



BOXFORD SELECT BOARD

Monday, January 8, 2024

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 Recognition of Years of Service

- 10 Years – Katie Colangelo
- 20 Years – Tamara Aghoian, Pam Blaquiere, Bob Figelski, Peter Holland, Ross Povenmire
- 25 Years – Ron Dole, Ellen Guerin, A.J. Paglia, Mikey Ricker, Doug Small, Eric Wendell
- 35 Years – Kathy Zolla

6:50 PM Roundtable Discussion with Board and Committee Chairs

- Update from Boards and Committees
- Discussion of May 14, 2024 Town Meeting Warrant Articles
- Any other business to come before the Chairs of Boxford's Boards and Committees and the Select Board not anticipated at the time of this posting.

8:15 PM Boxford Liquor License Renewals

- Far Corner Farm Golf Course, Inc.
- Boxford Community Kitchen

8:25 PM Report of the Town Administrator

- Consider Common Victuallers License Renewals:
 - Boxford Community Kitchen
 - Benson's Ice Cream
- Consider Junk License Renewal
 - David Noyes
- Any other business to come before the Town Administrator and the Board not anticipated at the time of this posting.

8:30 PM Routines

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

8:40 PM Any other business to come before the Board

Adjourn

Next Meeting – January 22, 2024

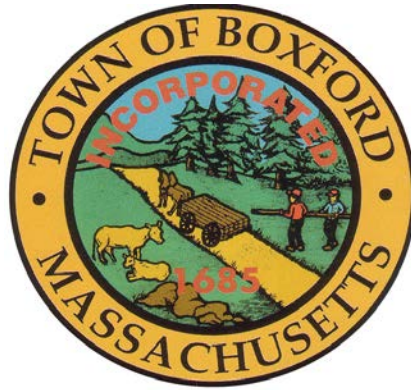
New Call to Order

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.



BOXFORD COMMUNITY HOUSING NEEDS WORKSHOP
A JOINT INITIATIVE SPONSORED BY
THE BOXFORD HOUSING PRODUCTION PLAN COMMITTEE
MERRIMACK VALLEY PLANNING COMMISSION
BOXFORD HOUSING PARTNERSHIP
(this is an in-person meeting only, no Zoom participation will be offered)

TOWN HALL, MEETING ROOM # 1
JANUARY 20, 2024, 9:00 a.m.

Update on the Merrimack Valley Regional Housing Plan Project

Boxford Community Needs Assessment

Community Housing Goals and Strategies

Identifying the Potential for future Housing Development in Boxford



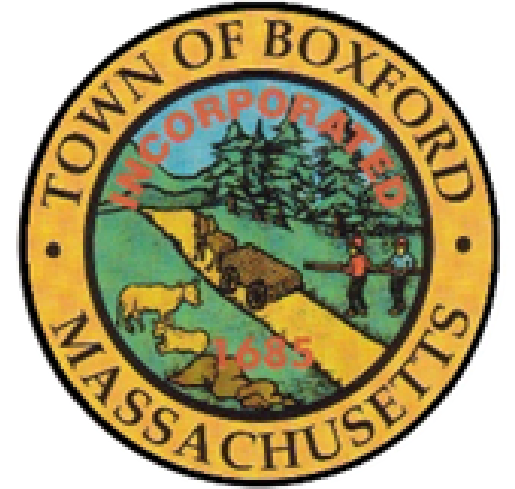
MARTIN LUTHER KING, JR. DAY

Town offices will be closed on
Monday, January 15.

There will be no trash/recycling pick up on
Monday, January 15. Pick up will run on a one day
delay for the rest of the week.

I have a dream

WE ARE
HIRING
JOIN OUR TEAM



OPEN POSITIONS:

- ✓ Administrative Assistant - Inspectional Services and Zoning Board of Appeals
- ✓ Full Time Dispatcher - Communications
- ✓ Program, Outreach, and Activities Assistant - Council on Aging

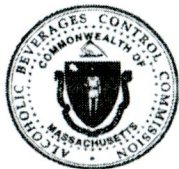


For more detailed information about these positions, please visit:
www.boxfordma.gov/employmentopportunities



Send Your Cover Letter, Resume and [Application for Employment](#):
Leanne Mihalchik
lmihalchik@boxfordma.gov

MOTION: I move that the Town of Boxford grant the requested liquor licenses to Far Corner Farm Golf Club and Boxford Community Kitchen upon the condition that the licensees shall in all respects, conform to all of the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended and any rules or regulations made thereunder by the licensing authorities. In addition, the licensees must maintain required insurance and meet all requirements by Town Fire and Building inspectors as noted in the Town's inspection reports as enclosed in this packet. The licenses will expire December 31, 2024.



