



## **BOXFORD SELECT BOARD**

**Monday, October 23, 2023**

**Town Hall 7A Spofford Road**

**Meeting Room 1**

**Remote option through Zoom:**

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

### **AGENDA**

**This meeting is audio and video recorded**

**6:30 PM Call to Order**

**6:35 PM Announcements**

**6:40 PM Appointments**

- Deborah Schildkraut, Board of Registrars
- Michael Dougherty, Police Department Patrol Officer

**6:45 PM Interview of Candidates, Emergency Response Advisory Committee**

- Mira Clark
- Ellen Guerin
- Bob Hazelwood
- Ashley Wheeler

**7:15 PM Meeting with Land Use Director Ross Povenmire**

- Update on MBTA Communities
- Update on Housing Production Plan
- Any other business to come before the Land Use Director and the Board not anticipated at the time of this posting.

**7:30 PM Report of the Town Administrator**

- Finalize Emergency Response Advisory Committee Charge
- Lifting of Hiring Freeze, Health Department Administrative Assistant
- Update on Municipal Aggregation "Boxford Community Electricity"
- ARBA Committee update
- Any other business to come before the Town Administrator and the Board not anticipated at the time of this posting.

**8:00 PM      Routines**

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

**8:05 PM      Any other business to come before the Board**

**8:10 PM      Adjourn**

**Next Meeting – November 6, 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.

# REAL ESTATE TAXES DUE ON WEDNESDAY, NOVEMBER 1



Real estate tax bills for the 2nd quarter of FY 2024 are due on **Wednesday, Nov. 1st**

Payments to “Town of Boxford” may be made in a timely manner by several convenient methods:

- Mail to P.O. Box 601, Medford, MA 02155 (must include bill payment coupon) in envelope provided with bill
- Mail to Town Hall at 7A Spofford Rd., Boxford, MA 01921
- Pay online at [www.town.boxford.ma.us](http://www.town.boxford.ma.us) (Select “\$ Online Payments”)
- Pay in person at Town Hall 8:00 AM – 4:30 PM Monday - Thursday
- Deposit in secure **Tax Payment Dropbox** located to right of front door entrance to Town Hall—available 24 hours

Questions should be directed to 978-887-3674  
or [treasurerandtaxcollector@town.boxford.ma.us](mailto:treasurerandtaxcollector@town.boxford.ma.us).

Ellen S. Guerin  
Collector of Taxes

# PUBLIC SAFETY Information Session

Come learn about our public safety team and the three-tiered, medical response program

**Wednesday, October 25, 7:00pm**

Boxford Town Hall, 7a Spofford Road  
Meeting Room 1



Communications



or via Zoom:

[https://us02web.zoom.us/j/8157412201?](https://us02web.zoom.us/j/8157412201?pwd=WFlUWU1PS1c2NGNuZUJ3TERNbWpRQT09)  
[pwd=WFlUWU1PS1c2NGNuZUJ3TERNbWpRQT09](https://us02web.zoom.us/j/8157412201?pwd=WFlUWU1PS1c2NGNuZUJ3TERNbWpRQT09)

Meeting ID: 815 741 2201  
Passcode: 507718



# **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!**

# TRICK OR TREAT

Boxford hours

5:30 - 7:30

Tuesday,  
October 31



# **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](http://www.boxfordma.gov) for additional details.





# BOO IN BOXFORD

RESCHEDULED

Spofford Pond School  
Saturday, October 28, 1-4

Contact: Boxford PTO

[www.boxfordpto.org](http://www.boxfordpto.org)



# **BOXFORD**

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# **POLICE**

**DEPARTMENT**

*--- Community Partnership ---*

*The Office of  
Chief James B. Riter*

October 18, 2023

To: Select Board  
From: James B. Riter, Chief  
Subject: Promotion Michael S. Dougherty

I request the Select Board promote Reserve Officer Michael Dougherty to the position of Full-Time Probationary Patrolman effective Tuesday, October 24, 2023.

Officer Dougherty joins the Police Department in 2018. He completed the Bridge Academy in June of 2022 and completed his required number of hours for Full-Time Certification in August of 2023. Officer Dougherty is currently a Certified Police Officer in the Commonwealth of Massachusetts. He holds Bachelor degree in Finance from Suffolk University and he is a current member of the Ipswich Select Board, elected in 2023.

I would request the Board start Officer Dougherty at the second step patrolman salary rate due to the fact that the Town of Boxford will not incur the expense of sending Officer Michael S. Dougherty to the Full-Time, six-month, Police Academy.

Officer Dougherty's resume attached.

