



## **BOXFORD SELECT BOARD**

**Wednesday, September 28, 2022**

**Town Hall 7A Spofford Road**

**Meeting Room 1**

**Remote option through Zoom:**

<https://us02web.zoom.us/j/86398021106?pwd=a1lrWHBScFNmWEVpTUppOG0xaTU1Zz09>

**This meeting is audio and video recorded**

**7:00 PM Call to Order**

**7:05 PM Announcements**

**7:10 PM Meeting with the Masco Regional School District Committee, Boxford Members**

- Consider candidate(s) to fill opening on Committee
- Any other business to come before the Committee and the Board not anticipated at the time of this posting.

**7:25 PM Meeting with Inspector of Buildings, Peter Delaney**

- Implementation of online permitting process - OpenGov
- General department update
- Any other business to come before the Inspector of Buildings and the Board not anticipated at the time of this posting

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

- Discussion on establishing a committee to consider reuse of municipal buildings
- Performance Evaluations Update
- Update on Town-wide Goal Setting Process
- Any other business to come before the Town Administrator and the Board not anticipated at the time of this posting

**7:55 PM Routines**

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

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

**8:10 PM**      **Executive Session**

- Meeting with Land Committee to discuss the purchase of real property, 0 Herrick Road
  
- 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; Boxford vs. Andrews Farm Water Company and Conn, et. al.; Notice of Chapter 11 Filing – Andrews Farm Road Water Company
  
- To conduct strategy sessions in preparation for negotiations with nonunion personnel, Draft Compensation Study
  
- To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual

**Adjourn**

**Next Meeting – October 11, 2022**

## 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 22 of the Acts of 2022, 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.

# WILDCAT 5K TRAIL

## RUN.WALK.WAG

**\$ PRIZES FASTEST M/F • AGE GROUP AWARDS • FALL FOOD & RAFFLES!**

**F R E E**  
CIDER DONUTS,  
SWEET TREATS  
& RAFFLES  
FOR ALL!

Presented by



Supported by



BrooklineBank



the **Y** Hosted by  
The Danvers YMCA

Get wild to give the gift of  
camp to a local child in need  
& support local trails!

**♀ Wild Kitten Fun Run**

Raffle for  
Dog participants  
too!



Race shirt &  
Fall Treats for  
all!

# SAT., OCT. 8

9:30am Start, Reg Opens at 8:30  
4a Stiles Pond Road, Boxford

Chip Timing by



100% of proceeds go back into the community and giving the gift of camp to a child in need.  
Danvers Community YMCA- [www.danversymca.org](http://www.danversymca.org)

# BOXFORD RECREATION COMMITTEE

## JOHNSON FIELD PLAYGROUND RENOVATION

The Boxford Recreation Committee wants to renovate the playground near Johnson Field.

We want to hear from you! Before we begin the process of planning the playground we need input from all members of our community.

Use the QR code below to complete our survey by  
**September 30th.**





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

**DATE:** September 20, 2022  
**TO:** Select Board  
**FROM:** Brendan Sweeney, Assistant Town Administrator  
**RE: Municipal Surplus Building Re-Use Committee**

As the Town nears a transition of Boxford Council on Aging (COA) from its current location at 4 Middleton Road to the soon-to-be-completed Center at 10 Elm, the Town faces the possibility of an additional surplus building in addition to the 188 Washington Street parcel that is currently used for Library storage.

Boxford is not the first municipality to face a situation such as this. The process undertaken by the Town of Scituate, Massachusetts provides an instructive example for the Select Board to look to with regards to next steps.

Scituate put together a seven-member “Adaptive Re-use of Buildings” committee, composed entirely of citizens, to address the following key questions with regards to surplus municipal buildings in town:

- Should Town keep the surplus municipal buildings?
  - Is there intrinsic value to the Town with either building?
- What are they worth if the Town sells them?
  - What is the future property tax base and what would the future demand on Town services be?
  - Is there a market for private commercial or residential use in these locations?
- What zoning issues would need to be considered?
  - Would the parcel(s) need to be rezoned either to accommodate commercial activity or higher density housing?
  - Is either building historic in nature, thus warranting this specific designation?

Scituate’s Adaptive Re-use of Buildings Committee brought in outside consultants to complete the following work on behalf of the Town:

- Conduct a municipal needs assessment and develop a conceptual plan for reuse of the surplus buildings
- Conduct a market-analysis and approximate valuation with commercial real estate brokers

Should the Select Board choose to create a committee tasked with evaluating Boxford's surplus buildings, the committee could be composed of both current elected/appointed officials (Select Board members, Permanent Building Committee members) and residents. A committee of similar composition was formed in the Town of Abington to address the matter of surplus municipal buildings.

