



BOXFORD SELECT BOARD

Tuesday, October 10, 2023
Town Hall 7A Spofford Road
Meeting Room 1
Remote option through Zoom:
<https://us02web.zoom.us/j/83245794966>

AGENDA

This meeting is audio and video recorded

6:30 PM Call to Order

6:35 PM Announcements

6:40 PM Appointments

- Rachel Pagliocco, Cultural Arts Committee
- Marilyn Pagliocco, Cultural Arts Committee

6:45 PM Meeting with Police Chief Jim Riter

- Sargeant promotion – Officers Kurtis Anderson, David Barker, Attilo Paglia
- Any other business to come before the Police Chief and the Select Board not anticipated at the time of this posting.

7:00 PM Report of the Town Administrator

- Consider approval of Health Insurance Renewal for Retirees
- Waste Stream Task Force Update
- ARBA Committee update
- Housing Production Plan Update
- FY2025 Budget and Capital Planning Update
- Any other business to come before the Town Administrator and the Board not anticipated at the time of this posting.

7:20 PM Routines

- Correspondence
- Approval of Minutes
 - September 11, 2023
 - September 25, 2023
- School and Non-School Warrants

7:30 PM Any other business to come before the Board

7:35 PM Executive Session

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

Adjourn

Next Meeting – October 23, 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.

CALL FOR VOLUNTEERS: EMERGENCY RESPONSE ADVISORY COMMITTEE



The Boxford Select Board is accepting applications for residents to join the [Emergency Response Advisory Committee \(ERAC\)](#).

The Committee will 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 to meet the current and future needs of Boxford.

ERAC consists of seven members appointed by the Select Board: one-member of the Finance Committee, one member of the Select Board, the Fire Chief, the Police Chief, the Director of Communications, and two resident members at-large. [The latest draft of the Committee's charge is available through this link.](#)

The members at large should preferably have professional experience with emergency response, such as Emergency Medicals Service (EMS), ambulance transport, or paramedic services, or have professional experience and other skill sets that would contribute to the Committee's charge.

As far as time commitment, at-large candidates should expect a commitment of at least a year of service on the committee. Candidates should expect to be available to attend at minimum monthly afternoon committee meetings and occasional evening meetings. Anticipated time commitment is 10 to 15 hours per month.

Interested candidates should submit by email a letter of interest and resume to Leanne Mihalchik, Administrative Services Manager, by **Wednesday, October 18, 2023**: lmihalchik@boxfordma.gov. Candidates should also be available to attend the October 23rd Select Board meeting for interviews.

Traffic Flow Changes Coming Soon to Kelsey Road

Traffic on Ipswich Road will no longer be permitted to turn left onto Kelsey Road from 6 – 9 AM

Traffic on Killam Hill Road (Rt 97) will no longer be permitted to turn left onto Kelsey Road from 3 – 6 PM

Traffic Signs have been ordered and should be up soon



BOXFORDMA.GOV

Boxford

Virtual Public Engagement Session

Please join us for a presentation and conversation on the future of housing in your community and the region.

Residents will have the opportunity to learn, ask questions, and provide feedback on Boxford's housing needs.

***Virtual Session via Zoom
Thursday, October 12th
6:00 PM - 7:30 PM***

***Scan the QR code
or use the link
below to register!***

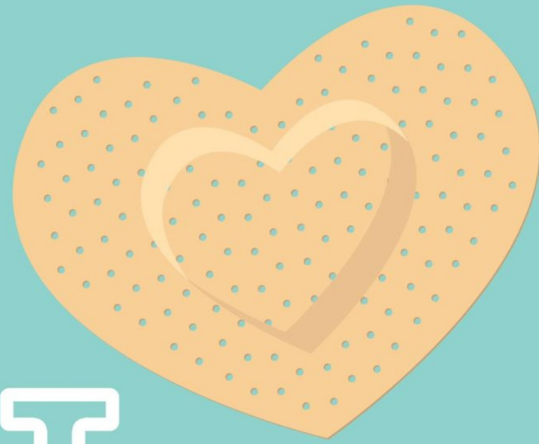


event.mvpc.org/Housing2



Participating Communities:
*Boxford, Georgetown, Merrimac,
Newbury, Rowley, West Newbury*





FLU SHOT CLINIC

FIGHT THE FLU

**THURS 10/19/2023
2PM TO 5PM**

**BOXFORD
COUNCIL ON AGING
10 ELM ST
BOXFORD, MA**

**VACCINES AVAILABLE
FLU, RSV, SHINGLES,
PNEUMONIA, TDAP & COVID**

SCAN TO REGISTER



CONLEY'S
EST. 1880
DRUG STORE

978-356-2121

**PROTECT YOURSELF &
OUR COMMUNITY.**

GET YOUR FLU VACCINE TODAY!

October 28 is Household Hazardous Waste Collection Day



**Protect our groundwater and safely dispose of your
hazardous waste**

Saturday, October 28, 2023

9:00am -1:00pm

Masconomet High School

paints, propane, cleaners, de-greasers, poisons, pesticides,
fertilizers, fuel, mercury bulbs, solvents, batteries, photography
chemicals, swimming pool chemicals, anti-freeze, and more

Please visit the news and announcement section of our website
at www.boxfordma.gov for additional details.



BOO IN BOXFORD

IS COMING!



TRICK-OR-TREATING • GAMES
PUMPKIN DECORATING CONTEST

TIME SLOTS • REGISTRATION OPENS 10/6



OCTOBER 21ST • 1-4PM
SPOFFORD POND SCHOOL

INTERESTED IN HOSTING A TRUNK OR TABLE?

SCAN TO SIGN UP NOW!





BTA/BOLT'S GREAT PUMPKIN HUNT!

Sunday, October 29, 2023
— 10.45 a.m. —



Festivities start at **10.45 a.m.** and pumpkin hunting at **11.00 a.m.** at Cargill Field (Main St. and Middleton Rd.)

Cider doughnuts, refreshments... and of course a pumpkin hunt.

FREE!

From: [Leanne Mihalchik](#)
To: [Matt Coogan](#)
Subject: FW: Form submission from: Board / Committee Volunteer Form
Date: Tuesday, September 12, 2023 1:41:34 PM

Interested in joining the Cultural Arts Council. We have 2 vacancies on this committee.

Leanne Mihalchik

Administrative Services Manager/HR Coordinator
Town of Boxford
7A Spofford Road
Boxford, MA 01921
Phone: 978-887-6000 x111
Fax: 978-887-0758

This email is subject to MGL c66s10, Public Records Law

From: Boxford MA via Boxford MA <cmsmailer@civicplus.com>
Sent: Sunday, September 10, 2023 7:54 PM
To: Leanne Mihalchik <LMihalchik@town.boxford.ma.us>
Subject: Form submission from: Board / Committee Volunteer Form

External Sender

Submitted on Sunday, September 10, 2023 - 7:54pm
Submitted by anonymous user: 2600:4040:5289:fb00:4006:e98f:1cd5:51b1
Submitted values are:

Name: Rachel Pagliocco da Silva
Email: rachelpagliocco@gmail.com
Address, City, State, Zip: 14 Townsend Farm Rd
Date: 09/10/2023
Home Phone:
Cell Phone: 9783356337
Fax:

Registered Voter in Boxford? Yes

Appointment (s) Requested:

If you have previously served on any Boards or Committees in Boxford, please describe your experience:

Are there other background experiences or skills that you feel would contribute to this appointment? Volunteer grant reviewer Mass Service Alliance, Arts Administration BA Simmons College

Why are you interested in this appointment? As a long time Boxford Resident since 1990 and now being a Boxford Mom of 2 young children Id love the chance to participate in nurturing the arts for the town

What are your goals for this Board or Committee?

Do you have conflicts with meeting times or group assignments?

From: [Leanne Mihalchik](#)
To: [Matt Coogan](#)
Subject: FW: Form submission from: Board / Committee Volunteer Form
Date: Tuesday, September 12, 2023 1:43:04 PM

Cultural Arts Council.