Jean M. Lorizio, Esq.
Commission Chairman

**Commonwealth Of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, MA 02150-2358**

**2024
Retail License Renewal**

License Number: 00001-CL-0124

Municipality: BOXFORD

License Name : Far Corners Farm Golf Course Inc

License Class: Annual

DBA :

License Type: Club

Premise Address: 5 Barker Road Boxford, MA 01921

License Category: All Alcoholic Beverages

Manager: Robert W Flynn

I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).

Signature
ROBERT W. FLYNN

Printed Name

November, 14, 2023

owner
Title

Additional Information:

Please complete and return this form to the Local Licensing Authority.



LICENSE
ALCOHOLIC BEVERAGES

THE LICENSING BOARD OF
THE TOWN OF BOXFORD, MASSACHUSETTS
HEREBY GRANTS A

CLUB LICENSE

License to Expose, Keep for Sale and to Sell Wine and Malt Beverages
To Be Drunk on the Premises

TO: Far Corner Golf Club
Robert Flynn, Manager
Barker Road/Main Street
Boxford, MA 01921

On the following described premises:

FIRST FLOOR:	Assembly Room, Deck and Open Patio
LOWER LEVEL:	Function Room
EXTENSION OF PREMISES:	Approved 2/28/14 – includes 27 holes of golf course, hot dog stand, Pro Shop and 2 beverage carts

This license is granted and accepted upon the express condition that the licenses shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 188 of the General Law, as amended and any rules or regulations made thereunder by the licensing authorities. This license expires **December 31, 2024**, unless earlier suspended, cancelled or revoked.

Licensing Authority, Select Board, Town of Boxford

The hours during which Alcoholic Beverages may be sold are:

8:00am – 11:00pm daily,
except Sundays 11:00am – 11:00pm

Holidays and election comply with
M.G.L. Ch 138, Sec. 33

Barbara G. Jessel, Chair

Margaret Chow-Menzer, Clerk

Peter C. Perkins

Charles J. Costello

Judith A. Stickney



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/15/2023

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

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

PRODUCER Insurance Solutions Corporation 116 Rockingham Rd Londonderry NH 03053	CONTACT NAME: Sandra Gargano PHONE (A/C, No, Ext): (603) 421-0021 E-MAIL ADDRESS: sgargano@isc-insurance.com	FAX (A/C, No): (603) 421-0052
	INSURER(S) AFFORDING COVERAGE INSURER A: Union Insurance Company INSURER B: Acadia Insurance INSURER C: INSURER D: INSURER E: INSURER F:	
INSURED FAR CORNER GOLF COURSE INC 5 BARKER ROAD BOXFORD MA 01921		

COVERAGES CERTIFICATE NUMBER: CL2322356596 REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER			CPA5094479-20	3/1/2023	3/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			MAA5094486-20	3/1/2023	3/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			CUA5094484-20	3/1/2023	3/1/2024	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	Excl Officers: Robert Flynn, Joann Flynn, Janna Flynn. WCA5242906-17 3A: MA	3/1/2023	3/1/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	LIQUOR LIABILITY			CPA5094479-20	3/1/2023	3/1/2024	OCCURRENCE \$1,000,000 AGGREGATE \$2,000,000

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

CERTIFICATE HOLDER

CANCELLATION

Town of Boxford 7A Spofford Rd Boxford, MA 01921	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Keith Maglia/SGARGA
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**Boxford Fire Department
6 MIDDLETON ROAD
BOXFORD, MA 01921**



Inspection Findings Report

Inspection Information

Inspection #: 2023-37 FAR CORNERS GOLF COURSE: 5
BARKER ROAD BOXFORD MA 01921
(978) 352-8300 () 352-9838

Inspection Date: 11/15/2023

Structure/Property: FAR CORNER BAR & GRILL
5 BARKER ROAD BOXFORD MA 01921

Inspection ID: IN Inspection Reference ID:
Inspection Status: Inspection Status Date: 11/16/2023
Inspection Type: ANNUAL Inspection Conducted Date: 11/15/2023

The Boxford Fire Department conducted a fire safety inspection at the location and date referenced above. As result of this the inspection I have enclosed/attached the fire departments - Field Fire Safety Inspection Report.

