



BOXFORD SELECT BOARD

Monday, November 6, 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 Tax Classification Hearing

- Consider setting one tax rate for all classes of property in Boxford
- Any other business to come before the Director of Assessment and the Select Board not anticipated at the time of this posting.

6:50 PM Appointments

- Dan Paglia, Zoning Board of Appeals Alternate

6:55 PM Meeting with Communications Director, Warren Gould

- Consider lifting of hiring freeze, full-time Communications Dispatcher
- Any other business to come before the Communications Director and the Board not anticipated at the time of this posting.

7:05 PM Meeting with DPW Superintendent/ Town Engineer Chris Olbrot

- DPW Update
- Any other business to come before the DPW Superintendent/ Town Engineer and the Select Board not anticipated at the time of this posting.

7:25 PM Meeting with COA Director

- Consider reorganization and lifting of hiring freeze, Outreach Activities Coordinator
- Discussion on Small Repair Grant Trust COA appointee

- Any other business to come before the COA Director and the Board not anticipated at the time of this posting.

7:40 PM Meeting with Stiles Pond Advisory Committee

- Discussion on funding a study for rehabilitating and preserving Stiles Pond
- Any other business to come before SPAC and the Board not anticipated at the time of this posting.

8:00 PM Update on Regionalization Committee, Chuck Costello

- Regionalization Committee update and next steps

8:15 PM Report of the Town Administrator

- Consider Sign Request, Winterfest, West Boxford Improvement Society
- Finalize Emergency Response Advisory Committee Charge and Appointees
- 2024 Select Board Meeting Schedule
- Update on Municipal Aggregation “Boxford Community Electricity”
- Building Department October Monthly Report
- ARBA Committee update
- Any other business to come before the Town Administrator and the Board not anticipated at the time of this posting.

8:40 PM Routines

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

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

8:50 PM Adjourn

Next Meeting – November 20, 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.



HONORING ALL WHO SERVED

JAMES L. MELVIN AMERICAN LEGION POST #379

VETERANS DAY CEREMONY

NOVEMBER 11, 2023 11:00AM

**James Melvin Green
Elm Street, East Boxford**

Following the ceremony, Legion members will hold their drawing for the annual 50/50 raffle fundraiser. Tickets are \$10 each. Please reach out to Ian Fitch 617-461-5878 or lanmfitch51@gmail.com



ATTENTION!!

Traffic Flow Changes to Kelsey Road beginning Monday, November 6

IPSWICH ROAD ONTO KELSEY ROAD

NO LEFT TURN

Between the hours of 6:00am - 9:00am, Monday - Friday, traffic from Ipswich Road will not be permitted to turn left onto Kelsey Road

KILLAM HILL ROAD ONTO KELSEY ROAD

NO LEFT TURN

Between the hours of 3:00pm - 6:00pm, Monday - Friday, traffic from Killam Hill Road will not be permitted to turn left onto Kelsey Road

We respectfully request that you adhere to these changes and seek alternate routes during the posted times of travel.

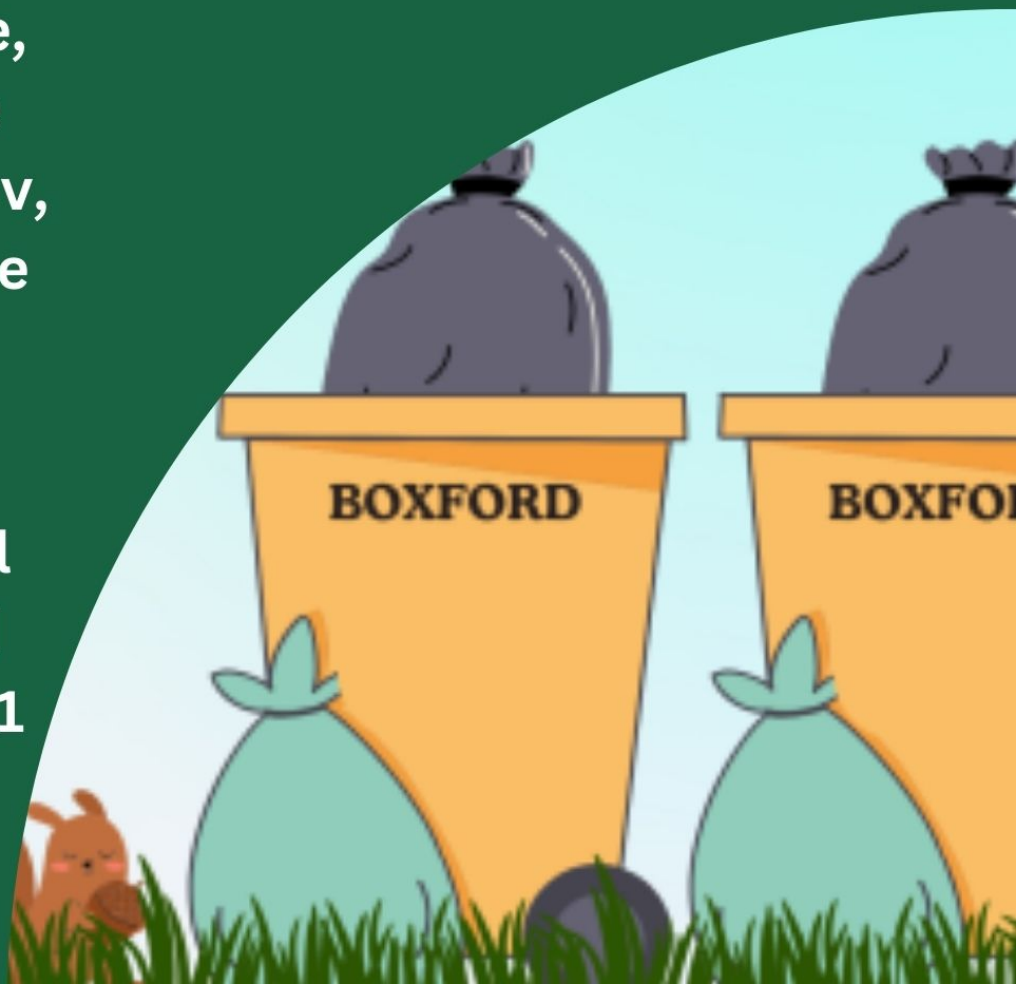


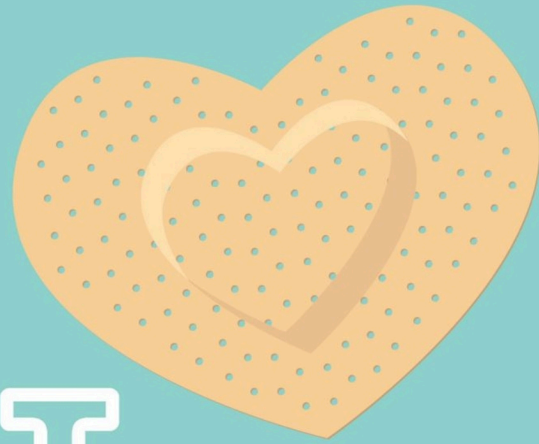
ONLINE & MAIL ORDER TRASH STICKERS

As of October 31st, trash stickers are available for online and mail order purchase. Stickers are also available at the Boxford Town Library, Boxford Town Hall - Health Department, Boxford Community Kitchen, West Village Provisions and Nason's. Trash stickers are \$4.00 each.

To purchase online,
go to our website
www.boxfordma.gov,
and choose "online
payments".

Via mail, send to
Boxford Town Hall
7a Spofford Road
Boxford, MA 01921
ATTN: Health
Department





FLU SHOT CLINIC

**FIGHT
THE
FLU**

**THUR NOV 16, 2023
2PM TO 5PM**

**BOXFORD
COMMUNITY
CENTER**

**10 ELM ST
BOXFORD, MA**

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

SCAN TO REGISTER



CONLEY'S
EST. 1880
DRUG STORE

978-356-2121

**PROTECT YOURSELF &
OUR COMMUNITY.**

GET YOUR FLU VACCINE TODAY!

PRELIMINARY FLOOD MAPS AVAILABLE FOR REVIEW



The Department of Homeland Security's FEMA has released preliminary revised Flood Insurance Rate Maps and a Flood Insurance Study report for Boxford. These documents are used to determine regulations for properties in flood hazard areas and whether flood insurance is required. Find these documents and related notices on the Town of Boxford website www.boxfordma.gov/flood-maps

The appeal period for the preliminary FIRM and FIS documents expires on or about November 26, 2023. To appeal, contact Ross Povenmire rpovenmire@boxfordma.gov with scientific or technical data proving the documents' inaccuracies.

**TOWN OF BOXFORD
NOTICE OF PUBLIC HEARING
TAX CLASSIFICATION HEARING
FY 2024**

In accordance with Massachusetts General Laws, Chapter 40, Section 56, the Boxford Select Board will hold a virtual public hearing on Monday, November 6, 2023 at 6:30 p.m. to determine a residential factor for the classification of property, thereby determining the percentage of the tax burden to be borne by each class of property for Fiscal Year 2024. The Board of Assessors will be present. The public is invited to attend this hearing. The meeting can be attended in person at Boxford Town Hall, 7A Spofford Rd or remotely by Zoom.

Zoom login:

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

For the Select Board and the Board of Assessors,

Matthew Coogan

Town Administrator/CPO

I move to accept the recommendation of the Board of Assessors and to set one tax rate for the Town of Boxford and for each class of property to maintain 100% of its full value tax share.



October 30, 2023

Re: Zoning Board Vacancy

Dear Select Board,

During the Zoning Board of Appeals meeting on Thursday, October 26, 2023, Mr. Dan Paglia was interviewed by the Board regarding becoming an alternate member. Mr. Paglia has resided in Boxford since 2017 and has been looking for volunteer opportunities within the Town, when he came across the Zoning Board position. He reached out to the ZBA Chair for more information and was invited to attend the September and October Zoning Meetings. Mr. Paglia gave some information regarding his background. He is an attorney, he has previously worked in the District Attorney's Office, and is currently working in the Securities Fraud field.

Steve Merriam moved to recommend to the Select Board that Mr. Paglia be appointed as an alternate to the Zoning Board of Appeals, which was seconded by Ralph Nay. After Roll Call, the vote was passed unanimously.

The ZBA would like to request that the Select Board interview Mr. Paglia as an alternate member, at their next available Select Board meeting.

Thank you,

Teresa Mason
Administrative Assistant
Zoning Board of Appeals

DANIEL P. PAGLIA

EXPERIENCE

Block & Leviton LLP, Boston, MA

Jul 2021 – Present

Associate Attorney

- Case and client development for potential securities class actions.
- Monitor securities markets and relevant news sources.
- Identify new potential cases, draft and issue press releases.
- Manage communications with investors and client relationships.

Essex District Attorney's Office, Lawrence, MA

Feb 2019 – Jul 2021

Assistant District Attorney

- Prosecuted criminal cases from arraignment through trial both individually and as part of a larger team of prosecutors at Lawrence District Court.
- Strong attention to detail and ability to manage multiple time sensitive tasks simultaneously, accurately, and professionally in a fast-paced environment.
- Negotiated plea agreements with opposing counsel, prepared and argued evidentiary motions, assisted with discovery.
- Advised police detectives and Insurance Fraud Bureau investigators on the viability of certain larceny and insurance fraud investigations.
- Responsible for petitions to seal and expunge.

AmeriCorps Legal Advocates of Massachusetts, Lawrence, MA

Sept 2018 – Feb 2019

AmeriCorps Attorney

- Managed a high-volume caseload representing income eligible tenants in eviction proceedings through the Lawyer for the Day Program at Northeast Housing Court as a member of the housing unit at Northeast Legal Aid.
- Provided legal advice, negotiated in mediations, and represented tenants in summary process proceedings and motion hearings to preserve tenancies following the Merrimack Valley Colombia gas explosions in September of 2018.
- Advocated on behalf of tenants with pro se landlords, landlords' attorneys, and housing authorities.
- Introduced tenants to additional resources to potentially maintain tenancies, including Tenancy Preservation Program, Elder Services, Community Teamwork.

Northeast Legal Aid, Lawrence, MA

Apr 2018 – Aug 2018

Volunteer Attorney

- Interviewed and represented clients in mediations and summary process motion hearings in Northeast Housing Court through the Lawyer for the Day Program.
- Assisted staff attorneys with legal research, interviewing clients and witnesses, and drafting briefs.

State Street Global Advisors, Boston, MA

Sept 2013 – Dec 2017

Vice President – SSGA Securities Lending Group

- Led global relationship management as primary point of contact for all product lines enrolled in securities lending.
- Implemented enhanced oversight structure for global securities lending program, chairing multi-disciplinary regional working groups.
- Prepared and presented quarterly, semi-annual, annual program updates to audiences consisting of senior management committees and Fund's Boards of Directors.

State Street Bank & Trust, Boston, MA

Jan 2008 - Sept 2013

U.S. Equity Trader – Securities Finance

- Simultaneously managed both ETF & Mergers & Acquisitions lending books of business.
- Provided customized sales coverage to top lending mutual fund, pension, and sovereign wealth fund clients, resulting in significant discretionary revenue and incremental returns.
- Maintained strong working relationships with prime brokerage community, ensuring stable balance growth and efficient issue resolution.

State Street Global Advisors, Boston, MA

Jul 2007 - Dec 2007

Portfolio Manager – US Cash Desk (7/07 - 12/07)

- Managed post-merger integration of Investors Bank & Trust securities lending reinvestment portfolio into State Street reinvestment vehicles, avoiding credit and headline risk across the portfolio amidst the onset of the subprime market crisis.

Investors Bank & Trust, Boston, MA

Jun 2004 -Jul 2007

Trader – Securities Lending Reinvestment (12/05 - 7/07)

- Managed over \$18 billion securities lending reinvestment portfolio to record program earnings with zero record of losses, impaired securities, or trading errors.
- Promoted 4 times in under 3 years after joining Investors Bank & Trust.

ADMISSIONS

Massachusetts Bar, Admitted

June 2018

EDUCATION

Suffolk University Law School, Boston, MA

***J.D.*, May 2015**

Boston University, Boston, MA

***M.S. Investment Management*, May**

2007

Providence College, Providence, RI

***B.S. Finance*, May**

2003

From: [Warren Gould](#)
To: [Matt Coogan](#)
Cc: [Brendan Sweeney](#)
Subject: Boxford Communications Dept. - Request to lift hiring freeze
Date: Tuesday, October 31, 2023 2:37:57 PM

Hi Matt,

As we had spoken about previously, I am writing to ask the Select Board to lift the hiring freeze for the Communications Department. I have a 40 hour per week employee who is retiring at the end of February 2024. Since I have posted and have no internal candidates interested in the position I will need to advertise, interview and train a new hire which will take at least 3 to 4 months.

Thank you.

Warren Gould
Director of Communications
Town of Boxford
Communications Department
285 Ipswich Rd.
Boxford, MA 01921
978-887-8136
fax 978-887-8138



TOWN OF BOXFORD

Chris A Olbrot, PE

Superintendent of Public Works/Town Engineer

7B Spofford Road

Boxford, MA 01921

colbrot@boxfordma.gov

Tel: (978) 352-6555

Fax: (978) 352-5558

MEMORANDUM

To: Boxford Select Board

From: Chris Olbrot, PE

Date: 11/06/2023

RE: Department Update

DRAINAGE INFRASTRUCTURE:

Glendale Road Culvert

The Glendale Rd. culvert is in the final stages of re-design in anticipation for a Conservation Commission submittal in November. Currently, we are re-designing a new wetland replication area that is necessary for permitting due to complications with the first area being on private property. Additionally, I am working with National Grid to have a utility pole relocated in order to meet adequate setbacks from the new culvert headwall. It is anticipated that we will bid this over the winter with a late summer or fall (low flow) construction. The construction is anticipated to be paid through the use of ARPA funding.

Mass Vulnerability Preparedness Action Grant (3 culvert designs)

In addition to the Glendale Rd. culvert I am in the process of filing three other critical culverts for replacement in town. They are located on Pye Brook and pass under Herrick Rd., Georgetown Rd. and Pye Brook Ln. These culvert replacements are critical to building stormwater and climate change resiliency, maintaining safe and adequate drainage, and keeping our roads operational. The plan is to have these culverts permitted over the winter in anticipation of replacement as funding is available. Conservation permitting is valid for a minimum of three years and/or up to five with approved extensions. This will allow time to input these costs into the 5-year capital plan, moving forward.

Wild Meadow Rd. Spillway Repair

DPW is working with the *Northeast Massachusetts Mosquito Control & Wetlands Management District (MC)* to repair a failed spillway at Wild Meadow Rd. This is a long-standing problem caused by a deteriorated concrete spillway which does not allow the pond to drain appropriately. As a result, the pond elevation continues to rise, inundating an upstream culvert and causing the roadway to flood multiple times a year. Due to the increased water levels, mosquitoes thrive in what would otherwise be upland which allowed me to qualify this repair as an emergency certification through the Conservation Commission and leverage the equipment and labor of the MC. Currently, we



are assisting the team with trucking and providing the material while MC is utilizing their contractors and heavy equipment to complete the repair, free of labor charges. We expect this project to be completed in the coming weeks and we are actively exploring other areas of town where we can utilize their services to maintain the towns drainage systems, free of charge.

ROADWAY IMPROVEMENTS:

2023 Summer Roads Program

DPW completed this year's roadway reconstruction plan in October. The Town reconstructed Lockwood Lane, Ipswich Rd. (from Herrick Rd to Hemlock), and the entire King Richard/John Neighborhood. This translates to the placement of 10,000 tons of asphalt. By completing instrument surveys prior to paving, we were able to eliminate significant flooding problems in various locations which will minimize freezing, thereby improving safety and extending pavement life.

The current Ch. 90 balance after making these improvements is **\$130,043**. This proposed balance will be carried over into the next years appropriation, which is usually approximately \$414,000, which will bring the total expected Ch. 90 balance to around **\$550,000**. It is anticipated that a portion of these funds will be used to engage in another town-wide pavement condition assessment. The last assessment was completed in 2020 and should be revisited every 4-5 years, as funding allows. It is expected that some of that funding (approximately \$25k) will be dedicated to collecting data on the other two major roadway assets the DPW needs to prioritize, which are guard-rails and regulatory signage. Integrating these assets into our GIS system will allow me to create a capital plan for the implementation of a replacement/installation program in the coming years and moving forward.

Routine Maintenance (Striping and Catch Basin Cleaning)

The DPW's contractors were able to finalize striping center and fog lines as well as completing catch basin sump cleaning. The unseasonable rain caused scheduling issues all summer and contributed to issues with the striping. I am hopeful the DPW can secure another contractor for next year's striping to avoid some of these complications. CB cleaning is also a requirement of

the Town's EPA MS4 Discharge Permit which was filed at the end of September to meet the EPA and DEP deadlines for permit reporting.

BUILDINGS:

Building Assets/DPW Fleet Maintenance Software

The DPW is pleased to report significant progress on this important initiative. As previously reported, the Town entered into contracts with two vendors, ALPHA Solutions and Operations Hero (OH). ALPHA and the DPW have been finalizing the report and expect it to be delivered the second week of November. Once the report is in hand, we will present it to the Permanent Building Committee for review. This will aid in developing our 5-year capital plan for building maintenance projects and the OH system will be used to ensure that our routine preventative maintenance (PM) is being conducted properly and in accordance with manufacturer's specifications. This will extend their useful life and streamline invoice processes.

The next phase of this project is to input the vehicle fleet into the OH software. Similarly, OH will allow the DPW to track PM and elective repairs for better management.

DPW Garage Schematic Design

As the Board is aware, in conjunction with the PBC, the RFQ for schematic design services was published in early October. On October 18th, we had a non-mandatory site walk that was attended by 5 firms. Additionally, I received emails from 2 additional firms inquiring about the project. The RFQ submittal deadline is November 17th. Next, the PBC will narrow the search to 3 qualified firms and conduct interviews to choose the design firm.

RECREATION and FIELDS:

Athletic Field Maintenance

DPW worked much of the summer and fall to improve the athletic fields and maintain them throughout this soggy season. In addition to typical maintenance, the DPW provided mechanical improvements in the form of aeration and over-seeding and soil amendments via an outside contractor.

In addition to routine maintenance described above, RAD Sports has been fulfilling its obligation to provide soil amendment services to the natural turf field at Boxford Commons. They provided deep-tine and core aeration services in October.

The DPW has ordered two flag-poles in late September for Boxford Common and are awaiting delivery. The two flag poles will be placed by each one of the sheds and lit via existing electric in each shed. This will be completed before winter frost sets in.



PBC/BAA Capital Plan

The DPW has been in discussions with the BAA on a variety of different topics for next year and beyond. Currently, we are scheduled to all meet with the PBC in November to re-visit the 5-year capital plan. Significant improvements with substantial costs in the form of field reconstructions,

installation of field boxes and dugouts, synthetic turf replacement, etc. are all expected to be on the plan.

MISCELLANEOUS:

Staffing

I am pleased to report that we have successfully recruited a “Truck Driver” to join the DPW. Kyle Cambece, of Ipswich, comes to the town with a degree from Whitter Vocational HS in Automotive Technology. He also has his 2A-1C hoisting license, which will provide useful. Additionally, Kyle has previously worked in landscaping, delivery, farm work, and in automotive salvage. Kyle also brings experience with municipal plowing and heavy equipment operation. He will be working towards obtaining his CDL-class B and we trust he will be an asset to the Town and welcome him.

Additionally, Christos Pouloupoulos, obtained his CDL-class B in October. Christos worked hard both in class and in the field to be able to pass his test. This is great news for the Town because he will be replacing the gap left by Josh Flanagan last spring.

New Truck

In late October, the DPW received the newest vehicle of the fleet. The new truck comes just in time winter months and will be an integral truck for the next decade or more. Outfitted with latest comforts and sophisticated equipment, the DPW is pleased it has finally arrived after over a year of assembly.