Leanne Mihalchik

Administrative Services Manager/HR Coordinator

Town of Boxford

7A Spofford Road

Boxford, MA 01921

Phone: 978-887-6000 x111

Fax: 978-887-0758

This email is subject to MGL c66s10, Public Records Law

From: Boxford MA via Boxford MA <cmsmailer@civicplus.com>
Sent: Tuesday, September 12, 2023 9:25 AM
To: Leanne Mihalchik <LMihalchik@town.boxford.ma.us>
Subject: Form submission from: Board / Committee Volunteer Form

External Sender

Submitted on Tuesday, September 12, 2023 - 9:24am

Submitted by anonymous user: 2600:4040:5289:fb00:cd8:ed65:b62c:1e59

Submitted values are:

Name: Marylyn Pagliocco

Email: mrpagliocco@hotmail.com

Address, City, State, Zip: 1 Crooked Pond Drive Boxford, MA 01921

Date: 09/11/2023

Home Phone: None

Cell Phone: 978-335-4829

Fax: None

Registered Voter in Boxford? Yes

Appointment (s) Requested: Volunteer Boxford Cultural Council

If you have previously served on any Boards or Committees in Boxford, please describe your experience:

Are there other background experiences or skills that you feel would contribute to this appointment? Nothing specific but it's just a way to give back in my small way.

Why are you interested in this appointment? I love Boxford and raised my family here. I've lived here since 1990 and I want to help in some small way to participate in an area which needs volunteers.

What are your goals for this Board or Committee? See above.

Do you have conflicts with meeting times or group assignments?

The results of this submission may be viewed at:

<https://www.town.boxford.ma.us/node/88/submission/22806>

September 22, 2023

To: Selectboard

From: James B. Riter, Chief

RE: Department Promotions

As we have discussed during the budget season of FY 24, Massachusetts Accreditation identified a clear deficiency in the number of supervisory level positions with the Boxford Police Department. Working with the Select Board and the Finance Committee, the Town, as always was supportive of the Police Department in passing funding for two additional sergeants in the fiscal year 2024 budget, starting January 1, 2024.

The departure of Lt. Matthew Dupont this has created a third supervisory opening within the department and the difference in base pay between a sergeant and lieutenant will cover the expenses of promoting three additional sergeants prior to January 1, 2024. The command structure of the department will divide the roles and responsibilities of the Lieutenant and a number of tasks that have been performed by the Chief since the injury to Sergeant Corliss to the three newly appointed sergeants.

At the current time the Boxford Police Department has a command staff of one, due to the injury of Sgt. Fitzpatrick who currently has no decisive return date.

As the Chief of Police. it is my duty and responsibility to identify, guide and challenge the future leaders of the department.

Lt. Dupont and I identified Officer David Barker and Officer Kurtis Anderson as future leaders of the department several years ago. Over the course of the last two years Officer Barker and Officer Anderson have utilized their knowledge and skills in police work to take on additional supervisory level assignment within the Boxford Police Department. (Resumes attached)

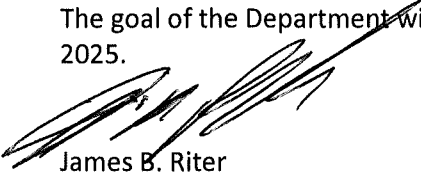
During the past two years they have excelled at these tasks and the Boxford Police Department's attaining accreditation is a clear validation of their hard work. Both officers bring specific knowledge, skills and ability to the department. They are respected by their coworkers and it is my firm belief they will make excellent supervisors in the Boxford Police Department.

Officer Attilio J. Paglia has been a member of the Boxford Police Department since 1998. Under Chief Russell, Chief Murphy and myself, Officer Paglia has always had the right of first refusal of any full-time position that has been available with the department since his date of hire.

I believe the Select Board would agree that Officer Paglia's future within the department is to take on a leadership position. His extensive experience in police work and many other areas of public administration have made him a valuable asset to the community and the department.

It is my request that the Selectboard appoint Officers Barker, Anderson and Paglia as Sergeants of the Boxford Department.

The goal of the Department will be to promote a Sergeant to the rank of Lieutenant in January of FY 2025.

A handwritten signature in black ink, appearing to read 'James B. Riter', written over the text of the second paragraph.

James B. Riter
Chief of Police



Town of Boxford
 Department of Police
 285 Ipswich Road
 Boxford, Massachusetts 01921
 (978) 887-8135
 Chief James B. Riter



Chief of Police
 James B. Riter
 Day Shift Patrol OIC
 School Resource Officer Supervisor
 Fiscal Management
 Planning & Development

Special Assistant to the Chief
 M. Dupont
 Assistant Accreditation Manager
 Internal Affairs
 Background Investigations

Admin Assistant
 K. Zolla
 Records Management
 Payroll
 CORI

Sergeant
 K. Anderson
 Eve/Mid Patrol Supervisor
 Full-Time Officers
 Accreditation Manager
 Firearms Training / Armorer
 ALICE Training
 Officer Equipment
 Assist. Property Officer
 Truck Enforcement
 Background Investigations

Sergeant
 D. Barker
 Training Supervisor
 Reserves Officers
 Property & Evidence
 NIBERS
 Scheduling
 Medical Officer
 Sexual Offenders
 Grants
 Information Technology
 Truck Enforcement

Sergeant
 A. Paglia
 Court Prosecution
 Internal Affairs
 Public Information
 POST Liaison
 Traffic Safety
 Fleet Maintenance
 Criminal Intelligence
 Facilities

Sergeant
 K. Fitzpatrick

B. Church
 Keeper of the Lockup
 Cell Inspections
 School Resource Officer

T. Broughton
 Child Safety Seats
 Sexual Assault Invest
 Domestic Violence Officer
 School Resource Officer

R. Smith Investigations

J. Bernhard Taser Instructor

B. Lindley
 Lead School Resource Officer
 Juvenile Officer
 Sexual Assault Invest
 Elder Affairs Officer
 Domestic Violence Officer

Reserves

N. Peabody
 Detective / Investigations
 Taser Instructor
 Criminal Intelligence

Board of Selectman & Town Administrator,

August 24, 2023

I would like to formally express my support for the promotion of Officer(s) Anderson, Barker and Paglia. I have worked alongside them for nearly eighteen years and have been their primary supervisor for over eight years. I cannot think of anyone better suited to guide the Boxford Police Department moving forward. To date, they have taken on administrative duties without pause or question. Each has embraced the process of moving the agency into a professional entity. This has been accomplished by adopting the current best practices in law enforcement and putting them to use. They are respected by their peers and have proven leadership capabilities that I have observed firsthand. I can confidently say that these three officers know and understand the needs of the community and the department.

If given an administrative role, I know the department will embrace them, knowing that the newly created management team is qualified and capable of getting the job done. Their new supervisory roles will solidify an already solid public safety foundation within the town. I hope they are allowed to grow professionally and fulfill their personal goals with your support. If I can answer any questions regarding the candidates, please do not hesitate to ask.

Respectfully,

Matthew Dupont

Kurtis C. Anderson

1 (978) 580-9988 – kand8@outlook.com

Sir,

The attached resume highlights my relevant experience, education, and specialized training that would serve me well as a Sergeant for the Boxford Police Department. I have strong leadership values and management skills that have proven effective within police culture. A police department can only be successful if it promotes a positive and professional atmosphere.

Supervisory officers who lead by the best example and encourage teamwork will undoubtedly facilitate a culture of esprit de corps among the rank and file. My current role within the Boxford Police Department demonstrates that I possess the requisite knowledge, skills, and abilities to serve as a supervisor within our agency. Furthermore, I have the distinct opportunity to live in the community I serve, along with my wife and son, and our son will soon be attending the Boxford Public Schools.

Recently, I took on a new challenge as the Boxford Police Department's accreditation manager and assessor. This endeavor has been rewarding and successful, as we achieved our accreditation status in June of 2023. This role has allowed me the opportunity to draft and implement a strong set of professional standards for our agency. These standards reflect the core values of the community while emphasizing de-escalation, compassion, and unbiased policing.