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

James B. Riter  
Chief of Police

The Resume of  
**Michael S. Dougherty**

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**Education**

Massachusetts Police Bridge Academy	2021-2022
Massachusetts Law Enforcement Training Alliance <i>MLETA Class #14</i>	2017-2018 Topsfield, MA
Suffolk University	2010-2014 Boston, MA
<ul style="list-style-type: none"> <li>▪ BSBA, Finance</li> <li>▪ Concentrated Study in Business Law &amp; Ethics</li> <li>▪ Concentrated Study in Real Estate Development</li> </ul>	

**Work Experience**

Boxford Massachusetts Police Department <i>Reserve Patrolman</i>	2018-Present Boxford, MA
Essex Regional Retirement System <i>Retirement Counselor</i>	Feb. – Sept. 2023 Danvers, MA
Office of the Massachusetts Senate Minority Leader, Bruce E. Tarr <i>Deputy Chief of Staff (2021-2023), Special Projects Director ('16-'21)</i>	2016-2023 Boston, MA
New England BioLabs – Security <i>Deputy Supervisor/Security Officer (Interim Supervisor in '14, '15, '17)</i>	2012-2020 Ipswich, MA
Three Keys Group, LLC – Real Estate Acquisitions <i>Operations Manager</i>	2013-2016 Essex, MA
ASCORP Inc. – Property Management <i>Property Manager</i>	2013-2016 Essex, MA

**Extracurricular**

Ipswich Select Board, Member <i>Elected Official</i>	2023-Present Ipswich, MA
Ipswich Water & Wastewater Subcommittee's, Member <i>Select Board Representative; Finance Committee Representative '16-'21</i>	2016-2021; 2023-Present Ipswich, MA
Town Audit Committee <i>Select Board Representative</i>	2023-Present Ipswich, MA
Boxford Police Reserve Association, Secretary (2021-Present) <i>Reserve Patrolman, non-Union Member</i>	2018-Present Boxford, MA
Ipswich Finance Committee, Chairman (2021-2023), Vice Chairman ('19-'21) <i>Appointed by the Ipswich Select Board</i>	2016-2023 Ipswich, MA
Public Safety Property Re-Use Subcommittee <i>Finance Committee Representative</i>	2022-2023 Ipswich, MA

**From:** [Leanne Mihalchik](#)  
**To:** [Brendan Sweeney](#)  
**Subject:** FW: Letter of Interest - ERAC  
**Date:** Wednesday, October 11, 2023 2:23:43 PM  
**Attachments:** [Resume - Mira Clark.10.7.23.pdf](#)

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*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***

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**From:** Mira Clark <a.mira.j.clark@gmail.com>  
**Sent:** Saturday, October 7, 2023 12:19 PM  
**To:** Leanne Mihalchik <LMihalchik@town.boxford.ma.us>  
**Subject:** Letter of Interest - ERAC

**External Sender**

Good afternoon,

I would like to be considered to serve on the Emergency Response Advisory Committee as a resident member at large. My experience in many sectors of Emergency Medical Services in the past decade will allow me to contribute in a meaningful way in this capacity.

Please see my attached resume, and feel free to contact me if you have any questions.

Warmly,  
Mira Clark  
38 Adams Rd Apt 1  
Boxford, MA 01921



# Mira Clark

38-1 Adams Rd  
Boxford, MA 01921

978.697.0634

a.mira.j.clark@gmail.com

## EMPLOYMENT

### Interscholastic Equestrian Association

Wakefield, MA 2003-2008, 2010-2012, 2017-present.  
Membership Representative.  
Manage membership for a non-profit youth sports organization.

### Newbury Fire Department

Newbury, MA 2018-2022.  
Firefighter, EMT-P.  
Provide emergency medical response at the ALS level.  
QA for Merrimack and Newbury FDs.

### Boxford Fire Department

Boxford, MA 2010-2016, 2018-2020.  
Call Firefighter, EMT-P.  
EMS response in town, including treatment on scene at the BLS level.

### Atlantic Ambulance Service

Peabody, MA EMT-NRP from October 2014-2018.  
911 emergency response and medical transfers in a busy suburban system.

### Cataldo Ambulance Service

Somerville, MA EMT-B from November 2012-September 2014  
911 emergency response and medical transfers in a busy urban system.

### Farm Direct Cooperative

Marblehead, MA 2011-2015  
Depot Co-ordinator.  
Manage distribution center for a Farm Share Cooperative.

## EDUCATION

### Regis College

Masters of Social Work, August 2023-present.

### South Coast Training

EMT-NRP April 2012-August 2014.

### Lake Erie College

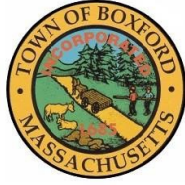
Bachelor of Science, 2001  
Graduated Summa Cum Laude, Dean's Award Recipient.

## SKILLS & INTERESTS

- Excellent interpersonal skills, effective communicator.
- Ability to problem solve and handle many tasks at once with grace and efficiency.
- Volunteer as youth track coach with Boxford Athletic Association
- Volunteer for FIS World Cup, Killington VT

## REFERENCES

Available upon request.



**TOWN OF BOXFORD**  
**Office of the Treasurer/Collector of Taxes**

**MEMORANDUM**

**Date:** October 17, 2023  
**To:** Select Board  
**From:** Ellen S. Guerin, Treasurer/Collector of Taxes  
**Re:** Emergency Response Advisory Committee

As a long-time resident (46 years) and town official (26 years), I wish to express my interest in serving as an at-large member on the Emergency Response Advisory Committee. I have reviewed the committee's draft charge as well as the qualifications desired by the Select Board in an at-large member. I have viewed the video of the 9/11/23 Select Board meeting at which residents' concerns were expressed regarding ambulance response time. Residents should rightly expect a timely and appropriate response from public safety when they experience a medical emergency. I have a concerned interest in understanding the facts and data related to current ambulance response time and how service can be delivered more effectively.