Inspection Findings/Action Requested

- Item #: 1 Electric Panels
Action Requested: Correct Immediately
Notes/Comments: REMOVE ITEMS TO MAINTAIN 3 FOOT CLEARANCE TO ALL ELECTRICAL PANELS / Per 110.26
Access and working space shall be provided and maintained about all electrical equipment to permit ready and safe operation of maintenance of such equipment to a minimum of 30" in width and depth.
Reference/Rationale: NFPA 70
110.26 Spaces About Electrical Equipment
- Item #: 2 Door Operations
Action Requested: Correct Immediately
Notes/Comments: REPAIR SLIDING DOORS IN BASEMENT / 1010.1.9 Door Operations: ...Egress doors shall be readily openable from the egress side without the use of a key or special knowledge or effort.
Reference/Rationale: 2015 IBC Chapter 10: Exit Discharge
- Item #: 3 Exit Signs - Non Compliant
Action Requested: Add To Become Compliant
Notes/Comments: POST EXIT SIGN AT BACK DOOR TO KITCHEN / Means of egress shall be marked in accordance with the building code
Reference/Rationale: 527 CMR 1 Chapter 14
14.14 Marking Of Means Of Egress

Inspection Comments/Remarks

Auto-Generated from Fire Incident#: 2023000002238

Thank you in advance for helping the Boxford Fire Department fulfill its primary mission, the protection of life and property. If you have any questions about the inspection process, please call 978-887-5725

Inspection Documented by:

FIRE PREVENTION KATIE COLANGELO



The Commonwealth of Massachusetts

Town of Boxford

New and Renewal Certificate of Inspection

In accordance with 780 CMR, Chapter 1 (*The Eighth Edition of the Massachusetts State Building Code*) and Chapter 304 of the Acts of 2004 (*an Act to further enhance fire and life safety*), this certificate of inspection is issued to the premise or structure or part thereof as herein identified.

Issued to	<i>Identify Name of Establishment</i>				<i>Certificate No.</i>
	Far Corners Golf Course – Kitchen/Function Room				23-24
Located at	<i>Identify property address including street number, name, city or town and county</i>				<i>Certificate Expiration</i>
	5 Barker Road – Boxford MA 01921				11/15/2024
Use Group Classification(s)	<i>Basement</i>	<i>Kitchen</i>	<i>Bar/Function</i>	<i>Lower Function</i>	<i>Other</i>
	B-2	B-2	A-2	A-2	
Allowable Occupant Load	< 10	< 10	< 50	< 50	

This *certificate of inspection* is hereby issued by the undersigned to certify that the premise, structure or portion thereof as herein specified has been inspected for general fire and life safety features. This certificate shall be framed behind clear glass and/or laminated and posted in a conspicuous place within the space as directed by the undersigned. *Failure to post or tampering with the contents of the certificate is strictly prohibited.*

Name of Municipal Fire Chief	Brian Geiger	Name of Municipal Building Commissioner	Peter Delaney	Date of Inspection	11/15/2023
Signature of Municipal Fire Chief		Signature of Municipal Building Commissioner		Date of Issuance	11-15-2023

TOWN OF BOXFORD
SCHEDULE OF DEPARTMENTAL PAYMENTS TO TREASURER

Department Name: Board of Selectmen

Receipt #

(For Treasurer use only)


Deposit #

Batch #

<u>FROM WHOM/DESCRIPTION</u>	<u>Cash or</u>	<u>Amount</u>	<u>Total</u>
	<u>Check #</u>		
Far Corner Farm Golf Course, Inc.			
5 Barker Road	3182	\$500.00	\$500.00
Boxford, MA 01921			
DEPOSIT TOTAL			\$500.00

Revenue Source:
Account #:
Charge Code: ALCLIC
Date: 11/28/2023

RECEIVED
 NOV 28 2023
 BOXFORD TREASURER
 TAX COLLECTOR

Received by:


Submitted by:


Office of the Treasurer

Leanne Mihalchik
Administrative Services Manager/HR Coordinator



Jean M. Lorizio, Esq.
Commission Chairman

**Commonwealth Of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, MA 02150-2358**

**2024
Retail License Renewal**

License Number: 06309-GP-0124

Municipality: BOXFORD

License Name : BOXFORD COMMUNITY KITCHEN
INC.