Plow Rates for 2023-24 Winter Season

As we do every year, we have compiled the averages of what surrounding and like communities are paying for contractors plowing hourly wages. There are no significant increases to report however some of the rates did go up by 2-5% while others stayed the same. Attached you will find the full breakdown of this assessment with proposed rates for the season. It is imperative that we maintain competitive wages with the surrounding communities as it is becoming increasingly difficult to find and keep subcontractors willing to perform this essential job.

| | Essex | Georgetown | Topsfield | Salisbury | Groveland | Danvers | Amesbury | North Reading | Andover | Haverhill | Manchester | Middleton | Hamilton | Merrimac | Newburyport | Rowley | Newbury | Beverly | Boxford | Average of Surrounding Towns | Proposed |
|--|----------|-------------------------|-----------|-------------------------|--|----------|----------|---|----------|-----------|------------|-------------------------|-------------------------|----------|-------------|-------------------------|-------------------------|----------|-------------------------|------------------------------|-----------|
| <i>Insurance Requirements</i> | | \$250,000/ \$500,000 | | Combined \$1,000,000 | \$100,000/ \$300,000 \$100,000 (Property Damage) | | | \$250,000/ \$500,000 (Bodily Injury) | | | | Combined \$1,000,000 | Combined \$1,000,000 | | | Combined \$1,000,000 | Combined \$1,000,000 | | Combined \$1,000,000 | | |
| 3/4 Ton Pickup AWD with 8' Plow | \$95.00 | \$80.00 | \$94.00 | \$85.00 | \$80.00 | \$95.00 | \$93.15 | \$85.00 | \$95.00 | \$95.00 | \$90.00 | \$105.00 | \$95.00 | \$80.00 | | \$85.00 | \$90.00 | \$125.00 | \$90.00 | \$92.19 | \$ 93.00 |
| 1-Ton Truck with 9' Plow | \$105.00 | \$95.00 | \$94.00 | \$85.00 | \$85.00 | \$100.00 | \$98.33 | \$85.00 | \$95.00 | \$110.00 | \$95.00 | \$110.00 | \$110.00 | \$88.00 | \$85.00 | \$94.00 | \$90.00 | \$125.00 | \$95.00 | \$97.19 | \$ 97.00 |
| 6-Wheel Truck with 10' Plow | \$115.00 | | \$105.00 | \$85.00 | \$96.00 | \$130.00 | \$115.92 | \$100.00 | \$105.00 | | \$100.00 | \$120.00 | | \$113.00 | \$100.00 | \$104.00 | \$105.00 | \$185.00 | \$115.00 | \$111.93 | \$ 115.00 |
| 6-Wheel Truck with Plow & Sander | | \$125.00 | | | | | | | | | | | | | | | | | \$130.00 | \$125.00 | \$ 130.00 |
| 6-Wheel Truck with Plow, Sander & Wing | | \$135.00 | | | | | | | | | | | | | | | | | \$138.00 | \$135.00 | \$ 138.00 |
| Backhoe Loader with Plow | \$145.00 | | \$110.00 | \$105.00 | | \$145.00 | \$139.73 | \$155.00 | \$162.00 | \$160.00 | \$180.00 | | \$160.00 | | \$90.00 | \$115.00 | | \$200.00 | \$120.00 | \$143.59 | \$ 130.00 |
| Front End Loader without Plow | | | \$110.00 | \$125.00 | \$104.00 | | \$150.08 | | | | | \$165.00 | | | \$105.00 | | | | \$120.00 | \$126.51 | \$ 125.00 |
| Front End Loader with Plow | | \$150.00 | \$110.00 | | \$108.00 | \$135.00 | | | | | | | | | | \$115.00 | \$140.00 | | \$125.00 | \$126.33 | \$ 125.00 |
| Skid Steer | \$130.00 | | \$105.00 | \$110.00 | \$96.00 | \$95.00 | \$113.85 | | | \$110.00 | | | \$110.00 | | \$100.00 | \$97.00 | | | \$100.00 | \$106.69 | \$ 105.00 |
| Skid Steer with Snow Blower | | | | | | | | | | | | | | | | | | | \$115.00 | | \$ 115.00 |
| Tractor with 10' Plow | | \$155.00 | | \$131.00 | | | | | | | | | | | | \$115.00 | | | \$135.00 | \$133.67 | \$ 135.00 |
| Tractor with 10' Plow & Wing | | | | | | | | | | | | | | | | | | | \$150.00 | <i>No comparison</i> | \$ 150.00 |

DRAFT

Position Title: Program and Outreach Assistant
Department: Council on Aging

Position Summary:

This position is under the direction of the Director of Senior Services. The Program / Outreach Assistant performs a variety of duties primarily related to Senior Center activity planning including: coordinating, recommending, implementing and managing events and programs; and assists in the outreach functions of the Council on Aging.

Supervision Received:

Works under the direct supervision of the Director of Senior Services, according to established work routine.

Essential Functions:

Assist in daily operations of the Boxford Senior Center.
Assesses the needs and interests of senior participants.
Assists in the planning, promoting and implementation of programs and special activities designed to meet the needs of the older population.
Evaluates programs, presenters and instructors through surveys and feedback.
Contributes to website design/ maintenance. Manages social media presence.
Maintains storage area and inventory as related to activities/programs.
Assists the Social worker in providing outreach services to members of the community.
Assists in setting up for classes, exercise programs and events.
Assists in the recruitment and supervision of volunteers.
Performs other related tasks as assigned or directed.

Qualifications:

Must pass CORI (Criminal Background Records)
Graduation from a two year or four- year college with a degree in business, human services, social services or a closely related field. Two-years experience in Human Service Program; or an equivalent combination of education and experience.
Must possess the ability to make independent decisions when circumstances warrant such action.
Must possess the ability to deal tactfully with personnel, participants, family members and the general public.
Computer skills. Strong organizational skills, interpersonal written and verbal skills.
Ability to maintain confidentiality.

Hours:

18 per week

Physical Demands:

The physical demands described here are representative of those that must be met for an employee in order to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Some physical demands are necessary to perform work tasks, with intermittent periods of stooping, walking and standing. Duties are largely mental rather than physical, but the job does require basic motor skills for activities such as operating the phones, computers and other equipment.

Employees must be able to lift and move up to thirty pounds.

Work Environment:

The work environment is typical of a Senior Center. Noise and physical surroundings may be distracting due to ongoing activities but conditions are not generally unpleasant.

Selection and Guidelines:

Formal application, rating of education and experience: oral interview and reference check.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related or a logical assignment to the position.

OUTREACH WORKER 2014

JOB REQUIREMENTS

Degree in Social Work or Gerontology or three years experience working with the Senior population.
This position is for 18 hours a week .

JOB DESCRIPTION

General Duties of Position

Report to the COA Director weekly feedback regarding the needs of elders and make suggestions for meeting those needs where possible.
Confers with director regarding referrals and establishments of priorities and setting of goals.
Manages and recruits volunteers for both Telephone reassurance and Friendly Visitor Programs.
Provides training and holds periodic meetings with all volunteers
Provides new Seniors with Orientation packets.
Act as a liaison between volunteers and director.
Promote and assists in organizing social activities and programs.
Assist in preparing monthly client status reports.
Identify client needs and recommend services and resources to director.
Account for professional performance by documenting utilization of time, activity and expenses.
Assist in the day to day operation of the COA where needed.

Outreach Administrator

Counsel and support any senior and/or their family that we feel might be at risk or has needs that are not being met.
Keep accurate records, form support groups, be able to service, coordinate, assist in care planning and give referrals.
Supervise weekly activities of friendly visitors including matching process of home visitation/ introduction.
Determine eligibility of clients for Meals on Wheels program.

Volunteer/Tax Assistant Administrator

Recruit seniors to work on these programs.
Periodically check with Tax Assistant employees to check for any problems.
Keep quarterly and yearly records of employees' hours worked.
Have up-to-date records on each employee.
Handle complaints.

GOALS

Communicate with all seniors in need and provide appropriate assistance and counseling..
Have a follow-up program in place with seniors at risk.
Increase participation in social activities.
Improve client status reports to insure that the client and volunteer status reports are accurate.

CORI

Employee will be CORI checked before starting position

TOOLS AND EQUIPMENT USED:

Multi-line phone system, mainframe computer terminal, personal computer, copy machine, fax machine, 10-key calculator, have a drivers license and a car available.

HOURS:

18 hours per week.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee in order to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed, mostly, inside the office building. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is required to stand, walk, use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.

The employee is required to sit, climb or balance, stoop, kneel or crouch, talk and hear.

The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and the ability to adjust focus.

WORK ENVIROMENT:

The work environments characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet in the office.

SELECTIONS AND GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the requirement of the job and employers needs change.

From: [Mark R. Reich](#)
To: [Matt Coogan](#)
Cc: [Brendan Sweeney](#); [Katharine L. Klein](#)
Subject: RE: Town Counsel opinion on CPC eligibility of proposed Stiles Pond Advisory Committee project
Date: Wednesday, November 1, 2023 6:07:26 PM

External Sender

Matt -

It appears from the e-mails below that the Town is contemplating the use of Community Preservation Act ("CPA") funds for the rehabilitation and preservation of the Stiles Pond property for open space and recreational use.

As you are aware, the purposes for which CPA funds may be used are established in the statute. Specifically, the provisions of G.L. c. 44B, sec. 5 allow for the use of CPA funds for "the acquisition, creation and preservation of open space" and "the acquisition, creation, preservation, rehabilitation and restoration of land for recreational use".

The statute at G.L. c. 44B, sec. 2 defines "Open space" and "Recreational use" as follows:

"Open space", shall include, but not be limited to, land to protect existing and future well fields, aquifers and recharge areas, watershed land, agricultural land, grasslands, fields, forest land, fresh and salt water marshes and other wetlands, ocean, river, stream, lake and pond frontage, beaches, dunes and other coastal lands, lands to protect scenic vistas, land for wildlife or nature preserve and land for recreational use.

"Recreational use", active or passive recreational use including, but not limited to, the use of land for community gardens, trails, and noncommercial youth and adult sports, and the use of land as a park, playground or athletic field. "Recreational use" shall not include horse or dog racing or the use of land for a stadium, gymnasium or similar structure.

The statute further defines "Preservation" and "Rehabilitation" as follows:

"Preservation", protection of personal or real property from injury, harm or destruction.

"Rehabilitation", capital improvements, or the making of extraordinary repairs, to historic resources, open spaces, lands for recreational use and community housing for the purpose of making such historic resources, open spaces, lands for recreational use and community housing functional for their intended uses including, but not limited to, improvements to comply with the Americans with Disabilities Act and other federal, state or local building or access codes; provided, that with respect to historic resources, "rehabilitation" shall comply with the Standards for Rehabilitation stated in the United States Secretary of the Interior's Standards for the Treatment of Historic Properties codified in 36 C.P.R. Part 68; and provided further, that with respect to land for recreational use, "rehabilitation" shall include the replacement of playground equipment and other capital improvements to the land or the facilities thereon which make the land or the related facilities more functional for the intended recreational use.

The proposed use of CPA funds for a study to determine methods to protect the water quality of Stiles Pond and measures to rehabilitate and preserve the pond as open space and land for recreational use appears consistent with the statutory purposes and definitions cited above. To the extent that the property in question, for which CPA funds are to be expended for rehabilitation and preservation, is private property, consideration should be given to imposing appropriate restrictions on that property to ensure that the funds are used for the allowable purposes. We can assist with that process.

I would be happy to discuss this with you further.

Thank you.

Mark

Mark R. Reich, Esq.

KP | LAW

[101 Arch Street, 12th Floor](#)

[Boston, MA 02110](#)

O: [\(617\) 556 0007](#)

F: [\(617\) 654 1735](#)

mreich@k-plaw.com

www.k-plaw.com

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From: Matt Coogan <mcoogan@town.boxford.ma.us>

Sent: Wednesday, November 1, 2023 12:27 PM

To: Mark R. Reich <MReich@k-plaw.com>

Cc: Brendan Sweeney <bsweeney@town.boxford.ma.us>

Subject: FW: Town Counsel opinion on CPC eligibility of proposed Stiles Pond Advisory Committee project

Hi Mark

I'd like to discuss the Town's intention to utilize CPA funds for Stiles Pond. See email below.

Thanks,

Matt

From: Ross Povenmire <rpovenmire@town.boxford.ma.us>

Sent: Friday, October 27, 2023 10:01 AM

To: Matt Coogan <mcoogan@town.boxford.ma.us>

Cc: Kerri Lummus <kerri.lummus@gmail.com>; Natasha Grigg <mymol@aol.com>

Subject: Town Counsel opinion on CPC eligibility of proposed Stiles Pond Advisory Committee project

Hi Matt, the Stiles Pond Advisory Committee (SPAC) is planning to apply for CPC funding to rehabilitate/preserve the recreational and open space resource that is Stiles Pond. As you know, Stiles Pond is the premier recreational lake in Boxford. It has a boat ramp, a town beach, several camps with beaches, active fishing and boating, and swim clubs that swim across the lake on a

regular basis. There has been a marked increase in algae in the past few years that threatens to degrade the ability of the lake to provide recreational and open space values. SPAC seeks funds to hire a consultant to assess the lake health, identify threats to water quality and recreational use, and propose active measures to rehabilitate/preserve the lake for recreation and open space values. Possible actions include new regulations, changes in land use practices, and stormwater management measures. I would greatly appreciate Town Counsel's opinion on the eligibility of this proposed use of CPC funds. The application has not yet been submitted to the CPC.

Ross



Town Administrator's Report Select Board Meeting for November 6, 2023

Matthew Coogan

DPW Update

DPW Superintendent/ Town Engineer Chris Olbrot will attend the November 6th meeting to provide a department update. [His written update is available in the agenda packet material and through this link.](#) Chris is also proposing some changes to the snow plow contractor rate sheet, [also included in the agenda packet.](#)

Lifting of Hiring Freeze, COA Outreach & Activities Coordinator

There is an opening for the Outreach Coordinator position at the COA, and Director Pam Blaquiere has been working on revising the job description broaden the tasks to include coordinating activities. This is based on the existing needs of the COA, and as a result of having the social worker position staffed. Pam will attend the November 6th meeting to present a revised job description for the Board to consider.

Applications for FY25 CPA Projects

The Boxford Community Preservation Committee will be holding its annual Public Hearing on Tuesday, November 14th by Zoom. The purpose of this Hearing is to obtain comments from the public on the needs, possibilities and resources of the Town of Boxford regarding community preservation possibilities and resources. The Zoom connection information will be posted on the Town of Boxford website calendar several days prior to the hearing. Applications for funding to be considered during the May 2024 Town Meeting must be received by November 14, 2023. It is expected that the applicant will be present at the November 14th public hearing.

The Massachusetts Community Preservation Coalition web page at <https://www.communitypreservation.org/> includes information on determining whether a potential project is eligible. Potential applicants can also contact Ross Povenmire at rpovenmire@town.boxford.ma.us. CPC funds cannot be used for maintenance, for the purchase of artificial turf, or to replace existing operating funds.

| | Open Space | Historic | Recreation | Housing |
|----------|------------|----------|------------|---------|
| Acquire | Yes | Yes | Yes | Yes |
| Create | Yes | No | Yes | Yes |
| Preserve | Yes | Yes | Yes | Yes |
| Support | No | No | No | Yes |

| | | | | |
|-----------------------------|--|-----|--------------------|--|
| Rehabilitate and/or Restore | Yes, if acquired or created with CPA funds | Yes | Yes (new 7/8/2012) | Yes, if acquired or created with CPA funds |
|-----------------------------|--|-----|--------------------|--|

The Stiles Pond Advisory Committee (SPAC) plans on submitting an application to hire a consultant to assess lake health, identify threats to water quality and recreational use, and develop a plan with active measures to rehabilitate/preserve Stile Pond for recreation and open space values. Possible actions include new regulations, changes in land use practices, and stormwater management measures. Representatives of SPAC will attend the Select Board meeting to further discuss this initiative. In the agenda packet Board members will find a legal opinion from Town Counsel confirming that this study would be eligible to receive CPA funds.

Veterans Day Festivities

The Boxford Veterans’ Day Ceremony will be held on Saturday, November 11, 2023 at 11:00 AM at the James Melvin Green on Elm Street.

In addition, we’d like to congratulate our Regional Veterans’ Services Department, which has been awarded The North Shore Chamber of Commerce’s Minuteman Service Award. It recognizes “remarkable acts of dedication and outstanding leadership on behalf of our military or veterans through volunteering, advocacy, community projects or other actions”. The award will be presented to VSO Joe LeBlanc at the North Shore Chamber’s “Salute to Veterans” breakfast on Thursday, Nov. 9 at Danversport.

October 25th Public Safety Information Session

Our Public Safety Team hosted an information session on the 3-Tiered Emergency Response program on October 25. There were about 20 people in attendance. Chief Geiger put together a very thorough PowerPoint presentation. The presentation and the recording of the meeting is available on the project website, boxfordma.gov/EmergencyResponse. It was also posted on the [Town’s Facebook page](#).

Masco Student Enrollment

The Masconomet Regional School District Administration has provided the Final Residential Enrollment Summary certified with DESI. The numbers will be used to apportion the FY25 operating budget to the member Towns. Overall district enrollment has decreased to 1,558 in October 2023 from 1,595 in October 2022, and Boxford’s enrollment has decreased to 587 from 600 the previous year. However, Boxford’s share of district enrollment has increased by 0.16%.

Fire Engine Procurement Updates

The new Engine One was delivered to the Town last month and is now active at the West Station. Funding for this engine was approved at the 2021 Town Meeting. It took roughly 2 years to procure the truck due to supply chain issues.

We worked with Chief Geiger to conduct an Invitation for Bids for a new Engine 6 “mini pumper” truck and are working on formally awarding the bid. The sole bid was \$354,000, significantly lower than we expected the mini-pumper to cost; \$550,000 was approved by at May Town Meeting for this

Town Administrator’s Report, November 6, 2023

expenditure. Chief Gieger was able to work with the winning vendor to spec out a mini pumper that already been assembled and meets all department requirements. The result is a significant savings and a significantly reduced lead time to receive delivery of the vehicle.

The Fire Department is also working on the design and assembly of a new Engine 4.

DPW Facility - RFQ for Designer Services

The Town's Request for Qualifications (RFQ) for schematic design services for a new DPW facility is 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.

Cell Service Issues

The Select Board has prioritized developing a strategy to improve cellular service in Town, particularly in the East Village and portions of Main Street in West Boxford. The Board has discussed the successful deployment of small cell antennae on utility poles in North Andover as an alternative to installing cell towers in town. Through North Andover I have reached out to contacts at Verizon who were part of the small cell antennae deployment in an effort to start discussions on the possibility of deploying this technology in Town.

Update of Town Website

We had a kickoff meeting with our project manager at CivicPlus for our website update. As mentioned, we will be doing an overhaul of our website, migrating it to a new platform that will improve the user interface as well as staff's availability to manage and edit the site. We will be assembling a group of high-user staff to help in the process. It should take about 8 months to complete the full transition.

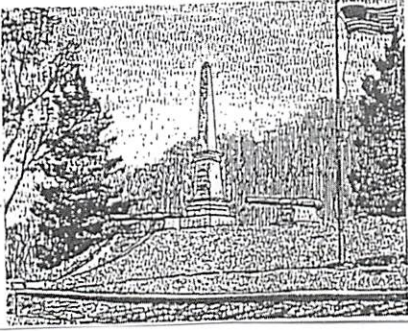
Town of Boxford Fall 2023 Newsletter

The Fall 2023 edition of the Boxford Community Newsletter was released last week and available on the [Town website](#).

Library Director Recruitment

Kevin Bourque's last day as Boxford Public Library Director is Friday, November 3rd. Kevin led the library through Covid, as well as the renovation of the Library at Town Hall. We thank him for his eight years of service to the community and wish him the best of luck in his new position as the Newburyport Public Library Director.

Robyn Luna, Head of Circulation, has kindly agreed to serve as the Interim Director. We will be posting the permanent position the week of November 6th.



West Boxford Improvement Society
PO Box 283
West Boxford, MA 01885

September 20, 2023

Select Board
7A Spofford Road
Boxford, MA 01921

Re: Boxford's 17th Annual Winter Fest Sign Request

Dear Members of the Board,

I am writing on behalf of the West Boxford Improvement Society to request permission to place three 4' x 5' sandwich board signs in the shape of a tree adjacent to telephone pole #54-89 (located on Route 133 adjacent to Lincoln Hall), in front of Lincoln Hall, and on the Melvin Green from November 11 through December 2 to advertise Boxford's 17th Annual Winter Fest. All signs will say "West Village Winter Festival Saturday, December 2, 9 am to 3 pm." The picture included with this letter depicts what the signs look like (however, we will change the date with white paint as we do each year!).

Thank you for your consideration of our request.

With kindest regards,
West Boxford Improvement Society

Jan Silva
President

The West Boxford Improvement Society dedicated the above monument in 1934 to honor those from Boxford who died in World War I



WEST BOXFORD

Route 133 and Main Street

WINTER FESTIVAL

9 A.M. TO 3 P.M.

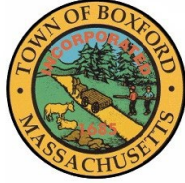
SATURDAY, DECEMBER 2

- * Holiday shopping * Festive food *
- * Raffle items * Craft activities *
- * Handmade gifts * Santa Claus *

OLDE FASHIONED FUN FOR ALL AGES

Brought to you by

WEST BOXFORD IMPROVEMENT SOCIETY



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

DATE: Friday, November 3, 2023
TO: Select Board
FROM: Matt Coogan, Town Administrator
RE: **2024 Select Board Meeting Schedule**

Below is a proposed schedule for Select Board meetings in 2024. Generally, meetings are held on the second and fourth Mondays of the month. However, we are proposing the Board meets on the first and third Mondays in May, October, November and December, to avoid conflicting with the Memorial Day, Thanksgiving, and Christmas holidays, while still maintaining meetings every two weeks during those months. For 2023, the Board's reduced the number of meetings over the summer, and we're proposing to do the same, one meeting in July and one in August. The fourth Monday of both those months would be held for a second meeting, if necessary. With the proposed fewer meetings over the summer, the Select Board would have 22 scheduled meetings in 2024.