My professional background is in accounting and finance, necessary and appropriate in my position as Treasurer and Collector of Taxes. My skill set includes active listening, leadership, collaboration, data collection, cost/benefit analysis, strategy development and evidence-based decision making. Much of this experience was gained while employed as a cost analyst for The Gillette Company (1978-1982) and as a volunteer serving on various town committees including:

- School Committee and School Building Committee 1994 - 1997
- Town Hall Feasibility and Building Committees 2001 - 2004
- Municipal Facilities Task Force (One Town One Plan) 2016 – 2018

One of the most important lessons I have learned in serving the public as a volunteer and in an official capacity, is the value of listening. It takes effort, commitment and courage for a resident to bring a matter before the town. Leaders and decision makers are grateful to be informed of issues and concerns so that they may be considered and addressed in an appropriate manner.

Through my participation in town committee work I have come to understand the formal, deliberate and sometimes lengthy process of government in responding to a citizen issue. Elected and appointed officials have only the powers granted to them by the voters as enumerated in state statutes and local by-laws. Town Meeting is the forum to appropriate funds to be expended, and voters in that forum expect the greatest due diligence of the boards and committees putting forth budgets, projects and initiatives.

When the ERAC completes its data gathering and analysis, it will be required to evaluate alternatives for recommendation to the Select Board, each of which will have an estimated cost. I have the ability to assist in collecting and computing operating and capital costs, as well as estimating taxpayer impact.

If considered for appointment, I am committed to serve through completion of the committee's charge.

**From:** [Leanne Mihalchik](#)  
**To:** [Brendan Sweeney](#)  
**Subject:** FW: Emergency response advisory committee  
**Date:** Wednesday, October 11, 2023 2:24:18 PM

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This came in as you were walking out of my office!

*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***

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**From:** Bob Hazelwood <rdhazelwood@comcast.net>  
**Sent:** Wednesday, October 11, 2023 2:21 PM  
**To:** Leanne Mihalchik <LMihalchik@town.boxford.ma.us>  
**Subject:** Emergency response advisory committee

**External Sender**

Please enter my name as interested in serving on this committee. I believe my background as a volunteer Boxford firefighter, 36 years as a full-time police officer providing first-responder medical care to residents, and serving as the town's emergency management director would provide a unique perspective to the evaluation of possible directions for this project.

Best regards, Bob Hazelwood



October 16, 2023

Dear Ms. Mihalchik,

I am writing to express my strong desire to be a part of the Emergency Response advisory committee.

I am currently a radiation therapist that has worked in the Massachusetts General Hospital for 15 years. I am CPR certified and am trained in emergency responses and emergency codes.

Within my job, there are many aspects that would make me desirable for this position. I am part of the quality assurance team. This role requires attention to detail to meticulously check information. I am also a team lead and have 4 to 5 therapists who report directly to me, so I work daily within a team setting. I communicate daily with other therapists, doctors, and nurses. When working in a group setting, it is important to listen to others' points of views, which will also be important in this committee.

During my yearly evaluations, I am always commended for my strong communication skills, outgoing and easy personality, and my attention to detail. All these qualities would make me a good fit for a position on the advisory committee.

I look forward to being considered for this position.

Thank you,

Ashley Wheeler

781-727-7498

# Ashley Wheeler

45 Burning Bush Drive, Boxford, MA 01921

781-727-7498

amwheeler@mgb.org

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## OBJECTIVE

Boxford resident seeking a position on the Emergency Response Advisory Committee.

## SUMMARY

Experience includes 15 years of clinical radiation therapy at MGH Boston. Specific capabilities include:

- Proficiency with the Elekta Linacs including CBCT and iview.
- Coordination of Linac schedules as a team lead.
- Effective communication with physicians, patients, and team.
- Extensive knowledge of Mosaic, Epic, and whiteboard.

## PROFESSIONAL EXPERIENCE

### Massachusetts General Hospital, Boston, MA

#### *Team Lead Therapist*-December 2021-present

- Oversee 4 radiation therapists daily along with completing yearly evaluations and competencies.
- Ensure staff coverage is adequate over the whole department.
- Use ebuy to order immobilizations and supplies needed and complete monthly environmental rounds.
- Manage patient schedules along with ensuring efficient and manageable daily treatment schedules on treatment units.
- Distribute urgent patients throughout department.

#### *Senior Therapist* – July 2010-December 2021

- Proficient in Quality Assurance, electron simulations using dot decimal, and 2D enface electron simulations.
- Took on responsibilities and covered for a team lead during team lead's days off and leaves.
- Participated in vital patient decision making.
- Accomplished in TBI simulations, 2D simulations, CSI treatments, water bath simulations, internal eye shields, and complex setups.
- Became an expert in Verification Simulations and trained staff on how to do them.
- Worked with and tested Suffolk and UVM students during their clinical internship.
- Contributed weekly to chart rounds and attended clinical collaborative meetings.
- Trained a team lead, senior therapists, and staff therapists on Elekta Linacs.
- Involved in the Lunder Department planning through membership in the Materials Management Committee and yearly planning of RTT week.

#### *Staff Therapist* – June 2008-July 2010

- Participated in special procedures such as TBI, CBCT, OBI, Respiratory Gating, SRS, SRT, PBI, VisionRT, and prostate fiducial patients.
- Monitored patients' health daily, informing nurses and physicians of notable changes.
- Gained experience in special patient protocols such as Proton/Photon treatments, breath-hold treatments, water bath treatments, and mantle treatments.

