. The roll was read and all members were present. Select Board member Chow-Menzer then requested a moment of silence in memory of the events of 9/11 and those who lost their lives in the tragedy.

**6:35 PM Announcements**

**Online Trash Sticker Sales Suspended** –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.

**Apple Festival** – This year’s Boxford Apple Festival, sponsored by the Boxford Historical Society, will take place on Saturday September 16<sup>th</sup>, from 10 AM – 3PM, (rain date 9/17).

**COA BBQ** – BBQs on the lawn at the Council on Aging will take place on 9/13 and 9/27 at 12:00PM. Reservations are required no later than 9AM on the day prior, no walk-ins please. 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.

**ARBA Public Meeting** -There will be a public meeting on 9/13 from 7:00 PM-8:00 PM in Meeting Room 1, Boxford Town Hall to discuss a new vision for two surplus properties located at 4 Middleton Road and 188 Washington Street which 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, the architectural firm, will be presenting a final report with recommended uses with next step recommendations at the public meeting.

46 **Vaccine Clinic** – Conley’s Drug Store will be at the Boxford COA (4 Middleton Rd.) on  
47 Wednesday, September 27<sup>th</sup> from 1:00 PM to 2:30 PM to administer flu and COVID  
48 vaccines. Please make an appointment online at  
49 <https://form.jotform.com/232214680796158> to reserve your spot. For seniors without  
50 computer access, call the COA at 978-887-3591 for assistance. Please have your  
51 medical card, Medicare card, and supplemental card available. Vaccines will be  
52 available for all ages.

53 **Flood Maps** – Preliminary Flood Maps are available for review. Please be advised that  
54 the Department of Homeland Security’s Federal Emergency Management Agency  
55 (FEMA) has published preliminary revised Flood Insurance Rate Maps (FIRMs) and a  
56 Flood Insurance Study (FIS) report for Boxford. The FIRM and FIS documents are often  
57 used to determine what regulations may apply to a particular piece of property, whether  
58 the property is in a flood hazard area, and whether flood insurance is required. The  
59 FIRM and FIS documents, and related notices, can be found on the Town of  
60 Boxford website: [town.boxford.ma.us/flood-maps](http://town.boxford.ma.us/flood-maps). An appeal period relating to the  
61 preliminary FIRM and FIS documents will expire on or about October 30, 2023. Persons  
62 wishing to appeal the preliminary FIRM or FIS documents should contact Ross  
63 Povenmire ([rpovenmire@town.boxford.ma.us](mailto:rpovenmire@town.boxford.ma.us)) with scientific or technical data indicating  
64 that the preliminary FIRM or FIS documents are incorrect.

65  
66 **Trash and Recycling Survey** - The Town of Boxford's existing contract with Waste  
67 Management expires at the end of June, 2024. As the Town plans for the future of  
68 curbside trash and recycling collection in Boxford, it is exploring the option of  
69 switching to "automated collection". Town officials want to hear from you about this  
70 important decision! This brief survey focuses on Boxford residents' current trash and  
71 recycling habits, as well as your input on the size of potential new, standardized trash  
72 and recycling containers and the frequency of collection under a new automated  
73 collection program. The survey is available on the front page of the Town's website at  
74 [www.boxfordma.gov](http://www.boxfordma.gov), or through the following link: [www.boxfordma.gov/trash-and-](http://www.boxfordma.gov/trash-and-recycling-survey)  
75 [recycling-survey](http://www.boxfordma.gov/trash-and-recycling-survey). The survey is also available in hard copy at selected locations  
76 including the Town Library, Town Hall offices, Council on Aging, and Police Station.

77  
78 **6:45 PM Roundtable Discussion with Board and Committee Chairs**

79 Updates from Boards and Committees on goals for FY’24, including whether Boards  
80 plan on pursuing Warrant Articles at the May 2024 Town Meeting follow:

81  
82 **Adaptive Reuse of Buildings Committee Update** – Becky Potts reported on the  
83 committee’s work including the potential reuse of the buildings located at 4 Middleton  
84 Road and 188 Washington St. There will be a meeting and presentation on this subject  
85 on 9/13 and residents were urged to attend. She noted that this committee would not be  
86 requiring a Town warrant. Board member Chow-Menzer noted that there had been a  
87 great response to their survey and Ms. Potts confirmed that there were approximately  
88 200 participants. The entire Select Board stated that they are looking forward to the  
89 presentation and meeting Wednesday night.

90

91 **Adaptive Reuse of Buildings Advisory Committee Update** – Chair Becky Potts

92 reported that the committee is conducting a comprehensive analysis of potential future  
93 uses (or disposal) of buildings located at 4 Middleton Rd and 188 Washington St. They  
94 have conducted 6 public meetings, 1 site visit, and 2 public workshops as part of a  
95 municipal needs assessment which was conducted by the firm Studio Luz with a grant  
96 from MA Development. The final report is now complete and will be presented live on  
97 Wednesday evening, 9/13, in Meeting Room 1 of Town Hall at 7:00 PM, it can also be  
98 viewed via Zoom on the Town’s website. The committee is soliciting advice from various  
99 other Town Boards, committees and department heads as well as from other peer  
100 communities, and will issue an interim report to the Select Board by 10/25, if practical.  
101 They urge the community to participate. There is nothing requiring a Town warrant.  
102 When Select Board member Chow-Menzer mentioned that they have had a great  
103 response rate to their survey, Chair Potts replied that there were approximate 207  
104 residents who also participated in the public meeting and that she is interested to learn  
105 what the Town’s people think of the final report. The entire Select Board noted that they  
106 are looking forward to the Wednesday night presentation.

107

108 **Agricultural Commission Update** – n/a

109

110 **Board of Assessors Update** – David Benson stated that they continue to publicize  
111 Clause 57 which benefits seniors by reducing real estate taxes. This process first starts  
112 with qualifying for a circuit breaker exemption on their MA State Income Tax. There are  
113 over 100 Boxford seniors who qualify for this benefit, however, to date only 20 or 30  
114 have applied. Those who have applied, have enjoyed up to \$1000 in savings. The  
115 committee is requesting assistance in getting this message out to seniors who qualify  
116 and are currently working with the COA to do so. The Town Administrator noted that  
117 applications are due in April. Select Board member Stickney felt that flyers should be  
118 placed at the COA and Select Board member Chow-Menzer said they should work with  
119 the COA with additional outreach efforts to get the word out to all eligible individuals.