2024 Select Board Meeting Schedule

- January 8, 22
- February 12, 26
- March 11, 25
- April 8*, 22
- May 6, 21
- June 10, 24
- July 8
- August 12
- September 9, 23
- October 7, 21
- November 4, 18
- December 2, 16

*April 8th would be 35 days before May 14th Town Meeting and the Warrant would be finalized at that meeting



Peter Delaney
Inspector of Buildings
Town of Boxford

November 1, 2023

To: Boxford Board of Selectmen

From: Peter Delaney
Inspector of Buildings

Dear Members,

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

| PERMITS | FEES COLLECTED | VALUE |
|--|-------------------------|----------------|
| 62 Building Permits (90 Inspections) | \$48,675.51 | \$4,838,712.32 |
| | October 2022 Comparison | |
| 49 Building Permits (56 Inspections) | \$22,183.03 | \$2,127,788.88 |
| 42 Electrical Permits (48 Inspections) | \$6,961.75 | |
| | October 2022 Comparison | |
| 26 Electrical Permits (44 Inspections) | \$2,745.00 | |
| 15 Plumbing Permits (17 Inspections) | \$2,266.50 | |
| | October 2022 Comparison | |
| 14 Plumbing Permits (23 Inspections) | \$1,731.00 | |
| 30 Gas Permits (20 Inspections) | \$3,100.25 | |
| | October 2022 Comparison | |
| 16 Gas Permits (23 Inspections) | \$1,565.00 | |
| TOTAL FEES COLLECTED | \$61,004.01 | |
| | October 2022 Comparison | |
| TOTAL FEES COLLECTED | \$28,224.03 | |

 11-2-23
Peter Delaney
Cc: Town Administrator
Board of Assessors

October 2023 Permits

| Record # | Record Type | Applicant Name | Date Submitted | Address | Valuation | Owner Name | Project Description |
|----------------------------|---------------------------------|-----------------------------|------------------|--|------------------------|--------------------------------------|--|
| Building Permits: | | | | | | | |
| B-23-399 | Building Permit | Rene Fabbri | 10/1/2023 13:37 | 56 SURREY LANE, Boxford, MA 01921 | \$ 21,970.00 | ZELTSAR CRAIG A | insulate attic and kneewalls |
| B-23-400 | Building Permit | BRUCE MCFARLAND | 10/1/2023 22:44 | 49 MILL RD, Boxford, MA 01921 | \$ 78,000.00 | SHEEHAN DENNIS J | Kneewall Slope - 9" Fiberglass Battng |
| B-23-401 | Building Permit - Short Form | BRUCE MCFARLAND | 10/1/2023 23:03 | 49 MILL RD, Boxford, MA 01921 | \$ 450.00 | SHEEHAN DENNIS J | Outside hot tub |
| B-23-402 | Building Permit - Short Form | Matthew Bowser | 10/3/2023 1:16 | 13 MAIN ST, Boxford, MA 01921 | \$ 20,000.00 | Matthew Bowser | Installation of 14x22 Shed. Design/plan has been approved by HDC. |
| B-23-403 | Building Permit | Valentin Maldonado | 10/3/2023 8:27 | 370 MIDDLETON RD, Boxford, MA 01921 | \$ 106,000.00 | MALDONADO VALENTIN F. | add two car garage with master bedroom bedroom and master bathroom |
| B-23-404 | Building Permit - Short Form | Ira Malkin | 10/3/2023 13:32 | 4 KIMBALL RD, Boxford, MA 01921 | \$ 3,004.00 | SANTARPIO JOSEPH F | Kitchen remodel. Furnish and install two new small appliance branch circuits and associated receptacles. |
| B-23-405 | Building Permit | Victor Scoppeo | 10/3/2023 13:35 | 131 SPOFFORD RD, Boxford, MA 01921 | \$ 4,650.00 | HARRIGAN MEGAN | kitchen and master bath remodel |
| B-23-406 | Building Permit | Melissa Field | 10/3/2023 19:29 | 3 Ingalls Village Way, Boxford, MA 01921 | \$ 177,657.00 | TOLL MA LAND III LP | Remodel bathroom & laundry |
| B-23-407 | Building Permit | George Hanna | 10/3/2023 19:37 | 48 Ingalls Village Way, Boxford, MA 01921 | \$ 306,300.00 | TOLL MA LAND III LP | Bonding flexible gas pipes |
| B-23-408 | Building Permit | George Hanna | 10/3/2023 19:49 | 50 Ingalls Village Way, Boxford, MA 01921 | \$ 298,440.00 | TOLL MA LAND III LP | SWAP OUT OF : 2 HVAC SWAP , ATTIC AND BASEMENT. CONDENSERS RIGHT SIDE OF HOMEÅ |
| B-23-409 | Building Permit | Eric Demmons | 10/4/2023 16:02 | 2 KING ARTHUR CT, Boxford, MA 01921 | \$ 43,800.00 | KONARSKI MICHAEL J | add bath and bar sink and sewage ejecter |
| B-23-410 | Building Permit - Short Form | Christian Schoenberg | 10/4/2023 16:30 | 70 TOPSFIELD RD, Boxford, MA 01921 | \$ 1,400.00 | GRIGG JESSICA A & Christian Schoenbe | replacing kitchen and barsink fixtures and drain |
| B-23-411 | Building Permit - Short Form | Guylaime Beaulieu | 10/4/2023 18:26 | 97 LAKE SHORE RD, Boxford, MA 01921 | \$ 3,232.00 | WOLFGANG OELLER | TO REMOVE AND REPLACE (1) PATIO DOOR, LIKE SIZE; NO STRUCTURAL ALTERATIONS. |
| B-23-412 | Building Permit - Short Form | Brian Dobbins | 10/5/2023 13:49 | 21 ADAMS RD, Boxford, MA 01921 | \$ 54,800.00 | James & Ashley Monroe | Removal & disposal of Damper rear firebox wall and parge with chamber safe, grind and point as necessary. |
| B-23-413 | Building Permit - Short Form | Peter Sheppard | 10/5/2023 20:04 | 140 SPOFFORD RD, Boxford, MA 01921 | \$ 12,000.00 | DANIELS DAVID H. | remodel existing bathroom |
| B-23-414 | Building Permit - Short Form | James Fortin | 10/9/2023 21:14 | 10 KING JOHN DR, Boxford, MA 01921 | \$ 4,047.00 | COSTA RICHARD PAUL & JANE R TR | wiring & installation fordouble oven,outlets,recessed lights,switches,(in kitchen ,bathroom,dining room) |
| B-23-415 | Building Permit | DOUGLAS AREVALO CASTRO | 10/10/2023 15:03 | 13 SUNRISE RD, Boxford, MA 01921 | \$ 15,000.00 | MINICH, ANDREW A TR | install pedestal meter for street light power |
| B-23-416 | Building Permit - Short Form | ED SEPANSKI | 10/10/2023 18:55 | 66 LOCKWOOD LANE, Boxford, MA 01921 | \$ 25,530.66 | JAVIER, DAVID I | install pedestal meter for street lighting |
| B-23-417 | Building Permit - Short Form | Brian Dobbins | 10/11/2023 12:35 | 30 PORTER RD, Boxford, MA 01921 | \$ 45,000.00 | TYBINKOWSKI, ELIZABETH YOUNG TR | replacement of electric water heater in Building A, Unit 12 |
| B-23-418 | Building Permit - Short Form | Jason Santosouso | 10/11/2023 13:47 | 47 TOPSFIELD RD, Boxford, MA 01921 | \$ 3,200.00 | CAVALLARO HEINZ PAMELA TR | INSTALLATION OF A 17.82 KW ROOFTOP SOLAR ARRAY (44 MODULES), TWO SKWH BATTERIES IN THE GARAGE, AND AN 18KW GENERATOR |
| B-23-419 | Building Permit - Short Form | Adimir Toska | 10/11/2023 17:18 | 254 IPSWICH RD, Boxford, MA 01921 | \$ 15,000.00 | VALERIE A. MCCARMACK | Install 8.82K KW DC (21 panels) rooftop solar array. |
| B-23-420 | Building Permit | Joshua West | 10/12/2023 16:00 | 38 BOREN LN, Boxford, MA 01921 | \$ 445,720.00 | TARBOX DAVID A | Install 8.82 KW DC (21 panels) rooftop solar array. |
| B-23-421 | Building Permit - Short Form | Sunergy Solutions, LLC | 10/12/2023 18:16 | 297 MAIN ST, Boxford, MA 01921 | \$ 65,521.25 | BARLOW BERNARD P | Installation of HRV for make-up air for kitchen hood install |
| B-23-422 | Building Permit - Short Form | Joe Vaccaro | 10/13/2023 1:19 | 50 STONECLEAVE RD, Boxford, MA 01921 | \$ 38,751.00 | MILLER CHRISTOPHER J TE | Install new Stove connect propane line and smoke pipeCustomer to supply materials |
| B-23-423 | Building Permit | Barry Carnes | 10/17/2023 18:10 | 47B DANA RD EXT, Boxford, MA 01921 | \$ 93,000.00 | BARRY CARNES | kitchen renovation |
| B-23-424 | Building Permit | Scott Audette | 10/18/2023 09:23 | 104 KING GEORGE DR, Boxford, MA 01921 | \$ 625,500.00 | scott audette | Wire EV Charger in the garage |
| B-23-425 | Building Permit - Short Form | Hector Gomez | 10/18/2023 14:35 | 5 WHITTNEY RD, Boxford, MA 01921 | \$ 29,000.00 | RUBANO ROBERT | Roof Replacement |
| B-23-426 | Building Permit | George Hanna | 10/18/2023 20:09 | 99 Ingalls Village Way, Boxford, MA 01921 | \$ 447,120.00 | TOLL MA LAND III LP | 4 replacement windows |
| B-23-427 | Building Permit | George Hanna | 10/18/2023 20:16 | 99 Ingalls Village Way, Boxford, MA 01921 | \$ 447,120.00 | TOLL MA LAND III LP | boiler room |
| B-23-428 | Building Permit | George Hanna | 10/18/2023 21:10 | 103 Ingalls Village Way, Boxford, MA 01921 | \$ 306,360.00 | TOLL MA LAND III LP | Provide and install required and specified wiring for new Bathroom |
| B-23-429 | Building Permit | George Hanna | 10/18/2023 22:21 | 101 Ingalls Village Way, Boxford, MA 01921 | \$ 302,880.00 | TOLL MA LAND III LP | New construction of a 2 bedroom 2.5 bath townhome with unfinished basement |
| B-23-430 | Building Permit - Short Form | Cesar DaSilva | 10/19/2023 12:04 | 35 CURTIS RD, Boxford, MA 01921 | \$ 5,900.00 | SMITH BRADLEY | replacing boiler backflow preventer |
| B-23-431 | Building Permit | Bryan Kenney | 10/19/2023 14:39 | 4 FRANKLIN RD, Boxford, MA 01921 | \$ 33,636.00 | Endri Kita | Install generator behind house |
| B-23-432 | Building Permit - Short Form | Brian Dobbins | 10/19/2023 14:57 | 19 FIELDSTONE WAY, Boxford, MA 01921 | \$ 27,215.00 | DALEY SUSAN H TE | Remove Knob and tubing wiring rewire second floor bathroom |
| B-23-433 | Building Permit - Short Form | Scott Doughman | 10/19/2023 20:32 | 34 HIGH RIDGE RD, Boxford, MA 01921 | \$ 12,310.00 | BLENKINSOPE ALEXANDER JAMES | Entire Re-wire |
| B-23-434 | Building Permit | Eddielyn AbaLzo | 10/20/2023 08:08 | 52 Ingalls Village Way, Boxford, MA 01921 | \$ 11,000.00 | Toll Brothers - Massachusetts | Roof Mount PV System 4.46kW 11 Modules |
| B-23-435 | Building Permit - Short Form | Michael Murray | 10/20/2023 17:59 | 44 Great Pond Drive, Boxford, MA 01921 | \$ 25,000.00 | Geoffrey Christanday | Remove existing Roof material, install six-foot widths of Ice & Water shield |
| B-23-436 | Building Permit | DAVID V VANDERBILT | 10/20/2023 21:55 | 5 LIFTON LN, Boxford, MA 01921 | \$ 15,000.00 | LAM S H TONY | Master Bathroom Remodeling, they had a contractor back in 2019 which he left the project half way |
| B-23-437 | Building Permit - Short Form | Vincent McLaughlin | 10/21/2023 15:05 | 17 HIGHLAND RD, Boxford, MA 01921 | \$ 499.13 | Latherine matlam III | Add Garage to Existing Garage |
| B-23-438 | Building Permit - Short Form | William Markussen | 10/23/2023 15:45 | 71 SURREY LANE, Boxford, MA 01921 | \$ 18,486.00 | DEMEO ANDREA R TR | Install Wood Stove & Stainless Steel Liner |
| B-23-439 | Building Permit - Short Form | James Dimopoulos | 10/23/2023 16:07 | 225 MAIN ST, Boxford, MA 01921 | \$ 8,558.39 | LYONS HALY NOELLE TR | Remove existing Roof material, install six-foot widths of Ice & Water shield |
| B-23-440 | Building Permit - Short Form | Nikolaos Memychias | 10/24/2023 12:21 | 11 CAROLINA WAY, Boxford, MA 01921 | \$ 50,999.75 | HARRINGTON KATHERINE AF. TR | Master Bathrooms Remodeling |
| B-23-441 | Building Permit | Jeff and Elaine Linehan | 10/24/2023 14:58 | 12 ANDERSEN DR, Boxford, MA 01921 | \$ 32,406.25 | Jeffrey G. Linehan | Wiring a basement |
| B-23-442 | Building Permit - Short Form | WILLIAM NICHOLS | 10/24/2023 18:05 | 12 STAGECOACH RD, Boxford, MA 01921 | \$ 26,000.00 | GIANGRASSO ANTHONY J | Weatherization, Insulation, Air Sealing |
| B-23-443 | Building Permit - Short Form | Ryan Murphy | 10/24/2023 19:55 | 71 KING GEORGE DR, Boxford, MA 01921 | \$ 5,000.00 | Ryan Murphy | strip existing roofing layers down to wood deck. Install new roofing layers over existing deck. Asphalt shingle style roof |
| B-23-444 | Building Permit - Short Form | Jeffery Gervais | 10/25/2023 19:35 | 699 MAIN ST, Boxford, MA 01921 | \$ 850.00 | DOMINGUES, ANTONIO F | LOW VOLTAGE WIRING FOR SECURITY SYSTEM AND SPEAKERS |
| B-23-445 | Building Permit | Bryan Kenney | 10/26/2023 18:18 | 767 MAIN ST, Boxford, MA 01921 | \$ 89,690.00 | PIRO ROBERT A. | Master Bathroom renovation; Double vanity, toilet, Shower, Freestanding tub |
| B-23-446 | Building Permit - Short Form | Scott Hunt | 10/26/2023 18:48 | 11 CEDAR KNOLL, Boxford, MA 01921 | \$ 11,299.00 | ELLIS MATTHEW D TE | upgrade the existing 100 amp service to 200amp |
| B-23-447 | Building Permit - Short Form | Scott Hunt | 10/26/2023 21:13 | 28 PYE BROOK LN, Boxford, MA 01921 | \$ 3,400.00 | DONOHUE PAUL J TE | Take out a permit for the finish work in the bathroom. |
| B-23-448 | Building Permit - Short Form | William Foster | 10/27/2023 13:34 | 4 PARISH LANE, Boxford, MA 01921 | \$ 41,740.00 | BONOMO JENNIFER | Writing a new barn on the premises. |
| B-23-449 | Building Permit - Short Form | Michael Ricci, Boston solar | 10/27/2023 14:04 | 28 ANDREWS FARM RD, Boxford, MA 01921 | \$ 12,281.93 | GARCIA MELISSA | insulate rim joint 24 sqft with 2" thermal barrier board and 42 sq.ft. with 6" fiberglass |
| B-23-450 | Building Permit - Short Form | Dave Bennett | 10/27/2023 19:05 | 11 DANA RD, Boxford, MA 01921 | \$ 8,073.00 | WAKEMAN, CHRISTOPHER A | STRIP 1 LAYER & RE-ROOF (11) SQ'S, NON-STRUCTURAL |
| B-23-451 | Building Permit - Short Form | JAIME MORIN | 10/27/2023 20:59 | 11 ROBERTS RD, Boxford, MA 01921 | \$ 15,000.00 | INTCZAK JOHN S TE | Kitchen and half bath remodel |
| B-23-452 | Building Permit | mark grappi | 10/31/2023 0:28 | 135 SPOFFORD RD, Boxford, MA 01921 | \$ 200,000.00 | KITES ANDREW | Remove existing Roof material, install six-foot widths of Ice & Water shield on Eaves and Valleys. |
| B-23-453 | Building Permit | Denner Gomes | 10/31/2023 17:55 | 11 PORTER RD, Boxford, MA 01921 | \$ 1,246.96 | SMITH JAMES | Roof Mount PV System 4.46kW 11 Modules |
| B-23-454 | Building Permit | Michael Joy | 10/31/2023 20:55 | 14 SILVERMINE RD, Boxford, MA 01921 | \$ 4,008.00 | MATIAS MANUEL ARSENY | New Construction - Residential - Solar |
| M-23-44 | Mechanical / Sheet Metal Permit | TIMOTHY PALMER | 10/12/2023 14:36 | 27C POWDERHOUSE LN, Boxford, MA 01921 | \$ 10,200.00 | PAYNE JAMES MATTHEW | Wiring of new clubhouse, pool and mail kiosk |
| M-23-45 | Mechanical / Sheet Metal Permit | Nicholas J Tully | 10/12/2023 15:24 | 31 MOONPENNY DR, Boxford, MA 01921 | \$ 12,000.00 | DONNELLY JAMES T TE | Mold found in kitchen. Mold has been remediated and existing kitchen has been partially demoed. Renovate kitchen. |
| M-23-46 | Mechanical / Sheet Metal Permit | Nicholas J Tully | 10/12/2023 15:44 | 74 PYE BROOK LN, Boxford, MA 01921 | \$ 10,000.00 | FITZGERALD BRENDAN R. AND KALEY | Install 1x 200A 1PH Meter For Dish Wireless Cellular Equipment |
| M-23-47 | Mechanical / Sheet Metal Permit | Jake Fredette | 10/13/2023 14:25 | 44 PINE PLAIN RD, Boxford, MA 01921 | \$ 1,200.00 | REGAN JOHN F | 24kw generator install |
| M-23-48 | Mechanical / Sheet Metal Permit | ALLAN BERRY | 10/16/2023 21:29 | 57 HICKORY LN, Boxford, MA 01921 | \$ 25,200.00 | WRIGHT ROBERT J | HOT WATER HEATER REPLACEMENT |
| M-23-49 | Mechanical / Sheet Metal Permit | William T Hanscom | 10/18/2023 18:17 | 49 BALDPATE RD, Boxford, MA 01921 | \$ 75,000.00 | TYLER LIVING TRUST | Install 3 forced hot air furnaces with Central AC including all ductwork |
| M-23-50 | Mechanical / Sheet Metal Permit | Robert Jobe | 10/26/2023 19:02 | 24 HERRICK RD, Boxford, MA 01921 | \$ 3,000.00 | BUCHHOLZ JEFFREY E | HOT WATER HEATER REPLACEMENT |
| | | | | | \$ 4,838,712.92 | | |
| Electrical Permits: | | | | | | | |
| E-23-238 | Electrical Permit | Kevin Emmett | 10/3/2023 19:36 | 268 SAGAMORE LN, Boxford, MA 01921 | \$ 7,000.00 | DROWN ERIK L. | REMOVE AND REPLACE 2 WINDOWS, LIKE FOR LIKE, SAME SIZE, NO STRUCTURAL CHANGES |
| E-23-239 | Electrical Permit | Jeremy Curran | 10/4/2023 13:53 | 47C POND ST, Boxford, MA 01921 | \$ 10,000.00 | NOCI LEK | strip and replace roof with architectural shingles |
| E-23-240 | Electrical Permit | Joseph Parker | 10/4/2023 17:38 | 3 Ingalls Village Way, Boxford, MA 01921 | \$ 132,650.00 | | INSTALLATION OF A 10.935 KW DC ROOFTOP SOLAR ARRAY (27 MODULES). |
| E-23-241 | Electrical Permit | Andrew Andricopoulos | 10/5/2023 15:54 | 110 HERRICK RD, Boxford, MA 01921 | \$ 400.00 | VAN GEEN HOVEN HARRY | Plumbing for new townhome.Å 2.5 baths, kitchen, and laundry |
| E-23-242 | Electrical Permit | Carlos Lourenco | 10/5/2023 16:27 | 8 ENDICOTT RD, Boxford, MA 01921 | \$ 1,000.00 | SULLIVAN JOHN | New construction of a 2 bedroom 2.5 bath townhome with unfinished basement |
| E-23-243 | Electrical Permit | Brian Cranney | 10/5/2023 19:50 | 41 PORTER RD, Boxford, MA 01921 | \$ 6,000.00 | LUNETTA JOSEPH | Basement oil burner |
| E-23-244 | Electrical Permit | Daniel Leonard | 10/6/2023 15:23 | 474 IPSWICH RD, Boxford, MA 01921 | \$ 1,000.00 | MORRIS LAWRENCE B III AND MORRIS | new construction of a 2 bedroom, 2.5 bath townhome with unfinished basement |
| E-23-245 | Electrical Permit | Drilon Thanasi | 10/8/2023 21:15 | 47C POND ST, Boxford, MA 01921 | \$ 5,000.00 | NOCI LEK | New construction of a 2 bedroom, 2.5 bath townhome with finished basement |
| E-23-246 | Electrical Permit | Jake Fredette | 10/10/2023 17:27 | 44 PINE PLAIN RD, Boxford, MA 01921 | \$ 12,000.00 | REGAN JOHN F | New construction of a 2 bedroom, 2.5 bath townhome with finished basement |
| E-23-247 | Electrical Permit | michael keene | 10/10/2023 18:56 | 129 WASHINGTON ST, Boxford, MA 01921 | \$ 5,000.00 | PENNYPACKER BRUCE ABBOTT | new detached garage |
| E-23-248 | Electrical Permit | ED SEPANSKI | 10/10/2023 19:07 | 66 LOCKWOOD LANE, Boxford, MA 01921 | \$ 51,063.00 | JAVIER, DAVID I | kitchen remodel and new half bath |
| E-23-249 | Electrical Permit | Aaron Conte | 10/11/2023 16:28 | 97 LAKE SHORE RD, Boxford, MA 01921 | \$ 3,500.00 | WOLFGANG OELLER | Wire 1st Floor Bath & Laundry Room |
| E-23-250 | Electrical Permit | Nicholas J Tully | 10/12/2023 12:48 | 31 MOONPENNY DR, Boxford, MA 01921 | \$ 2,500.00 | DONNELLY JAMES T TE | Outside mini split units |
| E-23-251 | Electrical Permit | Richard Aral | 10/12/2023 14:07 | 15 MT VERNON RD, Boxford, MA 01921 | \$ 1,300.00 | HOWELL SUSAN S TR | new single family residence |
| E-23-252 | Electrical Permit | Lac Tran | 10/12/2023 18:21 | 297 MAIN ST, Boxford, MA 01921 | \$ 6,500.00 | BARLOW BERNARD P | STRIP & RE-ROOF |
| E-23-253 | Electrical Permit | Joe Vaccaro | 10/13/2023 1:25 | 50 STONECLEAVE RD, Boxford, MA 01921 | \$ 25,275.66 | MILLER CHRISTOPHER J TE | Remodeling Bathrooms/Installing new windows/Adding Screened Porch/Altering Front of House Framing/Beam in kitchen to open space. |
| E-23-254 | Electrical Permit | Arthur Pesaturo | 10/16/2023 9:37 | 12 AZALEA WAY, Boxford, MA 01921 | \$ 2,600.00 | SCHROER PETER | Rear of yard rebond existing gunite pool, deck and wire two new pool lights. |
| E-23-255 | Electrical Permit | Andrew Gallione | 10/16/2023 16:25 | 49 BALDPATE RD, Boxford, MA 01921 | \$ 35,000.00 | TYLER LIVING TRUST | Plumbing for new townhome, Å 2.5 baths, kitchen and laundry |
| E-23-256 | Electrical Permit | Jason Giannegro | 10/16/2023 16:56 | 254 IPSWICH RD, Boxford, MA 01921 | \$ 1,200.00 | MCCORMACK VALERIE A TR | Kitchen renovation. |
| E-23-257 | Electrical Permit | Andrew Roy | 10/18/2023 14:49 | 715 MAIN ST, Boxford, MA 01921 | \$ 1,500.00 | MCKERSIE ROBERT C | REPLACING EXISTING FURNACE, COIL, HEAT PUMP WITH AN AMERICAN STANDARD FURNACE (59V2C1004V5AB) AND BOSCH HEAT PUMP & COIL (BOVA-06GH0N1-M20C & VMAC-4860CN1F) |