My leadership training has prepared me well to manage, motivate and understand our ever-evolving society. This has paid dividends in my ability to work and communicate with the different needs of a new trend of policing. As an active and engaged member of the department, I have had the distinct opportunity to be a part of several valuable community-based programs. Some of those being our women's self-defense class (RAD), Coffee with a Cop, and Stuff a Cruiser Charitable Event. The Town of Boxford deserves supervisors within the agency that possesses drive as well as the ability to think outside the box which promotes progressive policing and modern training techniques. Qualities and philosophies such as these are essential and demonstrate quality and commitment.

During my career, I have had the opportunity to serve as the union president, which allowed me to collaborate with management and become actively involved in the collective bargaining process, grievance procedures, and arbitration. Additionally, I have become knowledgeable about the implementation of management rights and how they can be properly applied to best serve the community and maintain the accountability of staff. I look forward to the opportunity to review my credentials in person so that I may demonstrate my beliefs and vision firsthand.

Respectfully,

Kurtis Anderson

Kurtis C. Anderson

1 (978) 580-9988 – kand8@outlook.com

EMPLOYMENT HISTORY & RESPONSIBILITIES

Patrol Officer: Boxford Police Department (2015 – Present)

- Enforcement of M.G.L., Town Bylaws, Accreditation Manager/Assessor, Firearms Instructor, Active Shooter/ALICE Instructor/Coordinator, Field Training Officer, R.A.D. Instructor, Breath Test OIC, and Cruiser Procurement.

Patrol Officer: MIT Police Department (2014 – 2015)

- Enforcement of M.G.L., College Rules and Regulations, Firearms Instructor, Armorer, RAD Instructor.

Reserve Patrol Officer: Boxford Police Department (2010 – 2015)

- Enforcement of M.G.L. & Town Bylaws.

EDUCATION

Master's Degree Psychology September 2022 – Present
Southern New Hampshire University

Master's Degree Criminal Justice Administration September 2022
Southern New Hampshire University

Bachelor's Degree Criminal Justice (Criminology) August 2019
Southern New Hampshire University

Associate's Degree Criminal Justice May 2012
North Shore Community College

Masconomet Regional High School June 2007

CAREER TRAINING & PROFESSIONAL DEVELOPMENT

- Reading Regional Reserve Police Academy (2009)
- First Responder Provider Certification
- Suicide Prevention and Intervention Training Program
- 16th M.P.O.C Reading Full-Time Police Academy (2011)
- Emergency Management Institute
 - FEMA IS-00700 (National Incident Management System (NIMS, An Introduction)
 - FEMA IS-00100.a (Introduction to the Incident Command System) (ICS 100)
 - FEMA IS-00200.a (ICS for Single Resources and Initial Action Incidents)
- COBWEB Certified (Police Mountain Bike Patrol)
- Field Training Officer Program
- Massachusetts Police Accreditation Commission (Certified Assessor)
- Sergeant's Frontline Leadership (Lynnfield Academy)

INSTRUCTOR CERTIFICATION

- Rape Aggression Defense System (R.A.D Instructor)
- M.P.T.C. - Firearms Instructor
- M.P.T.C. Active Shooter Instructor
- LLAST (Less Lethal Applied Simulation Training)
- ALICE Training Institute (Certified Active Shooter Instructor)
- ALICE Training Institute (Solo Engagement Tactical Instructor)
- Tactical & Academic Instructor Development
- Stinger Spike Systems (Certified Instructor)

North Andover, MA • 617-438-6570 • dbarker@town.boxford.ma.us

September 8, 2023

Chief James Riter

Chief Of Police

Boxford Police Department

285 Ipswich Rd

Boxford, MA 01921

Chief Riter,

As a 17-year veteran of the Boxford Police Department, it has been an honor and a privilege to be a member of this professional organization. Throughout my career, I have strived to build and maintain positive and professional relationships with my peers and members of the Boxford community. As a dedicated member of our police department, I have aspired to help build an environment based on leadership, integrity, and professionalism. These three key components are essential to maintain the trust and support of our community. With that, community policing has been at the forefront of this agency's philosophy, primarily focusing on building and strengthening relationships with community members. Through your leadership, dedication to the community, and the diligent work of our peers, our police department has achieved that goal with great success.

Many years ago, I joined this police department as a Masconomet High School Intern, an experience that allowed me to be in the position I'm in today. While at Masconomet High School, I held leadership positions as Captain of the Varsity Hockey and Varsity Golf teams. During that time, I received an award from the Masco Youth Hockey Program for my dedication to youth hockey through years of volunteer service. Within a few years, I was appointed by the Boxford Board of Selectmen in February of 2006 as a Reserve Police Officer. Within six months, I was awarded the opportunity and appointed a full-time Police Officer. Subsequently, I attended the 14th Municipal Police Officer Class at the Reading Police Academy. On day one of the academy, I was nominated by the Staff Instructors and awarded the position of Squad Leader.

With my years of experience and training, I have become a leader among my peers. The hard work and dedication to our agency and community has prepared me for the challenges and expectations at the rank of Sergeant. Thank you for your consideration and support through this promotional process.

Best regards,

Officer David Barker

David C. Barker, Jr.
180 Chickering Rd., Unit 310C
North Andover, MA 01845
617-438-6570
dbarker@town.boxford.ma.us

DAVID C. BARKER, JR.

POLICE ACADEMY Northeast Regional Police Institute (Basic Reserve)
TRAINING 2/5/05 - 6/11/05

MPTC Reading Police Academy (14th MPOC Basic Recruit Class)
9/11/06 - 2/8/07
-Designated Squad Leader

DEPARTMENT ROLES Assistant MPAC Accreditation Manager
AND Department Field Training Officer
RESPONSIBILITIES Department Scheduling Administrator
Medical Officer
Designated Infectious Control Officer
Evidence Control Officer
Department CJIS Representative
Designated Sex Offender Registry Liaison
Patrick Leahy Bulletproof Vest Grant Liaison
National Incident-Based Reporting System Liaison
Department Acadis Co-administrator
Certified NREMT-B

EXPERIENCE **FULL-TIME POLICE OFFICER – BOXFORD POLICE DEPARTMENT**
August 2006 - Present

RESERVE POLICE OFFICER – BOXFORD POLICE DEPARTMENT
February 2006 – August 2006

EDUCATION **SUFFOLK UNIVERSITY – CRIMINOLOGY AND LAW**
2004 - 2005
SOUTHERN NEW HAMPSHIRE UNIVERSITY – CRIMINAL JUSTICE
2023 - Present

David C. Barker, Jr.
180 Chickering Rd., Unit 310C
North Andover, MA 01845
617-438-6570
dbarker@town.boxford.ma.us

RECENT PERTINENT
TRAINING

Field Training Officer Program - 2016
Advanced Roadside Impaired Driving Enforcement Certification - 2019
Law Enforcement Advanced Casualty Care - 2019
Operation of the Evidence Room - 2021
Crisis Intervention Team Certification - 2023
National Incident-Based Reporting System Training - 2023
Sex Offender Registry Board Liaison Training – 2023

ATTILIO J. PAGLIA
24 Prospect Street
Rowley, Massachusetts 01969
857-891-7698
patrolman89@icloud.com

September 9, 2023

Chief James Riter
Boxford Police Department
285 Ipswich Road
Boxford, MA 01921

Dear Chief Riter,

I would like to take this opportunity to express my desire and request your consideration to serve on your command staff in the position of Sergeant. To date, I bring 33+ years of police service (reserve and fulltime combined), together with 12+ years of management/personnel oversight from the Massachusetts State Senate and a strong commitment to education and professional development. When considering all three collectively, I firmly believe I possess the relative skill set(s) to effectively serve as a member of your command staff.