License Class: Annual

License Type: General On-Premises

DBA :

Premise Address: 7 Elm Street Boxford, MA 01921

License Category: Wines and Malt

Manager: David Merrill

I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).

Signature

DAVID MERRILL

Printed Name

November, 28th 2023

OWNER

Title

Additional Information:

Please complete and return this form to the Local Licensing Authority.



**LICENSE
ALCOHOLIC BEVERAGES**

THE LICENSING BOARD OF
THE TOWN OF BOXFORD, MASSACHUSETTS
HEREBY GRANTS A

GENERAL ON-PREMISES

License to Expose, Keep for Sale and to Sell Wine and Malt Beverages
To Be Drunk on the Premises

TO: Boxford Community Kitchen
 David Merrill, Manager/Owner
 7 Elm Street
 Boxford, MA 01921

On the following described premises:
 Boxford Community Kitchen, on-premises consumption

This license is granted and accepted upon the express condition that the licenses shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 188 of the General Law, as amended and any rules or regulations made thereunder by the licensing authorities. This license expires **December 31, 2024**, unless earlier suspended, cancelled or revoked.

Licensing Authority, Select Board, Town of Boxford

The hours during which Alcoholic Beverages may be sold are:

8:00am – 11:00pm daily,
except Sundays 11:00am – 11:00pm

Holidays and election comply with
M.G.L. Ch 138, Sec. 33

Barbara G. Jessel, Chair

Margaret Chow-Menzer, Clerk

Peter C. Perkins

Charles J. Costello

Judith A. Stickney



The Commonwealth of Massachusetts

Town of Boxford

New and Renewal Certificate of Inspection

In accordance with 780 CMR, Chapter 1 (The Eight Edition of the Massachusetts State Building Code) and Chapter 304 of the Acts of 2004 (an Act to further enhance fire and life safety), this certificate of inspection is issued to the premise or structure or part thereof as herein identified.

Issued to

Identify Name of Establishment

Certificate No.

BOXFORD COMMUNITY STORE

23-32

Located at

Identify property address including street number, name, city or town and county

Certificate Expiration

7 ELM STREET

12/11/2024

Use Group Classification(s)

1st Floor

Second Floor

Second Floor

Second Floor

Second Floor

Other

A-3

B

49

<15

Allowable Occupant Load

This certificate of inspection is hereby issued by the undersigned to certify that the premise, structure or portion thereof as herein specified has been inspected for general fire and life safety features. This certificate shall be framed behind clear glass and/or laminated and posted in a conspicuous place within the space as directed by the undersigned. Failure to post or tampering with the contents of the certificate is strictly prohibited.

Name of Municipal Fire Chief

Brian Geiger

Name of Municipal Building Commissioner

Peter J. Delaney

Date of Inspection

12/11/2023

Signature of Municipal Fire Chief

Kathryn Campbell

Signature of Municipal Building Commissioner

Peter J. Delaney

Date of Issuance

12-27-2023

Notes/Comments: PER BUILDING INSPECTOR- CERTIFY STAIRCASE TO ROOF / 18.7 Physical Facility/ General Space Requirements
18.7.2- Ceilings and walls shall be maintained and in good repair, and shall be clean and free of sharp or protruding objects and other safety hazards.
Reference/Rationale: 603 CMR 18.00

Item #: 7 Contents and Furnishings
Action Requested: Remove Hazard
Notes/Comments: REMOVE ITEMS TO MAINTAIN 18" CLEARANCE TO CEILING / Per Chapter 12 and NFPA 101 Carpets, Draperies, Furniture, Decorations and similar must meet flame propagation performance criteria.
Reference/Rationale: 527 CMR 1 CHAPTER 12 FEATURES OF FIRE PROTECTION
12.6 CONTENTS AND FURNISHINGS
NFPA 101 Life Safety Code