**EDUCATION**

**Suffolk University** – Boston, MA

Bachelor of Science, Radiation Biology (clinical track) – May 2008

**MEMBERSHIPS/AWARDS**

- American Registry of Radiologic Technologists member
- American Society of Radiologic Technology member
- CPR Certification
- Press Ganey Superior Patient Care Recognition
- Partners in Excellence Award for participation in chart rounds.

**From:** [Brendan Sweeney](#)  
**Cc:** [Matt Coogan](#); [m.jessel@comcast.net](mailto:m.jessel@comcast.net)  
**Subject:** ERAC Applicant Interview with Select Board  
**Date:** Thursday, October 19, 2023 5:47:03 PM  
**Attachments:** [Questions for ERAC Applicants 2023-10-23.pdf](#)

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Hello,

Thank you for your interest in serving as one of the two resident-at-large members of the Town's newly-created Emergency Response Advisory Committee.

The Select Board will be interviewing the candidates for these positions during their meeting **this Monday (October 23<sup>rd</sup>) in the Select Board Meeting Room in Town Hall (7A Spofford Road) at 6:45 PM**. You can either attend this meeting in person or virtually through Zoom using this link: <https://us02web.zoom.us/j/8157412201?pwd=WFlUWU1PS1c2NGNuZUJ3TERNbWpRQT09>.

Attached are a series of questions that the Select Board will ask you during that meeting. Respondents will be given five minutes each to respond to these four questions; please work to keep your responses succinct in order to stay within that time limitation.

We look forward to seeing you on Monday night!

Thanks,  
Brendan

**Brendan Sweeney**

Assistant Town Administrator/Finance Director

Town of Boxford

7A Spofford Road

Boxford, MA 01921

Direct: 978-887-6740

Cell: 607-220-4121

[bsweeney@town.boxford.ma.us](mailto:bsweeney@town.boxford.ma.us)

## Questions for ERAC Applicants

October 23, 2023

1. Why are you interested in joining this committee?
2. Are you able to meet the anticipated time commitment, including meeting during the work day (afternoons)?
  - a. Candidates should expect to be available to attend at minimum monthly afternoon committee meetings and occasional evening meetings. The anticipated time commitment is 10 to 15 hours per month.
3. What relevant experience would you bring to the committee?
4. What information would you need to make a recommendation to the Select Board about the future of emergency response in Boxford?

# MBTA Communities Status Update

Boxford Planning Board

October 18, 2023



# Boxford's Regulations – Adjacent Small Town

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## Adjacent Small Town Regulations:

1. The district must have a **zoned capacity** equal to 5% of the community's total housing stock
2. The district must allow for 15 units per acre by right
3. There is no minimum land area requirement
4. The district may be located anywhere in the community

For Boxford, this means the district must have a **zoning capacity** of 141 units. There is no construction requirement as part of these regulations, only zoning.

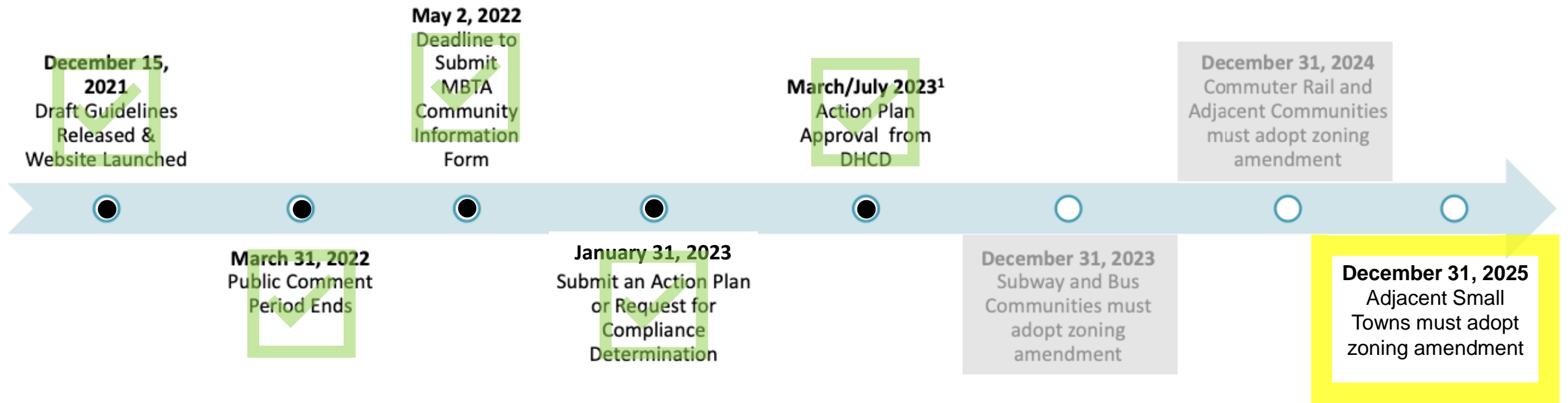
# What does this look like in each Merrimack Valley community?