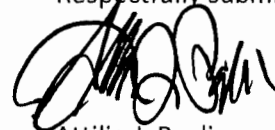
With that, since transitioning to the fulltime position of Patrolman in 2020, I have been honored to assume all the additional duties assigned to me. Given my strong belief and support related to your management goals and objectives, I have enthusiastically assumed every duty/position associated with such. In addition, I have and continue to strive for excellence in all of my duties combined, rejecting mediocracy and embracing the mission of this department, which I firmly believe is essential in earning and persevering the public's trust.

As you are aware, my service as Chief of Staff to the Senate Minority Leader, albeit not law enforcement, requires me to assume numerous management functions, including but not limited to personnel supervision and administration. Currently (as it relates to the position of Sergeant), I have direct personnel oversight of 11 staff members. My duties require me to assume all aspects of personnel management, including but not limited to hiring, discipline, and termination, as well as evaluating, promoting, and ensuring compliance with both the Minority Leaders directives, goals, and objectives as well as the standard policies adopted by the Massachusetts State Senate. Considering such, I have and continue to maintain effective and productive relations with my staff, the Office of the Senate President, Senate Human Resources, and Senate Counsel.

Moreover, I note my educational background, with a specific focus on policing and most recently police supervision and management. Such consists of a Bachelor of Science Degree in Criminal Justice from Salem State University, a combined 1,500+ hours of formal police training (three states), and most recently (2023) earning the FBI Law Enforcement Executive Development Association Trilogy Award, requiring the successful completion of the Executive, Command, and Leadership Institutes.

When considering my qualifications collectively, I firmly believe my police and management experience together with my education/professional development make me a well-qualified candidate to server as a member of your command staff. Therefore, I respectfully request your consideration for the position of Sergeant.

Respectfully submitted,



Attilio J. Paglia
Patrolman

ATTILIO J. PAGLIA
24 Prospect Street
Rowley, Massachusetts 01969
857-891-7698
patrolman89@icloud.com

PROFESSIONAL EXPERIENCE

Boxford Police Department

Police Officer Primary duties and responsibilities incumbent upon an officer holding the rank of
1998-2020 (Reserve) Patrolman. Special assignments: Traffic Enforcement Officer, Police Prosecutor,
2020-Present (Full Time) Internal Investigations and Fleet Services/Equipment Coordinator.

Massachusetts State Senate

Chief of Staff Primary duties and responsibilities included overseeing all administrative and
2011-2021 (Full Time) operational functions of the Senate Minority Leader's Office, which includes
2022-Present (Part Time) personnel supervision and oversight, office/caucus management, and serving as the
Minority Leader's official liaison to Legislative Leadership and the Governor's Office.

Dept. Public Safety – SORB

Asst. Director of Hearings Primary duties and responsibilities included independently presiding over formal
2000-2008 administrative (de novo) hearings in accordance with MGL, Chapter 30A, relative to
final classification levels (dangerousness/risk reoffence) of convicted sex offenders.

Crystal Transportation

2005-2008 Served exclusively as a consultant, primarily focused on expanding international
(European) customer base in the areas of transportation, logistics, and marketing.

Town of Rowley

Board of Selectmen Elected to three consecutive terms, serving as Chairman five of nine years.
1996-2005

Massachusetts State Senate

Legislative Aide Primary duties and responsibilities included constituent services, special projects,
1998-2000 and legislative/budget assignments.

York County Sheriff's Dept.

Deputy Sheriff (Full Time) Primary duties and responsibilities incumbent upon an officer holding the rank of
1995-1998 Deputy Sheriff assigned to the Court Security Unit, Police Services Division.
Assignment specific to the executive protection of assigned judge/justice.

Ogunquit Police Dept.

Police Officer (Reserve) Primary duties and responsibilities incumbent upon an officer holding the rank of
1990-1998 Patrolman. In addition, served as department court officer from 1993-1995.

EDUCATION

Triton Regional High School - 1988
Salem State University, Bachelor of Science, Criminal Justice -1993

TRAINING AND CERTIFICATIONS

Maine Criminal Justice Academy, Reserve Police Officer Certification -1990
Wisconsin Department of Justice, Graduate of Police Officer Academy - 2010
Cambridge – Northeastern Police Academy, ROC 4 - 2022

PROFESSIONAL DEVELOPMENT

FBI-LEEDA – 559th Executive Leadership Institute – Hampton, New Hampshire 2022

FBI-LEEDA – 740th Command Leadership Institute – Fort Worth, Texas 2023

FBI-LEEDA – 915th Supervisor Leadership Institute – Gilford, New Hampshire 2023

Municipal Police Institute – Internal Affairs Certification Program – Newbury, Massachusetts 2023

PROFESSIONAL MEMBERSHIPS

FBI Law Enforcement Executive Development Association

Massachusetts Police Association

IPA Region 12

AWARDS

FBI Law Enforcement Executive Development Association, Trilogy Award – Malvern, Pennsylvania

Commonwealth of Massachusetts, Performance Recognition Award – Boston, MA

National Center for Small Communities, American Hometown Leadership Award – Washington, DC

APPOINTMENTS & VOLUNTARY SERVICE

Middlesex County Sheriff's Association, Ethics and Conduct Committee

Commonwealth of Massachusetts, Notary Public

SPECIALIZED LICENSES

Commonwealth of Massachusetts, Hoisting Engineer – MA Hydraulics License 042792



MIIA HEALTH BENEFITS TRUST
 Renewal Proposal 1/1/2024 - 12/31/2024
Boxford

MONTHLY CONTRIBUTION RATES				
PRODUCTS		CURRENT	RENEWAL	
		RATES	RATES	INCREASE
Medex 2	Medex 2	\$223.13	\$236.52	6.00%
	Blue Med Rx	\$169.35	\$180.45	6.55%
	Total	\$392.48	\$416.97	6.24%
Managed Blue for Seniors 2	Individual	\$172.65	\$176.53	2.25%
	Blue Med Rx	\$169.35	\$180.45	6.55%
	Total	\$342.00	\$356.98	4.38%

Blue Medicare Rx rates represent PDP Option 26 (\$10/\$20/\$35 RX, 2x MO).

Renewal rates are based on continuing the current enrollment level.

Please return signed renewal confirmation no later than 11/1/23.

Signature for Acceptance of Rates	Title	Date
Print Name		



Town Administrator's Report Select Board Meeting for October 10, 2023

Matthew Coogan

Emergency Response Advisory Committee & Call for candidates

The Select Board Office will be accepting applications for the 2 at-large members of the Emergency Response Advisory Committee (ERAC) until Wednesday, October 18th. [Information on how to apply is available on the Town website](#). Candidates will be interviewed by the Select Board at the October 23rd meeting. We have also created a [ERAC project page on the Town website](#). The website includes the latest draft of the Committee's charge, which will be finalized at the October 23rd meeting.

The Town will be holding a Public Safety Information Meeting on Wednesday, October 25th at 7PM at Town Hall for residents interested in learning about our police, fire, and communications/dispatch departments, as well as the Town's 3-tiered response program.

Plan for Promotion of Police Sergeants

In the October 10th agenda packet is Chief Riter's recommendation to promote three Boxford Police Officers to rank of Sergeant – Kurtis Anderson, Dave Barker, and AJ Paglia. All will be in attendance. The Board may appoint Officers Anderson, Barker, and Paglia to the position of Sergeant for a 6-month probationary period ending April 10, 2024, as per Article 2, Section 2(b) of the Teamster Local 25 Collective Bargaining Agreement.

Capital Improvement Program FY2025 – FY2029 and Fiscal Year 2025 Budget Process

This month kicks off our 5-year, Capital Improvement Program (CIP) planning process for fiscal years 2025 to 2029. Included in the October 10th meeting agenda packet is a draft of the letter that will be sent to department heads. The process takes several months and we will have a draft CIP in January for the Select Board to be reviewing.

Assistant Town Administrator/ Finance Director Brendan Sweeney will also outline the upcoming FY2025 budget process, which also begins this fall.