## **CHARGE TO THE ADAPTIVE REUSE OF BUILDINGS ADVISORY COMMITTEE**

**Dated: September 2022**

The Adaptive Reuse of Buildings Advisory Committee is created pursuant to a vote of the Select Board on September 28, 2022. The committee shall consist of seven members appointed by the Select Board, including the Town Administrator, one member of the Finance Committee, one member of the Select Board, one member of the Permanent Building Committee, one member of the Land Committee, one member of the Planning Board, and one member at large.

1. The purpose of this committee is to consider a comprehensive analysis of potential re-uses for the current Council on Aging building at 4 Middleton Rd and the former West Library at 188 Washington Street. The analysis should include future uses by the municipality as well as the potential benefits of disposing of either of these properties. The Committee will provide a comprehensive recommendation to the Select Board for its consideration.
2. Meetings shall be held pursuant to the Open Meeting Law, M.G.L. Chapter 30A, Sections 18 to 25, as temporarily amended due to COVID -19 by Chapter 22, of the Acts of 2022. Meetings shall be posted with the Town Clerk pursuant to said Laws.
3. The Committee shall appoint a Chair to coordinate meetings and to oversee progress. Copies of approved minutes shall be forwarded to the Select Board.
4. The committee shall conduct a municipal needs assessment and develop a conceptual plan for reuse of the surplus buildings. The committee shall also conduct a market-analysis and approximate valuation with commercial real estate brokers. The Town has a pending application for technical assistance from MassDevelopment through the State's Community One Stop for Growth program that would support the committee in this effort.
5. The Committee shall actively seek the input and advice of various Boxford Boards and Committees and Department Heads as it considers proposing future uses for these facilities.
6. The Committee may engage the advice and counsel of professional advisors as needed, including a The Committee shall evaluate and consider adaptive reuse plans by peer communities as templates as it considers proposing future uses for both facilities.
7. The committee shall issue an interim written report to the Select Board by April 30, 2022 if practicable.



Sent: Monday, September 26, 2022 8:52 AM

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

Subject: [Boxford MA] approval of signs (Sent by Michele Voner, mascomusic@gmail.com)

External Sender

Hello mcoogan,

Michele Voner (mascomusic@gmail.com) has sent you a message via your contact form ([https://linklock.titanhq.com/analyse?url=https%3A%2F%2Fwww.town.boxford.ma.us%2Fuser%2F2766%2Fcontact&data=eJxVjTOPwiAURX8NbCVtQUoHBo3paJzdWnhWBx6GD7H\\_XgYdmtzkDPfkXqNlz223iBZGZRW1evGfuw\\_WzWz1b-r04bahg3zB66ZorHVGAS5H0p46rQXajaAAW3jji\\_Toj4efdABFtBLRreFqGkGjQf1G0-6esHym9luFH0k81pRSWfEH201j1cv2dcoRQ0Q9SVhiPaTbpCzSRQ2A%](https://linklock.titanhq.com/analyse?url=https%3A%2F%2Fwww.town.boxford.ma.us%2Fuser%2F2766%2Fcontact&data=eJxVjTOPwiAURX8NbCVtQUoHBo3paJzdWnhWBx6GD7H_XgYdmtzkDPfkXqNlz223iBZGZRW1evGfuw_WzWz1b-r04bahg3zB66ZorHVGAS5H0p46rQXajaAAW3jji_Toj4efdABFtBLRreFqGkGjQf1G0-6esHym9luFH0k81pRSWfEH201j1cv2dcoRQ0Q9SVhiPaTbpCzSRQ2A% at Boxford MA) at Boxford MA.