120

121 **Board of Health Update** – Chair Richard Fahrner discussed the fact that there is  
122 currently no Triple-E or West Nile Virus threat and that the closest cases were reported  
123 in Haverhill and Middleton. There are no hard numbers from the state, only trending  
124 figures for tick born disease. Boxford has a number of various types of tick born  
125 diseases and some cases are being reported, similar to the last three years. Early  
126 Spring and late Fall are times for bites with a spike seen in July. As for The Willows  
127 development, they are selling units and one open issue remains that they have  
128 submitted plans for a small package waste water treatment plant which look decent, but  
129 the plant must be inspected. Town residents are concerned and want to ensure that  
130 units are being sold strictly to those over the age of 55 because the waste water  
131 calculations are based on only over age 55. There is a Deed restriction which prohibits  
132 this but we want to make sure that it gets captured in the master deed. Joseph Hill  
133 commented that by law only elderly (55 or older) are permitted at The Willows since it is  
134 located in an elderly housing district. Finally, he noted that the Stiles Pond Committee is  
135 changing its name to the Great Ponds Committee. It is concerned with algae levels and

136 toxins. Using test kits to test water samples, they have determined that thus far, there is  
137 no spike in water toxin levels. Algae is simply a nuisance and too many nutrients  
138 (nitrogen and phosphorous) in the water help it grow. There are companies that can  
139 reduce algae, however they use chemicals which would then appear in water supplies,  
140 so instead they will seek ways to release nitrogen through run off. They will be drafting  
141 an RFP for this purpose. As for the next Warrant, they will need funds for the Great  
142 Pond Study to determine nitrogen and phosphorous sources. He then reported on the  
143 Recreation Committee's repurposing of land at Town Hall and noted that if trash is  
144 found, DEP told them to rebury it. This needs to be confirmed. The BOH will also reach  
145 out to Westford and Sampson to get their opinion on what to do if trash is found. The  
146 Waste Stream Committee is developing an RFP for trash collection since the current  
147 contract expires in June. Telephone Pole Regulations state that if located within 50 feet  
148 of any well, National Grid needs to be notified. While National Grid has been  
149 collaborative, arsenic in ground soil can contaminate ground water and in light of this,  
150 the new pole regulation will need to be further reexamined. A resident of Andrews Farm  
151 is considering applying for a Betterment Program for the septic and if it moves through,  
152 it would end up as a Warrant article.

153  
154 **Border to Boston Trail Committee Update** – Chair Al Nierenberg discussed the  
155 committee's progress and noted that the southern section from Pyebrook Rd. to  
156 Topsfield is finished and in very good shape. They are working on the middle section  
157 from Georgetown Rd. to Depot Rd. The Town Administrator provided an update and  
158 noted that the northern section is at nearly 100% design completion through the State's  
159 Transportation Improvement Program, TIP. There are some delays due to wetlands but  
160 they are ready to bid in 2024, with the State's project scheduled for FY'25. For the  
161 middle section, the Town received multiple sources of funding including a MA Trails  
162 Grant, with matching funds from the local CPA for 25% design, and a federal earmark  
163 through the Moulton Administration. This should be wrapped up by the end of the  
164 calendar year. There will be a public hearing. Wetlands are again a challenge. A section  
165 of the trail will be on a boardwalk to span 600 ft of wetlands. It will be a few years to get  
166 through the design process which will also be through TIP. With the expenditure of a  
167 few hundred thousand dollars in design funding, the advantage is that the state will  
168 cover the multi-million-dollar construction costs. There is an enroute trail on public roads  
169 which is well marked and which can be taken while the other trail is under construction.  
170 Select Board member Costello commended the Chair and members for having stayed  
171 with this committee and project for so long, as did Select Board member Chow-Menzer.  
172 Progress is being made.

173  
174 **Boxford Elementary Schools Committee** – Chair Carol Hubbard informed the Select  
175 Board that teachers returned to school on 8/28 followed by the students on 8/30 and  
176 that it is very hot in the schools. She provided the following updates: At Cole School,  
177 Lisa Salisbury is Interim Principal, Kathryn Castonguay is Principal at Spofford Pond  
178 School and Amanda Sullivan is the returning Asst. Principal there. She was pleased to  
179 announce a tentative agreement on a new 3-year contract with the Boxford Educational  
180 Support Personnel which will be voted on this Thursday. There is a feasibility study  
181 underway for electrification of the HVAC system at Spofford Pond School and proposals

182 will be reviewed over the next couple of weeks. Last year they did not seek funding for  
183 the Cole School Site Renovation Project but they will pursue funding for a smaller  
184 paving project in order to be ADA compliant. A change in the traffic pattern was made  
185 around the Cole School along with some new signage. Finally, several new staff were  
186 hired at both schools including 8 teachers and 8 supporting staff. They will be seeking  
187 funds from the Town Warrant but are not prepared to discuss the specifics currently.  
188 Select Board member Chow-Menzer asked if having 8 new teachers is typical of  
189 teacher turnover. Ms. Hubbard replied that there has been a spike in Kindergarten  
190 enrollment requiring up to 7 sections. When asked if there is space for all of these new  
191 students, she replied that they have been shuffling some things around to  
192 accommodate. A pre-school program is not required by the State but she explained that  
193 everyone would like to have one. If, however, kindergarten numbers come in high, they  
194 have to satisfy those students first. Select Board member Chow-Menzer commented on  
195 how the residents really like the pre-school program to which Ms. Hubbard agreed and  
196 noted that it is her preference to maintain such a program.

197  
198 **Community Preservation Committee Update** – Natasha Grigg reported that the CPA  
199 had a busy year with the following: a grant for the Rail to Trail, the purchase of the 37-  
200 acre Dorman property, an application from the Recreation committee to rejuvenate the  
201 Town Hall playground, they gave ½ million dollars for completion of the COA building,  
202 and the ongoing Little Red Schoolhouse project. For next year, there is an historic barn  
203 located in W. Boxford which was built in the 1800s and the committee is encouraging  
204 them to apply for funding.