Item #: 8 GENERAL SPACE REQUIREMENTS
Action Requested:
Notes/Comments: FAN IN KITCHEN VENTS TO ATTIC SPACE- HAVE CERTIFIED TECHNICIAN ADDRESS THIS HAZARD / 18.7 Physical Facility/ General Space Requirements
18.7.2- Ceilings and walls shall be maintained and in good repair, and shall be clean and free of sharp or protruding objects and other safety hazards.
Reference/Rationale: 603 CMR 18.00

Item #: 9 GENERAL SPACE REQUIREMENTS
Action Requested:
Notes/Comments: REPLACE DOOR IN POST OFFICE- CURRENT DOOR COMPRISED OF CARDBOARD / 18.7 Physical Facility/ General Space Requirements
18.7.2- Ceilings and walls shall be maintained and in good repair, and shall be clean and free of sharp or protruding objects and other safety hazards.
Reference/Rationale: 603 CMR 18.00

Item #: 10 Annual Alarm Testing
Action Requested: Service By Proper Authority
Notes/Comments: PROVIDE CURRENT ALARM REPORT
/ 14.4.3.2 Systems and associated equipment shall be tested according to table 14.4.3.2
Reference/Rationale: NFPA 72 Chapter 14 Inspection, Testing, and Maintenance
Table 14.3.2 Testing

Inspection Comments/Remarks

Auto-Generated from Fire Incident#: 2023000002415

Thank you in advance for helping the Boxford Fire Department fulfill its primary mission, the protection of life and property. If you have any questions about the inspection process, please call 978-887-5725

Inspection Documented by:
FIRE PREVENTION KATIE COLANGELO

TOWN OF BOXFORD
SCHEDULE OF DEPARTMENTAL PAYMENTS TO TREASURER

Department Name: Board of Selectmen

Receipt #


(For Treasurer use only)

Deposit #

Batch #

<u>FROM WHOM/DESCRIPTION</u>	<u>Cash or</u> <u>Check #</u>	<u>Amount</u>	<u>Total</u>
Boxford Community Kitchen			
7 Elm Street	1037	\$500.00	\$500.00
Boxford, MA 01921			
DEPOSIT TOTAL			\$500.00

Revenue Source:
Account #:
Charge Code: ALCLIC
Date: 1/4/2024

Received by:


Submitted by:


Office of the Treasurer

Leanne Mihalchik
Administrative Services Manager/HR Coordinator

RECEIVED
 JAN 04 2024
 BOXFORD TREASURER
 TAX CO.

The Commonwealth of Massachusetts

TOWN OF BOXFORD

APPLICATION FOR PERMIT

No. 24-08

12/27/23

(Date)

TO THE LICENSING AUTHORITIES:

By the provisions of the Statutes relating thereto, application for a Permit is hereby made by

Name BOXFORD COMMUNITY KITCHEN
(Full name of person, firm or corporation making application)

7 ELM ST.

(Give location by street and number)

State clearly purpose for which permit is requested

PREPARATION & SALE OF HOT & COLD FOOD INCLUDING
SOUPS, SANDWICHES, PIZZA, FRIED FOOD & BAKED GOODS
AS WELL AS CONVENIENCE ITEMS SUCH AS ICE, SLUSH, CANDY
CHIPS & SOBA

[Signature]

(Signature of applicant)

Permit Issued

\$50

NUMBER

24-08

COMMONWEALTH OF MASSACHUSETTS
TOWN of BOXFORD

FEE

\$50.00

This is to Certify that BOXFORD COMMUNITY KITCHEN

IS HEREBY GRANTED A
COMMON VICTUALLER'S LICENSE

In said 7 Elm Street, Boxford and at that place only and expires December thirty-first **2024** unless sooner suspended or revoked for violation of the laws of the Commonwealth respecting the licensing of common victuallers. This license is issued in conformity with the authority granted to the licensing authorities by General Laws, Chapter 140, and amendments thereto.

In Testimony Whereof, the undersigned have hereunto affixed their official signatures.