If you don't want to receive such e-mails, you can change your settings at [https://linklock.titanhq.com/analyse?url=https%3A%2F%2Fwww.town.boxford.ma.us%2Fuser%2F2766%2Fedit.&data=eJxVjTOPwiAURX8NbCUtIKUDg8ZONM5ubXIWBx6GD7H\\_XgYdmtzkDPfk3sUoLmw3yxYGbTW1Zvafuw\\_WTWz1b-rM4bahg3zB66ZprHXGBSLhp07oXnWDbABm0bjF-3VClS67ASLbCGjX8LQMldFg\\_qJs90\\_ZPFJ6RSKOh181pRSWfEH201j1cv0dc4RQwXulKsA-E\\_sCrdJCSA%%](https://linklock.titanhq.com/analyse?url=https%3A%2F%2Fwww.town.boxford.ma.us%2Fuser%2F2766%2Fedit.&data=eJxVjTOPwiAURX8NbCUtIKUDg8ZONM5ubXIWBx6GD7H_XgYdmtzkDPfk3sUoLmw3yxYGbTW1Zvafuw_WTWz1b-rM4bahg3zB66ZprHXGBSLhp07oXnWDbABm0bjF-3VClS67ASLbCGjX8LQMldFg_qJs90_ZPFJ6RSKOh181pRSWfEH201j1cv0dc4RQwXulKsA-E_sCrdJCSA%%)

Message:

Hi Mr. Coogan,

It is my understanding that any fundraising signs need to be approved by the selectboard. The Masconomet Music Parents Association would like to request permission to put up signs for our October 22nd fundraiser.

The signs are 2' wide by 1.5' tall.

We would like to post at the following locations:

1. Spofford Rd.& 133
2. Spofford Rd & Ipswich
3. Main St & 133
4. Ipswich Rd & Georgetown Rd
5. Main St. & Topsfield Rd
6. Pond St & 97
7. Topsfield Rd across from Old Topsfield Entrance
8. Corners of the green where Elm, Main, and Topsfield Rds come together
10. In front of Masco

If there is anything else that I need to do, please let me know.

Thank you,

Michele Voner

Masco Music Parents Association President mascomusic@gmail.com

## Leanne Mihalchik

---

**From:** Matt Coogan  
**Sent:** Monday, September 26, 2022 11:59 AM  
**To:** mascomusic@gmail.com  
**Cc:** Leanne Mihalchik  
**Subject:** RE: [Boxford MA] approval of signs (Sent by Michele Voner, mascomusic@gmail.com)

Hi Michele

I'm confirming I received your email and image of the sign. We can have the Select Board approving the placement of these signs at their meeting Wednesday night. This meeting can be attended either in person or through Zoom: <https://www.town.boxford.ma.us/home/events/47026>. This would fall under the "Report of the Town Administrator" section.

The only other piece of information is duration - the sign Bylaw states that signs can't be placed earlier than 2 weeks ahead of an event and need to be removed the day after an event. If you can confirm that the signs will not be placed earlier than October 5th and removed on October 23rd, I would expect the Select Board to approve the signs.

Thanks,

Matt

Matthew Coogan  
Town Administrator/ CPO  
Town of Boxford  
7A Spofford Road  
Boxford, MA 01921  
Direct: 978.861.1014  
Select Board Office: 978.887.6000 ext. 502 mcoogan@boxfordma.gov

Sign up to receive the Town Administrator's reports.

This email is subject to MGL c66s10, Public Records Law

-----Original Message-----

From: cmsmailer@civicplus.com <cmsmailer@civicplus.com>



# ELECTRONICS RECYCLING



## Fundraiser

Sat.

**Oct 22**

**9am - 12pm**

# MASCONOMET HIGH SCHOOL





# TOWN OF BOXFORD OPEN POSITIONS BOARDS/COMMITTEES

September 22, 2022

## Cable Television Advisory Committee

Position	Expiration Date	Status	Note
Member	6/30/2023	Vacant	
Member	6/30/2023	Vacant	
Member	6/30/2023	Vacant	
Member	6/30/2023	Vacant	

## Computer Management Committee

Position	Expiration Date	Status	Note
Member	6/30/2023	Vacant	
Member	6/30/2025	Vacant	
Member	6/30/2024	Vacant	

## Cultural Arts Council

Position	Expiration Date	Status	Note
Member	6/30/2024	Vacant	
Member	6/30/2023	Vacant	

## Friends of the Ackerman Playground Committee

Position	Expiration Date	Status	Note
Member	6/30/2025	Vacant	
Member	6/30/2023	Vacant	
Member	6/30/2023	Vacant	
Member	6/30/2024	Vacant	
Member	6/30/2025	Vacant	

## Historic Districts Commission/ Historical Commission

Position	Expiration Date	Status	Note
Alternate	6/30/2025	Vacant	Alternate
Member	6/30/2024	Vacant	Architect - Vacant

## Lakes, Ponds and Streams Committee

Position	Expiration Date	Status	Note
Member	6/30/2023	Vacant	
Member	6/30/2024	Vacant	
Member	6/30/2024	Vacant	
Member	6/30/2023	Vacant	