205  
206 **Conservation Commission Update** – Doug Hamilton updated the Select Board  
207 discussing how the Conservation Commission would like to work on maintaining better  
208 communication with the other Town boards. He noted that their newest member is  
209 Karen Troake, and that Kerri Lemus and Greg Korkora are on the Stiles Pond Advisory  
210 Committee. Select Board member Chow-Menzer asked about the Stiles Pond  
211 Committee and Mr. Hamilton replied that he is in the loop and that it is going well. They  
212 will have a booth at the Apple Festival. They are trying to control algae bloom using  
213 various safe methods, their largest task, and it looks promising as they are bringing in  
214 people to assist in this area. They are still in the beginning stages.

215  
216 **Council On Aging Update** – Co-Chair John Shirley reported that there are lots of  
217 activities happening in September which are shown on the website, including the Apple  
218 Festival which will be happening in front of the building; a volunteer to assist with this  
219 would be helpful. Two members may be leaving the committee. They have received  
220 approval to expand to 9 members. The Outreach worker is leaving and Pam will look for  
221 a program volunteer coordinator for that role. Other committees looking for delegates  
222 include the CPC and Small Repair Grant programs. There is a minor problem with the  
223 backyard of the new Centre at 10 Elm in that it has a steep drop that rolls downhill. They  
224 will get flyers at the Center to get the info out to seniors regarding Clause 57. Select  
225 Board member Perkins asked if they could border the drop off in the near future. Once  
226 that is corrected, the BBQs currently held at 4 Middleton Rd. could then be moved to  
227 this location. Select Board member Costello said that 4 Middleton is flat and shady so



228 perhaps some shade trees could be planted at 10 Elm. Select Board member Stickney  
229 noted that there at plenty of umbrellas at 10 Elm that provide shade.

230  
231 **10 Elm Committee** – Chair Christine Dean informed the Select Board that there is one  
232 open seat on this new committee and that they need a new member. She remarked that  
233 they are working on finding out which groups are using the building, are setting up a  
234 framework for current and future users, they will create a list of users for the purpose of  
235 holding an Open House, and are working on creating a fee structure for private use of  
236 the building.

237  
238 **Cultural Arts Update** – Stephanie Meegan explained the mission of the Council and  
239 how they accomplish it. She remarked that the Boxford Cultural Council is seeking new  
240 members. She highlighted the “Greatest Hits of 2023” which included the art exhibits  
241 held at 10 Elm, *The Incredible Mae West*, *NE MA Youth Orchestra concerts*,  
242 *Summerfest* and *Dave Bates*. They gave a grant to the Boxford Historic Document  
243 Center. Additionally, going forward, there will be *Matt York Performs Johnny Cash* on  
244 9/23 at 6:30 PM at the Center at 10 Elm and *Womyn in Three* will be performing two  
245 concerts on 10/13 and 10/14 at 7:30 PM in Lincoln Hall. Applications for 2024 Grants  
246 are now open and they are maintaining a Facebook presence. She invited residents to  
247 join the Boxford Cultural Council. Select Board member Chow-Menzer remarked that  
248 she is glad to see the new Center being used.

249  
250 **Finance Committee Update** – Chair Michael White thanked all volunteers for their  
251 work. He stated that last year there was a 6% tax increase. Next year looks to be a  
252 tough year. COVID funds are running out, the MASCO and elementary schools are 65%  
253 of the budget are up between 6% and 7% with ARPA funding. There will most likely be  
254 a similar increase coming. We have two vacant buildings which may cost us money and  
255 insurance is going up. The good news is that at The Willows development, half of the  
256 units are sold (33/66). Once all 66 are sold, it will reduce taxes to all homeowners by  
257 approx. 2%. Next budget season will be difficult; the trash contract is running out, there  
258 is a steady drop in recycling funds coming in, and last month in August, we had a \$10K  
259 bill. Glass bottles are 20 % of our recycling bill; perhaps a glass recycling center could  
260 save us some money. The Waste Stream Committee is trying to keep prices down, but  
261 there will be a significant increase whether through sticker prices, yearly fees or within  
262 the tax base. If departments and schools look at their numbers that would be helpful.

263  
264 **Historic Districts Commission / Historical Commission Update** – Virginia Havey  
265 reported that they have been busy this year even though several members have left.  
266 They are in need of a new member, preferably an attorney. They are finishing up an  
267 addition to the guidelines and will deliver it so that it can be placed on their page of the  
268 Town website. Select Board member Chow-Menzer asked if there were any new  
269 projects upcoming and was informed no, however, the First Church wants to initiate a  
270 construction project and there is an Eagle Scout project upcoming that will be  
271 completed on the First Church grounds.

272

273 **Housing Partnership Committee Update** – Chair Joseph Hill reported on three tasks:  
274 1) A grant program; Boxford Small Repair Grants Trust approved by the Town in 2022  
275 and by the State in 2023 with grants of up to \$7500 to modify homes for Boxford seniors  
276 or residents with permanent disabilities to enable them to age in place. They will need to  
277 establish a Board of Trustees for this grant program then operating parameters for the  
278 program can be set. 2) Moderately Priced Senior Housing <100% AMI on 13 acres of  
279 Boxford Commons; the goal is to educate the Town as to the options and limitations so  
280 that an RFP can be written. 3) Examining other affordable developments; they have  
281 future plans to identify land for both senior and unrestricted age affordable  
282 developments. They will explore in-law apartment regulations and specifically in-law  
283 apartments rented to non-family members, and reexamine the effectiveness of the  
284 Elderly Housing District bylaw. They are in need of one board member.  
285