| | | | | | | | | |
|----------|-------------------|-------------------------------|------------------|--|----|------------|--------------------------------|---|
| E-23-258 | Electrical Permit | Eddie Rodrigues | 10/18/2023 15:12 | 32 LAWRENCE RD, Boxford, MA 01921 | \$ | 2,800.00 | PERKINS GWENDOLEN E TR | Wire 1st Floor Bath & Laundry Room |
| E-23-259 | Electrical Permit | Eddielyn Ablaizo | 10/19/2023 23:03 | 52 Ingalls Village Way, Boxford, MA 01921 | \$ | 11,000.00 | Toll Brothers - Massachusetts | Provide wiring for complete renovation of the home |
| E-23-260 | Electrical Permit | Michael Bolidic | 10/19/2023 19:07 | 24 HERRICK RD, Boxford, MA 01921 | \$ | 10,000.00 | BUCHHOLZ JEFFREY E | Kitchen and half bath remodel |
| E-23-261 | Electrical Permit | Stephen Previte | 10/22/2023 22:30 | 30 HIGHLAND RD, Boxford, MA 01921 | \$ | 5,000.00 | FENNEL SEAN P | Wiring a new barn on the premises. |
| E-23-262 | Electrical Permit | Gary Collieran | 10/23/2023 14:02 | 180 WASHINGTON ST, Boxford, MA 01921 | \$ | 3,500.00 | COLLERAN GARY | Kitchen renovation. |
| E-23-263 | Electrical Permit | Steven Smargon | 10/23/2023 14:12 | 42 Ingalls Village Way, Boxford, MA 01921 | \$ | 4,500.00 | TOLL NORTHEAST V CORP | Rear of yard rebond existing gunite pool, deck and wire two new pool lights. |
| E-23-264 | Electrical Permit | dan Birrelli | 10/23/2023 17:19 | 28 DANA RD, Boxford, MA 01921 | \$ | 8,500.00 | BISCEGLIA, MATTHEW | Strip and install new 30 year architectural asphalt shingles on lower roof rear of house and detached garage. |
| E-23-265 | Electrical Permit | Duane Ricard | 10/24/2023 12:43 | 11 MULBERRY LN, Boxford, MA 01921 | \$ | 20,000.00 | Anthony DeCarlo | Installation of various plumbing fixtures. |
| E-23-266 | Electrical Permit | J. Cotter Electrical services | 10/24/2023 13:06 | 571 MAIN ST, Boxford, MA 01921 | \$ | 19,000.00 | Elisabeth Fundt | 24kw generator install |
| E-23-267 | Electrical Permit | Bryan Logue | 10/24/2023 13:54 | 69 KING GEORGE DR, Boxford, MA 01921 | \$ | 9,000.00 | BUDREWICZ THOMAS JR TE | Install Solar array and connect with existing utility.Type: Rooftop; Qty. Panels: 24; Total kW: 9.96. |
| E-23-268 | Electrical Permit | Aaron Conte | 10/24/2023 14:21 | 256 GEORGETOWN RD, Boxford, MA 01921 | \$ | 1,500.00 | BOXFORD MEETING PLACE LLC | Install Solar array and connect with existing utility.Type: Rooftop; Qty. Panels: 24; Total kW: 9.96. |
| E-23-269 | Electrical Permit | Forrest Currier | 10/24/2023 14:48 | 107 King George Dr, Unit 11, Boxford, MA 01921 | \$ | 500.00 | Steve Pelusi | 18.225kW DC roof-mounted solar array; 45 modules, grid-tied |
| E-23-270 | Electrical Permit | J. Cotter Electrical | 10/24/2023 20:13 | 28 PINEHURST DR, Boxford, MA 01921 | \$ | 1,100.00 | MARKS DENNIS L TE | Wire EV Charger in the garage |
| E-23-271 | Electrical Permit | Kenneth Keyes | 10/24/2023 23:25 | 26 GREAT POND DR, Boxford, MA 01921 | \$ | 4,000.00 | DWYER JOHN D JR | kitchen renovation |
| E-23-272 | Electrical Permit | john mckanas | 10/26/2023 20:31 | 103 Ingalls Village Way, Boxford, MA 01921 | \$ | 2,000.00 | | Install 20KW Generator and 200amp ATS |
| E-23-273 | Electrical Permit | john mckanas | 10/26/2023 20:36 | 2 Hope Ln, Boxford, MA 01921 | \$ | 2,000.00 | | Install 20KW Generator with 200 amp ATS |
| E-23-274 | Electrical Permit | Michael Ricci, Boston solar | 10/27/2023 14:06 | 28 ANDREWS FARM RD, Boxford, MA 01921 | \$ | 24,563.87 | GARCIA MELISSA | Replace two existing AC condensers with new disconnects, replace two exterior receptacle covers |
| E-23-275 | Electrical Permit | Marwane Cherfane | 10/28/2023 03:39 | 10 OLDE FARMS RD, Boxford, MA 01921 | \$ | 14,700.00 | JOHANSON ROBERT A & SELMA A TR | Remove existing 15x15' enclosed hot tub addition. A Build new 30'x18' deck with hot tub and gas fire pit.Update finishes in existing Sun Room. A Replace Sunroom windows. A Replace Roofing on entire house.A |
| E-23-276 | Electrical Permit | Normand Michaud | 10/30/2023 15:15 | 57 HICKORY LN, Boxford, MA 01921 | \$ | 650.00 | WRIGHT ROBERT J | Install 20KW Generator with 200 amp ATS |
| E-23-277 | Electrical Permit | Darrell Norwood | 10/30/2023 15:33 | 16 GEORGETOWN RD, Boxford, MA 01921 | \$ | 750.00 | LAGRECCA SUSAN TE | REPLACE FURNACE AND A/C IN ATTIC |
| E-23-278 | Electrical Permit | Joshua Chabot | 10/30/2023 20:46 | 4 TYLER RD, Boxford, MA 01921 | \$ | 12,000.00 | JAWORSKI PETER T TR | kitchen and master bath remodel |
| E-23-279 | Electrical Permit | Richard Chase | 10/31/2023 1:09 | 2 KING ARTHUR CT, Boxford, MA 01921 | \$ | 8,000.00 | KONARSKI MICHAEL J | Kitchen remodel |
| E-23-280 | Electrical Permit | Dennis Madden | 10/31/2023 14:49 | 76 WOODCREST RD, Boxford, MA 01921 | \$ | 750.00 | DIFRANCO CHRISTOPHER | Switching the existing kitchen cabinets for new kitchen cabinets. Also adding double stock oven. |
| | | | | | \$ | 472,100.53 | | |

Gas Permits:

| | | | | | | | | |
|----------|-------------------|--------------------|------------------|--|----|-----------|----------------------------------|---|
| G-23-109 | Gas Fitter Permit | William Vasiles | 10/4/2023 12:46 | 27C POWDERHOUSE LN, Boxford, MA 01921 | \$ | 4,750.00 | PAYNE JAMES MATTHEW | Provide and install specified outlets and lighting to LR Renovation |
| G-23-110 | Gas Fitter Permit | William Vasiles | 10/4/2023 13:24 | 27C POWDERHOUSE LN, Boxford, MA 01921 | \$ | 4,750.00 | PAYNE JAMES MATTHEW | Install a Stainless Steel Liner for an existing wood stove |
| G-23-111 | Gas Fitter Permit | Townsend Energy | 10/6/2023 11:51 | 53 WINDING OAKS WAY, Boxford, MA 01921 | \$ | 750.00 | RUBCHNIK ROBERT J | Retool of barn only |
| G-23-112 | Gas Fitter Permit | Ryan Greigardiff | 10/9/2023 20:27 | 8 LILY POND RD, Boxford, MA 01921 | \$ | 1,865.27 | BUTT JOHN O | Run new drains for half bathroom. |
| G-23-113 | Gas Fitter Permit | Joseph Buresh | 10/10/2023 17:42 | 44 PINE PLAIN RD, Boxford, MA 01921 | \$ | 12,000.00 | REGAN JOHN F | strip and replace roof with architectural shingles, replace 5 skylights |
| G-23-114 | Gas Fitter Permit | Thomas Doherty | 10/10/2023 18:35 | 36 INGALLS VILLAGE WAY, BOXFORD, MA 01921 | \$ | 100.00 | TOLL NORTHEAST V CORP | UG propane gas line from utg tank to feed meters |
| G-23-115 | Gas Fitter Permit | Thomas Doherty | 10/10/2023 18:44 | 40 Ingalls Village Way, Boxford, MA 01921 | \$ | 100.00 | TOLL NORTHEAST V CORP | UG propane gas line from utg tank to feed meters |
| G-23-116 | Gas Fitter Permit | Thomas Doherty | 10/10/2023 18:50 | 44 Ingalls Village Way, Boxford, MA 01921 | \$ | 100.00 | TOLL NORTHEAST V CORP | UG propane gas line from utg tank to feed meters |
| G-23-117 | Gas Fitter Permit | Thomas Doherty | 10/10/2023 18:56 | 52 Ingalls Village Way, Boxford, MA 01921 | \$ | 100.00 | TOLL NORTHEAST V CORP | UG propane gas line from utg tank to feed meters |
| G-23-118 | Gas Fitter Permit | Thomas Doherty | 10/10/2023 19:03 | 82 Ingalls Village Way, Boxford, MA 01921 | \$ | 100.00 | TOLL NORTHEAST V CORP | UG propane gas line from utg tank to feed meters |
| G-23-119 | Gas Fitter Permit | Greg Belleville | 10/10/2023 19:24 | 74 PYE BROOK LN, Boxford, MA 01921 | \$ | 100.00 | FITZGERALD BRENDAN R AND KAILIEY | new detached garage |
| G-23-120 | Gas Fitter Permit | Greg Belleville | 10/10/2023 19:29 | 31 MOONPENNY DR, Boxford, MA 01921 | \$ | 1.00 | DONNELLY JAMES T TE | gas generator install |
| G-23-121 | Gas Fitter Permit | TIMOTHY PALMER | 10/11/2023 18:43 | 27C POWDERHOUSE LN, Boxford, MA 01921 | \$ | 450.00 | PAYNE JAMES MATTHEW | connect gas pipe to new furnace replacement |
| G-23-122 | Gas Fitter Permit | Thomas Doherty | 10/11/2023 18:59 | 23 Ingalls Village Way, Boxford, MA 01921 | \$ | 100.00 | TOLL NORTHEAST V CORP | Price shown is building and electric. install 67 panels on roof. Install two Tigo inverters. |
| G-23-123 | Gas Fitter Permit | Adam Scott | 10/12/2023 16:35 | 8 LILY POND RD, Boxford, MA 01921 | \$ | 200.00 | BUTT JOHN O | INSTALL 26.47 KW ROOF MOUNTED PV SYSTEM. NO ESS. 67 CANADIAN SOLAR 395W MODULES |
| G-23-124 | Gas Fitter Permit | Anthony Carpinelli | 10/12/2023 17:38 | 16 GEORGETOWN RD, Boxford, MA 01921 | \$ | 300.00 | LAGRECCA SUSAN TE | Swap Gas furnace in existing location and update vent piping |
| G-23-125 | Gas Fitter Permit | Thomas Doherty | 10/12/2023 13:50 | 23 INGALLS VILLAGE WAY, BOXFORD, MA 01921 | \$ | 100.00 | TOLL NORTHEAST V CORP | 24kw Generator install in the back of the home |
| G-23-126 | Gas Fitter Permit | Thomas Doherty | 10/16/2023 13:59 | 2 Hope, Unit Ln, Boxford, MA 01921 | \$ | 100.00 | TOLL NORTHEAST V CORP | Remodel existing bathroom |
| G-23-128 | Gas Fitter Permit | Ryan Latour | 10/16/2023 17:44 | 25 BURNING BUSH DR, Boxford, MA 01921 | \$ | 150.00 | LISTON JOHN J | Air sealing, weatherstripping on doors, insulation, FGB in rim joist, blown in cellulose in attic |
| G-23-129 | Gas Fitter Permit | BEN BREITUNG | 10/16/2023 19:27 | 30 HIGHLAND RD, Boxford, MA 01921 | \$ | 100.00 | FENNEL SEAN P | replace windows and trim with new stock. A repair any damaged or rotten siding and exterior trim |
| G-23-130 | Gas Fitter Permit | Bryan Corso | 10/17/2023 14:29 | 11 Ingalls Village Way, Boxford, MA 01921 | \$ | 13,000.00 | Toll Brothers, Inc | 18.225kW DC roof-mounted solar array; 45 modules, grid-tied |
| G-23-131 | Gas Fitter Permit | Brian Nadeau | 10/18/2023 18:50 | 24 HERRICK RD, Boxford, MA 01921 | \$ | 600.00 | BUCHHOLZ JEFFREY E | install new point of attachment, and new weather head (due to fallen tree on the service drop) utility work nr:30865670 |
| G-23-132 | Gas Fitter Permit | Shaun Parsons | 10/18/2023 22:14 | 8 LILY POND RD, Boxford, MA 01921 | \$ | 6,000.00 | BUTT JOHN O | Add three lights and two outlets with two switches in kitchen |
| G-23-133 | Gas Fitter Permit | JASON PARADIS | 10/23/2023 17:54 | 2 ADAMS RD, Boxford, MA 01921 | \$ | 129.00 | CAMUSO WILLIAM E & LEE P TR | SETTING 5-120 ASME LP TANKS AND CONNECTING TO THE STUB AND 3 ON THE HOUSE |
| G-23-134 | Gas Fitter Permit | JACK COOMBS | 10/23/2023 20:13 | 20 FRANKLIN RD, Boxford, MA 01921 | \$ | 100.00 | MALATESTA MARK J | SET 1-500UG TANK AND RUNLIN TO HOUSE |
| G-23-134 | Gas Fitter Permit | christopher gangi | 10/24/2023 12:50 | 16 OLDE FARMS RD, Boxford, MA 01921 | \$ | 100.00 | KLASNICK DANIEL TE | rip and replace entire house, replace soffits and fascis |
| G-23-135 | Gas Fitter Permit | James Burke | 10/24/2023 13:43 | 107 King George Dr, Unit 11, Boxford, MA 01921 | \$ | 6,598.00 | Steve Pelusi | BASEMENT |
| G-23-136 | Gas Fitter Permit | Shaun Goguen | 10/24/2023 14:01 | 69 KING GEORGE DR, Boxford, MA 01921 | \$ | 2,100.00 | BUDREWICZ THOMAS JR TE | Only finish, plugs, lights and panel. |
| G-23-137 | Gas Fitter Permit | Mark Magnifico | 10/24/2023 19:16 | 57 HICKORY LN, Boxford, MA 01921 | \$ | 1,000.00 | WRIGHT ROBERT J | siding electrical |
| G-23-138 | Gas Fitter Permit | Townsend Energy | 10/31/2023 13:52 | 11 CARLETON CIR, Boxford, MA 01921 | \$ | 750.00 | DIBURRO ROBERT E | NEW WOOD STOVE ASTRIA 8" DOUBLE WAL FLUE |
| G-23-139 | Gas Fitter Permit | Jeffrey Gervais | 10/31/2023 15:12 | 699 MAIN ST, Boxford, MA 01921 | \$ | 850.00 | DOMINGUEZ, ANTONIO F | Shadow-box privacy fence with door |
| | | | | | \$ | 57,443.27 | | |

Plumbing Permits:

| | | | | | | | | |
|---------|-----------------|-------------------|------------------|--|----|------------|---------------------------|---|
| P-23-67 | Plumbing Permit | Erik Hanlon | 10/4/2023 1:30 | 74 Ingalls Village Way, Boxford, MA 01921 | \$ | 16,500.00 | | plumbing for new townhome. A 2.5 baths, kitchen and laundry |
| P-23-68 | Plumbing Permit | Erik Hanlon | 10/4/2023 1:35 | 76 Ingalls Village Way, Boxford, MA 01921 | \$ | 16,500.00 | | Plumbing for new townhome. A 2.5 baths, kitchen, laundry, sewer stub into basement |
| P-23-69 | Plumbing Permit | William Vasiles | 10/4/2023 12:34 | 27C POWDERHOUSE LN, Boxford, MA 01921 | \$ | 4,850.00 | PAYNE JAMES MATTHEW | New construction of a 2 bedroom, 2.5 bath townhome with unfinished basement |
| P-23-70 | Plumbing Permit | William Vasiles | 10/4/2023 13:20 | 27C POWDERHOUSE LN, Boxford, MA 01921 | \$ | 4,750.00 | PAYNE JAMES MATTHEW | New construction of a 2 bedroom, 2.5 bath townhome with unfinished basement |
| P-23-71 | Plumbing Permit | Charlie Cashin | 10/11/2023 14:44 | 256 GEORGETOWN RD, Boxford, MA 01921 | \$ | 4,600.00 | BOXFORD MEETING PLACE LLC | Replace garage and rear door with no structural changes |
| P-23-72 | Plumbing Permit | Bryan Corso | 10/16/2023 23:13 | 27 Ingalls Village Way, Boxford, MA 01921 | \$ | 16,500.00 | | Remove and replace 200 square feet of shingle roofing and remove and replace corner post of existing porch of shingled area. |
| P-23-73 | Plumbing Permit | Brian Nadeau | 10/17/2023 14:30 | 11 Ingalls Village Way, Boxford, MA 01921 | \$ | 62,000.00 | Toll Brothers, Inc | add two car garage with master bedroom bedroom and master bathroom |
| P-23-74 | Plumbing Permit | Erik Hanlon | 10/18/2023 17:43 | 24 HERRICK RD, Boxford, MA 01921 | \$ | 10,000.00 | BUCHHOLZ JEFFREY E | bathroom renovation |
| P-23-75 | Plumbing Permit | Joseph Pageau | 10/23/2023 13:47 | 14 WOODCREST RD, Boxford, MA 01921 | \$ | 500.00 | REESE BRIAN E | Strip and replace roof, replace 24 D/H windows with Harvey new construction units, specs attached |
| P-23-76 | Plumbing Permit | Hugo Saldanha | 10/23/2023 14:11 | 14 CEDAR KNOLL, Boxford, MA 01921 | \$ | 4,000.00 | LILLEY CALLY M | Small accessory buildings to the clubhouse. Includes mailkiosk/pool storage, pavilion, pergola, and firepit. |
| P-23-78 | Plumbing Permit | James Burke | 10/24/2023 13:47 | 107 King George Dr, Unit 11, Boxford, MA 01921 | \$ | 900.00 | | renovating existing kitchen, A adding a few new wall particians, creating an office from larger existing room, all new cabinets, counters and floor |
| P-23-79 | Plumbing Permit | Leonard Hall | 10/26/2023 17:34 | 234 Ipswich Road, Unit A, Boxford, MA 01921 | \$ | 900.00 | | Instale a interior door into inlaw apt in accordance with zoning board ruling |
| P-23-80 | Plumbing Permit | DOMINIC CODISPOTI | 10/30/2023 11:14 | 254 IPSWICH RD, Boxford, MA 01921 | \$ | 3,000.00 | MCCORMACK VALERIE A TR | Roof Replacement.A |
| P-23-81 | Plumbing Permit | Robert Trull | 10/30/2023 12:05 | 28 DANA RD, Boxford, MA 01921 | \$ | 8,000.00 | BISCEGLIA, MATTHEW | Install 3 forced hot air furnaces with Central AC including all ductwork |
| P-23-82 | Plumbing Permit | Stephen Galinsky | 10/30/2023 15:58 | 32 LAWRENCE RD, Boxford, MA 01921 | \$ | 12,000.00 | PERKINS GWENDOLEN E TR | Installation of 14x22 Shed. A Design/plan has been approved by HDC. |
| | | | | | \$ | 187,198.00 | | |

Total Valuation: \$ 5,555,454.12

October 2023 Fee's Paid

| Record # | Record Type | Amount | Date Paid | Payment Method | Applicant | Full Address |
|--------------------------|------------------------------|-------------|------------------|----------------|------------------------------|--|
| Building Permits: | | | | | | |
| T-23-1 | Trailer Permit | \$ 75.00 | 10/2/2023 11:31 | Credit Card | Cory Hildebrand | 3 Ingalls Village Way, Boxford, MA 01921 |
| B-23-172 | Building Permit | \$ 839.10 | 10/4/2023 20:22 | E-Check | Viridis Energy Solutions LLC | 44 Great Pond Drive, Boxford, MA 01921 |
| B-23-306 | Building Permit | \$ 1,051.60 | 10/31/2023 17:46 | Check | Michael Mosho | 4 BALMORAL RD, Boxford, MA 01921 |
| B-23-362 | Building Permit | \$ 612.30 | 10/31/2023 18:03 | Check | Kris Kratman | 69 BOREN LN, Boxford, MA 01921 |
| B-23-368 | Building Permit | \$ 2,340.00 | 10/6/2023 15:31 | E-Check | William Walsh | 10 OLDE FARMS RD, Boxford, MA 01921 |
| B-23-387 | Building Permit - Short Form | \$ 1,797.83 | 10/5/2023 18:09 | Check | Ryan Norman | 4 TYLER RD, Boxford, MA 01921 |
| B-23-390 | Building Permit | \$ 1,849.00 | 10/18/2023 18:46 | Check | George Hanna | 36 INGALLS VILLAGE WAY, BOXFORD, MA 01921 |
| B-23-391 | Building Permit | \$ 188.50 | 10/3/2023 17:29 | E-Check | Joe Vaccaro | 295 MAIN ST, Boxford, MA 01921 |
| B-23-394 | Building Permit - Short Form | \$ 277.68 | 10/3/2023 17:27 | Check | Gary Tallaksen | 15 Ipswich Road, Boxford, MA 01921 |
| B-23-396 | Building Permit | \$ 1,006.06 | 10/2/2023 15:11 | Credit Card | Kevin Green | 99 GREAT POND DR, Boxford, MA 01921 |
| B-23-397 | Building Permit - Short Form | \$ 109.41 | 10/2/2023 13:33 | Credit Card | robert king | 75 MILL RD, Boxford, MA 01921 |
| B-23-398 | Building Permit - Short Form | \$ 350.35 | 10/2/2023 13:07 | Credit Card | Brian Dobbins | 145 GEORGETOWN RD, Boxford, MA 01921 |
| B-23-399 | Building Permit | \$ 285.61 | 10/3/2023 9:24 | Credit Card | Rene Fabbri | 56 SURREY LANE, Boxford, MA 01921 |
| B-23-400 | Building Permit | \$ 1,014.00 | 10/3/2023 11:18 | Credit Card | BRUCE MCFARLAND | 49 MILL RD, Boxford, MA 01921 |
| B-23-401 | Building Permit - Short Form | \$ 85.00 | 10/3/2023 0:51 | Credit Card | BRUCE MCFARLAND | 49 MILL RD, Boxford, MA 01921 |
| B-23-402 | Building Permit - Short Form | \$ 260.00 | 10/4/2023 13:01 | E-Check | Matthew Bowser | 13 MAIN ST, Boxford, MA 01921 |
| B-23-404 | Building Permit - Short Form | \$ 85.00 | 10/5/2023 11:29 | Credit Card | Ira Malkin | 4 KIMBALL RD, Boxford, MA 01921 |
| B-23-405 | Building Permit | \$ 170.00 | 10/3/2023 18:05 | E-Check | Victor Scopepe | 131 SPOFFORD RD, Boxford, MA 01921 |
| B-23-406 | Building Permit | \$ 2,309.54 | 10/26/2023 12:12 | Check | Melissa Field | 3 Ingalls Village Way, Boxford, MA 01921 |
| B-23-407 | Building Permit | \$ 3,983.00 | 10/18/2023 18:51 | Check | George Hanna | 48 Ingalls Village Way, Boxford, MA 01921 |
| B-23-408 | Building Permit | \$ 3,880.00 | 10/18/2023 18:54 | Check | George Hanna | 50 Ingalls Village Way, Boxford, MA 01921 |
| B-23-409 | Building Permit | \$ 569.40 | 10/5/2023 13:14 | Check | Eric Demmons | 2 KING ARTHUR CT, Boxford, MA 01921 |
| B-23-410 | Building Permit - Short Form | \$ 85.00 | 10/10/2023 20:20 | Credit Card | Christian Schoenberg | 70 TOPSFIELD RD, Boxford, MA 01921 |
| B-23-411 | Building Permit - Short Form | \$ 100.00 | 10/4/2023 18:28 | Check | Guyline Beaulieu | 97 LAKE SHORE RD, Boxford, MA 01921 |
| B-23-412 | Building Permit - Short Form | \$ 712.40 | 10/5/2023 16:26 | Credit Card | Brian Dobbins | 21 ADAMS RD, Boxford, MA 01921 |
| B-23-413 | Building Permit - Short Form | \$ 225.00 | 10/11/2023 13:04 | Check | Peter Sheppard | 140 SPOFFORD RD, Boxford, MA 01921 |
| B-23-414 | Building Permit - Short Form | \$ 85.00 | 10/10/2023 17:55 | Credit Card | James Fortin | 10 KING JOHN DR, Boxford, MA 01921 |
| B-23-415 | Building Permit | \$ 195.00 | 10/12/2023 18:07 | Credit Card | DOUGLAS AREVALO CASTRO | 13 SUNRISE RD, Boxford, MA 01921 |
| B-23-416 | Building Permit - Short Form | \$ 331.89 | 10/12/2023 13:51 | Credit Card | ED SEPANSKI | 66 LOCKWOOD LANE, Boxford, MA 01921 |
| B-23-417 | Building Permit - Short Form | \$ 585.00 | 10/11/2023 16:19 | Credit Card | Brian Dobbins | 30 PORTER RD, Boxford, MA 01921 |
| B-23-418 | Building Permit - Short Form | \$ 85.00 | 10/12/2023 12:35 | Credit Card | Jason Santosuosso | 47 TOPSFIELD RD, Boxford, MA 01921 |
| B-23-419 | Building Permit - Short Form | \$ 195.00 | 10/12/2023 12:23 | Credit Card | Adimir Toska | 254 IPSWICH RD, Boxford, MA 01921 |
| B-23-420 | Building Permit | \$ 5,794.36 | 10/16/2023 19:33 | Credit Card | Joshua West | 38 BOREN LN, Boxford, MA 01921 |
| B-23-421 | Building Permit - Short Form | \$ 851.77 | 10/25/2023 18:06 | Credit Card | Sunergy Solutions, LLC | 297 MAIN ST, Boxford, MA 01921 |
| B-23-422 | Building Permit - Short Form | \$ 503.76 | 10/17/2023 18:48 | E-Check | Joe Vaccaro | 50 STONECLEAVE RD, Boxford, MA 01921 |
| B-23-423 | Building Permit | \$ 1,209.00 | 10/17/2023 18:55 | Credit Card | Barry Carnes | 47B DANA RD EXT, Boxford, MA 01921 |
| B-23-425 | Building Permit - Short Form | \$ 377.00 | 10/19/2023 10:38 | E-Check | Hector Gomez | 5 WHITNEY RD, Boxford, MA 01921 |
| B-23-428 | Building Permit | \$ 3,983.00 | 10/25/2023 19:14 | Check | George Hanna | 103 Ingalls Village Way, Boxford, MA 01921 |
| B-23-429 | Building Permit | \$ 3,938.00 | 10/25/2023 19:11 | Check | George Hanna | 101 Ingalls Village Way, Boxford, MA 01921 |
| B-23-430 | Building Permit - Short Form | \$ 85.00 | 10/20/2023 14:21 | Credit Card | Cesar DaSilva | 35 CURTIS RD, Boxford, MA 01921 |
| B-23-432 | Building Permit - Short Form | \$ 353.79 | 10/25/2023 11:46 | Credit Card | Brian Dobbins | 19 FIELDSTONE WAY, Boxford, MA 01921 |
| B-23-433 | Building Permit - Short Form | \$ 160.00 | 10/26/2023 0:03 | Credit Card | Scott Doughman | 34 HIGH RIDGE RD, Boxford, MA 01921 |
| B-23-435 | Building Permit - Short Form | \$ 325.00 | 10/26/2023 11:11 | Credit Card | Michael Murray | 44 Great Pond Drive, Boxford, MA 01921 |
| B-23-436 | Building Permit | \$ 195.00 | 10/30/2023 13:59 | Credit Card | DAVID B VANDERBILT | 5 UPTON LN, Boxford, MA 01921 |
| B-23-437 | Building Permit - Short Form | \$ 85.00 | 10/23/2023 16:24 | Credit Card | Vincent McLaughin | 17 HIGHLAND RD, Boxford, MA 01921 |