Community	Comm. Type	2020 Housing Units	Min. # Of Units in District	% District in Station Area	Community	MBTA Comm. Type	2020 Housing Units	Min. # Of Units in District	% District in Station Area
Amesbury	AC	7889	789	0%	Merrimac	AST	2,761	138	0%
Andover	CR	13,541	2,031	50%	Newbury	AST	3,072	154	0%
Boxford	AST	2,818	141	0%	Newburyport	CR	8,165	1,292	20%
Georgetown	AC	3,159	750	0%	N. Andover	AC	11,914	1,191	0%
Groveland	AST	2,596	130	0%	Rowley	CR	2,405	601	20%
Haverhill	CR	27,927	4,189	50%	Salisbury	AC	5,305	750	0%
Lawrence	CR	30,008	4,501	40%	W. Newbury	AST	1,740	87	0%
Methuen	AC	20,194	2,019	0%	TOTAL	-	143,494	18,763	

AC = Adjacent Community | AST = Adjacent Small Town | CR = Commuter Rail



# Timeline for Implementation



# Modeling for Compliance

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The State has provided a model (in Microsoft Excel) that can be used to test dimensional criteria for potential districts, such as:

- Minimum lot size
- Maximum units per lot
- Building height
- Floor area ratio (FAR)
- Lot coverage
- Setbacks
- Parking ratios

The model is “plug and play” – it will be used to ensure that the chosen district complies with requirements, such as 141 unit capacity requirement and 15 units per acre density requirement.

# Modeling for Compliance

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To demonstrate the theoretical unit capacity calculations done by the state's compliance model, we will use an example from one of Boxford's parcels.

1. Start with your parcel square footage: **98,516** square feet
2. Deduct open space requirement
  1. We require 45% open space, so for this calculation we do **98,516** sqft\*0.45 = 44,332sqft. Deducting that 44,332 from the total parcel sqft in step 1 leaves us with **54,184** sqft of developable parcel area.
3. Deduct parking space requirements
  1. Our parking space requirements would necessitate 32,510 sqft of surface parking, so we subtract that from the **54,184** in step 2, leaving us with a potential building footprint of **21,673** sqft
4. Multiply the building footprint by the # of floors according to the zoning to get your potential building envelope
  1. We allow up to two stories, so **21,673**\*2 = **43,346** sqft
5. Divide your total building envelope by 1,000 (estimated sqft of each dwelling unit) to get your final unit capacity
  1. **43,346**/1,000 = **43 Units**