Waste Stream Task Force Update and Resident Survey

The Waste Stream Task Force's Trash and Recycling Resident Survey closed on September 30th. We received nearly 1,000 responses from residents! Assistant Town Administrator Brendan Sweeney is putting together a summary report of the survey for the WSTF, and he will share some of the results with the Select Board on October 10th. The Waste Stream Task Force's next meeting is scheduled for Monday, October 16th.

Town Administrator's Report, October 10, 2023

Additional information on the work of the Waste Stream Task Force can be found on their [project webpage](#).

DPW Facility - RFQ for Designer Services

The Town is releasing a Request for Qualifications (RFQ) for schematic design services for a new DPW facility. It will be published on the State's [Central Register](#) on Tuesday, October 10th and will be available on the Town's [open bids webpage](#). Proposals will be due on November 17th. The Permanent Building Committee will then undertake a selection process. The goal is for the Town to be contracted with a design team by the start of the calendar year.

Engine 6 Procurement

The Town is also releasing an Invitation for Bids for the new "mini pumper", Engine 6. Funding for Engine 6 was approved by voters at the May 9th Town Meeting. Bidding information will be available on the State's [Commbuys website](#) and Town [open bids website](#) on October 9th. Bids will be due on October 23rd.

Upcoming Public Meetings

In addition to the regularly scheduled public meetings of the Town's Boards and Committees, there are 2 public forums scheduled for this month:

- **October 12, 6pm to 7:30 pm:** [Housing Production Plan \(Zoom only\)](#)
- **October 25 7pm: Public Safety Information Session**

In addition, the Planning Board is scheduled to receive a presentation on the Town's potential MBTA Compliance plan by the Merrimack Valley Planning Commission at its [October 18th](#) meeting. Land Use Director Ross Povenmire is scheduled to update the Select Board on this initiative at the October 23rd meeting.

Chris Olbrot, Superintendent
Boxford Department of Public Works
7B Spofford Rd.
Boxford, MA 01921
September 27, 2023

Dear Chris,

This is a follow-up communication relevant to the concern I expressed in a phone call to your office about two years ago.

The upstream road edge, with significant drop-off and undercutting at approximately 40 Glendale Road in West Boxford continues to be a serious safety concern. I initially reported the concern when erosion of the side slopes (both sides) was increasing, and the road berms were disappearing, most often following major precipitation events. Over the following two years I observed a series of steps taken, presumably by your department, to alleviate the problem, e.g. ~3-4 foot plastic marker posts installed along the road edges, replacement of at least part of the culvert structure (on the downstream side), and, following a major storm event when the upstream side of the road partly collapsed, spraying bright paint at the edge of the drop-off, installing temporary saw horses, warning tape, etc.

Most recently, a crescent-shaped layer of asphalt was placed at the edge of the pavement (where a very steep drop and undercutting of the soil under the road remain. The only remaining warnings on the upstream side are two of the original plastic markers, one of which is leaning at about a 45-degree angle to the stream and wetland below (not very visible).

I invite you to look for yourself. The drop-off on the upstream side is very scary, and undercutting appears to be continuing. Of particular concern would be winter months, when snow could cover the edge of the pavement, making the pavement edge and sharp drop-off not visible, even to snowplows. I imagine that others have notified you of this problem.

Thank you,



Lana Spillman
20 Pearl Road, Boxford

Cc: Matt Coogan
Boxford Board of Selectmen

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**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 16th, 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 27th 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. 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) 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, 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 25th. 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.

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. 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) 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 26th 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

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**Minutes of the
BOXFORD SELECT BOARD
REMOTE VIA ZOOM
September 25, 2023, 6:30PM
DRAFT**

AGENDA

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

Others Present: Town Administrator Matthew Coogan, Christina Eckert, Corey Jackson, Kim Putney, Dr. James Taggart, Elizabeth Snider, Beth Donhouser, Christina Ellis, Ross Povenmire, Zach Barbera, Heather Forand, Alex Constan, Mark Mitsch, Richard Fahrner, Chris Olbrot, Chief Riter, Peter Delaney, Minutes Recorder Donna Grieco

6:30 PM Call to Order

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

6:35 PM Announcements

COA BBQ – BBQs on the lawn at the Council on Aging will take place on 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.

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

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

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

59 **6:40 PM Appointments**

60 Christina Eckert, Community Preservation Committee, as COA representative
61 On a MOTION made by **Stickney**, second by **Costello**, the Select Board
62 VOTED unanimously by roll call vote to appoint Christina Eckert to the
63 Community Preservation Committee with a term ending June 30, 2024.
64

65 Kim Putney, Community Preservation Committee, Recreation Committee Liaison
66 On a MOTION made by **Stickney**, second by **Perkins**, the Select Board
67 VOTED unanimously by roll call vote to appoint Kim Putney to the
68 Community Preservation Committee with a term ending June 30, 2024.
69

70 Corey Jackson, 10 Elm Committee
71 On a MOTION made by **Stickney**, second by **Perkins**, the Select Board
72 VOTED unanimously by roll call vote to appoint Corey Jackson to the
73 10 Elm Committee with a term ending June 30, 2024.
74

75
76 **6:50 PM Meeting with the Board of Health**

77 The meeting was called to order by Board of Health Chair, Rick Fahrner to consider
78 appointment of Dr. James Taggart.

79 On a MOTION made by **Fahrner**, second by **Constan**, the Board of Health
80 and Select Board VOTED unanimously by roll call vote to appoint Dr. James
81 Taggart to the Board of Health with a term ending May 21, 2024.

82 The meeting was then adjourned.

83 On a MOTION made by **Constan**, second by **Fahrner** the Board of Health
84 VOTED unanimously by roll call vote to adjourn.
85

86 **6:55 PM Meeting with DPW Superintendent/Town Engineer Chris Olbrot**

87 Consider approval of No Left Turn restrictions on Kelsey Road during the hours of 6-9
88 AM (from Ipswich Road to 95) and from 3-6 PM (coming from Rt. 97).

89 The addition of No Left Turn signs will significantly reduce traffic on Kelsey Road and
90 reduce its use as a cut through for drivers.

91 Superintendent Olbrot stated that as traffic begins to flow through other areas, they may
92 need to post additional signs and restrictions in the area if necessary. The Town
93 Administrator noted that this is something that we are able to do on a local level without
94 calling in the State because often times, when the State gets involved, even more
95 stringent measures are required. Select Board member Perkins asked if Superintendent
96 Olbrot could notify Waze of this change and was told that they have already been
97 notified. The Superintendent spoke with a Sr. Editor at Waze who told him the road was
98 not even marked as a local road. Waze asked for notification when the No Left Turn is
99 approved so that they can enter it into their system and also informed Superintendent
100 Olbrot that commercial delivery vehicles such as UPS and Amazon use their own GPS
101 systems. The Superintendent will notify Waze by means of a memo and he will check
102 that Waze follows through. The posting will not affect school bus routes however, they
103 will double check this as there may be one route in the PM this is affected. Select Board
104 member Costello noted that private school buses can be excluded from this restriction.
105 A police cruiser will be posted in this area for awareness before enforcement and
106 ticketing begin. The information will also be posted to the Town website and on social
107 media pages.

108 Resident Zach Barbera spoke and informed the Select Board that he had polled virtually
109 every home in the area and there were no residents in opposition to the No Left Turn
110 restrictions. The Select Board Chair thanked Mr. Barbera for his work. Select Board
111 member Perkins asked how soon the signs could be installed and Superintendent
112 Olbrot said as soon as they were ready.

113 On a MOTION made by **Perkins**, second by **Stickney**, the Select Board
114 VOTED unanimously to place signage, through the DPW, for No Left Turn
115 restrictions on Kelsey Road during the hours of 6-9 AM and from 3-6 PM.