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|----------|---------------------------------|----|------------------|------------------|-------------|--------------------|---------------------------------------|
| B-23-438 | Building Permit - Short Form | \$ | 240.31 | 10/23/2023 18:03 | Credit Card | William Markussen | 71 SURREY LANE, Boxford, MA 01921 |
| B-23-439 | Building Permit - Short Form | \$ | 111.25 | 10/24/2023 12:35 | Credit Card | James Dimopoulos | 225 MAIN ST, Boxford, MA 01921 |
| B-23-440 | Building Permit - Short Form | \$ | 662.98 | 10/26/2023 12:23 | Credit Card | Nikolaos Menychtas | 11 CAROLINA WAY, Boxford, MA 01921 |
| B-23-442 | Building Permit - Short Form | \$ | 338.00 | 10/31/2023 13:59 | Check | WILLIAM NICHOLS | 12 STAGECOACH RD, Boxford, MA 01921 |
| B-23-443 | Building Permit - Short Form | \$ | 85.00 | 10/25/2023 15:54 | Credit Card | Ryan Murphy | 71 KING GEORGE DR, Boxford, MA 01921 |
| B-23-444 | Building Permit - Short Form | \$ | 85.00 | 10/31/2023 14:02 | Credit Card | Jeffery Gervais | 699 MAIN ST, Boxford, MA 01921 |
| B-23-446 | Building Permit - Short Form | \$ | 100.00 | 10/30/2023 17:02 | Credit Card | Scott Hunt | 11 CEDAR KNOLL, Boxford, MA 01921 |
| B-23-447 | Building Permit - Short Form | \$ | 100.00 | 10/30/2023 13:14 | Credit Card | Scott Hunt | 28 PYE BROOK LN, Boxford, MA 01921 |
| B-23-448 | Building Permit - Short Form | \$ | 542.62 | 10/31/2023 10:48 | Credit Card | William Foster | 4 PARISH LANE, Boxford, MA 01921 |
| B-23-450 | Building Permit - Short Form | \$ | 104.00 | 10/30/2023 15:07 | Credit Card | Dave Bancroft | 11 DANA RD, Boxford, MA 01921 |
| B-23-451 | Building Permit - Short Form | \$ | 195.00 | 10/30/2023 21:32 | Credit Card | JAIME MORIN | 11 ROBERTS RD, Boxford, MA 01921 |
| B-23-453 | Building Permit | \$ | 85.00 | 10/31/2023 19:40 | Credit Card | Denner Gomes | 11 PORTER RD, Boxford, MA 01921 |
| M-23-44 | Mechanical / Sheet Metal Permit | \$ | 228.00 | 10/13/2023 12:24 | Credit Card | TIMOTHY PALMER | 27C POWDERHOUSE LN, Boxford, MA 01921 |
| M-23-45 | Mechanical / Sheet Metal Permit | \$ | 241.00 | 10/13/2023 12:06 | Credit Card | Nicholas J Tully | 31 MOONPENNY DR, Boxford, MA 01921 |
| M-23-46 | Mechanical / Sheet Metal Permit | \$ | 241.00 | 10/13/2023 11:58 | Credit Card | Nicholas J Tully | 74 PYE BROOK LN, Boxford, MA 01921 |
| M-23-47 | Mechanical / Sheet Metal Permit | \$ | 111.00 | 10/17/2023 15:06 | Credit Card | Jake Fredette | 44 PINE PLAIN RD, Boxford, MA 01921 |
| M-23-48 | Mechanical / Sheet Metal Permit | \$ | 423.00 | 10/17/2023 14:16 | Credit Card | ALLAN BERRY | 57 HICKORY LN, Boxford, MA 01921 |
| M-23-49 | Mechanical / Sheet Metal Permit | \$ | 1,060.00 | 10/18/2023 18:31 | E-Check | William T Hanscom | 49 BALDPATE RD, Boxford, MA 01921 |
| M-23-50 | Mechanical / Sheet Metal Permit | \$ | 124.00 | 10/26/2023 20:33 | Credit Card | Robert Jobe | 24 HERRICK RD, Boxford, MA 01921 |
| | | \$ | 48,675.51 | | | | |

Electrical Permits:

| | | | | | | | |
|----------|-------------------|----|--------|------------------|-------------|------------------------------|---|
| E-23-103 | Electrical Permit | \$ | 85.00 | 10/12/2023 15:10 | Credit Card | Viridis Energy Solutions LLC | 44 Great Pond Drive, Boxford, MA 01921 |
| E-23-236 | Electrical Permit | \$ | 188.50 | 10/2/2023 16:19 | Credit Card | Peter Anderson | 99 GREAT POND DR, Boxford, MA 01921 |
| E-23-237 | Electrical Permit | \$ | 170.00 | 10/2/2023 13:19 | Credit Card | Nicholas J Tully | 74 PYE BROOK LN, Boxford, MA 01921 |
| E-23-238 | Electrical Permit | \$ | 219.00 | 10/4/2023 10:19 | Credit Card | Kevin Emmett | 26B SAGAMORE LN, Boxford, MA 01921 |
| E-23-239 | Electrical Permit | \$ | 267.25 | 10/4/2023 14:41 | Credit Card | Jeremy Curran | 47C POND ST, Boxford, MA 01921 |
| E-23-240 | Electrical Permit | \$ | 790.50 | 10/4/2023 19:04 | Credit Card | Joseph Parker | 3 Ingalls Village Way, Boxford, MA 01921 |
| E-23-241 | Electrical Permit | \$ | 85.00 | 10/5/2023 17:27 | Check | Andrew Andricopoulos | 110 HERRICK RD, Boxford, MA 01921 |
| E-23-244 | Electrical Permit | \$ | 100.75 | 10/11/2023 12:19 | Check | Daniel Leonard | 474 IPSWICH RD, Boxford, MA 01921 |
| E-23-245 | Electrical Permit | \$ | 85.00 | 10/12/2023 12:43 | Credit Card | Drilon Thanasi | 47C POND ST, Boxford, MA 01921 |
| E-23-246 | Electrical Permit | \$ | 119.75 | 10/11/2023 14:37 | Credit Card | Jake Fredette | 44 PINE PLAIN RD, Boxford, MA 01921 |
| E-23-247 | Electrical Permit | \$ | 116.50 | 10/11/2023 15:42 | Credit Card | michael keene | 129 WASHINGTON ST, Boxford, MA 01921 |
| E-23-248 | Electrical Permit | \$ | 132.50 | 10/10/2023 19:47 | Credit Card | ED SEPANSKI | 66 LOCKWOOD LANE, Boxford, MA 01921 |
| E-23-249 | Electrical Permit | \$ | 118.75 | 10/11/2023 17:59 | Credit Card | Aaron Conte | 97 LAKE SHORE RD, Boxford, MA 01921 |
| E-23-250 | Electrical Permit | \$ | 170.00 | 10/12/2023 15:16 | Credit Card | Nicholas J Tully | 31 MOONPENNY DR, Boxford, MA 01921 |
| E-23-251 | Electrical Permit | \$ | 105.00 | 10/12/2023 16:37 | Credit Card | Richard Arel | 15 MT VERNON RD, Boxford, MA 01921 |
| E-23-252 | Electrical Permit | \$ | 85.00 | 10/12/2023 19:15 | Credit Card | Lac Tran | 297 MAIN ST, Boxford, MA 01921 |
| E-23-253 | Electrical Permit | \$ | 159.00 | 10/17/2023 14:15 | E-Check | Joe Vaccaro | 50 STONECLEAVE RD, Boxford, MA 01921 |
| E-23-254 | Electrical Permit | \$ | 214.50 | 10/17/2023 12:41 | Credit Card | Arthur Pesaturo | 12 AZALEA WAY, Boxford, MA 01921 |
| E-23-255 | Electrical Permit | \$ | 221.50 | 10/17/2023 12:56 | Credit Card | Andrew Gallione | 49 BALDPATE RD, Boxford, MA 01921 |
| E-23-256 | Electrical Permit | \$ | 137.50 | 10/26/2023 0:38 | Credit Card | Jason Giangregorio | 254 IPSWICH RD, Boxford, MA 01921 |
| E-23-257 | Electrical Permit | \$ | 105.00 | 10/19/2023 12:44 | Check | Andrew Roy | 715 MAIN ST, Boxford, MA 01921 |
| E-23-258 | Electrical Permit | \$ | 119.75 | 10/18/2023 19:53 | Credit Card | Eddie Rodrigues | 32 LAWRENCE RD, Boxford, MA 01921 |
| E-23-259 | Electrical Permit | \$ | 127.50 | 10/25/2023 16:45 | Credit Card | Eddielyn AbaÃ±o | 52 Ingalls Village Way, Boxford, MA 01921 |
| E-23-260 | Electrical Permit | \$ | 141.00 | 10/23/2023 15:19 | Credit Card | Michael Bolduc | 24 HERRICK RD, Boxford, MA 01921 |
| E-23-261 | Electrical Permit | \$ | 131.00 | 10/23/2023 15:23 | Credit Card | Stephen Previte | 30 HIGHLAND RD, Boxford, MA 01921 |
| E-23-262 | Electrical Permit | \$ | 170.00 | 10/24/2023 16:00 | E-Check | Gary Colleran | 180 WASHINGTON ST, Boxford, MA 01921 |
| E-23-263 | Electrical Permit | \$ | 85.00 | 10/23/2023 16:09 | Credit Card | Steven Smargon | 42 Ingalls Village Way, Boxford, MA 01921 |
| E-23-264 | Electrical Permit | \$ | 148.00 | 10/23/2023 19:26 | Credit Card | dan Birarelli | 28 DANA RD, Boxford, MA 01921 |

| | | | | | | | |
|----------|-------------------|----|-----------------|------------------|-------------|---|--|
| E-23-265 | Electrical Permit | \$ | 638.50 | 10/24/2023 15:50 | Check | Duane Ricard | 11 MULBERRY LN, Boxford, MA 01921 |
| E-23-266 | Electrical Permit | \$ | 260.00 | 10/24/2023 19:58 | Credit Card | J. Cotter Electrical services INC. James Cotter | 571 MAIN ST, Boxford, MA 01921 |
| E-23-267 | Electrical Permit | \$ | 170.00 | 10/27/2023 14:58 | Credit Card | Bryan Logue | 69 KING GEORGE DR, Boxford, MA 01921 |
| E-23-268 | Electrical Permit | \$ | 98.50 | 10/24/2023 17:45 | Credit Card | Aaron Conte | 256 GEORGETOWN RD, Boxford, MA 01921 |
| E-23-269 | Electrical Permit | \$ | 95.00 | 10/25/2023 18:25 | Credit Card | Forrest Currier | 107 King George Dr, Unit 11, Boxford, MA 01921 |
| E-23-270 | Electrical Permit | \$ | 87.25 | 10/24/2023 20:45 | Credit Card | J. Cotter Electrical services INC. James Cotter | 28 PINEHURST DR, Boxford, MA 01921 |
| E-23-272 | Electrical Permit | \$ | 187.25 | 10/30/2023 14:49 | Credit Card | john mckanas | 103 Ingalls Village Way, Boxford, MA 01921 |
| E-23-273 | Electrical Permit | \$ | 187.25 | 10/30/2023 14:50 | Credit Card | john mckanas | 2 Hope Ln, Boxford, MA 01921 |
| E-23-274 | Electrical Permit | \$ | 136.75 | 10/30/2023 13:13 | Credit Card | Michael Ricci, Boston solar | 28 ANDREWS FARM RD, Boxford, MA 01921 |
| E-23-275 | Electrical Permit | \$ | 234.25 | 10/31/2023 12:25 | Credit Card | Marwane Cherfane | 10 OLDE FARMS RD, Boxford, MA 01921 |
| E-23-277 | Electrical Permit | \$ | 85.00 | 10/31/2023 14:46 | Credit Card | Darrell Norwood | 16 GEORGETOWN RD, Boxford, MA 01921 |
| E-23-279 | Electrical Permit | \$ | 183.75 | 10/31/2023 12:52 | Credit Card | Richard Chase | 2 KING ARTHUR CT, Boxford, MA 01921 |
| | | \$ | 6,961.75 | | | | |

Gas Permits:

| | | | | | | | |
|----------|-------------------|----|-----------------|------------------|-------------|--------------------|--|
| G-23-108 | Gas Fitter Permit | \$ | 105.25 | 10/4/2023 21:23 | Credit Card | ken roberts | 129 WASHINGTON ST, Boxford, MA 01921 |
| G-23-111 | Gas Fitter Permit | \$ | 85.00 | 10/10/2023 14:52 | Credit Card | Townsend Energy | 53 WINDING OAKS WAY, Boxford, MA 01921 |
| G-23-112 | Gas Fitter Permit | \$ | 85.00 | 10/11/2023 19:56 | Credit Card | Ryan Greigtardiff | 8 LILY POND RD, Boxford, MA 01921 |
| G-23-113 | Gas Fitter Permit | \$ | 85.00 | 10/11/2023 14:35 | Credit Card | Joseph Buresh | 44 PINE PLAIN RD, Boxford, MA 01921 |
| G-23-114 | Gas Fitter Permit | \$ | 85.00 | 10/11/2023 15:55 | Credit Card | Thomas Doherty | 36 INGALLS VILLAGE WAY, BOXFORD, MA 01921 |
| G-23-115 | Gas Fitter Permit | \$ | 85.00 | 10/11/2023 15:57 | Credit Card | Thomas Doherty | 40 Ingalls Village Way, Boxford, MA 01921 |
| G-23-116 | Gas Fitter Permit | \$ | 85.00 | 10/11/2023 15:58 | Credit Card | Thomas Doherty | 44 Ingalls Village Way, Boxford, MA 01921 |
| G-23-117 | Gas Fitter Permit | \$ | 85.00 | 10/12/2023 13:23 | Credit Card | Thomas Doherty | 52 Ingalls Village Way, Boxford, MA 01921 |
| G-23-118 | Gas Fitter Permit | \$ | 85.00 | 10/11/2023 16:00 | Credit Card | Thomas Doherty | 82 Ingalls Village Way, Boxford, MA 01921 |
| G-23-119 | Gas Fitter Permit | \$ | 85.00 | 10/12/2023 16:38 | Credit Card | Greg Belleville | 74 PYE BROOK LN, Boxford, MA 01921 |
| G-23-120 | Gas Fitter Permit | \$ | 85.00 | 10/12/2023 16:38 | Credit Card | Greg Belleville | 31 MOONPENNY DR, Boxford, MA 01921 |
| G-23-121 | Gas Fitter Permit | \$ | 170.00 | 10/13/2023 12:25 | Credit Card | TIMOTHY PALMER | 27C POWDERHOUSE LN, Boxford, MA 01921 |
| G-23-122 | Gas Fitter Permit | \$ | 85.00 | 10/12/2023 11:16 | Credit Card | Thomas Doherty | 23 Ingalls Village Way, Boxford, MA 01921 |
| G-23-123 | Gas Fitter Permit | \$ | 85.00 | 10/13/2023 12:23 | Credit Card | Adam Scott | 8 LILY POND RD, Boxford, MA 01921 |
| G-23-124 | Gas Fitter Permit | \$ | 85.00 | 10/13/2023 12:33 | Credit Card | Anthony Carpinelli | 16 GEORGETOWN RD, Boxford, MA 01921 |
| G-23-125 | Gas Fitter Permit | \$ | 85.00 | 10/17/2023 13:39 | Credit Card | Thomas Doherty | 23 INGALLS VILLAGE WAY, BOXFORD, MA 01921 |
| G-23-126 | Gas Fitter Permit | \$ | 85.00 | 10/17/2023 13:38 | Credit Card | Thomas Doherty | 2 Hope, Unit Ln, Boxford, MA 01921 |
| G-23-127 | Gas Fitter Permit | \$ | 85.00 | 10/17/2023 15:21 | Credit Card | Ryan Latour | 25 BURNING BUSH DR, Boxford, MA 01921 |
| G-23-128 | Gas Fitter Permit | \$ | 85.00 | 10/17/2023 15:57 | Credit Card | BEN BREITUNG | 30 HIGHLAND RD, Boxford, MA 01921 |
| G-23-129 | Gas Fitter Permit | \$ | 340.00 | 10/17/2023 19:23 | Credit Card | Bryan Corso | 11 Ingalls Village Way, Boxford, MA 01921 |
| G-23-131 | Gas Fitter Permit | \$ | 105.00 | 10/19/2023 14:00 | Credit Card | Shaun Parsons | 8 LILY POND RD, Boxford, MA 01921 |
| G-23-132 | Gas Fitter Permit | \$ | 85.00 | 10/24/2023 19:25 | Credit Card | JASON PARADIS | 2 ADAMS RD, Boxford, MA 01921 |
| G-23-133 | Gas Fitter Permit | \$ | 255.00 | 10/24/2023 16:48 | Credit Card | JACK COOMBS | 20 FRANKLIN RD, Boxford, MA 01921 |
| G-23-134 | Gas Fitter Permit | \$ | 85.00 | 10/24/2023 12:50 | Check | christopher gangi | 16 OLDE FARMS RD, Boxford, MA 01921 |
| G-23-135 | Gas Fitter Permit | \$ | 85.00 | 10/24/2023 17:25 | Credit Card | James Burke | 107 King George Dr, Unit 11, Boxford, MA 01921 |
| G-23-136 | Gas Fitter Permit | \$ | 85.00 | 10/27/2023 15:00 | Credit Card | Shaun Goguen | 69 KING GEORGE DR, Boxford, MA 01921 |
| G-23-137 | Gas Fitter Permit | \$ | 170.00 | 10/25/2023 23:43 | Credit Card | Mark Magnifico | 57 HICKORY LN, Boxford, MA 01921 |
| G-23-138 | Gas Fitter Permit | \$ | 85.00 | 10/31/2023 17:29 | Credit Card | Townsend Energy | 11 CARLETON CIR, Boxford, MA 01921 |
| G-23-77 | Gas Fitter Permit | \$ | 85.00 | 10/26/2023 17:59 | Credit Card | Leonard Hall | 6 BOREN LN, Boxford, MA 01921 |
| | | \$ | 3,100.25 | | | | |

Plumbing Permits:

| | | | | | | | |
|---------|-----------------|----|-----------------|------------------|-------------|-------------------|--|
| P-23-65 | Plumbing Permit | \$ | 95.00 | 10/10/2023 19:42 | Credit Card | Vincent Marino | 4 KIMBALL RD, Boxford, MA 01921 |
| P-23-66 | Plumbing Permit | \$ | 105.25 | 10/4/2023 21:24 | Credit Card | ken roberts | 129 WASHINGTON ST, Boxford, MA 01921 |
| P-23-67 | Plumbing Permit | \$ | 250.00 | 10/18/2023 23:25 | E-Check | Erik Hanlon | 74 Ingalls Village Way, Boxford, MA 01921 |
| P-23-68 | Plumbing Permit | \$ | 250.00 | 10/5/2023 12:33 | E-Check | Erik Hanlon | 76 Ingalls Village Way, Boxford, MA 01921 |
| P-23-71 | Plumbing Permit | \$ | 180.00 | 10/11/2023 15:11 | Credit Card | Charlie Cashin | 256 GEORGETOWN RD, Boxford, MA 01921 |
| P-23-72 | Plumbing Permit | \$ | 250.00 | 10/18/2023 23:26 | E-Check | Erik Hanlon | 27 Ingalls Village Way, Boxford, MA 01921 |
| P-23-73 | Plumbing Permit | \$ | 220.00 | 10/17/2023 19:22 | Credit Card | Bryan Corso | 11 Ingalls Village Way, Boxford, MA 01921 |
| P-23-74 | Plumbing Permit | \$ | 125.25 | 10/18/2023 18:42 | Credit Card | Brian Nadeau | 24 HERRICK RD, Boxford, MA 01921 |
| P-23-75 | Plumbing Permit | \$ | 250.00 | 10/19/2023 13:55 | E-Check | Erik Hanlon | 29 Ingalls Village Way, Boxford, MA 01921 |
| P-23-76 | Plumbing Permit | \$ | 131.00 | 10/23/2023 14:59 | Check | Joseph Pageau | 14 WOODCREST RD, Boxford, MA 01921 |
| P-23-77 | Plumbing Permit | \$ | 105.00 | 10/23/2023 17:16 | Credit Card | Hugo Saldanha | 14 CEDAR KNOLL, Boxford, MA 01921 |
| P-23-78 | Plumbing Permit | \$ | 85.00 | 10/24/2023 17:26 | Credit Card | James Burke | 107 King George Dr, Unit 11, Boxford, MA 01921 |
| P-23-80 | Plumbing Permit | \$ | 105.00 | 10/31/2023 15:16 | Credit Card | DOMINIC CODISPOTI | 254 IPSWICH RD, Boxford, MA 01921 |
| P-23-81 | Plumbing Permit | \$ | 115.00 | 10/31/2023 14:01 | Credit Card | Robert Trulli | 28 DANA RD, Boxford, MA 01921 |
| | | \$ | 2,266.50 | | | | |

Total Fee's Paid: \$ **61,004.01**



SERVING BOXFORD, MIDDLETON & TOPSFIELD • 20 ENDICOTT ROAD, BOXFORD, MASSACHUSETTS 01921

November 3, 2023

Kevin Harutunian
Town Administrator
Town of Topsfield
Topsfield Town Hall
8 West Common Street
Topsfield, MA 01983

Justin Sultzbach
Town Administrator
Town of Middleton
48 S. Main Street
Memorial Hall
Middleton, MA 01949

Matt Coogan
Town Administrator
Town of Boxford
7A Spofford Road
Boxford Town Hall
Boxford, MA 01921

Dear Kevin, Justin, and Matt:

Enclosed you will find the Final Resident Student Enrollment Summary as of October 2, 2023 (Certified with DESE) for the Masconomet Regional School District. These numbers will be used to apportion the FY25 Operating Budget to our member Towns as required by the Regional Agreement.