## Masconomet Scholarship Committee

Position	Expiration Date	Status	Note
Member	6/30/2023	Vacant	

## Personnel Board

Position	Expiration Date	Status	Note
Member	6/30/2023	Vacant	

## Recreation Committee

Position	Expiration Date	Status	Note
Member	6/30/2024	Vacant	

## Town Forest Committee

Position	Expiration Date	Status	Note
Member	6/30/2023	Vacant	
Member	6/30/2024	Vacant	

## Zoning Board of Appeals

Position	Expiration Date	Status	Note
Alternate	6/30/2024	Vacant	

2                   **Minutes of the TOWN OF BOXFORD SELECT BOARD**  
3                   **September 12, 2022 7:00 PM**  
4                   **Hybrid Meeting**

6    *Select Board Members Present: Barbara Jessel, Chuck Costello, Peter Perkins, Judi Stickney*

8    *Absent: Margaret Chow-Menzer*

10   *Others Present: Town Administrator Matt Coogan, Minutes Secretary Kathleen Valinch, BCAtv Lance Cluster, Sandy Noel, Carolyn Miller, Joe McClean, and others*

12   **7:01 PM CALL TO ORDER**

- 14       • With a quorum present, Chair Barbara Jessel called the meeting to order at 7:01PM

16   **7:02 PM ANNOUNCEMENTS**

- 18       • **Boxford Apple Festival:** The Boxford Apple Festival will be held on Saturday September 17th from 10:00 am – 3:30pm in the East Village. The rain date will be September 18th. This event is sponsored by the Boxford Historical Society.
- 20       • **Johnson Field Playground Renovation:** The Boxford Recreation Committee wants to renovate the playground near Johnson Field. They would like input from all members of the community before they begin planning. A QR code included in the agenda packet and also found on the town website can be scanned to participate in the survey.
- 22       • **BBQ on the Lawn:** There will be a BBQ on the lawn at the Council on Aging on 4 Middleton Rd. on Wednesday August 31, 2022 at 12pm. Reservations are required. Walk-ins will be turned away. Please sign-up ASAP. Reservations need to be received no later than 9am on the day before the BBQ. The price is \$5 per person. The COA van is available at no cost for any Boxford senior who wishes to take advantage of this service. Masks must be worn on the bus. The menu consists of hamburgers and hot dogs, with at least one type of salad.
- 24       • **Covid Vaccine Clinic:** Boxford Health Department holds monthly COVID-19 vaccine clinics for Covid primary series for ages 6 months and older and booster doses for ages 5 and older. New Bivalent Pfizer and Moderna vaccines available. Next clinic: Masconomet High School Café (Door 29), Friday September 16<sup>th</sup> and September 22<sup>nd</sup>. Registration required: <https://capeanneclinic.com/>.
- 26       • **Flu Shot Clinic:** Conley's Drug Store will be at Boxford's Council on Aging Wednesday September 28<sup>th</sup> from 1pm -2:30pm. Please make an appointment online to reserve your spot. The link may be found on the COA page of our

42 website, boxfordma.gov , in the September newsletter. If you are a senior who  
43 does not have access to a computer, forms will be available to fill out at the COA.  
44 The vaccine is available for all ages. Please have your Medical Card, Medicare  
45 Card and Supplement Card available. The last BBQ of the season is on the  
46 same day. If you decide you want to combine the two events, you MUST make a  
47 reservation for the BBQ. The cost is \$5/per person and begins at noon.

- 48 • **Movie Night on the Library Lawn:** The Boxford Town Library is hosting a  
49 movie night, featuring Disney's *Encanto* on Friday September 23<sup>rd</sup> starting at  
50 6pm. There will be free food and an *Encanto*-themed craft. The movie will begin  
51 at 6:45pm outside the library at 7A Spofford Rd. Registration is appreciated, but  
52 not required.

53 **7:06 PM MEETING WITH HORTICULTURAL SOCIETY OF BOXFORD, SANDRA**  
54 **NOEL**

- 55 • **Update on Horticultural Society of Boxford and Kelsey Arboretum:** Sandy  
56 Noel spoke on behalf of the HSB and Kelsey Arboretum providing an update on  
57 changes within these institutions and their current areas of need/concern. She  
58 was referred to Director of the Conservation Committee, Ross Povenmire as  
59 these concerns involved land use and Conservation Restrictions. The Board  
60 also shared ideas to better promote visiting the Kelsey Arboretum including  
61 setting up a booth at next year's Apple Fest.