286 **Land Committee Update** – Natasha Grigg reported that the Town has voted to allow  
287 community housing on Boxford Commons and that the sale of the Dorman property was  
288 a success. There was, another perfect piece of land that came up where the seller was  
289 willing to work with the Town. The owner unfortunately had a stroke and although still  
290 willing to sell the land to the Town, Peter Delaney and Natasha Grigg went to talk to her  
291 and due to the circumstances, couldn't advise her not to sell to developers. They felt  
292 that she will need as much money as possible since she has been incapacitated. There  
293 is currently no other land for sale that the Town could purchase. Select Board member  
294 Costello asked them to look into Town needs for Cluster Zoning where a small portion  
295 of the land is developed and a greater portion remains as open space. This situation  
296 would leave the Town free from road plowing yet bring in tax dollars. The Zoning Board  
297 of Appeals and Planning Board need to look at the potential for properties where 50  
298 acres (10 to be built upon and 40 to remain as an open space) can be purchased and  
299 for Cluster Zoning. Select Board member Costello stated that Boxford is a bedroom  
300 community with no industrial or commercial tax revenues, so all Town expenses fall on  
301 the homeowner.  
302

303 **Library Trustees Update** – Jayne Smallman updated the Select Board on the new  
304 Town Library sign. It is being painted, the permit has been approved, and DigSafe will  
305 be performed by the company. They are fundraising by selling hand painted metal water  
306 bottles with straws that are being made by a trustee. The bottles will illustrate some of  
307 the murals that are in the Children's Library and will be sold at the Apple Festival and  
308 Winter Fest for \$30. They will also appear at Boo at the Spofford Pond School on 10/21.  
309 She also provided an ARBA feedback report noting that they have a 7PM meeting this  
310 evening and will be reviewing findings they have and then will provide feedback to the  
311 Select Board. A Collection Development Policy review is necessary in light of changes  
312 to increase intellectual freedom challenges; it needs to be brought up to date and  
313 relevant.  
314

315  
316 **Masco Scholarship committee** – n/a  
317

- 318 **Masconomet Regional School Committee Update** – Vice-Chair Joe McClean  
319 reported that the school year is off to a hot start. There are the usual issues with  
320 bussing, however a new policy was passed that allows parents to drive their kids and  
321 others to away sporting events. The Committee’s goals for the year revolve around:
- 322 • Capital Plan – professional planner will be getting involved
  - 323 • New Strategic Plan will be presented to the Board on 9/27
  - 324 • Negotiate Teacher’s Contract
    - 325 ○ Measuring Success is key, however teachers are not able to be rated, due
    - 326 to a stipulation in the teacher contract, so therefore it can’t be said that
    - 327 Masco has any exemplary teachers
  - 328 • Capital Plan – HVAC is at end of life, sewage treatment is at end of life, IT
  - 329 infrastructure issues exist, there are WI-FI complaints. It has been 25 years
  - 330 since these things have been addressed and a lot of investment will be coming
  - 331 • Turf field meeting with Stantec for initial designs (hope to have costs offset by
  - 332 private donations)

333 The committee was thinking that naming rights (field, stadium, etc.) might be a way to  
334 raise funds. Approvals will be difficult if money is an issue. Select Board member Chow-  
335 Menzer asked if there is a way to expand the Capital Plan process to engage residents  
336 and other Boards to drive funding. Mr. McClean said they are hoping to share  
337 excessively so that there are no surprises and that they will be as transparent as  
338 possible. Select Board member Costello asked if there had been any initiation relative to  
339 dusting off the Habib Report, but was told no, it was discussed, but it is one input in the  
340 process. Select Board member Perkins asked if there were any capital items coming for  
341 the May 2024 Town Meeting to which Mr. McClean replied that this is the goal. There  
342 have been four systems that have failed. Select Board member Perkins then asked if  
343 there might be a request for partial funds at least. McClean said that the Board has  
344 seen the laundry list from last year but that they would try to summarize by system level  
345 (4 of which need replacing). They will get a professional planning person to furnish an  
346 estimate, etc. While there is no timeline, they will try to get everything together in time  
347 for next May’s Town meeting. Select Board member Costello stated that they need to  
348 get off the grid, to use solar panels for the HVAC, to which Mr. McClean replied, yes, the  
349 committee feels the same and hopefully there are grants out there for this purpose.

350 **Permanent Building Committee Update** – Clerk Bob Hazelwood reported that over  
351 the last four years they have spent two million dollars on repairs for the Town Hall  
352 building and have built 10 Elm Center which represents a lot of work that the PBC has  
353 completed. Going forward, they have plans to paint 4 Middleton Rd., institute card  
354 access systems for 2 buildings (Town Hall and Fire Station), make improvements to the  
355 East Fire Station with the assistance of the Essex Vocational Plumbing, Electrical and  
356 Masonry Teams, install a women’s shower at the West Fire Station, install a new roof  
357 and heaters for the Police Station, make repairs to the Little Red School House (which  
358 were to have been done by the Essex Voc. however due to scheduling problems paid  
359 contractors will have to be called in before winter), install a new well for the Town Hall,  
360 Police Station and DPW to solve water issues, work with the Rec Committee to build a  
361 playground, and they will conduct the yearly November maintenance assessment of

362 Town buildings. Thursday night's PBC meeting will address building a new DPW since  
363 the old one was built in 1973. Going forward the Fire Chief may have some issues to  
364 bring before the Board that may require a warrant article. Select board member Chow-  
365 Menzer commented that they did a great job bringing needed information to the Select  
366 Board to assist them in making determinations regarding salaries. Select Board member  
367 Costello remarked that the last department head evaluation was in 2022, and asked  
368 when the next one would be. Chair Hazelwood replied that it takes place every five  
369 years.

370  
371 **Personnel Board Update** – Chair Tim Feeney reported that there is not much going on  
372 currently. They just finished the FY'23 evaluation reviews and FY'24 goal setting  
373 process. Salary adjustments were made and the process worked well. With the help of  
374 the Select Board they have brought Town employees' salaries closer in line to where  
375 they should be.