For the SELECT BOARD

Date: _____

Matthew Coogan, Town Administrator

The Commonwealth of Massachusetts

TOWN OF BOXFORD

APPLICATION FOR PERMIT

No. 24-02

Dec 20 2023
(Date)

TO THE LICENSING AUTHORITIES:

By the provisions of the Statutes relating thereto, application for a Permit is hereby made by

Name Kristina de la Cruz, Benson's Ice Cream, LLC
(Full name of person, firm or corporation making application)

181 Washington St Boxford, MA 01921
(Give location by street and number)

State clearly purpose for which permit is requested

Please copy from previous year

Kristina de la Cruz
(Signature of applicant)

Permit Issued

NUMBER

24-02

COMMONWEALTH OF MASSACHUSETTS
TOWN of BOXFORD

FEE
\$50.00

This is to Certify that BENSON'S ICE CREAM, LLC

IS HEREBY GRANTED A
COMMON VICTUALLER'S LICENSE

In said 181 Washington Street, West Boxford and at that place only and expires December thirty-first 2024 unless sooner suspended or revoked for violation of the laws of the Commonwealth respecting the licensing of common victuallers. This license is issued in conformity with the authority granted to the licensing authorities by General Laws, Chapter 140, and amendments thereto.

In Testimony Whereof, the undersigned have hereunto affixed their official signatures.

For the SELECT BOARD

Date: _____

Matthew Coogan, Town Administrator

The Commonwealth of Massachusetts

TOWN of BOXFORD

APPLICATION FOR PERMIT
JUNK LICENSE

No. 24-01

(Date) 12/19/23

TO THE LICENSING AUTHORITIES:

In accordance with the provisions of the Statutes relating thereto, application for a Permit is hereby made by

Name David A. Noyes
(Full name of person, firm or corporation making application)

212 Main Street
(Give location by street and number)

To Collect Junk, Old Metals and Second Hand Articles

State clearly
purpose for
which permit
is requested

David Noyes

(Signature of applicant)

Permit issued _____

212 Main Street
(Address)

NUMBER

24-01

**COMMONWEALTH OF MASSACHUSETTS
TOWN of BOXFORD**

FEE

\$25.00

This is to Certify that **DAVID A. NOYES**

**IS HEREBY GRANTED A
JUNK LICENSE**

In said **212 Main Street** and at that place only and expires December thirty-first **2024**. unless sooner suspended or revoked for violation of the laws of the Commonwealth respecting the licensing of common victuallers. This license is issued in conformity with the authority granted to the licensing authorities by General Laws, Chapter 140, and amendments thereto.

In Testimony Whereof, the undersigned have hereunto affixed their official signatures.

For the **SELECT BOARD**

Date:

Matthew Coogan, Town Administrator



Peter Delaney
Inspector of Buildings
Town of Boxford

January 2, 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 December 2023:

PERMITS	FEES COLLECTED	VALUE
34 Building Permits (71 Inspections)	\$20,016.72	\$2,773,887.36
	December 2022 Comparison	
30 Building Permits (67 Inspections)	\$12,034.52	\$818,508.66
33 Electrical Permits (46 Inspections)	\$5,714.25	
	December 2022 Comparison	
17 Electrical Permits (43 Inspections)	\$1,782.00	
23 Plumbing Permits (28 Inspections)	\$2,321.75	
	December 2022 Comparison	
9 Plumbing Permits (23 Inspections)	\$862.00	
14 Gas Permits (22 Inspections)	\$4,055.00	
	December 2022 Comparison	
11 Gas Permits (17 Inspections)	\$1,225.00	
TOTAL FEES COLLECTED	\$32,107.72	
	December 2022 Comparison	
TOTAL FEES COLLECTED	\$15,903.52	

Peter Delaney
Cc: Town Administrator
Board of Assessors

P. Delaney 1-02-24

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**Minutes of the
BOXFORD SELECT BOARD
HYBRID VIA ZOOM
Monday, December 18, 2023
Draft**

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

12 Others Present: Town Administrator Matthew Coogan, Susan Arsenault, Becky Potts,
13 Bob Gore, Richard O'Brien, Adams Bartke, Dan Anastos, Atty. Gregg Corbo and
14 Minutes Recorder Donna Grieco

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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 all present.