# Potential District Options for Compliance

## Bradford Street District 9.18 Acres

**Minimum Lot Size:** 85,000 sqft

**Building Height:** 2 Stories

**Setbacks:** 50ft front yard, 25ft side/rear

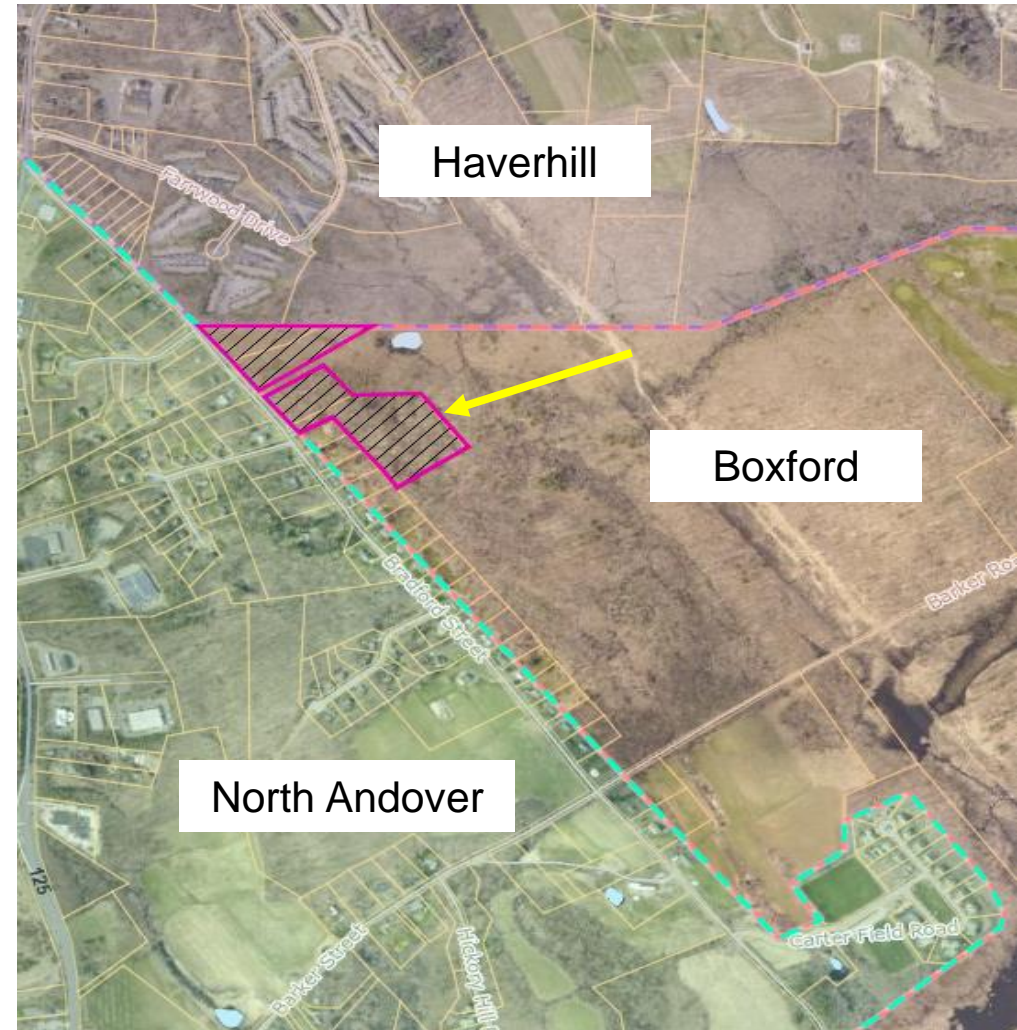
**Max building coverage:** 25%

**Minimum Open Space:** 45%

**Parking:** 1.5 spaces per unit

**Modeled unit capacity:** 147

**Modeled Density:** 16 units/acre



# Potential District Options for Compliance

Bradford St, Haverhill Border  
4.79 Acres

**Minimum Lot Size:** 85,000 sqft

**Building Height:** 2 Stories

**Setbacks:** 50ft front yard, 25ft side/rear

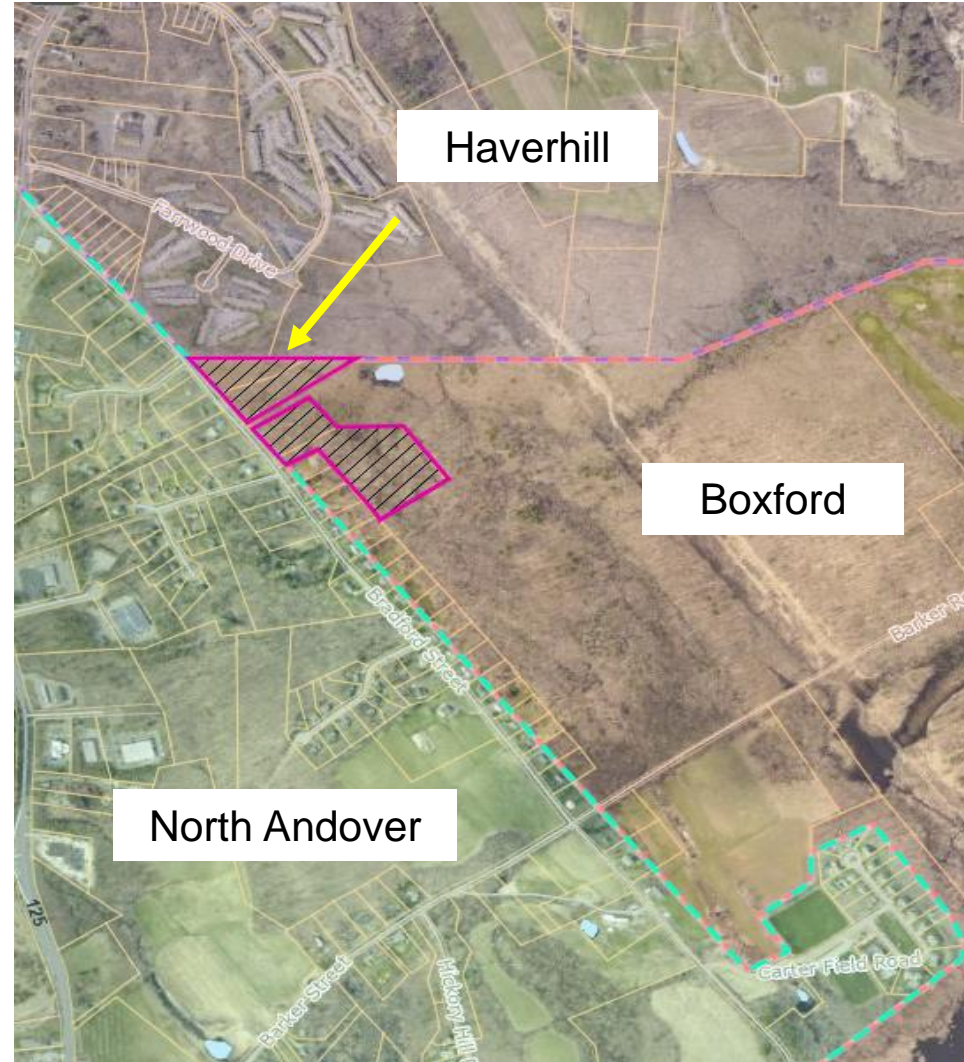
**Max building coverage:** 25%

**Minimum Open Space:** 45%

**Parking:** 1.5 spaces per unit

**Modeled unit capacity:** 77

**Modeled Density:** 16.1 units/acre



# Next Steps

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- MVPC Staff & Town staff will continue to meet and refine parameters
- Fall 2023:
  - Take planning board's feedback and refine the district and dimensional requirements
  - Present the refined district to the Select Board
- Winter/Spring 2024:
  - Conduct community engagement and education about the requirements and Boxford's proposed district
  - Draft the zoning bylaw
- Summer/Fall 2024:
  - Make final refinements and adjustments based on community feedback
- Winter/Spring 2025:
  - Conduct public hearings on the final bylaw
  - Present and vote on final bylaw at Town Meeting

# Questions & Discussion



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

October 20, 2023

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

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



the fourth Tuesday in October, should the Select Board vote to hold a Special Fall Town Meeting. The reports shall include recommendations for any actions to be taken at Town Meeting based on the development of a phased plan, mentioned in #7.