376  
377 **Planning Board Update** – Chair Robert Gore stated that he joined the Planning Board  
378 in 1991 and many projects have been completed since. He noted how remarkable it is  
379 that volunteers offer enormous input to assist the Town in so many ways. The Planning  
380 Board is also charged with adjudicating and the evaluation and regulation of many  
381 issues that are important to residents. He gave kudos to Natasha Grigg for suggesting a  
382 meeting of this type where Boards can hear what other Boards are doing. He also  
383 offered a shout out to Ross Povenmire who helps the Planning Board. Town  
384 Administrator Coogan noted that Ross Povenmire was unable to make tonight's  
385 meeting however he wanted a Merrimack Valley Planning Commission (MVPC) update  
386 on Town projects. Jim Barnes of the MVPC came forward and reported on a new State  
387 law, The MBTA Communities Act, a State Statute that requires that every community  
388 adjacent to another community that has an MBTA commuter stop, must have a certain  
389 amount of acreage zoned at a certain density to support cluster zoning/multi-family  
390 dwellings. The Town has contracted with MVPC to see if they can comply with this law.  
391 Ross and the MPVS have attended three meetings thus far and are using State  
392 analytical tools to see if there are any parcels of land in town large enough to  
393 accommodate the amount of acreage the State is requiring under this law. There may  
394 be some promising ways that Boxford can meet these requirements and will brief the  
395 Planning Board at the 9/20 public meeting. They will brief the Select Board thereafter.

396  
397 **Recreation Committee Update** – Lisa Donahue updated the Board on what they are  
398 planning including continuing to build relationships within the community, working with  
399 the DPW and BTA Bolt for events, maintaining relationships with the Boxford Athletic  
400 Association, assisting Camp Sacagawea with their needs, producing a seasonal  
401 newsletter which will be out this week, working with DPW and BTA/BOLT, working on  
402 their largest project which is the Johnson Field playground renovation, making a  
403 concerted effort to work with all necessary Boards and Committees in Town, continuing  
404 to push for their project and keep the Board informed, and will review bylaws with help  
405 from the Select Board. They hosted a children's event at the Kelsey Arboretum The  
406 committee is in need of two more members. Select Board member Stickney asked if the  
407 newsletter would be posted online and was told that it would be.

408  
409 **Recycling Committee Update** – Joanna Daniel reported that Household Hazardous  
410 Waste Day is on 10/28 this year. It is a tri-town event which has been held for 36 years.  
411 The purpose is to collect things that can't be thrown in the trash. In the Spring the  
412 committee supports the Boxford Garden Club in its cleanup efforts which also asks  
413 residents to clean up their areas. There are two members on the Waste Stream Task  
414 Force, and they take care of things at the Recycling Center. They collect clothing and  
415 fabric, books, cardboard (if cut up, we get money back), electronics, metal, and  
416 construction demolition. No mattresses or waste oil are allowed at the site. They man  
417 the mercury shed which was paid for by a grant written by the committee Chair, where  
418 they keep light bulbs. Somehow the contractor Republic deactivated the Town account  
419 and Ms. Daniel is trying to resolve this issue. Select Board member Costello suggested  
420 there may be another good-sized recycler account in the area that could help them or  
421 alternatively, they could ask the Assistant Town Manager for assistance.  
422

423 **School Committee Update** – n/a  
424

425 **Select Board Update** – n/a  
426

427 **Senior Center Study Committee Update** – n/a  
428

429 **Stiles Pond Advisory Committee Update** – n/a  
430

431 **Stormwater Advisory Committee Update** – n/a  
432

433 **Sustainability Committee Update** – Gary Martin reported that there has been very  
434 slow progress in the Boxford Community Utility Program due to the slowness of the  
435 DPU in reviewing applications. The Boxford Solar Array brings in about \$30K per year  
436 from the lease of land and in return Boxford receives a reduced rate in energy costs.  
437 Masco purchases the excess electricity from the Array. Through the Green Community  
438 Program, they are also working on obtaining grants for projects such as they used for  
439 the weatherization for both the East and West Fire Stations, and the purchase of a  
440 hybrid police cruiser. The Spofford Pond HVAC Electrification Study hopes to reduce  
441 energy use and carbon emissions from schools. They have selected an  
442 architectural/engineering company to complete the preliminary design. Utility incentives  
443 and grants are available. Select Board member Chow-Menzer thanked Gary and the  
444 committee for finding money for Boxford, etc. and Select Board member Perkins  
445 thanked Gary for everything he has done for the Town and said he hoped that he  
446 continues to work with Masco.  
447

448 **Trust Fund Committee Update** – n/a  
449

450 **Zoning Board of Appeals Update** – Vice Chair Steve Merriam reported that there is an  
451 opening for another alternate member. Teresa Mason joined the committee in April and  
452 is moving things along for them. The Zoning Board typically reviews applications for  
453 special permits for accessory apartments, garage space for more than three vehicles,

454 and changes to non-conforming structures and structures on lots. Recently they have  
455 completed site plan reviews for the elementary schools' parking projects, The Willows,  
456 and additions to a cell tower on Pond St. They hope that residents will participate in  
457 requesting changes to zoning bylaws as the Board is looking for input. They are looking  
458 at making improvements to accessory apartment (in-law apartment) bylaws in the wake  
459 of The Willow project. They see areas of improvement to the senior housing bylaws and  
460 also the kennel bylaws which could use some clarification. Anything that residents are  
461 interested in seeing improved, please pass those ideas along to Teresa in the Building  
462 Department. These would all be required to go before the Planning Board and should  
463 happen before the Town meeting. Select Board member Chow-Menzer thanked all of  
464 the volunteers both present tonight and those not present for their continued efforts.

465  
466 Five Minute Break

467  
468 **8:45 PM Meeting with Boxford Board of Health**

469 Consideration of candidate to appoint to Board of Health, Dr. James Taggart – Dr.  
470 Taggart addressed the Board and introduced himself as a retired physician who has  
471 been active in youth sports, on the Rail Trail Committee and as someone who would  
472 like to provide services to the Town. **Vote tabled due to no quorum.**

473  
474 **8:50 PM Consider Lifting of Hiring Freeze, Administrative Assistant, Health**  
475 **Department** – This item was **tabled** after some discussion surrounding hours and  
476 duties of the position.