Please share this message with your Board of Selectman, Finance Committee, Treasurer and Accountant respectively.

Sincerely,

Jeff Sands
Assistant Superintendent of Schools

Enclosure

cc:

Mike Harvey, Superintendent of Schools
Laurie Zywiak, District Accountant
Kevin Merz, District Treasurer
Masconomet Regional District School Committee
Boxford Board of Selectman
Boxford Finance Committee
Boxford Treasurer
Boxford Accountant
Topsfield Board of Selectman
Topsfield Finance Committee
Topsfield Treasurer
Topsfield Accountant
Middleton Board of Selectman
Middleton Finance Committee
Middleton Treasurer
Middleton Accountant

Masconomet Regional School District

"Resident" Enrollment Distribution by Town

October 2, 2023*

October Resident Enrollments by Town

| Town | Oct '12 | Oct '13 | Oct '14 | Oct '15 | Oct '16 | Oct '17 | Oct '18 | Oct '19 | Oct '20 | Oct '21 | Oct '22 | Oct '23** |
|-----------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|-----------|
| Boxford | 777 | 792 | 768 | 742 | 708 | 692 | 691 | 663 | 622 | 623 | 600 | 587 |
| Middleton | 733 | 739 | 706 | 706 | 665 | 641 | 646 | 617 | 604 | 563 | 528 | 500 |
| Topsfield | 577 | 557 | 537 | 521 | 501 | 494 | 482 | 479 | 486 | 492 | 467 | 471 |
| Total | 2087 | 2088 | 2011 | 1969 | 1874 | 1827 | 1819 | 1759 | 1712 | 1678 | 1595 | 1558 |

Assessments Percentages by Town

| Town | FY14 | FY15 | FY16 | FY17 | FY18 | FY19 | FY20 | FY21 | FY22 | FY23 | FY24 | FY25*** | 1 YR Change |
|-----------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|-------------|
| Boxford | 37.23% | 37.93% | 38.19% | 37.68% | 37.78% | 37.88% | 37.99% | 37.69% | 36.33% | 36.73% | 37.01% | 37.17% | 0.16% |
| Middleton | 35.12% | 35.39% | 35.11% | 35.86% | 35.49% | 35.08% | 35.51% | 35.08% | 35.28% | 34.42% | 34.00% | 33.55% | -0.45% |
| Topsfield | 27.65% | 26.68% | 26.70% | 26.46% | 26.73% | 27.04% | 26.50% | 27.23% | 28.39% | 28.85% | 28.99% | 29.28% | 0.30% |

Enrollment percentages that will be used to calculate FY25 Budget Assessments.



* - Enrollment Data as of October 2, 2023 per DESE Instructions

** - Excludes Non-Resident Faculty Students (3) and Non-Resident Choice Students (31)

*** - Calculated in accordance with '21, '22, & '23 ATM (Boxford, Middleton, & Topsfield) approved changes to the Masconomet Regional Agreement

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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 sp?, Jim Barnes, and Jayne Smallman

6:30 PM Call to Order

Select Board Vice-Chair 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 Advisory Committee Update** – Chair Becky Potts
83 reported that the committee is conducting a comprehensive analysis of potential future
84 uses (or disposal) of buildings located at 4 Middleton Rd and 188 Washington St. They
85 have conducted 6 public meetings, 1 site visit, and 2 public workshops as part of a
86 municipal needs assessment which was conducted by the firm Studio Luz with a grant
87 from MA Development. The final report is now complete and will be presented live on
88 Wednesday evening, 9/13, in Meeting Room 1 of Town Hall at 7:00 PM, it can also be
89 viewed via Zoom on the Town’s website. The committee is soliciting advice from various

90 other Town Boards, committees and department heads as well as from other peer
91 communities, and will issue an interim report to the Select Board by 10/25, if practical.
92 They urge the community to participate. There is nothing requiring a Town warrant.
93 When Select Board member Chow-Menzer mentioned that they have had a great
94 response rate to their survey, Chair Potts replied that there were approximate 207
95 residents who also participated in the public meeting and that she is interested to learn
96 what the Town's people think of the final report. The entire Select Board noted that they
97 are looking forward to the Wednesday night presentation.

98
99 **Agricultural Commission Update – n/a**

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

111
112 **Board of Health Update –** Chair Richard Fahrner discussed the fact that there is
113 currently no Triple-E or West Nile Virus threat and that the closest cases were reported
114 in Haverhill and Middleton. There are no hard numbers from the state, only trending
115 figures for tick born disease. Boxford has a number of various types of tick born
116 diseases and some cases are being reported, similar to the last three years. Early
117 Spring and late Fall are times for bites with a spike seen in July. As for The Willows
118 development, they are selling units and one open issue remains that they have
119 submitted plans for a small package waste water treatment plant which look decent, but
120 the plant must be inspected. Town residents are concerned and want to ensure that
121 units are being sold strictly to those over the age of 55 because the waste water
122 calculations are based on only over age 55. There is a Deed restriction which prohibits
123 this but we want to make sure that it gets captured in the master deed. Joseph Hill
124 commented that by law only elderly (55 or older) are permitted at The Willows since it is
125 located in an elderly housing district. Finally, he noted that the Stiles Pond Committee is
126 changing its name to the Great Ponds Committee. It is concerned with algae levels and
127 toxins. Using test kits to test water samples, they have determined that thus far, there is
128 no spike in water toxin levels. Algae is simply a nuisance and too many nutrients
129 (nitrogen and phosphorous) in the water help it grow. There are companies that can
130 reduce algae, however they use chemicals which would then appear in water supplies,
131 so instead they will seek ways to release nitrogen through run off. They will be drafting
132 an RFP for this purpose. As for the next Warrant, they will need funds for the Great
133 Pond Study to determine nitrogen and phosphorous sources. He then reported on the
134 Recreation Committee's renovation and rebuilding of Johnson Playground and noted
135 that if trash is found, DEP told them to rebury it. This needs to be confirmed. The BOH

136 will also reach out to Westford and Sampson to get their opinion on what to do if trash is
137 found. The Waste Stream Committee is developing an RFP for trash collection since the
138 current contract expires in June. Telephone Pole Regulations state that if located within
139 50 feet of any well, National Grid needs to be notified. While National Grid has been
140 collaborative, arsenic in ground soil can contaminate ground water and in light of this,
141 the new pole regulation will need to be further reexamined. A resident of Andrews Farm
142 is considering applying for a Betterment Program for the septic and if it moves through,
143 it would end up as a Warrant article.
144

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

165 **Boxford Elementary Schools Committee** – Chair Carol Hubbard informed the Select
166 Board that teachers returned to school on 8/28 followed by the students on 8/30 and
167 that it is very hot in the schools. She provided the following updates: At Cole School,
168 Lisa Salisbury is Interim Principal, Kathryn Castonguay is Principal at Spofford Pond
169 School and Amanda Sullivan is the returning Asst. Principal there. She was pleased to
170 announce a tentative agreement on a new 3-year contract with the Boxford Educational
171 Support Personnel which will be voted on this Thursday. There is a feasibility study
172 underway for electrification of the HVAC system at Spofford Pond School and proposals
173 will be reviewed over the next couple of weeks. Last year they did not seek funding for
174 the Cole School Site Renovation Project but they will pursue funding for a smaller
175 paving project in order to be ADA compliant. A change in the traffic pattern was made
176 around the Cole School along with some new signage. Finally, several new staff were
177 hired at both schools including 8 teachers and 8 supporting staff. They will be seeking
178 funds from the Town Warrant but are not prepared to discuss the specifics currently.
179 Select Board member Chow-Menzer asked if having 8 new teachers is typical of
180 teacher turnover. Ms. Hubbard replied that there has been a spike in kindergarten
181 enrollment requiring up to 7 sections. When asked if there is space for all of these new

182 students, she replied that they have been shuffling some things around to
183 accommodate. A pre-school program is not required by the State but she explained that
184 everyone would like to have one. If, however, kindergarten numbers come in high, they
185 have to satisfy those students first. Select Board member Chow-Menzer commented on
186 how the residents really like the pre-school program to which Ms. Hubbard agreed and
187 noted that it is her preference to maintain such a program.
188

189 **Community Preservation Committee Update** – Natasha Grigg reported that the CPA
190 had a busy year with the following: a grant for the Rail to Trail, the purchase of the 37-
191 acre Dorman property, an application from the Recreation committee to rejuvenate the
192 Town Hall playground, they gave ½ million dollars for completion of the COA building,
193 and the ongoing Little Red Schoolhouse project. For next year, there is an historic barn
194 located in W. Boxford which was built in the 1800s and the committee is encouraging
195 them to apply for funding.
196

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

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

222 **10 Elm Committee** – Chair Christine Dean informed the Select Board that there is one
223 open seat on this new committee and that they need a new member. She remarked that
224 they are working on finding out which groups are using the building, are setting up a
225 framework for current and future users, they will create a list of users for the purpose of
226 holding an Open House, and are working on creating a fee structure for private use of
227 the building.

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

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

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

Housing Partnership Committee Update – Chair Joseph Hill reported on three tasks: 1) A grant program; Boxford Small Repair Grants Trust approved by the Town in 2022 and by the State in 2023 with grants of up to \$7500 to modify homes for Boxford seniors or residents with permanent disabilities to enable them to age in place. They will need to establish a Board of Trustees for this grant program then operating parameters for the program can be set. 2) Moderately Priced Senior Housing <100% AMI on 13 acres of Boxford Commons; the goal is to educate the Town as to the options and limitations so that an RFP can be written. 3) Examining other affordable developments; they have future plans to identify land for both senior and unrestricted age affordable developments. They will explore in-law apartment regulations and specifically in-law

274 apartments rented to non-family members, and reexamine the effectiveness of the
275 Elderly Housing District bylaw. They are in need of one board member.

276
277 **Land Committee Update** – Natasha Grigg reported that the Town has voted to allow
278 community housing on Boxford Commons and that the sale of the Dorman property was
279 a success. There was, another perfect piece of land that came up where the seller was
280 willing to work with the Town. The owner unfortunately had a stroke and although still
281 willing to sell the land to the Town, Peter Delaney and Natasha Grigg went to talk to her
282 and due to the circumstances, couldn't advise her not to sell to developers. They felt
283 that she will need as much money as possible since she has been incapacitated. There
284 is currently no other land for sale that the Town could purchase. Select Board member
285 Costello asked them to look into Town needs for Cluster Zoning where a small portion
286 of the land is developed and a greater portion remains as open space. This situation
287 would leave the Town free from road plowing yet bring in tax dollars. The Zoning Board
288 of Appeals and Planning Board need to look at the potential for properties where 50
289 acres (10 to be built upon and 40 to remain as an open space) can be purchased and
290 for Cluster Zoning. Select Board member Costello stated that Boxford is a bedroom
291 community with no industrial or commercial tax revenues, so all Town expenses fall on
292 the homeowner.

293
294 **Library Trustees Update** – Jayne Smallman updated the Select Board on the new
295 Town Library sign. It is being painted, the permit has been approved, and DigSafe will
296 be performed by the company. They are fundraising by selling hand painted metal water
297 bottles with straws that are being made by a trustee. The bottles will illustrate some of
298 the murals that are in the Children's Library and will be sold at the Apple Festival and
299 Winter Fest for \$30. They will also appear at Boo at the Spofford Pond School on 10/21.
300 She also provided an ARBA feedback report noting that they have a 7PM meeting this
301 evening and will be reviewing findings they have and then will provide feedback to the
302 Select Board. A Collection Development Policy review is necessary in light of changes
303 to increase intellectual freedom challenges; it needs to be brought up to date and
304 relevant.

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307 **Masco Scholarship committee** – n/a

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309 **Masconomet Regional School Committee Update** – Vice-Chair Joe McClean
310 reported that the school year is off to a hot start. There are the usual issues with
311 bussing, however a new policy was passed that allows parents to drive their kids and
312 others to away sporting events. The Committee's goals for the year revolve around:
313

- Capital Plan – professional planner will be getting involved
- New Strategic Plan will be presented to the Board on 9/27
- Negotiate Teacher's Contract
 - Measuring Success is key, however teachers are not able to be rated, due
317 to a stipulation in the teacher contract, so therefore it can't be said that
318 Masco has any exemplary teachers
- Capital Plan – HVAC is at end of life, sewage treatment is at end of life, IT

320 infrastructure issues exist, there are WI-FI complaints. It has been 25 years
321 since these things have been addressed and a lot of investment will be coming
322 • Turf field meeting with Stantec for initial designs (hope to have costs offset by
323 private donations)

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

341 **Permanent Building Committee Update** – Clerk Bob Hazelwood reported that over
342 the last four years they have spent two million dollars on repairs for the Town Hall
343 building and have built 10 Elm Center which represents a lot of work that the PBC has
344 completed. Going forward, they have plans to paint 4 Middleton Rd., institute card
345 access systems for 2 buildings (Town Hall and Fire Station), make improvements to the
346 East Fire Station with the assistance of the Essex Vocational Plumbing, Electrical and
347 Masonry Teams, install a women's shower at the West Fire Station, install a new roof
348 and heaters for the Police Station, make repairs to the Little Red School House (which
349 were to have been done by the Essex Voc. however due to scheduling problems paid
350 contractors will have to be called in before winter), install a new well for the Town Hall,
351 Police Station and DPW to solve water issues, work with the Rec Committee to build a
352 playground, and they will conduct the yearly November maintenance assessment of
353 Town buildings. Thursday night's PBC meeting will address building a new DPW since
354 the old one was built in 1973. Going forward the Fire Chief may have some issues to
355 bring before the Board that may require a warrant article. Select Board member Costello
356 remarked that the last department head evaluation was in 2022, and asked when the
357 next one would be. Chair Hazelwood replied that it takes place every five years.
358

359 **Personnel Board Update** – Chair Tim Feeney reported that there is not much going on
360 currently. They just finished the FY'23 evaluation reviews and FY'24 goal setting
361 process. Salary adjustments were made and the process worked well. With the help of
362 the Select Board they have brought Town employees' salaries closer in line to where
363 they should be. Select board member Chow-Menzer commented that they did a great

364 job bringing needed information to the Select Board to assist them in making
365 determinations regarding salaries.

366
367 **Planning Board Update** – Chair Robert Gore stated that he joined the Planning Board
368 in 1991 and many projects have been completed since. He noted how remarkable it is
369 that volunteers offer enormous input to assist the Town in so many ways. The Planning
370 Board is also charged with adjudicating and the evaluation and regulation of many
371 issues that are important to residents. He gave kudos to Natasha Grigg for suggesting a
372 meeting of this type where Boards can hear what other Boards are doing. He also
373 offered a shout out to Ross Povenmire who helps the Planning Board. Town
374 Administrator Coogan noted that Ross Povenmire was unable to make tonight's
375 meeting however he wanted a Merrimack Valley Planning Commission (MVPC) update
376 on Town projects. Jim Barnes of the MVPC came forward and reported on a new State
377 law, The MBTA Communities Act, a State Statute that requires that every community
378 adjacent to another community that has an MBTA commuter stop, must have a certain
379 amount of acreage zoned at a certain density to support cluster zoning/multi-family
380 dwellings. The Town has contracted with MVPC to see if they can comply with this law.
381 Ross and the MVPC have attended three meetings thus far and are using State
382 analytical tools to see if there are any parcels of land in town large enough to
383 accommodate the amount of acreage the State is requiring under this law. There may
384 be some promising ways that Boxford can meet these requirements and will brief the
385 Planning Board at the 9/20 public meeting. They will brief the Select Board thereafter.

386
387 **Recreation Committee Update** – Lisa Donahue updated the Board on what they are
388 planning including continuing to build relationships within the community, working with
389 the DPW and BTA Bolt for events, maintaining relationships with the Boxford Athletic
390 Association, assisting Camp Sacagawea with their needs, producing a seasonal
391 newsletter which will be out this week, working with DPW and BTA/BOLT, working on
392 their largest project which is the Johnson Field playground renovation, making a
393 concerted effort to work with all necessary Boards and Committees in Town, continuing
394 to push for their project and keep the Board informed, and will review bylaws with help
395 from the Select Board. They hosted a children's event at the Kelsey Arboretum The
396 committee is in need of two more members. Select Board member Stickney asked if the
397 newsletter would be posted online and was told that it would be.

398
399 **Recycling Committee Update** – Joanna Daniel reported that Household Hazardous
400 Waste Day is on 10/28 this year. It is a tri-town event which has been held for 36 years.
401 The purpose is to collect things that can't be thrown in the trash. In the Spring the
402 committee supports the Boxford Garden Club in its cleanup efforts which also asks
403 residents to clean up their areas. There are two members on the Waste Stream Task
404 Force, and they take care of things at the Recycling Center. They collect clothing and
405 fabric, books, cardboard (if cut up, we get money back), electronics, metal, and
406 construction demolition. No mattresses or waste oil are allowed at the site. They man
407 the mercury shed which was paid for by a grant written by the committee Chair, where
408 they keep light bulbs. Somehow the contractor Republic deactivated the Town account
409 and Ms. Daniel is trying to resolve this issue. Select Board member Costello suggested

410 there may be another good-sized recycler account in the area that could help them or
411 alternatively, they could ask the Assistant Town Manager for assistance.

412

413 **Select Board Update** – n/a

414

415 **Stormwater Advisory Committee Update** – n/a

416

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

431

432 **Trust Fund Committee Update** – n/a

433

434 **Zoning Board of Appeals Update** – Vice Chair Steve Merriam reported that there is an
435 opening for another alternate member. Teresa Mason joined the Building Department in
436 April and is moving things along for them. The Zoning Board typically reviews
437 applications for special permits for accessory apartments, garage space for more than
438 three vehicles, and changes to non-conforming structures and structures on lots.
439 Recently they have completed site plan reviews for the elementary schools' parking
440 projects, The Willows, and additions to a cell tower on Pond St. They hope that
441 residents will participate in requesting changes to zoning bylaws as the Board is looking
442 for input. They are looking at making improvements to accessory apartment (in-law
443 apartment) bylaws in the wake of The Willow project. They see areas of improvement to
444 the senior housing bylaws and also the kennel bylaws which could use some
445 clarification. Anything that residents are interested in seeing improved, please pass
446 those ideas along to Teresa in the Building Department. These would all be required to
447 go before the Planning Board and should happen before the Town meeting. Select
448 Board member Chow-Menzer thanked all of the volunteers both present tonight and
449 those not present for their continued efforts.

450

451 Five Minute Break

452

453 **8:45 PM Meeting with Boxford Board of Health**

454 Consideration of candidate to appoint to Board of Health, Dr. James Taggart – Dr.
455 Taggart addressed the Board and introduced himself as a retired physician who has

456 been active in youth sports, on the Rail Trail Committee and as someone who would
457 like to provide services to the Town. **Vote tabled due to lack of Board of Health**
458 **quorum.**

459
460 **8:50 PM Consider Lifting of Hiring Freeze, Administrative Assistant, Health**
461 **Department** – This item was **tabled** after some discussion surrounding hours and
462 duties of the position.

463
464 **8:55 PM Meeting with Resident Ashley Waxman**

465 Ms. Ashley Waxman and Mr. Barry Berman appeared to request that a committee be
466 formed to study the feasibility of instituting municipal ambulance transport in Boxford.
467 There were a large number of residents present for the meeting and also online. The
468 group made emotional pleas for their cause citing personal reasons ranging from health
469 issues to accident injuries. Mr. Bergman stated that the Dept. of Public Safety data
470 indicates that a 5–7-minute response time to a 911 call is approximately the norm. He
471 claimed Boxford residents have experienced wait times of up to 28 minutes, which they
472 feel is life threatening and not acceptable, especially in the case of a heart attack or
473 stroke. They demanded that swift action be taken to acquire ambulance transport for
474 Boxford residents and have done considerable research on the matter. Select Board
475 Chair Jessel noted for the record that Boxford is a geographically long Town and that it
476 takes quite a bit of time to traverse making short response times very difficult. One
477 possible solution mentioned by the proponents would be to have an ambulance housed
478 in a central location, such as the Police Station, that would be equidistant to both the
479 east and west sides of Boxford, and invariably provide a much faster response time
480 than an ambulance that has to come from Peabody, Newburyport or Danvers. After a
481 discussion and some pointed accusations, the Select Board explained that while they
482 are empathetic, a committee with a charge would be required to affect any change. The
483 charge would spell out the necessary composition of the required committee and
484 specifically what the deliverable should be that this committee is expected to produce.
485 The Town Administrator agreed, under continued urging from the group, to move swiftly
486 to research other community charges and to draft one quickly enough to be heard at the
487 next Select Board meeting on September 25th. Select Board member Costello
488 discussed what the components of the charge would be. He said it would be to study
489 the feasibility of having ambulance transport housed in the geographic center of town. It
490 would also note the composition of the committee including life safety professionals,
491 fire, police, finance committee, communications dept., etc., all the appropriate people
492 which will be researched by the Town Administrator. Those committee members would
493 have to produce a document (deliverable). If the charge is voted on next meeting and is
494 passed, the committee would then begin their study. They would then come back with a
495 recommendation. The Town Administrator said that the charge for the committee will be
496 posted before the next Select Board meeting. Select Board member Chow-Menzer will
497 work with the Town Administrator on this.

498
499 On a **MOTION** made by **Stickney**, second by **Perkins**, the Select Board
500 **VOTED** unanimously (with the exception of Select Board Chair Jessel who
501 had left the meeting before this vote) by roll call vote to establish a committee

502 to study the Town's emergency response program and the feasibility of having
503 in-town ambulance and transport; and requested the Town Administrator draft
504 a committee charge to consider at the September 25th meeting.

505 **9:55 PM Report of the Town Administrator**

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

508
509 On a **MOTION** made by **Stickney**, second by **Perkins**, the Select Board
510 **VOTED** unanimously to approve the Alcohol Sale Permit on Private Property
511 for the Boxford Apple Festival on September 16, 2023.

512
513 **Application for Alcohol Sale Permit on Private Property, Boxtoberfest/
514 Boxford Community Kitchen, October 8, 2023 - tabled**

515
516 **Tour de Greenbelt Annual Road Cycling Event and Sign Request**, September 16,
517 2023 – This event coincides with the Applefest, they do have insurance and the Chief
518 has been advised and is in agreement with no issues sited. Jane from Greenbelt
519 thanked the Select Board.

520
521 On a **MOTION** made by **Stickney**, second by **Costello**, the Select Board
522 **VOTED** unanimously to approve the sign request for the Tour de Greenbelt
523 Annual Road Cycling Event.