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

DRAFT



THE COMMONWEALTH OF MASSACHUSETTS  
DEPARTMENT OF PUBLIC UTILITIES

MAURA T. HEALEY  
GOVERNOR

KIMBERLEY DRISCOLL  
LIEUTENANT GOVERNOR

REBECCA L. TEPPER  
SECRETARY OF ENERGY  
AND ENVIRONMENTAL AFFAIRS

ONE SOUTH STATION  
BOSTON, MA 02110  
(617) 305-3500

JAMES VAN NOSTRAND  
CHAIR

CECILE M. FRASER  
COMMISSIONER

STACI RUBIN  
COMMISSIONER

October 6, 2023

VIA EMAIL ONLY

Laura S. Olton, Esq.  
LSO Energy Advisors, LLC  
38 Thackeray Road  
Wellesley, MA 02481  
[laura@lsoenergyadvisors.com](mailto:laura@lsoenergyadvisors.com)

RE: Town of Boxford, D.P.U. 22-128

Dear Attorney Olton:

Enclosed please find the Department of Public Utilities' ("Department") First Set of Information Requests to the Town of Boxford in the above referenced matter. Please provide responses to the Department before 5:00 p.m. on **November 10, 2023**.

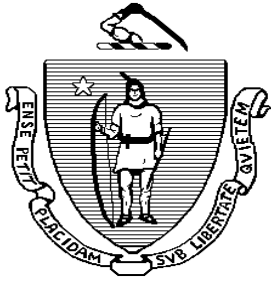
If you have any questions regarding this matter, please contact me at [timothy.m.federico@mass.gov](mailto:timothy.m.federico@mass.gov).

Sincerely,

/s/

Timothy Federico, Hearing Officer

cc: Service List, D.P.U. 22-128



# The Commonwealth of Massachusetts

## DEPARTMENT OF PUBLIC UTILITIES

FIRST SET OF INFORMATION REQUESTS OF THE  
DEPARTMENT OF PUBLIC UTILITIES  
TOWN OF BOXFORD  
D.P.U. 22-128

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Pursuant to 220 CMR 1.06(5)(c), the Department of Public Utilities (“Department”) submits to Town of Boxford (“Town”) its First Set of Information Requests.

### Instructions

The following instructions apply to this set of information requests and all subsequent information requests issued by the Department to the Company in this proceeding.

1. Each request should be answered in writing on a separate page with a recitation of the request, a reference to the request number, the docket number of the case, and the name of the person responsible for the answer.
2. Please do not wait for all answers to be completed before supplying answers. Provide the answers as they are completed.
3. These requests shall be deemed continuing so as to require further supplemental responses if the Company or its witnesses receive or generate additional information within the scope of these requests between the time of the original response and the close of the record in this proceeding.
4. The term “provide complete and detailed documentation” means:  
  
Provide all data, assumptions, and calculations relied upon. Provide the source of and basis for all data and assumptions employed. Include all studies, reports and planning documents from which data, estimates, or assumptions were drawn and support for how the data or assumptions were used in developing the projections or estimates. Provide and explain all supporting workpapers. Where applicable, provide supporting workpapers and calculations in the form of working Microsoft Excel spreadsheets with all cell references and formulae intact.
5. The term “document” is used in its broadest sense and includes, without limitation, writings, drawings, graphs, charts, photographs, phono-records, microfilm, microfiche, computer printouts, correspondence, handwritten notes, records or reports, bills, checks, articles from journals or other sources, other data compilations from which information

- can be obtained, and all copies of such documents that bear notations or other markings that differentiate such copies from the original.
6. If the Company finds that any one of these requests is ambiguous, please notify the Hearing Officer so that the request may be clarified prior to the preparation of a written response.
  7. If a question refers to an information request of another party, please provide that response and answer with information that supplements the previous response.
  8. All responses must contain an internally consistent and usable form of referencing. Documents of three pages or more without a preexisting referencing system must be marked with consecutive page numbers. Where it is necessary to supply page numbers for a document, the numbers should be added in some way that differentiates the additions from the preexisting text. The Department will not accept documents without an acceptable referencing system.
  9. The Department is currently working in hybrid mode, with most proceedings being conducted with electronic-only filings. Until further notice, all filings in this docket, including those to the Department and parties, should be submitted only in electronic format. Importantly, all large files submitted must be broken down into electronic files that do not exceed 20 MB.
  10. All documents should be submitted to the Department in electronic format by e-mail attachment to [dpu.efiling@mass.gov](mailto:dpu.efiling@mass.gov) and the Hearing Officer, [timothy.m.federico@mass.gov](mailto:timothy.m.federico@mass.gov). The text of the e-mail must specify: (1) the docket number of the proceeding (D.P.U. 22-128); (2) the name of the person or company submitting the filing; and (3) a brief descriptive title of the document. The electronic filing should also include the name, title, and telephone number of a person to contact in the event of questions about the filing. The electronic file name should identify the document, but should not exceed 50 characters in length. All documents submitted in electronic format will be posted on the Department's website: <https://eeaonline.eea.state.ma.us/DPU/Fileroom> (enter "22-128").
  11. Each individual information request response should be submitted in a separate PDF file. In addition, the entire set of information request responses should be submitted as a single PDF file (or, in the case of large sets, as few separate PDF files as possible). In each instance, the electronic file name should identify the document, but should not exceed 50 characters in length.