477  
478 **8:55 PM Meeting with Resident Ashley Waxman**

479 Ms. Ashley Waxman and Mr. Barry Berman appeared to request that municipal  
480 ambulance transport be instituted in Boxford. There were a large number of residents  
481 present for the meeting and also online. The group presented a compelling argument  
482 and made emotional pleas for their cause citing personal reasons ranging from health  
483 issues to accident injuries. It was mentioned that the Dept. of Public Safety data  
484 indicates that a 5–7-minute response time to a 911 call is approximately the norm.  
485 Boxford residents have experienced wait times of up to 28 minutes which they feel is life  
486 threatening and not acceptable, especially in the case of a heart attack or stroke. They  
487 demanded that swift action be taken to acquire ambulance transport for Boxford  
488 residents and have done considerable research on the matter. Select Board Chair  
489 Jessel noted for the record that Boxford is a geographically long Town and that it takes  
490 quite a bit of time to traverse making short response times very difficult. One possible  
491 solution mentioned by the proponents would be to have an ambulance housed in a  
492 central location, such as the Police Station, that would be equidistant to both the east  
493 and west sides of Boxford, and invariably provide a much faster response time than an  
494 ambulance that has to come from Peabody, Newburyport or Danvers. After a heated  
495 discussion and some pointed accusations, the Select Board explained that while they  
496 are empathetic, a charge is required to affect any change. The charge would spell out  
497 the necessary composition of the required committee and specifically what the  
498 deliverable should be that this committee is expected to produce. The Town  
499 Administrator agreed, under continued urging from the group, to move swiftly to

500 research other community charges and to draft one quickly enough to be heard at the  
501 next Select Board meeting on September 25<sup>th</sup>. Select Board member Costello  
502 discussed what the components of the charge would be. He said it would be to study  
503 the feasibility of having ambulance transport housed in the geographic center of town. It  
504 would also note the composition of the committee including life safety professionals,  
505 fire, police, finance committee, communications dept., etc., all the appropriate people  
506 which will be researched by the Town Administrator. Those committee members would  
507 have to produce a document (deliverable) that would be voted upon by the Select Board  
508 and placed on a warrant when they close in March. If the charge is voted on next  
509 meeting and is passed, the committee would then begin their study. They would then  
510 come back with a recommendation and explain it to the Board. The Select Board would  
511 then vote on it and the charge, if passed, would be placed on the warrant at the May  
512 Town Meeting. The Town meeting members that attend will be able to vote on whether  
513 or not they want it, only those that attend can vote. The committee should also be able  
514 to report in the charge on the annual cost. The Town Administrator said that the charge  
515 will be posted before the next Select Board meeting. Select Board member Chow-  
516 Menzer will work with the Town Administrator on this.

517  
518 On a **MOTION** made by **Stickney**, second by **Perkins**, the Select Board  
519 **VOTED** unanimously by roll call vote to write a charge to study the feasibility of  
520 having an ambulance transport housed in the geographic center of town that  
521 will reduce response time for ambulance transport. The charge will cover the  
522 nature and makeup of the committee, and what their deliverable should be.

523 **9:55 PM Report of the Town Administrator**

524 Application for Alcohol Sale Permit on Private Property, Apple Festival/ Boxford  
525 Historical Society, September 16, 2023.

526  
527 On a **MOTION** made by **Stickney**, second by **Perkins**, the Select Board  
528 **VOTED** unanimously to approve the Alcohol Sale Permit on Private Property  
529 for the Boxford Apple Festival on September 16, 2023.

530  
531 **Application for Alcohol Sale Permit on Private Property, Boxtoberfest/  
532 Boxford Community Kitchen, October 8, 2023 - tabled**

533  
534 **Tour de Greenbelt Annual Road Cycling Event and Sign Request, September 16,  
535 2023 – This event coincides with the Applefest, they do have insurance and the Chief  
536 has been advised and is in agreement with no issues sited. Jane from Greenbelt  
537 thanked the Select Board.**

538  
539 On a **MOTION** made by **Stickney**, second by **Costello**, the Select Board  
540 **VOTED** unanimously to approve the sign request for the Tour de Greenbelt  
541 Annual Road Cycling Event.

542



543 **Approval of Temporary Signs for Wildcat 5K Event**

544  
545 On a **MOTION** made by **Perkins**, second by **Stickney**, the Select Board **VOTED**  
546 unanimously to approve the temporary sign request for posting two weeks prior  
547 to the event, which was submitted for the Wildcat 5K event.

548  
549 **Approval of Temporary Signs YMCA Tri-Town Road Race**

550  
551 On a **MOTION** made by **Costello**, second by **Stickney**, the Select Board  
552 **VOTED** unanimously to approve the temporary sign request for posting two  
553 weeks prior to the event, which was submitted for the YMCA Road Race.

554  
555 **Appointments to Board of Trustees for Small Repair Grant Program-** Appointment  
556 of Joe Hill, Judi Stickney and Matt Coogan for one year terms expiring on 6/30/24. They  
557 need to identify someone from the COA at a later date.

558  
559 On a **MOTION** made by **Perkins**, second by **Costello**, the Select Board **VOTED**  
560 unanimously to appoint Joe Hill, Judi Stickney and Matt Coogan to the Board of  
561 Trustees for the Small Repair Grant Program for a one-year term expiring on  
562 6/30/24.

563 **DPW Phase 1 Schematic Design Update and Temporary Appointments to**  
564 **Permanent Building Committee** -Four members are Phil McManus, Chris Olbrot,  
565 Chuck Costello and Al Vaz

566  
567 On a **MOTION** made by **Perkins**, second by **Stickney**, the Select Board **VOTED**  
568 unanimously to approve Phil McManus, Chris Olbrot, Chuck Costello and Al Vaz  
569 to the Permanent Building Committee for this project, for a term expiring on June  
570 30, 2024.

571  
572 **Ratification of AFSCME Town Hall/ Library Employees Collective Bargaining**  
573 **Agreement** – no vote required, signatures only. Error on page 12 of agreement, under  
574 Titles and Grades, Grade 2, was corrected to read Account Clerk 3.

575  
576 **Waste Stream Task Force Update** – previously discussed in earlier Board reports.  
577 They met today and the Asst. Town Administrator has been a huge help in this effort as  
578 he created a comprehensive memo on this subject. A trash collection post card survey  
579 is being mailed out to residences. Thus far, there have been 200 respondents. Select  
580 Board member Costello noted that 32-gallon trash cans seem to be the norm in  
581 surrounding communities.

582  
583 **Update on Town's Application for Municipal ADA Improvement Grant** – The Town  
584 Administrator reported that Boxford will apply for a municipal ADA grant for two projects.