116

117 **Sayward Road Discussion**

118 The residents have requested that this road be paved, however the road does not meet
119 necessary requirements. For example, the road is 30 ft. wide, and the minimum
120 requirement is 50 ft. The Town Administrator noted that paving and plowing of roads
121 can only take place if the Town owns the road. There is a process to accept private
122 roads, but this road has not been accepted. Superintendent Olbrot noted that in addition
123 to the width, there is no turn around, another requirement. After much investigation on
124 how to bring the road up to Town standards, it was determined that it would cost
125 upwards of \$100K, a significant portion (25%) of Chapter 90 funding. Select Board
126 member Costello noted that the Town has always plowed, compacted, added gravel,
127 and graded the road as a benefit to the three residents who live on that road. It would
128 require a Town Meeting vote to spend \$100K on this project. He also remarked that the
129 Town would do their best to continue to grade, compact and plow, Select Board
130 member Perkins agreed with Costello and noted that the trees need to be cut back. The
131 Town Administrator noted that Superintendent Olbrot will meet with the PBC on
132 Thursday to craft an RFP for design services which was proposed during their Monday
133 night meeting and finalize it by Thursday. Select Board member Stickney asked if they
134 had hired a new heavy equipment operator and was informed that no, there hasn't been
135 any movement there, perhaps due to the current pay scale.

136

137 **7:20 PM Meeting with Police Chief Jim Riter**

138 A discussion took place relative to hiring three Sergeant positions and the promotion
139 process involved. Chief Riter thanked Dave for running in the Triathlon at Stiles Ponds.
140 Chief Riter explained that with the departure of Lt. Dupont, there will be three leadership
141 positions available. He noted that a few years ago, he and Lt. Dupont identified three
142 candidates for potential promotion and began giving them management type tasks that
143 would prepare them for advancement within the department and offer them professional
144 development. All three have satisfactorily completed such tasks, even though they were
145 patrolman, and gained the necessary experience to move up. Chief Riter said that he
146 needs people he can trust, and feels that this is the case with the three candidates he
147 has in mind. Chief will present their resumes and cover letters to the Board for potential
148 appointment. The Select Board had no questions or concerns. The Town Administrator
149 noted that there are three openings and three strong candidates making assessments
150 not necessary. He said he would send the applications to the Board and schedule
151 appointments for the next meeting,
152

153 **7:30 PM Meeting with Inspector of Buildings Peter Delaney**

154 Building Department Update

155 Inspector Delaney reported that online permitting is going very well as is the addition of
156 Teresa Mason to his staff. He demonstrated the Building website and moved through
157 the steps required to request a permit online. He mentioned that there are a variety of
158 permit types including a Building short form for roofing, siding etc. Select Board member
159 Stickney asked about the Sign Permit and was told that this is in place to control types
160 and quality of signs that are erected. Inspector Delaney also discussed how the site
161 stores contractor information so that if someone has previously utilized the site, it will
162 remember them. Once a permit is filed, it automatically gets routed to the appropriate
163 department for necessary signatures and if something is missing, a message can be
164 sent which often saves on processing time. Another great feature is for the inspectors to
165 be able to carry an iPad into the field and enter their findings right there and then. The
166 Board praised Inspector Delaney for the progress he has made in two short years and
167 while faced with a completely new system. Inspector Delaney has future goals he
168 aspires to such as switching to MS 365 for cloud-based storage and to put together a
169 FAQ type document or guidelines covering often asked questions or standard
170 processes/best practices. The Town Administrator noted that instituting Laser Fiche to
171 digitalize documents for quick searches and to reduce paper and free up office space
172 will be added to the Capital Plan. He also noted that one priority is looking at Town
173 revenue sources and to compare fees such as permit costs to other communities to see
174 if they are competitive or perhaps under market. Over the winter they will research the
175 idea of adding a modest increase to these fees.
176
177

178 **7:40 PM Report of the Town Administrator**

179 **Charge of a new Emergency Response Advisory Committee** – As promised, the
180 Town Administrator drafted a charge for an Emergency Response Advisory Committee
181 (hereinafter referred to as ERAC) and posted it to the Town website Friday afternoon.

182 The committee is being formed to study the Town's emergency response program and
183 the feasibility of having in-town ambulance and transport. The draft charge also
184 discusses the expectation that the committee will study all aspects of this initiative.
185 The charge recommends that a committee of 7 members be formed comprised of three
186 public safety officials, and others as shown here:

- 187 • Police Chief Riter
- 188 • Fire Chief Geiger
- 189 • Communications Director Warren Gould
- 190 • 1 member of the Finance Committee
- 191 • 1 member of the Select Board
- 192 • 2 Residents-at-large (to be discussed, but the recommendation is that they
193 should possess the requisite experience in the field of ER, paramedic or EMT, or
194 ambulance transport)

195 The committee will provide a comprehensive analysis of Boxford's current capabilities,
196 response time, patient care, etc., and will consider budgetary constraints and protocols
197 to be provided by Director Gould. They will also compare data collected to neighboring
198 communities, as well as comparable communities in the region, and state and national
199 standards. It is worth noting that Boxford's challenge is the fact that it is unique
200 geographically being so wide east to west, and it is a large town with low population
201 density which is considered rural in the state's eyes. After the committee's analysis,
202 they would then identify ways and provide recommendations to improve Boxford's
203 current process. They will submit a plan replete with anticipated costs for the Select
204 Board to review and to present to voters at a future Town meeting. This charge includes
205 Vice Chair Chow-Menzer's scope of work which was also sent to the committee. The
206 committee will provide an update to the Select Board and it should be presented 90
207 days prior to the Select Board's last meeting before the Town Meeting. This timeline is
208 required in order to get the charge to Town meeting. A Special Town meeting if held,
209 would also require that the committee submit their updates to the Select Board 90 days
210 prior to that Special meeting. The Town Administrator conducted in-depth research and
211 reached out to numerous other town leaders to determine what the anticipated timeline
212 to achieve ERAC tasks and goals should be and it was found that the process will be a
213 multi-year engagement and completed in phases. Plaistow, NH actually uses the same
214 ambulance provider as West Boxford (Trinity) and they are in the process of switching
215 to in-town ambulance services. Select Board member Stickney asked if there was an
216 issue with them and was told that yes, unfortunately, there was at least one no-show
217 incident recorded. Boxford has never had that happen. It took Plaistow, NH 18 months
218 to develop a plan to bring before their Board and they will go live in March of 2024. The
219 city of Truro had an ambulance service that is going out of business and since 2020
220 they have been working on their own plan. Our neighbor Topsfield was in the same
221 situation as Boxford twenty years ago, and they acquired an ambulance as backup to
222 their primary Northeast Ambulance. They have doubled their staff, and their firefighters
223 are all trained paramedics. They provide 24/7 shift coverage and they only have one
224 station even though they are smaller in population and less than half the size of
225 Boxford. The committee may wish to review this info. Outside consultants are being
226 used there, as in Truro, and Boxford may wish to hire one as well depending on costs.
227 MRI, Municipal Resources Inc., another consulting firm has a team of public safety