524
525 **Approval of Temporary Signs for Wildcat 5K Event**

526
527 On a **MOTION** made by **Perkins**, second by **Stickney**, the Select Board **VOTED**
528 unanimously to approve the temporary sign request for posting two weeks prior
529 to the event, which was submitted for the Wildcat 5K event.

530
531 **Approval of Temporary Signs YMCA Tri-Town Road Race**

532
533 On a **MOTION** made by **Costello**, second by **Stickney**, the Select Board
534 **VOTED** unanimously to approve the temporary sign request for posting two
535 weeks prior to the event, which was submitted for the YMCA Road Race.

536
537 **Appointments to Board of Trustees for Small Repair Grant Program-** Appointment
538 of Joe Hill, Judi Stickney and Matt Coogan for one-year terms expiring on 6/30/24. They
539 need to identify someone from the COA at a later date.

540

541 On a **MOTION** made by **Perkins**, second by **Costello**, the Select Board **VOTED**
542 unanimously to appoint Joe Hill, Judi Stickney and Matt Coogan to the Board of
543 Trustees for the Small Repair Grant Program for a one-year term expiring on
544 6/30/24.

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

548
549 On a **MOTION** made by **Perkins**, second by **Stickney**, the Select Board **VOTED**
550 unanimously to approve Phil McManus, Chris Olbrot, Chuck Costello and Al Vaz
551 to the Permanent Building Committee for this project, for a term expiring on June
552 30, 2024.

553
554 **Ratification of AFSCME Town Hall/ Library Employees Collective Bargaining**
555 **Agreement** – no vote required, signatures only. Error on page 12 of agreement, under
556 Titles and Grades, Grade 2, was corrected to read Account Clerk 3.

557
558 **Waste Stream Task Force Update** – previously discussed in earlier Board reports.
559 They met today and the Asst. Town Administrator has been a huge help in this effort as
560 he created a comprehensive memo on this subject. A trash collection post card survey
561 is being mailed out to residences. Thus far, there have been 200 respondents. Select
562 Board member Costello noted that 32-gallon trash cans seem to be the norm in
563 surrounding communities.

564
565 **Update on Town's Application for Municipal ADA Improvement Grant** – The Town
566 Administrator reported that Boxford will apply for a municipal ADA grant for two projects.
567 The first is to alleviate some of the ADA issues at the Cole campus, roughly a \$100K
568 project, and for improvements to Stiles Pond, including the snack shack, accessible
569 restroom with adult changing tables, and potentially ADA changes to the dock. We
570 should hear back on our application over the winter and work must be completed by the
571 end of the fiscal year. If we do not receive the grant, we will add these items to the
572 Capital Plan for next year.

573
574 **ARBA Committee Update** – this was previously discussed in earlier Board reports by
575 Becky Potts. She reported on the committee's work including the potential reuse of the
576 buildings located at 4 Middleton Road and 188 Washington St. There will be a meeting
577 and presentation on this subject on 9/13 and residents were urged to attend. She noted
578 that this committee would not be requiring a Town warrant. Board member Chow-
579 Menzer noted that there had been a great response to their survey and Ms. Potts
580 confirmed that there were approximately 271 people that have now responded.

581
582 **Housing Production Plan Update** –
583 Land Use Director Ross Povenmire has been working with the MVPC on updating the
584 town's Housing Production Plan. The current plan expired in 2022. Planning Board
585 Chair Bob Gore, Building Inspector/ADA Coordinator Peter Delaney, CPC Chair

586 Natasha Grigg, and Housing Partnership Committee members Joe Hill, and Jim Barnes
587 are also part of the update. They are planning two public workshops this fall,
588 the first being a virtual meeting on Thursday, October 12th at 6PM. The second
589 workshop will be in person, at a date to be determined. According to the state, a
590 Housing Production Plan is a community's proactive strategy for planning and
591 developing affordable housing by: creating a strategy to enable it to meet its affordable
592 housing needs in a manner consistent with the Chapter 40B statute and regulation.
593

594 **Any other business to come before the Town Administrator and the Board not**
595 **anticipated at the time of this posting:**
596

597 **Medal of Fidelity Presentation September 22nd**

598 Veterans Services District Director Joseph LeBlanc has informed the town that on
599 September 22nd, at 10:00am the Massachusetts National Guard will be sending a
600 General Officer to North Andover Town Hall to present the Medal of Fidelity to surviving
601 family members of veterans who died due to their service-connected disabilities from
602 their service to our country. The Medal of Fidelity was signed into law by Governor
603 Baker in October 2022 in the SPEED ACT. The Medal of Fidelity will be presented to
604 eight families in the North Andover/ Boxford Veterans Service District, including Mrs.
605 Karen "Suzy" Feirman of West Boxford, who is the wife of Lance Corporal Frank
606 Feirman, USMC, Purple Heart, Vietnam.
607

608 **Paving Update**

609 Lockwood Lane was paved the week of August 28th. Ipswich Road between Kelsey Rd
610 and Spofford Rd. was paved on September 7th. The paving of Forest neighborhood
611 (King Richard, etc.) starts Friday, September 8th and should conclude on Monday,
612 September 11th. Information on this fall's paving is available on the [Town website](#).
613

614 **Glendale Road Culvert Emergency Repairs**

615 DPW has been addressing and making repairs to washout areas and other damage as
616 a result of two major rain events in August. DPW was out on Glendale Rd last week
617 making emergency repairs to the culvert. This included resetting the fieldstone sides of
618 the culvert, slipping in a PVC pipe to allow for flow, and building a riprap slope to
619 stabilize the area and allow DPW to patch the road. The good news is that the repairs
620 will prevent shutting the road down. Chris Olbrot is currently permitting the new culvert
621 at the Conservation Commission, so it will be replaced with a more permanent
622 infrastructure in 2024.
623

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

625 On August 17th, the Executive Office of Housing and Livable Communities announced
626 revisions to the Compliance Guidelines for Multi-Family Districts under Section 3A of the
627 Zoning Act (MBTA Communities). The revision that most affects Boxford is the specific
628 state grant programs that communities would not be eligible for if they fail to comply with
629 Section 3A. If Boxford does not comply with 3A and create a MBTA zoning district, we
630 would be ineligible for programs we recently utilized, including Brownfields
631 Redevelopment, Real Estate Technical Assistance, Land Use Planning Grants, Local

632 Acquisitions for Natural Diversity (LAND) Grants, and Municipal Preparedness (MVP)
633 Planning and Project Grants. The last 2 in particular are programs the Town has relied
634 on for open space land acquisition and culvert work. The Boxford Planning Board will
635 get an update from the Merrimack Valley Planning Commission (MVPC) at their next
636 meeting on September 20th. The MVPC is serving as the Town's MBTA technical
637 assistance consultant to guide us through the state's compliance model. It appears that
638 the four parcels on the northern tip of Boxford that front Barker Rd. identified by Land
639 Use Director Ross Povenmire to potentially be rezoned as a 3A district would comply
640 with the state's compliance model. Ross and Town Administrator Coogan have planned
641 on having him and the Planning Board attend the Select Board's October 23rd meeting
642 to discuss MVPC's technical assistance findings, the revised guidelines, and next steps
643 for the Town.

644

645 **Municipal ADA grant**

646 Boxford is preparing to submit ADA grant program applications by the September 15th
647 deadline. The Town will be applying for ADA improvements at Stiles Pond, including the
648 restroom facilities and accessible docks, and for addressing MAAB violations at the
649 Cole School. The Town is partnering with the Boxford Athletic Association for the Stiles
650 Pond application. For the Cole School, DPW Superintendent/ Town Engineer Chris
651 Olbrot developed a scope of work to specifically address the AAB
652 violations on campus. The estimate for this project, including paving, concrete work, and
653 engineering oversight, is \$100,000. The Elementary School Committee met on August
654 23rd and vote to approve Chris's plan to address the MAAB violations at Cole School.

655

656 **Spofford School Electrification Feasibility Study**

657 Tri-Town School Administration received 11 responses to the Request for Proposals
658 (RFP) for professional architectural and engineering design services to assess the
659 feasibility of electrifying the HVAC system at Spofford School. Select Board Chair
660 Barbara Jessel, Sustainability Committee Chair Gary Martin, and the Town
661 Administrator are working with the School Administration and School Committee Chair
662 Carol Hubbard on this effort. We will be undergoing the selection process in the coming
663 weeks.

664

665 **Municipal Aggregation**

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

674

675 **Report on Investments**

676 As required by state law, Treasurer/Collector Ellen Guerin has issued an annual report
677 to the Town that lists cash account balances, investment types, earnings and

678 compliance with the terms of the town's Investment Policy. The Report on Investments,
679 included in the September 11th Select Board meeting materials, provides information
680 for the \$24,922,838 held by the town on June 30, 2023. Comparative data is also
681 provided for the previous fiscal year, including a brief explanation of significant changes.
682 She will appear at another meeting to answer any Select Board questions.
683

684 **Preliminary Revised Flood Insurance Rate Maps**

685 The Department of Homeland Security's Federal Emergency Management Agency
686 (FEMA) has published preliminary revised Flood Insurance Rate Maps (FIRMs) and a
687 Flood Insurance Study (FIS) report for Boxford. The FIRM and FIS documents are often
688 used to determine what regulations may apply to a particular piece of property, whether
689 the property is in a flood hazard area, and whether flood insurance is required. The
690 FIRM and FIS documents, and related notices, can be found on the Town of Boxford
691 website, town.boxford.ma.us/flood-maps. An appeal period relating to the preliminary
692 FIRM and FIS documents will expire on or about October 30, 2023. Persons wishing to
693 appeal the preliminary FIRM or FIS documents should contact Ross Povenmire
694 (rpovenmire@town.boxford.ma.us) with scientific or technical data indicating that the
695 preliminary FIRM or FIS documents are incorrect.

696 **COA Resignation – Outreach Coordinator**

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

703 **ACO Report – Judd**

704 Attached is ACO Megan Sousa's report from her inspection of the Judd
705 property. Megan has confirmed that the Judd's have installed an electric fence and
706 have trained their dog to recognize and obey the boundaries. They are in compliance
707 with the Select Board's conditions with regards to the June 26th Dangerous/ Nuisance
708 Dog hearing. The Callahan family has received a copy of Megan's report.

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

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

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

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

721
722 **10:00 PM Routines**

723
724 Approval of Minutes - **tabled**

725
726 **10:08 PM Any other business to come before the Board**

727
728 Select Board member Perkins remarked on the Triathlon at Stiles Ponds which took
729 place last weekend and was very well attended. He offered high praise for the
730 volunteers as well as Boxford's Police, Fire and DPW departments. He noted that the
731 roads were in great shape despite the storm.

732
733 No further discussion or agenda items.

734
735 On a **MOTION** made by **Stickney**, second by **Perkins**, the Select Board **VOTED**
736 unanimously to adjourn.

737 **Adjourn**

738
739 Respectfully submitted,
740 *Donna M Grieco*
741 Minutes Recorder

742
743 **Next Meeting – September 25, 2023**

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

- 746 1. Agenda
747 2. Notice: Online Trash Sticker Sales Suspended
748 3. 2023 Boxford Apple Festival Poster
749 4. COA BBQ Poster
750 5. ARBA Public Meeting Announcement
751 6. Flu and Vaccine Clinic Announcement
752 7. Flood Map Preliminary Review Announcement
753 8. Town of Boxford Trash and Recycling Survey Announcement
754 9. Board and Committee Chair Invitation to Roundtable Discussion
755 10. Resume of candidate for Boxford Board of Health

- 756 11. Request to lift hiring freeze for Health Department Administrative Assistant
- 757 12. Memo from resident relative to obtaining ambulance service in Boxford
- 758 13. Application for Alcohol Sale Permit on Private Property Board of
- 759 Selectmen by Boxford Historical Society for the Boxford Apple Festival
- 760 14. TIPS Certifications
- 761 15. Application for Alcohol Sale Permit on Private Property Board of
- 762 Selectmen by Boxford Community Kitchen for the Boxtoberfest
- 763 16. Letter from Greenbelt Annual Cycling regarding the annual road cycling
- 764 event on Saturday, September 16th
- 765 17. Request for approval to post lawn signs for this year's Wildcat 5K Trail
- 766 Run held on October 7 and sample lawn sign
- 767 18. Lawn sign request from TBM Rotary Club for Fall Foliage Road Race on
- 768 October 15 and sample lawn sign
- 769 19. Memorandum of Agreement (Amendment) Between AFSCME State
- 770 Council 93, Local 939, Boxford Clerical/ Library Employees & Town of
- 771 Boxford July 1, 2023 to June 30, 2026
- 772 20. Agreement Between AFSCME State Council 93, Local 939, Boxford
- 773 Clerical/ Library Employees & Town of Boxford July 1, 2023, to June 30,
- 774 2026
- 775 21. August Inspectional Services Report
- 776 22. Memorandum Regarding Surplus of Equipment
- 777 23. Report on Investments from Treasurer/Collector of Taxes
- 778 24. Town Administrator's Report
- 779 25. Letter from resident of Sayward Rd.
- 780 26. Email submission from resident of Sayward Rd.
- 781 27. Select Board Meeting Minutes from 8/7/23, 8/10/23, and 8/22/23
- 782 28. Memo from Fire Chief relative to ambulance service and responders

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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 Donhauser, 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
109 Resident Zach Barbera, 36 Kelsey Rd, spoke and informed the Select Board that he
110 had polled virtually every home in the area and there were no residents in opposition to
111 the No Left Turn restrictions. The Select Board Chair thanked Mr. Barbera for his work.
112 Select Board member Perkins asked how soon the signs could be installed and
113 Superintendent Olbrot said as soon as they were ready.

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

118 119 **Sayward Road Discussion**

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

136 had hired a new heavy equipment operator and was informed that no, there hasn't been
137 any movement there, perhaps due to the current pay scale.
138

139 **7:20 PM Meeting with Police Chief Jim Riter**

140 A discussion took place relative to hiring three Sergeant positions and the promotion
141 process involved. Chief Riter thanked Dave for running in the Triathlon at Stiles Ponds.
142 Chief Riter explained that with the departure of Lt. Dupont, there will be three leadership
143 positions available. He noted that a few years ago, he and Lt. Dupont identified three
144 candidates for potential promotion and began giving them management type tasks that
145 would prepare them for advancement within the department and offer them professional
146 development. All three have satisfactorily completed such tasks, even though they were
147 patrolman, and gained the necessary experience to move up. Chief Riter said that he
148 needs people he can trust, and feels that this is the case with the three candidates he
149 has in mind. Chief will present their resumes and cover letters to the Board for potential
150 appointment. The Select Board had no questions or concerns. The Town Administrator
151 noted that there are three openings and three strong candidates making assessments
152 not necessary. He said he would send the applications to the Board and schedule
153 appointments for the next meeting,
154

155 **7:30 PM Meeting with Inspector of Buildings Peter Delaney**

156 Building Department Update

157 Inspector Delaney reported that online permitting is going very well as is the addition of
158 Teresa Mason to his staff. He demonstrated the Building website and moved through
159 the steps required to request a permit online. He mentioned that there are a variety of
160 permit types including a Building short form for roofing, siding etc. Select Board member
161 Stickney asked about the Sign Permit and was told that this is in place to control types
162 and quality of signs that are erected. Inspector Delaney also discussed how the site
163 stores contractor information so that if someone has previously utilized the site, it will
164 remember them. Once a permit is filed, it automatically gets routed to the appropriate
165 department for necessary signatures and if something is missing, a message can be
166 sent which often saves on processing time. Another great feature is for the inspectors to
167 be able to carry an iPad into the field and enter their findings right there and then. The
168 Board praised Inspector Delaney for the progress he has made in two short years and
169 while faced with a completely new system. Inspector Delaney has future goals he
170 aspires to such as switching to MS 365 for cloud-based storage and to put together a
171 FAQ type document or guidelines covering often asked questions or standard
172 processes/best practices. The Town Administrator noted that instituting LaserFiche to
173 digitalize documents for quick searches and to reduce paper and free up office space
174 will be added to the Capital Plan. He also noted that one priority is looking at Town
175 revenue sources and to compare fees such as permit costs to other communities to see
176 if they are competitive or perhaps under market. Over the winter they will research the
177 idea of adding a modest increase to these fees.
178

179
180 **7:40 PM Report of the Town Administrator**

181 **Charge of a new Emergency Response Advisory Committee** – As promised, the
182 Town Administrator drafted a charge for an Emergency Response Advisory Committee
183 (hereinafter referred to as ERAC) and posted it to the Town website Friday afternoon.
184 The committee is being formed to study the Town’s emergency response program and
185 the feasibility of having in-town ambulance and transport. The draft charge also
186 discusses the expectation that the committee will study all aspects of this initiative.
187 The charge recommends that a committee of 7 members be formed comprised of three
188 public safety officials, and others as shown here:

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

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

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

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

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

319 all in addition to existing skills or medications that include: 1. Epinephrine- used for
320 allergic reactions 2. Glucose- used for diabetics who are conscious 3. Albuterol- used
321 for respiratory distress (Medical Director Option) 4. Oxygen- used for respiratory
322 distress 5. Aspirin- used for cardiac emergencies 6. Naloxone- used for overdoses. In
323 regards to the Ambulance response, they have had discussions with both their
324 providers, Trinity and Atlantic, regarding Boxford's expectations. The Chief has also
325 empowered all members of Boxford Fire with the ability to request a mutual aid
326 ambulance during any medical response when they feel that either Trinity or Atlantic
327 response will be delayed. We have increased our utilization of ambulance services from
328 the Towns of Topsfield, Georgetown, North Andover as a result. For serious
329 emergencies, the Chief stated that we continue to have the ability to utilize Medflight.
330 After the letter was reviewed, Select Board Chair Jessel stated that the Chief is to be
331 commended as he has made significant strides in this area. He has increased the
332 capabilities of his department and that is impressive. The Town Administrator
333 mentioned that he and others are discussing holding a public safety information session
334 for which they may determine the date to be October 25th. The date will be nailed down
335 this week. The Fire Chief, Police Chief, Communications Director, Trinity Ambulance,
336 and Cataldo Ambulance will be at this meet and greet and will run down Boxford's
337 current capacity and review some scenarios of what happens when you call 911.
338 BCATv will record the event which will provide a baseline for the general public to
339 understand how things work now. Select Board Chair Jessel stated that this is important
340 because there is a lot of misunderstanding on what the Fire Department can do before
341 an ambulance gets there. She noted that some people in the last meeting said that the
342 fire department can't do anything until an ambulance arrives and that is just not true.
343 She then went on to say that the letter from the Fire Chief as well as the public safety
344 meeting are really important. Select Board member Costello stated that at the last
345 meeting the Board was not able to get a lot of that information out, because of the way it
346 flowed, and that it is important the information does get out. Select Board member
347 Perkins noted that the residents were misinformed on the operation of the fire
348 department on the point Chair Jessel cited and as far as the assigned firefighter is
349 concerned, he or she is basically in Boxford for the entire time that they are on shift,
350 weekends, holidays or nights. Town Administrator Coogan mentioned that we are in the
351 process of updating all of our AEDs with state funding and all police and fire apparatus
352 will have new updated AEDs, as will 10 Elm and the Town Hall. This could also be
353 expanded to include other buildings as well. We are also unlocking more funding to
354 order CPR machines. The Town is fortunate to have dedicated public safety servants,
355 who all happen to be home grown and who are all heavily invested in safety.

356
357 **Website Upgrade** – The Town has been working with our website provider, CivicPlus,
358 on scoping a redesign and upgrade of the Town website. The website was last updated
359 in 2017. The new website would be hosted on a more versatile platform that is easier to
360 use both on the front and back end and has a more contemporary look. The one-time
361 cost to upgrade the website is \$13,251, and the annual subscription fee would be
362 \$6,559. The annual subscription for the current website is slightly under \$5,000. We
363 have budgeted enough funds for both the one-time cost and increased annual fees. We
364 expect the new website to be launched around the end of the fiscal year. The Town

365 Administrator requested that the Board authorize him to contract with CivicPlus for the
366 upgrade of the Town's website. Department Heads will work through the design and
367 determine what is most important to be placed on the Home page.
368

369 On a MOTION made by **Stickney**, second by **Perkins**, the Select Board
370 VOTED unanimously to authorize the Town Administrator to contract with
371 CivicPlus for the upgrade of the Town's website.
372

373 **Group Health Insurance Update**

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

388 On a MOTION made by **Costello**, second by **Perkins**, the Select Board
389 VOTED unanimously to authorize the Town Administrator to contract with Cook
390 and Co. for group health insurance consulting.
391

392
393 **Submission of Letter to Legislators for Municipal Aggregation –** The Town
394 Administrator asked the Board to vote to authorize the Select Board Chair to sign on to
395 a letter drafted by our consultant, Good Energy, to the Joint committee on
396 Telecommunications, Utilities and Energy, which will act to lend support to electrical load
397 aggregation programs in the Commonwealth. It will help streamline the DPU review
398 process for Municipal Aggregation plans. Boxford's plan is currently one of 22 in queue
399 for DPU review. The Town must sign by the Tuesday, 9/27 State Senate Hearing.
400

401 On a MOTION made by **Stickney** second by **Perkins**, the Select Board VOTED
402 unanimously to authorize the Chair of the Select Board to sign on to the letter
403 drafted by Good Energy to lend support to electrical load aggregation programs
404 in the Commonwealth.
405

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

408 The event was discussed in terms of what it consists of. It is the same program as in
409 previous years. All insurance and supporting documents are in place. Select Board

410 member Stickney asked if the permit was only for beer or beer and wine and was told
411 that they would find out.

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

415
416

417 **Surplus of equipment, Fire Department Engine 1**

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

424 On a MOTION made by **Perkins**, second by **Stickney**, the Select Board
425 VOTED unanimously to declare a 2002 HME/Ferrara Fire Engine (Engine 1) from
426 the Boxford Fire Department fleet schedule, VIN #44KT42801WZ19422, as
427 surplus to be auctioned on Municibid.

428

429 **Waste Stream Task Force Update** – The Trash survey is out; it can be found on the
430 Town website, and paper surveys are available at Town Hall. The survey solicits
431 Boxford residents' current trash and recycling habits, as well as input on the size of
432 potential new, standardized trash and recycling containers and the frequency of
433 collection under a new automated collection program. Responses are due by the end of
434 September. Thus far there have been 815 responses out of 2700 residences. The Task
435 Force will meet in mid-October and the Assistant Town Administrator will complete an
436 analysis of data collected. Select Board member Perkins stressed the importance of
437 responding to the survey and noted that one concern he has is with the use of the larger
438 size barrels. He also mentioned that the Asst. Town Manager is doing a great job
439 working on this matter. The Town Administrator agreed that the Assistant Town
440 Administrator is working very hard on this, and that analytical work suits him.

441

442 **ARBA Committee Update** - StudioLuz's held a public presentation of their final report
443 on Wednesday, September 13. The final report includes recommended future uses for
444 188 Washington Street and 4 Middleton Rd, as well as next steps. The
445 recommendations are based on site visits, community engagement, and a market study.
446 All public documents, including the final report and the market study are posted on the
447 project website, boxfordma.gov/villagecenters. The ARBA Committee's next meeting
448 will be on Tuesday, October 3rd. Select Board member Perkins urged residents to send
449 their thoughts and ideas to Board members via Constant Contact on the Town website.

450 **Housing Production Plan Update** - Land Use Director Ross Povenmire has been
451 working with the MVPC on updating the town's Housing Production Plan. The current
452 plan expired in 2022. Planning Board Chair Bob Gore, Building Inspector/ADA
453 Coordinator Peter Delaney, CPC Chair Natasha Grigg, and Housing Partnership
454 Committee members Joe Hill, and Jim Barnes are also part of the update. They are
455 planning two public workshops this fall, the first being a virtual meeting on Thursday,

456 October 12th at 6PM. The second workshop will be in person, at a date to be
457 determined. According to the state, a Housing Production Plan is a community's
458 proactive strategy for planning and developing affordable housing by creating a strategy
459 to enable it to meet its affordable housing needs in a manner consistent with the
460 Chapter 40B statute and regulation.