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6:35 PM Announcements

Town Offices Holiday Schedule – Select Board member Perkins announced that
20 Town Offices will be closed on Monday, December 25th, 2023, and Monday, January 1st,
21 2024. Trash pick-up will be on a one-day delay during the weeks of December 25 and
22 January 1. All documentation must be received by January 26,2024. On behalf of the
23 Select Board he wished residents a happy and safe holiday season. He also thanked
24 the Garden Club for making wreaths each year and putting them on all of the town
25 buildings. It is very much appreciated.

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Kindergarten Registration – Select Board member Stickney announced that

28 kindergarten registration is now open. Students must be 5 on or before September 1,
29 2024. For more information, please visit the Harry Lee Cole website. Please note: All
30 current age eligible Cole pre-school students will be contacted separately and do not
31 need to register.

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Recycling Center Holiday Schedule – Select Board member Costello announced that

34 the Recycling Center will be closed Saturday, December 23rd and open on Saturday,
35 December 30th. Check the Town website for a list of updated fees for 2024.

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6:40 PM Appointments

38 Susan Arsenault, Council on Aging

39 Susan Arsenault appeared before the Select Board to discuss her qualifications to
40 become a member of the Council on Aging Board. The Select thanked her for
41 volunteering.

42 On a **MOTION** made by **Stickney**, second by **Perkins**, the Select Board
43 VOTED unanimously by roll call vote to appoint Susan Arsenault to the
44 Council on Aging with a term ending June 30, 2026.

47 **6:45 PM - Meeting with Adaptive Reuse of Buildings Advisory Committee**

48 Discussion on ARBA Committee Interim Report and next steps on the reuse plan for 4
49 Middleton Road and 188 Washington Street
50 ARBA Committee members Becky Potts, Bob Gore, Richard O'Brien, Adams Bartke,
51 and Dan Anastos appeared before the Select Board to discuss their Interim Report.
52 Select Board member Perkin is also a member of the ARBA Committee. The committee
53 stated that in the Studio Luz Report it was noted that the community said they would like
54 to see office, non-profit, retail, or restaurant space in either or both 188 Washington
55 Street and 4 Middleton Rd., under the condition that the Town maintains ownership of
56 these properties, that the buildings and open space are preserved, and that there is no
57 expansion to the footprint of either building. There are several constraints that may make
58 those uses unfeasible financially under those conditions. For example, the committee's recent
59 facility assessment identifies nearly \$1 million of necessary maintenance and repairs from both
60 facilities over the next 10 years. That number does not include septic upgrades which are most
61 likely necessary and also does not include the cost of fitting out the buildings for any future use
62 if the community's preference lies in maintaining ownership of these properties. The ARBA
63 Committee, with the support of the Board, wishes to continue exploring all those factors.
64 Furthermore, there is a desire to maintain the ball fields and open space at 188 Washington,
65 which may complicate a potential future user of the old library building, as there may be conflicts
66 with regards to parking and the siting of a new septic system. The next steps, particularly the
67 recommended actions at Town Meeting for zoning and procurement, would be useful in helping
68 to determine the ultimate uses for 188 Washington Street and 4 Middleton Road. A market
69 analysis will also be conducted to determine property values needed for building leases or
70 sales. An update to the interim report was offered pertaining to an RFP sent out by Topsfield for
71 reuse of their fire station. The outcome of which was that Topsfield did not receive any
72 responses to their proposal request. The committee and Town were watching closely since we
73 are also faced with finding parties interested in the reuse of the Town's two buildings.

74
75 Any other business to come before the ARBA Committee and the Board not anticipated
76 at the time of this posting.

77 Rezoning of these buildings to B1 is supported by the Select Board and there will be a
78 Warrant Article at Town Meeting that authorizes the Select Board to enter into leasing
79 agreements should the need arise.

80
81 The buildings in question are currently used for storage and there is a large number of
82 books stored therein. The books cannot be stored in the basements of these buildings
83 so they may need to be brought to the campus of Town Hall. The moving and storage
84 may require a warrant article at the Town Meeting to pay for such costs as a modular
85 building or trailer, climate control, etc. We need to figure out exactly how many books
86 there are, and the shelf square footage required. Further, we will need to continue to
87 maintain these buildings to prevent them from falling into disrepair.