585 The first is to alleviate some of the ADA issues at the Cole campus, roughly a \$100K  
586 project, and for improvements to Stiles Pond, including the snack shack, accessible  
587 restroom with adult changing tables, and potentially ADA changes to the dock. We  
588 should hear back on our application over the winter and work must be completed by the  
589 end of the fiscal year. If we do not receive the grant, we will add these items to the  
590 Capital Plan for next year.

591  
592 **ARBA Committee Update** – this was previously discussed in earlier Board reports by  
593 Becky Potts. She reported on the committee’s work including the potential reuse of the  
594 buildings located at 4 Middleton Road and 188 Washington St. There will be a meeting  
595 and presentation on this subject on 9/13 and residents were urged to attend. She noted  
596 that this committee would not be requiring a Town warrant. Board member Chow-  
597 Menzer noted that there had been a great response to their survey and Ms. Potts  
598 confirmed that there were approximately 271 people that have now responded.

599  
600 **Housing Production Plan Update** –  
601 Land Use Director Ross Povenmire has been working with the MVPC on updating the  
602 town’s Housing Production Plan. The current plan expired in 2022. Planning Board  
603 Chair Bob Gore, Building Inspector/ADA Coordinator Peter Delaney, CPC Chair  
604 Natasha Grigg, and Housing Partnership Committee members Joe Hill, and Jim Barnes  
605 are also part of the update. They are planning two public workshops this fall,  
606 the first being a virtual meeting on Thursday, October 12th at 6PM. The second  
607 workshop will be in person, at a date to be determined. According to the state, a  
608 Housing Production Plan is a community's proactive strategy for planning and  
609 developing affordable housing by: creating a strategy to enable it to meet its affordable  
610 housing needs in a manner consistent with the Chapter 40B statute and regulation.

611  
612 **Any other business to come before the Town Administrator and the Board not**  
613 **anticipated at the time of this posting:**

614  
615 **Medal of Fidelity Presentation September 22nd**  
616 Veterans Services District Director Joseph LeBlanc has informed the town that on  
617 September 22nd, at 10:00am the Massachusetts National Guard will be sending a  
618 General Officer to North Andover Town Hall to present the Medal of Fidelity to surviving  
619 family members of veterans who died due to their service-connected disabilities from  
620 their service to our country. The Medal of Fidelity was signed into law by Governor  
621 Baker in October 2022 in the SPEED ACT. The Medal of Fidelity will be presented to  
622 eight families in the North Andover/ Boxford Veterans Service District, including Mrs.  
623 Karen "Suzy" Feirman of West Boxford, who is the wife of Lance Corporal Frank  
624 Feirman, USMC, Purple Heart, Vietnam.

625  
626 **Paving Update**  
627 Lockwood Lane was paved the week of August 28th. Ipswich Road between Kelsey Rd  
628 and Spofford Rd. was paved on September 7th. The paving of Forest neighborhood  
629 (King Richard, etc.) starts Friday, September 8th and should conclude on Monday,  
630 September 11th. Information on this fall’s paving is available on the [Town website](#).

631

632 **Glendale Road Culvert Emergency Repairs**

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

641

642 **MBTA Communities (Section 3A) and Technical Assistance Update**

643 On August 17th, the Executive Office of Housing and Livable Communities announced  
644 revisions to the Compliance Guidelines for Multi-Family Districts under Section 3A of the  
645 Zoning Act (MBTA Communities). The revision that most affects Boxford is the specific  
646 state grant programs that communities would not be eligible for if they fail to comply with  
647 Section 3A. If Boxford does not comply with 3A and create a MBTA zoning district, we  
648 would be ineligible for programs we recently utilized, including Brownfields  
649 Redevelopment, Real Estate Technical Assistance, Land Use Planning Grants, Local  
650 Acquisitions for Natural Diversity (LAND) Grants, and Municipal Preparedness (MVP)  
651 Planning and Project Grants. The last 2 in particular are programs the Town has relied  
652 on for open space land acquisition and culvert work. The Boxford Planning Board will  
653 get an update from the Merrimack Valley Planning Commission (MVPC) at their next  
654 meeting on September 20th. The MVPC is serving as the Town's MBTA technical  
655 assistance consultant to guide us through the state's compliance model. It appears that  
656 the four parcels on the northern tip of Boxford that front Barker Rd. identified by Land  
657 Use Director Ross Povenmire to potentially be rezoned as a 3A district would comply  
658 with the state's compliance model. Ross and Town Administrator Coogan have planned  
659 on having him and the Planning Board attend the Select Board's October 23rd meeting  
660 to discuss MVPC's technical assistance findings, the revised guidelines, and next steps  
661 for the Town.

662

663 **Municipal ADA grant**

664 Boxford is preparing to submit ADA grant program applications by the September 15th  
665 deadline. The Town will be applying for ADA improvements at Stiles Pond, including the  
666 restroom facilities and accessible docks, and for addressing MAAB violations at the  
667 Cole School. The Town is partnering with the Boxford Athletic Association for the Stiles  
668 Pond application. For the Cole School, DPW Superintendent/ Town Engineer Chris  
669 Olbrot developed a scope of work to specifically address the AAB  
670 violations on campus. The estimate for this project, including paving, concrete work, and  
671 engineering oversight, is \$100,000. The Elementary School Committee met on August  
672 23rd and vote to approve Chris's plan to address the MAAB violations at Cole School.

673

674 **Spofford School Electrification Feasibility Study**

675 Tri-Town School Administration received 11 responses to the Request for Proposals  
676 (RFP) for professional architectural and engineering design services to assess the

677 feasibility of electrifying the HVAC system at Spofford School. Select Board Chair  
678 Barbara Jessel, Sustainability Committee Chair Gary Martin, and the Town  
679 Administrator are working with the School Administration and School Committee Chair  
680 Carol Hubbard on this effort. We will be undergoing the selection process in the coming  
681 weeks.

682

### 683 **Municipal Aggregation**

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

692

### 693 **Report on Investments**

694 As required by state law, Treasurer/Collector Ellen Guerin has issued an annual report  
695 to the Town that lists cash account balances, investment types, earnings and  
696 compliance with the terms of the town's Investment Policy. The Report on Investments,  
697 included in the September 11th Select Board meeting materials, provides information  
698 for the \$24,922,838 held by the town on June 30, 2023. Comparative data is also  
699 provided for the previous fiscal year, including a brief explanation of significant changes.  
700 She will appear at another meeting to answer any Select Board questions.