228 people that could assist us in providing a report, as they have recently done for the
229 Town of Holliston. The use of a consultant may expedite the process. We want to keep
230 momentum going. We will have the public safety committee review and weigh in on this
231 draft. A large part of the burden of this charge will fall on the Communications Director
232 since it will be so data driven and the new software he is acquiring will work well in this
233 regard. The Select Board stated this the committee charge was very helpful to them, to
234 which the Town Administrator replied that this is a significant decision with many
235 consequences and budgetary concerns and that this line item could be as much as up
236 to 10% of the entire Town budget. Town resources do exist. The Finance Committee is
237 determining who will serve on ERAC. We would like to finalize this charge by the 10/25
238 Select Board meeting so that selected members can be appointed that evening. Select
239 Board members Stickney, Perkins and Costello remarked on how much work the Town
240 Administrator did and in such a short time. They were impressed with its comprehensive
241 nature and the charge as a whole. Select Board member Costello and Select Board
242 Chair Jessel noted that this research must be data driven and heavy on data collection
243 which coincides with what Vice Chair Chow-Menzer has suggested. Costello thanked
244 her for her work on the draft. On bullet #1 he requested that the bullet be amended to
245 add "through the collection and analysis of data". He also stated that they should begin
246 soliciting interest in the at-large positions now, so that they can soon evaluate and
247 interview. The Town Administrator advised the Board that there are two ways to
248 accomplish this, 1) the Board can suggest their own recommended candidates or 2)
249 they could place an open call. Select Board member Stickney, preferred the open call
250 and added that they need to find impartial people. Select Board member Perkins agreed
251 that is key. The Board also agreed it should be an open call and agreed to interview
252 every applicant, much like what was done for the ARBA committee. They would like to
253 post the positions now, with the preferred experience requirement, and with the
254 stipulation that the time commitment will be considerable, at least ten hours per month.
255 In order to have this together by early February, 90 days before the Town Meeting on
256 May 14th, they will need to begin their work right away. Select Board Chair Jessel
257 requested that on bullet #7, instead of it stating specifically "establishing an in-town
258 ambulance", it should be edited to go back to the 3-tiered emergency response, since
259 the data collected may or may not indicate an in-town ambulance as the
260 recommendation. Select Board member Costello indicated that the third paragraph of
261 the memo, 5th or 6th line down, should state "analysis to *potentially* improve efficiencies
262 to the three-tiered response, etc. It should be edited to add the word *potentially*. Select
263 Board member Stickney noted that in the memo's fourth paragraph where there is a
264 reference to an in-town ambulance service, it should again be edited to reflect the fact
265 that *if an in-Town ambulance is found to be the recommendation of the committee*. She
266 also noted that long ago they looked into getting Lyons Ambulance (now defunct) as an
267 in-Town ambulance service but Boxford had no place to house them. The Town
268 Administrator reiterated that the three things that must be considered are staffing
269 issues, how many apparatuses will be needed, and where will they be housed? He
270 stated that most ambulance providers would be happy to serve Boxford depending on
271 the cost, and there may be a way to have a phased approach. Select Board member
272 Costello said they had conversations with Cataldo Ambulance years ago and offered
273 them the space if they would provide the ambulance and the EMTs, however Cataldo

274 did not feel it was economically feasible for them. We would have had to change both
275 fire station doors to accommodate the vehicles. Select Board member Perkins feels that
276 ambulance companies and other suppliers may be interested once this committee work
277 begins since Boxford is not alone in this endeavor. He also noted that recruitment of
278 public safety workers is difficult; it is a statewide issue. Select Board member Stickney
279 agreed as did the Town Administrator. The Town Administrator stated that this type of
280 initiative will require resident buy-in. He will edit the draft to include suggestions made
281 by the Select Board and distribute to the public safety members. He will follow up with
282 the Finance Committee on their appointee to ERAC and leave it up to the Select Board
283 members to select their appointee. Finally, he will post the job opening for the 2 at-large
284 resident positions. By the October 23rd Select Board meeting he hopes to have
285 interviews scheduled for the two openings.
286

287 Fire Chief Geiger submitted a letter to the Town Administrator stating that the Boxford
288 Fire Department has made several advancements to improve the Town's EMS and
289 response. After meeting with a group of concerned residents in 2020, they established
290 two focus areas as an outcome of that meeting: The first was to develop a plan to
291 guarantee 24/7 BFD response - The Boxford Fire Department relies on a dedicated and
292 highly trained team of call fire fighters to respond to evening and weekend calls. While
293 there's never been an instance in the history of the Boxford Fire Department of a non-
294 response to an emergency call, the resident group desired to have a firefighter on-duty
295 24/7. At the time of their meeting, the department could not guarantee that whoever was
296 C48/C49 program would be in Town. Second area of focus was to explore whether
297 Boxford Paramedics can use their skills- The residents would like all members of the
298 Boxford Fire Department who are licensed and trained paramedics to be able to utilize
299 their skill set when on duty. This idea was investigated but found to be impractical
300 following discussions with the State. In 2021, the Town piloted a new on-duty program
301 that added overnight and weekend shifts for a dedicated firefighter who is required to
302 respond to all emergencies from their home directly to the emergency scene in a
303 department vehicle. The vehicle contains the same medical equipment, including
304 medical drugs, as our current rescue vehicles. In addition, the vehicle carries fire
305 equipment to assist homeowners with fire alarms or carbon monoxide detection. The
306 Fire Department implemented the program at the beginning of August 2021 through the
307 Town's American Rescue Plan Act funds and it was permanently funded in the
308 department budget for Fiscal Year 2024. The program directly answered 1 of the 2
309 original concerns by the resident group back in November 2020. Since 2021, the
310 department has focused on adding EMS skills in order to provide a higher quality EMS
311 to residents. Working with Beverly Hospital for the required approvals, to date, they
312 have added: 1. Glucagon- used for diabetics who are unresponsive 2. CPAP- A type of
313 oxygen mask that creates positive pressure for patients with respiratory emergencies 3.
314 Supraglottic airway- A means to secure a patient's airway. (October 2023) 4. Benadryl-
315 used for allergic reactions 5. Ibuprofen/Acetaminophen- pain management. These were
316 all in addition to existing skills or medications that include: 1. Epinephrine- used for
317 allergic reactions 2. Glucose- used for diabetics who are conscious 3. Albuterol- used
318 for respiratory distress (Medical Director Option) 4. Oxygen- used for respiratory
319 distress 5. Aspirin- used for cardiac emergencies 6. Naloxone- used for overdoses. In

320 regards to the Ambulance response, they have had discussions with both their
321 providers, Trinity and Atlantic, regarding Boxford's expectations. The Chief has also
322 empowered all members of Boxford Fire with the ability to request a mutual aid
323 ambulance during any medical response when they feel that either Trinity or Atlantic
324 response will be delayed. We have increased our utilization of ambulance services from
325 the Towns of Topsfield, Georgetown, North Andover as a result. For serious
326 emergencies, the Chief stated that we continue to have the ability to utilize Medflight.
327 After the letter was reviewed, Select Board Chair Jessel stated that the Chief is to be
328 commended as he has made significant strides in this area. He has increased the
329 capabilities of his department and that is impressive. The Town Administrator
330 mentioned that he and others are discussing holding a public safety information session
331 for which they may determine the date to be October 25th. The date will be nailed down
332 this week. The Fire Chief, Police Chief, Communications Director, Trinity Ambulance,
333 and Cataldo Ambulance will be at this meet and greet and will run down Boxford's
334 current capacity and review some scenarios of what happens when you call 911.
335 BCATv will record the event which will provide a baseline for the general public to
336 understand how things work now. Select Board Chair Jessel stated that this is important
337 because there is a lot of misunderstanding on what the Fire Department can do before
338 an ambulance gets there. She noted that some people in the last meeting said that the
339 fire department can't do anything until an ambulance arrives and that is just not true.
340 She then went on to say that the letter from the Fire Chief as well as the public safety
341 meeting are really important. Select Board member Costello stated that at the last
342 meeting the Board was not able to get a lot of that information out, because of the way it
343 flowed, and that it is important the information does get out. Select Board member
344 Perkins noted that the residents were misinformed on the operation of the fire
345 department on the point Chair Jessel cited and as far as the assigned firefighter is
346 concerned, he or she is basically in Boxford for the entire time that they are on shift,
347 weekends, holidays or nights. Town Administrator Coogan mentioned that we are in the
348 process of updating all of our AEDs with state funding and all police and fire apparatus
349 will have new updated AEDs, as will 10 Elm and the Town Hall. This could also be
350 expanded to include other buildings as well. We are also unlocking more funding to
351 order CPR machines. The Town is fortunate to have dedicated public safety servants,
352 who all happen to be home grown and who are all heavily invested in safety.

353
354 **Website Upgrade** – The Town has been working with our website provider, CivicPlus,
355 on scoping a redesign and upgrade of the Town website. The website was last updated
356 in 2017. The new website would be hosted on a more versatile platform that is easier to
357 use both on the front and back end and has a more contemporary look. The one-time
358 cost to upgrade the website is \$13,251, and the annual subscription fee would be
359 \$6,559. The annual subscription for the current website is slightly under \$5,000. We
360 have budgeted enough funds for both the one-time cost and increased annual fees. We
361 expect the new website to be launched around the end of the fiscal year. The Town
362 Administrator requested that the Board authorize him to contract with CivicPlus for the
363 upgrade of the Town's website. Department Heads will work through the design and
364 determine what is most important to be placed on the Home page.