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

472
473 Other business to come before the Town Administrator and the Board not anticipated at
474 the time of this posting:

475
476 Select Board member Costello remarked that the Regionalization Planning Council met
477 on Thursday and will establish ground rules for conduct as a community.

478 MRS consultants have completed a presentation to educate us in converting a union to
479 a region. We will determine next steps.

480
481 Select Board member Stickney commented on the beautiful handmade quilts which are
482 now hanging at the Council on Aging at 10 Elm.

483 484 **8:15 PM Routines**

485 Approval of Minutes

- 486 • August 7, 2023
487 On a **MOTION** made by **Costello**, second by **Stickney**, the Select Board **VOTED**
488 unanimously to approve the Select Board minutes of 8/7/23 as amended.
489
- 490 • August 10, 2023
491 On a **MOTION** made by **Perkins**, second by **Costello**, the Select Board **VOTED**
492 unanimously to approve the Select Board minutes of 8/10/23 as amended.
493
- 494 • August 22, 2023
495 On a **MOTION** made by **Perkins**, second by **Stickney**, the Select Board **VOTED**
496 unanimously to approve the Select Board minutes of 8/22/23 as amended.
497
- 498 • Minutes of September 11, 2023 - **tabled**

500 **8:45 PM Any other business to come before the Board**

501

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

504 **Adjourn**

505
506 Respectfully submitted,
507 Donna M Grieco
508 Minutes Recorder
509

510 **Next Meeting – October 10, 2023**

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

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

- 535 supporting documentation
- 536 17. August Inspectional Services Report
- 537 18. Memorandum Regarding Surplus of Equipment and supporting
- 538 documentation
- 539 19. Report on Investments from Treasurer/Collector of Taxes
- 540 20. Town Administrator's Report
- 541 21. Letter from resident of Sayward Rd.
- 542 22. Email submission from resident of Sayward Rd.
- 543 23. Select Board Meeting Minutes from 8/7/23, 8/10/23, 8/22/23 and 9/11
- 544
- 545
- 546
- 547
- 548
- 549
- 550
- 551

1 **Minutes of the**
2 **BOXFORD SELECT BOARD**
3 **REMOTE VIA ZOOM**
4 **October 10, 2023, 6:30PM**
5 **DRAFT**
6

7 Present: Barbara Jessel, Chuck Costello, Peter Perkins, Margaret Chow-Menzer, Judi
8 Stickney
9

10 Others Present: Asst. Town Administrator Brendan Sweeney, Rachel Pagliocco da
11 Silva, Marylyn Pagliocco, Police Chief Riter, Officer David Barker, Officer Kurtis
12 Anderson, Officer Attilio Paglia, the families of Officers Barker, Aderson and Paglia,
13 Boxford Police Officers, Stephanie Meegan, Minutes Recorder Donna Grieco
14
15

16 **6:30 PM Call to Order**

17 Select Board Chair Jessel called the meeting to order at 6:30 PM.
18

19 **6:35 PM Announcements**
20

21 **Call for Volunteers** – Select Board member Stickney announced that the Boxford
22 Select Board is accepting applications for two residents to join the Emergency
23 Response Advisory Committee (ERAC). This committee is charged with conducting a
24 comprehensive analysis of the Town’s three-tiered emergency response program and
25 identifying strategies to improve service through efficiencies and reduced emergency
26 response times to meet the current and future needs of Boxford. Residents should
27 preferably have professional experience with emergency response, such as Emergency
28 Medicals Service (EMS), ambulance transport, or paramedic services, or have
29 professional experience and other skill sets that would contribute to the Committee’s
30 charge. Anticipated time commitment is 10 to 15 hours per month. Interested candidates
31 should submit by email a letter of interest and resume to Leanne Mihalchik,
32 Administrative Services Manager, by Wednesday, October 18, 2023:
33 lmihalchik@boxfordma.gov. Candidates should also be available to attend the October
34 23rd Select Board meeting for interviews.
35

36 **Upcoming Traffic Flow Changes to Kelsey Road** – Select Board member Costello
37 announced that traffic on Ipswich Road will no longer be permitted to turn left onto
38 Kelsey Road from 6 AM to 9 AM and traffic on Killam Hill Road (Rt. 97) will no longer be
39 permitted to turn left onto Kelsey Rd. from 3 PM – 6PM.
40

41 **Future of Housing Virtual Session** – Select Board member Costello announced that
42 the MVPC invites Boxford residents to attend a virtual session via Zoom on Thursday,
43 October 12th, from 6:00 PM – 7:30 PM. Use this link to register:
44 event.mvpc.org/Housing2

45
46 **Vaccine Clinic** – Select Board member Chow-Menzer reminded residents that Conley’s
47 Drug Store will be at the Boxford COA (10 Elm St.) on Thursday, October 19th from 2:00
48 PM to 5:00 PM to administer flu, COVID, and other vaccines. Please make an
49 appointment online at <https://form.jotform.com/232214680796158> to reserve your spot.
50 For seniors without computer access, call the COA at 978-887-3591 for assistance.
51 Please have your medical card, Medicare card, and supplemental card available.
52 Vaccines will be available for all ages.

53 **Boo in Boxford** – Select Board member Perkins announced that on October 21st from
54 1PM – 4PM at Spofford Pond School, *Boo in Boxford* will take place and offer Trick-or-
55 Treat, games, and a pumpkin decorating contest. Registration begins October 6th to
56 host a trunk or table; scan the QR code on the Town’s website to sign up.

57
58 **Household Hazardous Waste Day**- Residents can dispose of their hazardous waste
59 (paints, propane, cleaners, de-greasers, poisons, pesticides, fertilizers, fuel, mercury
60 bulbs, solvents, batteries, photography, chemicals, swimming pool chemicals, anti-
61 freeze, and more) on Saturday, October 28th from 9AM to 1 PM at Masconomet High
62 School.

63 **Great Pumpkin Hunt** – Select Board member Perkins invited residents to attend the
64 *Great Pumpkin Hunt* which will take place on Sunday, October 29th at 10:45 AM at
65 Cargill Field (Main St. and Middleton Rd.) Cider doughnuts, refreshments and a
66 pumpkin hunt. Free!

67
68 **6:40 PM Appointments**

69 Rachel Pagliocco da Silva, and Marylin Pagliocco, expressed their interest and desire to
70 serve on the Cultural Arts Committee siting their reasons and qualifications. Stephanie
71 Meegan appeared via Zoom and spoke to their virtues.

72
73 On a **MOTION** made by **Stickney**, second by **Perkins**, the Select Board **VOTED**
74 unanimously by roll call vote to appoint Rachel Pagliocco da Silva and Marylin
75 Pagliocco to the Cultural Arts Committee with a term ending 6/30/24.

76 Select Board Chair Jessel asked the Asst. Town Clerk to double-check that the term
77 ending 6/30/24 is accurate. The Board thanked the appointees.

78
79 **6:45 PM Meeting with Police Chief Jim Riter**

80 Police Chief Riter praised the work ethic, and noted the backgrounds and experience of
81 three officer candidates whom he supports for promotion to Sargeant; Officers Kurtis
82 Anderson, David Barker, and Attilo Paglia. Each of the officers spoke and thanked the
83 Chief and the Select Board for this opportunity. Photos were taken and the Select Board
84 offered their congratulations to all.

85
86 On a **MOTION** made by **Costello**, second by **Stickney**, the Select Board
87 **VOTED** unanimously by roll call vote to approve the promotion to Sargeant for

88 Officers Kurtis Anderson, David Barker, and Attilo Paglia. A six-month probation
89 period ending 4/11/24 will apply.

90
91 In other department happenings, Police Chief Riter noted that since the cable guard
92 rails have been installed on Rt. 95, they have prevented two cars from crossing the
93 median; one in Georgetown and one in Boxford. In total 12 cars have been saved along
94 the stretch of 95 where these cable guard rails are installed.

95
96

97 **7:00 PM Report of the Town Administrator**

98

99 **Health Insurance Renewal for Retirees** – The Board was asked to approve set rates
100 for health insurance for Town retirees. Since several Board members have a personal
101 conflict in that they are receiving these benefits, Select Board Chair Jessel explained
102 and invoked the Rule of Necessity to enable all Board members to be eligible to vote.

103

104 On a **MOTION** made by **Chow-Menzer**, second by **Costello**, the Select Board
105 **VOTED** unanimously to accept the new insurance rate increases as depicted
106 on the chart.

107

108 **Waste Stream Task Force Update** - The Waste Stream Task Force's Trash and
109 Recycling Resident Survey closed on September 30th. The Town received nearly 1,000
110 responses from residents! Assistant Town Administrator Brendan Sweeney
111 put together a summary report of the survey for the WSTF and shared the results with
112 the Select Board. The Board praised him for his comprehensive and informative report
113 which covered statistical data on residents' usage, choice of barrel size, and preferred
114 recycling schedule, etc. The Waste Stream Task Force's next meeting is scheduled for
115 Monday, October 16th.

116

117 **ARBA Committee Update** – Select Board member Perkins reported that the committee
118 is working to find uses for two empty Town buildings, 180 Washington Street and 4
119 Middleton Road. The first of which was recently hit by a vehicle and the latter is
120 currently being repainted and is experiencing a boiler problem. The consultant's
121 (StudioLuz) final report includes recommended future uses for 188 Washington Street
122 and 4 Middleton Rd, as well as projected costs and next steps. Rezoning and leasing
123 are also being looked at as options. All public documents, including the final report and
124 the market study are posted on the project website, at boxfordma.gov/villagecenters.
125 The ARBA Committee's next report to the Select Board will be on November 6th.

126

127 **Housing Production Plan Update** – On 10/12 from 6 PM to 7 PM the NPC is holding a
128 public engagement Zoom session (Zoom info can be found on the Town website).

129

130 **FY2025 Budget and Capital Planning Update** – This month kicks off our 5-year,
131 Capital Improvement Program (CIP) planning process for fiscal years 2025 to 2029. The
132 process takes several months and the Town will have a draft CIP in January for the

133 Select Board to being reviewing. Assistant Town Administrator/ Finance Director
134 Sweeney outlined the upcoming FY2025 budget process, whose criteria is the same as
135 last year's. The Asst. Town Administrator will tweak the operating budget where
136 necessary and is looking at some best practices for budget documents to include
137 department operations, structures, goals and objectives, etc. to enable residents to
138 learn where appropriations go.

139
140

141 **7:20 PM Routines**

142

143 Correspondence - Letter from Glendale Road resident, Lana Spillman, regarding a
144 Glendale Road Safety Concern. The DPW Superintendent is aware of this and working
145 on it.

146

147 Approval of Minutes

148 September 11, 2023 - tabled

149 September 25, 2023 - tabled

150

151 **7:30 PM Adjourn**

152

153 On a **MOTION** made by **Jessel**, second by **Perkins**, the Select Board **VOTED**
154 unanimously to adjourn.

155

156 Respectfully submitted,

157 Donna M Grieco

158 Minutes Recorder

159

160 **Next Meeting – October 23, 2023**

161

162

163

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

166

1. Agenda

167

2. Call for Volunteers: Emergency Response Advisory Committee

168

3. Traffic Flow Changes Coming Soon to Kelsey Road

169

4. Future of Housing Announcement from MVPC

170

5. Flu and Vaccine Clinic Announcement

171

6. Household Hazardous Waste Collection Day

172

7. Boo in Boxford

173

8. BTA/Bolt's Great Pumpkin Hunt

- 174 9. Two Completed Volunteer Forms for the Cultural Arts Council: Marylyn
175 Pagliocco and Rachel Pagliocco da Silva
176 10. Memo from Police Chief Riter, Re: Department Promotions
177 11. Police Department Org Chart
178 12. Letter of Support from former Police Lt. Dupont, Re: Department
179 Promotions
180 13. Cover Letters and Resumes submitted by Officers Anderson, Barker and
181 Paglia
182 14. MIIA Health Benefits Trust Renewal Proposal for Retirees
183 15. Town Administrator's Report
184 16. Capital Improvement Program (CIP) Draft for Fiscal Year 2025 to 2029
185 17. Letter from Lana Spillman to Superintendent of Public Works, Re:
186 Glendale Road safety concern
187 18. Select Board Meeting Minutes 9/11/23 and 9/25/23
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**Minutes of the
BOXFORD SELECT BOARD
REMOTE VIA ZOOM
October 23, 2023, 6:30PM
DRAFT**

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

Others Present: Town Administrator Matthew Coogan, Town Clerk Robin Phelan, Mira Clark, Ellen Guerin, Bob Hazelwood, Ashley Wheeler, Police Chief Riter, Fire Fighter Tilston, Ross Povenmire, Ian Burns, Lauren Keisling, Jim Barnes, Minutes Recorder Donna Grieco

6:30 PM Call to Order

Select Board Chair Barbara Jessel called the meeting to order at 6:30 PM. The roll was read, and all members were present.

6:35 PM Announcements

Select Board Member Perkins announced the passing of Dorothy (Doffy) Falk, a longtime resident of Boxford. She was remembered as a “great neighbor and friend to all” and noted that she will be missed. Services will be held on November 11th at 1:30 PM at the First Congregational Church. A moment of silence was observed in her honor.

Real Estate Taxes Due – Select Board Member Stickney announced that real estate tax bills for the 2nd quarter of FY 2024 are due on Wednesday, November 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 (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.

Public Safety Information Session – Select Board member Stickney announced that the public safety information session will be held on 10/25 at 7:00 PM, at Boxford Town Hall, Meeting Room 1, or via Zoom (<https://us02web.zoom.us/j/8157412201?pwd=WFIUWU1PS1c2NGNuZUJ3TERNbWpRQT09>, Meeting ID:8157412201, Passcode 507718) and will inform participants about Boxford’s public safety team and the three-tiered, medical response program.

45 **Great Pumpkin Hunt** – Select Board member Perkins invited residents to attend the
46 Great Pumpkin Hunt which will take place on Sunday, October 29th at 10:45 AM at
47 Cargill Field (Main St. and Middleton Rd.) Cider doughnuts, refreshments and a
48 pumpkin hunt. Free!

49
50 **Trick or Treat Hours** -Boxford Hours for Trick or Treating are from 5:30 PM to 7:30 PM
51 on Tuesday, October 31st.

52
53 **Household Hazardous Waste Day** – Select Bord member Costello advised residents
54 that they can dispose of their hazardous waste (paints, propane, cleaners, de-greasers,
55 poisons, pesticides, fertilizers, fuel, mercury bulbs, solvents, batteries, photography,
56 chemicals, swimming pool chemicals, anti-freeze, and more) on Saturday, October 28th
57 from 9AM to 1 PM at Masconomet High School.

58
59 **Boo in Boxford** – Select Board member Chow-Menzer announced that Boo in Boxford
60 has been rescheduled to October 28th from 1PM – 4PM at Spofford Pond School. Boo
61 in Boxford will offer Trick-or-Treating, games, and a pumpkin decorating contest.
62 Registration begins October 6th; to host a trunk or table scan the QR code on the Town’s
63 website and sign up.

64
65 **6:40 PM Appointments**

66 Deborah Schildkraut was nominated by Town Clerk Robin Phelan to serve on the Board
67 of Registrars. Clerk Phelan described the make-up and function of the Board of
68 Registrars.

69
70 On a **MOTION** made by **Perkins**, second by **Costello**, the Select Board **VOTED**
71 unanimously to appoint Deborah Schildkraut to the Board of Registrars with a
72 term ending **6/30/24**.

73
74 Police Chief Riter appeared to request that the Select Board approve the promotion of
75 Reserve Officer Michael Dougherty, to full-time Patrol Officer.

76
77 On a **MOTION** made by **Costello**, second by **Perkins**, the Select Board **VOTED**
78 unanimously to promote Reserve Officer Michael Dougherty to Patrol Officer.

79
80 **6:45 PM - Interview of Candidates, Emergency Response Advisory Committee–**

81 The Select Board thanked the following applicants for volunteering to serve on the
82 ERAC Committee:

- 83 Mira Clark
84 Ellen Guerin
85 Bob Hazelwood
86 Ashley Wheeler

87 Each applicant spoke to their experience, ability and willingness to participate on the
88 committee. They also answered, to the satisfaction of the Board, four questions
89 pertinent to the position. Successful candidates will be announced at the next Board
90 meeting in two weeks.

91
92 **7:15 PM - Meeting with Land Use Director Ross Povenmire and Update on MBTA**
93 **Communities** - Ian Burns and Lauren Keisling of the MVPC reported on MBTA
94 regulation specifics for Boxford, which is considered an adjacent small town. Adjacent
95 Small-Town Regulations are as follows:

96 1. The district must have a zoned capacity equal to 5% of the community's total housing
97 stock

98 2. The district must allow for 15 units per acre by right

99 3. There is no minimum land area requirement

100 4. The district may be located anywhere in the community. For Boxford, this means the
101 district must have a zoning capacity of 141 units. There is no construction requirement
102 as part of these regulations, only zoning.

103 The timeline was described, as were parking regulations (1.5 spaces per unit). Next
104 steps include conducting community engagement and education, drafting the zoning
105 bylaw, conducting a public hearing on the final bylaw by Winter/Spring of 2025 and
106 voting on bylaw at Town Meeting. The Board asked for confirmation that there are no
107 mandatory affordability parameters in the regulations to which Ross Povenmire replied
108 that there were not, however, the Board can discuss whether or not the Town wants to
109 include such parameters. The Town Administrator noted that this process must be
110 completed in order to qualify for grants that the Town is accustomed to receiving, and
111 that the Plan is not as onerous as they initially thought.

112
113 **Fire Fighter Chain Saw Training** – Chief Geiger has requested this training to increase
114 safety in the use of chainsaws when felling trees. This is not something that is done
115 regularly so the training is warranted to keep the process fresh in mind. Ross
116 Povenmire noted that one ash and seven pine trees have been selected for this training;
117 eight trees in all, 8"-10" in diameter, some dead and some with no tops. The trees are
118 located on the Dorman property and thus they are seeking Board approval.

119
120 On a **MOTION** made by **Costello**, second by **Stickney**, the Select Board **VOTED**
121 unanimously to authorize the Fire Department to undertake educational chain
122 saw training as described by Firefighter Tilston.

123
124 **7:30 PM - Report of the Town Administrator**

125 **ERAC** – A change has been made to the draft charge which now reads, "The
126 Committee shall develop a phased plan with recommendations for improving efficiency
127 to the Three-Tiered Response Program, which may include establishing intown
128 ambulance response and transport based on the comprehensive analysis and data
129 analysis." A discussion ensued on the merits of expanding the committee from 7 to 9
130 members. The Board decided that they need more time to make their determination.
131 Once they decide they will be able to select all or two of the four candidates for the
132 ERAC committee. This will be voted on in two weeks at the next Select Board meeting.
133 The Town Administrator also noted that Boxford may wish to bring in a consultant to
134 assist with the charge and that they would need approximately \$50-70K in funding to
135 cover this. As noted in the announcements, there will be a public safety meeting on

136 Wednesday night at which Boxford's Three-Tier Response will be explained.
137 Representatives from Cataldo, Atlantic and Trinity Ambulance will also be present.
138

139 **Lifting of Hiring Freeze, Health Department Administrative Assistant**

140 This move to lift the hiring freeze and reduce the position to 24 hours per week is
141 supported by Board of Health Chair Rick Fahrner.
142

143 On a **MOTION** made by **Perkins**, second by **Costello**, the Select Board
144 **VOTED** unanimously by roll call vote to lift the hiring freeze and fill the Health
145 Department Administrative Assistant position on a new schedule of 24 hours
146 per week.

147 **Update on Municipal Aggregation "Boxford Community Electricity"** – The DPU
148 has submitted some clarification questions, however much of the information is already
149 within the Town's plan. One of their questions was whether the Town had any concerns
150 with establishing a deadline for the community to begin aggregation. Under the
151 guidance of the Town's consultant, Good Energy, Boxford opposes such deadlines
152 given that the purpose of working with Good Energy is so that they will advise us as to
153 when it is advantageous to go into aggregation based on National Grid rates. We have
154 until November 10th to respond to their questions. Unfortunately, there is no current
155 possibility of aggregating rates for this winter or next summer, but at least some
156 movement has been made. The Town does not incur any fees with Good Energy until
157 aggregation takes place.
158

159 **ARBA Committee Update-** The Select Board may wish to rezone the buildings at 188
160 Washington St. and 4 Middleton Road to Zone B1 in order to utilize them in the way in
161 which the public engagement process suggests, or they could look into leasing the
162 properties to non-profits such as Tri-Town Council. We are reaching out to Newbury to
163 obtain their lease agreements and ascertain what their arrangements consist of. The
164 Board may also wish to deem the properties surplus and go to RFP to find a new
165 tenant. This could take place at the next Town meeting. The Town Administrator also
166 discussed with the committee the fact they he would like to be informed of what
167 improvements would need to be made to the building before tenants can move in. In
168 addition, the ARBA Committee is speaking with real estate agents to determine cost per
169 square foot to potentially convert Washington Street to a restaurant.
170

171 **8:00 PM - Routines–**
172 Approval of Minutes – tabled.
173

174 **8:05 PM - Any other business to come before the Board–**
175

176 AV Issues at 10 Elm- Select Board member Stickney reported that a Fashion Show was
177 held at 10 Elm and the sound system was found to be inoperable. The Director would
178 like to know to whom she should turn to get this and any other glitches at the Center
179 corrected. Select Board Vice Chair Chow-Menzer asked that all such inquiries be
180 directed to her and Chris Olbrot.
181

182 Cell Phone Service Reception – Select Board member Perkins noted that cell phone
183 service in the East Village, Lawrence Rd. area could benefit from the installation of pole
184 mounted small antennas like they have in Noth Andover.

186 Electrification Feasibility Study for Spofford Pond School – Select Board Chair Jessel
187 noted that working together with the administration, school committee and principal,
188 they interviewed firms and selected one. They will be moving forward and may require a
189 warrant for design at the Town Meeting in Spring.

191 Select Board member Costello informed the Board that next meeting he will provide a
192 report from the Regionalization Planning Committee and that they are in need of a Chair
193 and Treasurer/Secretary.

194
195 **Adjourn**

196
197 On a **MOTION** made by **Stickney**, second by **Perkins**, the Select Board **VOTED**
198 unanimously to adjourn.

199 **Next Meeting - November 6, 2023**

200
201 Respectfully submitted,
202 *Donna M Grieco*
203 Minutes Recorder

204
205 Documents either distributed to the Board of Selectmen before the meeting in a
206 packet or at the meeting:

- 207 1. Agenda
208 2. Notice: Real Estate Taxes Due
209 3. Notice: Public Safety Information Session
210 4. Announcement: Great Pumpkin Hunt
211 5. Trick or Treat Hours Flyer
212 6. Household Hazardous Waste Day Announcement
213 7. Announcement: Boo in Boxford Rescheduled
214 8. Correspondence from Police Chief Riter, RE: Promotion M. Dougherty
215 9. Resume: Michael S. Dougherty
216 10. Letters of Interest and Supporting Documentation: ERAC
217 11. List of Questions for ERAC Applicants
218 12. MBTA Communities Status Update presented by MVPC
219 13. ERAC Charge

- 220 14. Correspondence form DPU, RE: Town of Boxford, D.P.U. 22-128
- 221 15. Memo from Chief Geiger RE: Chain Saw Training

DRAFT