701

### 702 **Preliminary Revised Flood Insurance Rate Maps**

703 The Department of Homeland Security's Federal Emergency Management Agency  
704 (FEMA) has published preliminary revised Flood Insurance Rate Maps (FIRMs) and a  
705 Flood Insurance Study (FIS) report for Boxford. The FIRM and FIS documents are often  
706 used to determine what regulations may apply to a particular piece of property, whether  
707 the property is in a flood hazard area, and whether flood insurance is required. The  
708 FIRM and FIS documents, and related notices, can be found on the Town of Boxford  
709 website, [town.boxford.ma.us/flood-maps](http://town.boxford.ma.us/flood-maps). An appeal period relating to the preliminary  
710 FIRM and FIS documents will expire on or about October 30, 2023. Persons wishing to  
711 appeal the preliminary FIRM or FIS documents should contact Ross Povenmire  
712 ([rpovenmire@town.boxford.ma.us](mailto:rpovenmire@town.boxford.ma.us)) with scientific or technical data indicating that the  
713 preliminary FIRM or FIS documents are incorrect.

### 714 **COA Resignation – Outreach Coordinator**

715 Elaine Gould has resigned from her position at COA Outreach Coordinator. This is a  
716 part-time, 18-hour position. Pam Blaquiere will attend a future Select Board meeting to  
717 request the lifting of the hiring freeze, but first is assessing her department needs. She  
718 is thinking of changing the role of this position to activities coordinator. The Town  
719 Administrator mentioned that any reorganization of staffing should include considering  
720 Friday COA hours at 10 Elm.

721 **ACO Report – Judd**

722 Attached is ACO Megan Sousa’s report from her inspection of the Judd  
723 property. Megan has confirmed that the Judd’s have installed an electric fence and  
724 have trained their dog to recognize and obey the boundaries. They are in compliance  
725 with the Select Board’s conditions with regards to the June 26<sup>th</sup> Dangerous/ Nuisance  
726 Dog hearing. The Callahan family has received a copy of Megan’s report.

727 **Surplus of Equipment** – Twenty-five outdated phones and three copiers will be  
728 disposed of.

729 On a **MOTION** made by **Costello**, second by **Stickney**, the Select Board  
730 **VOTED** unanimously and moved to declare the aged technology components  
731 itemized in the attached surplus list dated 9/7/23 as surplus goods to be  
732 disposed of as separate items in accordance with the Town’s policy for  
733 disposition of surplus property with an estimated value of less than \$5K.

734 **August Building Department Report** – There appears to be an error in the report so  
735 the Town Administrator will ask them about this.

736 **Correspondence from Residents of Sayward Road** – Request for Town to accept the  
737 road, however it was determined that the road doesn’t meet the necessary State  
738 standards criteria. Chris Olbrot will appear at the next meeting for further discussion.

739  
740 **10:00 PM Routines**

741  
742 Approval of Minutes - **tabled**

743  
744 **10:08 PM Any other business to come before the Board**

745  
746 Select Board member Perkins remarked on the Triathlon at Stiles Ponds which took  
747 place last weekend and was very well attended. He offered high praise for the  
748 volunteers as well as Boxford’s Police, Fire and DPW departments. He noted that the  
749 roads were in great shape despite the storm.

750  
751 No further discussion or agenda items.

752  
753 On a **MOTION** made by **Stickney**, second by **Perkins**, the Select Board **VOTED**  
754 unanimously to adjourn.

755 **Adjourn**

756  
757 Respectfully submitted,  
758 *Donna M Grieco*  
759 Minutes Recorder

760  
761 **Next Meeting – September 25, 2023**

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

- 764 1. Agenda
- 765 2. Notice: Online Trash Sticker Sales Suspended
- 766 3. 2023 Boxford Apple Festival Poster
- 767 4. COA BBQ Poster
- 768 5. ARBA Public Meeting Announcement
- 769 6. Flu and Vaccine Clinic Announcement
- 770 7. Flood Map Preliminary Review Announcement
- 771 8. Town of Boxford Trash and Recycling Survey Announcement
- 772 9. Board and Committee Chair Invitation to Roundtable Discussion
- 773 10. Resume of candidate for Boxford Board of Health
- 774 11. Request to lift hiring freeze for Health Department Administrative Assistant
- 775 12. Memo from resident relative to obtaining ambulance service in Boxford
- 776 13. Application for Alcohol Sale Permit on Private Property Board of  
777 Selectmen by Boxford Historical Society for the Boxford Apple Festival
- 778 14. TIPS Certifications
- 779 15. Application for Alcohol Sale Permit on Private Property Board of  
780 Selectmen by Boxford Community Kitchen for the Boxtoberfest
- 781 16. Letter from Greenbelt Annual Cycling regarding the annual road cycling  
782 event on Saturday, September 16th
- 783 17. Request for approval to post lawn signs for this year's Wildcat 5K Trail  
784 Run held on October 7 and sample lawn sign
- 785 18. Lawn sign request from TBM Rotary Club for Fall Foliage Road Race on  
786 October 15 and sample lawn sign
- 787 19. Memorandum of Agreement (Amendment) Between AFSCME State  
788 Council 93, Local 939, Boxford Clerical/ Library Employees & Town of  
789 Boxford July 1, 2023 to June 30, 2026
- 790 20. Agreement Between AFSCME State Council 93, Local 939, Boxford  
791 Clerical/ Library Employees & Town of Boxford July 1, 2023, to June 30,  
792 2026

- 793 21. August Inspectional Services Report
- 794 22. Memorandum Regarding Surplus of Equipment
- 795 23. Report on Investments from Treasurer/Collector of Taxes
- 796 24. Town Administrator's Report
- 797 25. Letter from resident of Sayward Rd.
- 798 26. Email submission from resident of Sayward Rd.
- 799 27. Select Board Meeting Minutes from 8/7/23, 8/10/23, and 8/22/23
- 800 28. Memo from Fire Chief relative to ambulance service and responders

DRAFT