365

366 On a MOTION made by **Stickney**, second by **Perkins**, the Select Board
367 VOTED unanimously to authorize the Town Administrator to contract with
368 CivicPlus for the upgrade of the Town's website.
369

370 **Group Health Insurance Update**

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

385 On a MOTION made by **Costello**, second by **Perkins**, the Select Board
386 VOTED unanimously to authorize the Town Administrator to contract with Cook
387 and Co. for group health insurance consulting.
388

389
390 **Submission of Letter to Legislators for Municipal Aggregation – The Town**
391 Administrator asked the Board to vote to authorize the Select Board Chair to sign on to
392 a letter drafted by our consultant, Good Energy, to the Joint committee on
393 Telecommunications, Utilities and Energy, which will act to lend support to electrical load
394 aggregation programs in the Commonwealth. It will help streamline the DPU review
395 process for Municipal Aggregation plans. Boxford's plan is currently one of 22 in queue
396 for DPU review. The Town must sign by the Tuesday, 9/27 State Senate Hearing.
397

398 On a MOTION made by **Stickney** second by **Perkins**, the Select Board VOTED
399 unanimously to authorize the Chair of the Select Board to sign on to the letter
400 drafted by Good Energy to lend support to electrical load aggregation programs
401 in the Commonwealth.
402

403 **Application for Alcohol Sale Permit on Private Property, Boxtoberfest/
404 Boxford Community Kitchen, October 8, 2023**

405 The event was discussed in terms of what it consists of. It is the same program as in
406 previous years. All insurance and supporting documents are in place. Select Board
407 member Stickney asked if the permit was only for beer or beer and wine and was told
408 that they would find out.

409 On a MOTION made by **Perkins**, second by **Costello**, the Select Board
410 VOTED unanimously to approve an alcohol sale permit on private property for
411 Boxtoberfest, to be held on 10/8/23 (rain date 10/22), as requested.

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Surplus of equipment, Fire Department Engine 1

In a memo from Fire Chief Geiger, it was noted that a fire engine, known as Engine 1 has not passed inspection and has only been lightly used of late. In October, the Town is expecting a new engine to replace the old and remove it from Town property. Select Board member Perkins commented that there may be an error in the memo’s description of the vehicle noting that most likely it is the water tank that is 1000 gallons rather than the pump size.

On a MOTION made by **Perkins**, second by **Stickney**, the Select Board VOTED unanimously 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.

Waste Stream Task Force Update – The Trash survey is out; it can be found on the Town website, and paper surveys are available at Town Hall. 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. Responses are due by the end of September. Thus far there have been 815 responses out of 2700 residences. The Task Force will meet in mid-October and the Assistant Town Administrator will complete an analysis of data collected. Select Board member Perkins stressed the importance of responding to the survey and noted that one concern he has is with the use of the larger size barrels. He also mentioned that the Asst. Town Manager is doing a great job working on this matter. The Town Administrator agreed that the Assistant Town Administrator is working very hard on this, and that analytical work suits him.

ARBA Committee Update - 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. The ARBA Committee’s next meeting will be on Tuesday, October 3rd. Select Board member Perkins urged residents to send their thoughts and ideas to Board members via Constant Contact on the Town website.

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

458
459 **Medal of Fidelity Presentation** – The Town Administrator attended a very moving
460 ceremony Friday morning at North Andover Town Hall. The Massachusetts National
461 Guard presented the Medal of Fidelity to surviving family members of veterans in North
462 Andover and Boxford who died due to their service-connected disabilities from their
463 service to our country. Included was Karen "Suzy" Feirman of West Boxford, who is the
464 wife of Lance Corporal Frank Feirman, USMC, Purple Heart, Vietnam. Suzy has lived
465 in Boxford for 44 years. We thank Suzy and her family for their sacrifice. Thank you
466 also to our Regional Veterans Service Office Joe LeBlanc for organizing the ceremony.
467 The Town Administrator thanked the Veteran Service Officer for having put this together
468 and done such a nice job.

469
470 Other business to come before the Town Administrator and the Board not anticipated at
471 the time of this posting:

472
473 Select Board member Costello remarked that the Regionalization Planning Council met
474 on Thursday and will establish ground rules for conduct as a community.
475 MRS consultants have completed a presentation to educate us in converting a union to
476 a region. We will determine next steps.

477
478 Select Board member Stickney commented on the beautiful handmade quilts which are
479 now hanging at the Council on Aging at 10 Elm.

480
481 **8:15 PM Routines**

482 Approval of Minutes

- 483
- 484 • August 7, 2023
485 On a **MOTION** made by **Costello**, second by **Stickney**, the Select Board **VOTED**
486 unanimously to approve the Select Board minutes of 8/7/23 as amended.
 - 487 • August 10, 2023
488 On a **MOTION** made by **Perkins**, second by **Costello**, the Select Board **VOTED**
489 unanimously to approve the Select Board minutes of 8/10/23 as amended.
 - 490 • August 22, 2023
491 On a **MOTION** made by **Perkins**, second by **Stickney**, the Select Board **VOTED**
492 unanimously to approve the Select Board minutes of 8/22/23 as amended.
 - 493 • Minutes of September 11, 2023 - **tabled**
- 494
495
496

497 **8:45 PM Any other business to come before the Board**

498
499 On a **MOTION** made by **Perkins**, second by **Stickney**, the Select Board **VOTED**
500 unanimously to adjourn.

501 **Adjourn**

502

503 Respectfully submitted,
504 Donna M Grieco
505 Minutes Recorder

506
507 **Next Meeting – October 10, 2023**

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

- 510 1. Agenda
- 511 2. COA BBQ Poster
- 512 3. Town of Boxford Trash and Recycling Survey Announcement
- 513 4. Flu and Vaccine Clinic Announcement
- 514 5. Flood Map Preliminary Review Announcement
- 515 6. Email from Christine Eckert to Matt Coogan and reply, RE: COA rep for
516 the CPC board
- 517 7. Email from Christine Dean RE: Corey Jackson and 10 Elm Committee
- 518 8. Email and resume from Corey Jackson, RE: 10 Elm Committee
- 519 9. Resume of candidate James P Taggart MD, for Boxford Board of Health
- 520 10. Memo from Supt. PW to Town Administrator, RE: Kelsey Road Left Turn
521 Restriction including photos/supporting materials
- 522 11. Memo from Town Administrator, RE: Emergency Response Advisory
523 Committee including a draft charge
- 524 12. Memo from Select Board Member Chow-Menzer, RE: EMC Ambulance
525 Study
- 526 13. Memo from Allison McNeill, Re: Municipal Aggregation Guidelines and
527 Legislation and supporting documentation
- 528 14. Communication from Fire Chief, RE: EMS Response
- 529 15. Request to lift hiring freeze for Health Department Administrative Assistant
- 530 16. Application for Alcohol Sale Permit on Private Property Board of
531 Selectmen by Boxford Community Kitchen for the Boxtoberfest and
532 supporting documentation
- 533 17. August Inspectional Services Report
- 534 18. Memorandum Regarding Surplus of Equipment and supporting

- 535 documentation
- 536 19. Report on Investments from Treasurer/Collector of Taxes
- 537 20. Town Administrator's Report
- 538 21. Letter from resident of Sayward Rd.
- 539 22. Email submission from resident of Sayward Rd.
- 540 23. Select Board Meeting Minutes from 8/7/23, 8/10/23, 8/22/23 and 9/11
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Executive Session Motion

I move that the Select Board enter into executive session:

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

and declare that an Executive Session is necessary since an open public discussion may have a detrimental effect on the negotiating or bargaining position of the Select Board.

The Select Board will adjourn upon conclusion of the Executive Session and not be returning to open session.