88
89 **7:30 PM Report of the Town Administrator**

90
91 **Lifting of Hiring Freeze, Building Department Administrative Assistant**

92 The Building Department needs to backfill the position of Administrative Assistant due to
93 an opening which will become available the second week of January.

94

95 On a **MOTION** made by **Stickney**, second by **Perkins**, the Select Board
96 VOTED unanimously by roll call vote to lift the hiring freeze in order to hire a
97 Building Department Administrative Assistant.
98

99 **Insurance Advisory Committee Update**

100 It has been ten years since the Town reexamined healthcare options. A second meeting
101 of the Insurance Advisory Committee (hereafter referred to as IAC) was held last week.
102 Our consultant explained a Benchmark 3 plan equivalent to GIC that is available
103 through Blue Cross Blue Shield. The design plan change was discussed and essentially
104 provides a reduction in premium costs but by reducing the premium there would most
105 likely be changes in various copays and an increase in the deductible; overall however,
106 we would have the same services as now. There are roughly 200 members in the plan
107 and there was roughly a \$26,000 increase in the aggregate among the 200 members.
108 More information will be provided to the Select Board at the meeting on 1/22. Any new
109 plan selected would require collective bargaining and would begin at the start of the
110 next fiscal year on 7/1/24.
111

112 Any other business to come before the Town Administrator and the Board not
113 anticipated at the time of this posting.

114 **Today's Storm** – There were a number of downed trees and branches, as well as a few
115 road closures and approx. 92 power outages reported. National Grid is sending crews
116 from New York who will be here tomorrow to restore power. The DPW is hard at work
117 removing branches, etc.
118

119 **Fair Share Act (Millionaire's Tax)** – The state sent a letter stating that Boxford will be
120 receiving \$251,000. Which will be deposited into our Chapter 90 allocation. We will
121 inquire as to how specifically the money can be spent and more information will follow.
122

123 **MVPC Grant and Rebuild America Act** - The MVPC reached out to Boxford to solicit
124 proposals for transportation projects and to talk about some of Boxford's priorities such
125 as culverts, the Endicott Street Bridge and the rail trail. We discussed how everyone
126 wants to have a direct rail connection all the way up through Boston unimpeded and off
127 the street. The MVPC said it would be great if it could cross route 95. Since they're
128 doing a couple of large projects, they want us to submit a grant application. They
129 wanted to know whether the Town would support them putting in an application to do
130 the feasibility of spanning 95. The cost share for the project would be 80/20; 80%
131 Federal funds and 20% State funds. The Town Administrator will continue the
132 conversation with the MVPC if the Select Board approves of the idea of applying for the
133 grant.
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135 **7:45 PM Routines**

136 Approval of Minutes of 12/04/23

137 On a **MOTION** made by **Perkins**, second by **Stickney**, the Select Board **VOTED**
138 unanimously by roll call vote to approve the Select Board Meeting Minutes of 12/04/23 as
139 amended.

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7:55 PM Any other business to come before the Board

Select Board member Perkins and the Town Administrator met with a Verizon representative who is a specialist in boosters. We have a couple of boosters currently, one at the East Station and one at 10 Elm. The rep is willing to conduct a site visit and look at other opportunities for boosters mainly for business and municipal use. She will also reach out on the Town’s behalf to those that provide micro-antennae and elevate our request for those.

8:00 PM Executive Session

To discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares.

On a **MOTION** made by **Jessel**, second by **Stickney**, the Select Board **VOTED** unanimously by roll call vote to enter into Executive Session, and declared that an Executive Session is necessary since an open public discussion may have a detrimental effect on the negotiating, bargaining or litigating position of the Board of Selectmen, and upon completion of the Executive Session they will not be returning to open session and immediately adjourn without conducting any further business.

Next Meeting – January 8, 2023

Adjourn

Respectfully submitted,
Donna M Grieco
Minutes Recorder

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

- Announcement:** Holiday Schedule Town Offices
- Announcement:** Kindergarten Registration
- Announcement:** Recycle Center Holiday Hours
- Supporting Documents: Susan Arsenault, COA
- ARBA Committee Interim Report
- Draft Minutes: 12/04/2023
- Executive Session Motion