### **Requests**

- DPU 1-1 Refer to City of Fitchburg, D.P.U. 20-117 (2022) and Towns of Burlington, Mendon and North Brookfield, D.P.U. 19-56/D.P.U. 19-63/D.P.U. 19-111 (June 29, 2023). Please submit a revised municipal aggregation plan ("Plan") and supporting documents (i.e., opt-out documents, education and outreach plan)

consistent with all applicable Department directives in D.P.U. 20-117 and D.P.U. 19-56/D.P.U. 19-63/D.P.U. 19-111. In addition, include any additional revisions the Municipality deems appropriate in light of the Department's recent Order issued in Investigation Establishing Guidelines for Municipal Aggregation Proceedings, D.P.U. 23-67. As part of this response, identify (in redline/strikeout format) all differences from the Town's municipal aggregation plan and supporting documents filed on October 5, 2022.

- DPU 1-2 Refer to Exh. 1, Att. A ("Education and Outreach Plan"). Please describe how and why each identified media source and community group was selected.
- DPU 1-3 Refer to Exh. 1, Att. A ("Education and Outreach Plan"). Please:
- (a) describe in greater detail the Town's proposed alternative disclosure strategy. As part of this response identify or describe with specificity (1) all vehicles the Town proposes to employ to provide the required information to Program participants; (2) the proposed frequency and schedule for the use of each vehicle; and (3) the content of each vehicle;
  - (b) describe in detail how the Town's proposed alternative disclosure strategy will provide the required information to customers as effectively as quarterly mailings;
  - (c) discuss how the Town's proposed alternative disclosure strategy is designed to effectively provide the required information to customers who are hard to reach, including customers who may not routinely access the Program's website or the Town's website; and
  - (d) amend the Town's proposed Education and Outreach Plan to include the Town's proposed alternative disclosure strategy as described in response to subpart (a).
- DPU 1-4 Refer to Plan at § V. Please identify, by customer class, any enrollment scenario where a customer could be enrolled in the Program at the "then-current market price" where they did not opt-out within the opt-out period.
- DPU 1-5 Refer to Plan at § V. Please describe how the Town will determine whether a large industrial customer who opts out and subsequently wishes to enroll in the Program, or who is being served under competitive supply at program launch, and wishes to enroll when the contract ends, will be offered (1) the Program rate or (2) "the then-current market price." Please:
- (a) describe in detail how the competitive supplier will determine Program prices based on the "then-current market price"; and

- (b) describe whether and how a large industrial customer enrolled in the Program at a price determined by the “then-current market price” would be transferred to the then-applicable Program price at the start of a new supply term.

DPU 1-6 Refer to Plan at § III. Please either (1) describe the standard/opt-out product the Town intends to offer, including the Renewable Energy Certificates composition or a range of said composition, and including whether or not said product will be a basic-service equivalent, or (2) identify and describe in detail the decision making factors the Town will use when choosing its standard/opt-out product and indicate who will be responsible for this decision.

DPU 1-7 Refer to Plan at § III. Please either (1) describe any proposed optional/opt-in products the Town intends to offer, including the Renewable Energy Certificates composition or a range of said composition, and including whether or not said product will be a basic-service equivalent, or (2) identify and describe in detail the decision making factors the Town will use when choosing its optional/opt-in products and indicate who will be responsible for this decision

DPU 1-8 Refer to Plan at § IV.c. In the event that the Town no longer retains the services of a municipal aggregation consultant, please confirm:

- (a) that the competitive supplier will no longer pay a “consultant fee” to the consultant under the ESA; and
- (b) that Program prices will be adjusted such that they no longer include a “consultant fee.”

DPU 1-9 Refer to Exh. 1, Att. B-2. Please:

- (a) provide documentation verifying the accuracy of the translations in the proposed Language Access Document (“LAD”) (e.g., a letter from a translation service); and
- (b) clearly identify and describe in detail any proposed changes to the translations contained in the LAD from the LAD approved in Town of Stoughton, D.P.U. 19-52 (2020).

**From:** [Brian Geiger](#)  
**To:** [Brendan Sweeney](#); [Matt Coogan](#)  
**Subject:** Chainsaw Safety Class for FD  
**Date:** Friday, October 20, 2023 2:09:49 PM

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Matt/Brendan

As discussed today, the Fire Department plans to conduct a chainsaw safety course that will require the cutting of trees at the Dorman Property and old Christmas tree lot on Main Street.

The training is from a 50/50 grant through the DCR that will focus on chainsaw operations and safety. The program will include limbing and felling of trees. The fire department worked with Ross Povenmire to identify eight trees located on the front/beginning of the Dorman property that are all dead or dying. In addition, we walked the old Christmas tree farm on by 94 Main Street and identified a few trees that could be used as well. The FD attended the Conservation meeting last night and we received their support, however they did not believe they had the authority to be the final say. They have recommended that the FD talk with the Select Board for final permission and note that we have their support.

It is important to note that the focus of this class is chainsaw safety for members. Overall, we have several members who need confidence in chainsaw operations and believe this class is a step towards helping these members. Finally, we have opened this class to the DPW and will have one or two of their members join us. Let me know if you have any additional questions.

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