62 **7:38 PM MEETING WITH MASCO SCHOOL COMMITTEE REPRESENTATIVE**

- 63 • **New School Year 2022-2023:** School Committee member Joe McLean  
64 provided an update on the new school year. The School Committee had their  
65 first meeting last week. There were parents in attendance with interest in the  
66 condition of the Masconomet playing fields. McLean stated that these fields are  
67 in tough shape and the drought has not helped. He added that many parents  
68 and student athletes spoke in favor of having artificial turf installed. We are the  
69 only school in the Northeastern Conference without an artificial turf field. A  
70 consultant spoke at the meeting to discuss what the process of installing turf  
71 would look like. There is a lot of interest in the community for turf, so the School  
72 Committee has reached out to the consultant for additional information. Their  
73 next meeting will be their annual retreat to discuss upcoming goals. School  
74 Committee member Carolyn Miller added that Dr Harvey discussed strategic  
75 planning for Masco and is revisiting the Vision 2025 plan to redefine what  
76 success looks like for the student and what needs to be done to make that  
77 happen. Dr Harvey has engaged a consultant to help facilitate this process.  
78 Chair Jessel asks if this will include capital planning. Miller states that it will  
79 inform capital planning. Capital planning is another separate project that the  
80 Assistant Superintendent is working with a consultant to update the old plan.  
81 This topic will be discussed further at the next School Committee meeting in two  
82 weeks. Jessel adds that valued School Committee member Terri Tileen has

84 announced her resignation and asks what the School Committee is doing to fill  
this position. Miller states that they will announce the vacancy and hope to have  
86 several interested candidates to choose from. She notes that interested parties  
can contact School Committee member, Tasha Cooper:  
88 [tcooper@masconomet.org](mailto:tcooper@masconomet.org) The Select Board and School Committee will have a  
joint vote to appoint a new member. Miller thanks Terri Tileen stating that she  
90 was a valued member for over two years with the School Committee.

92 **7:50 PM REPORT OF THE TOWN ADMINISTRATOR**

- 94 • **Consider Approval of One Day Liquor License for Boxford Apple Festival:**  
President of the Boxford Historical Society, Brian Gregory, says there have been  
96 many inquiries requested beer be served at Boxford Apple Festival. He has had  
several locations with Chief Riter about this and they believe the space adjacent  
98 to the Holyoke French house would be ideal for a beer truck. There will be an  
officer stationed at the intersection of Topsfield Rd. and Main St. to monitor the  
serving area. After a brief discussion, the Board took the following action:

100 On a **MOTION** made by **Costello**, second by **Stickney**, the Select Board **VOTED**  
102 3;1 (Jessel) to grant the liquor license to the Boxford Historical Society for the  
Apple Festival as presented, which included the license liability insurance and  
104 the Tips Certification.

- 106 • **Appointment of Members to Open Space and Recreation Plan Committee:**  
Ross Povenmire recommended the following individuals for the Open Space and  
108 Recreation Plan Committee: Natasha Grigg, Jessica Grigg, Doug Hamilton, Lisa  
Donahue, Dennis Pyburn. This Committee would work with The Conservation  
110 Committee to draft a new OS&RP for review and approval by the Executive  
Office of Energy and Environmental Affairs.

112 On a **MOTION** made by **Stickney**, second by **Perkins**, the Select Board **VOTED**  
114 unanimously by roll call vote to appoint Natasha Grigg, Jessica Grigg, Doug  
Hamilton, Lisa Donahue, and Dennis Pyburn to the Open Space and Recreation  
116 Plan Committee for a term ending June 30, 2023.

118 **Roll Call (Called by Minutes Secretary Kathleen Valinch):**

Judi Stickney: Yes  
120 Peter Perkins: Yes  
Chuck Costello: Yes  
122 Barbara Jessel: Yes

- 124 • **Performance Evaluation Update:** Town Administrator Matt Coogan gave a  
brief overview of what the self-evaluations look like and how to utilize them.

126



- 128 • **Update on Town-Wide Goal Setting Process:** The letter to start the goal  
130 setting process went out to Boards, Committees, Department Heads to list their  
132 goals and will be due by the end of September. Assistant Town Administrator  
134 Sweeney and Town Administrator Coogan will compile these lists and meet to  
136 discuss next steps.
- 138 • **Any Other Business:** Coogan stated that he spoke with Chief Riter regarding  
140 the Boxford Commons opening weekend for sports. There is more work and  
142 coordination that needs to be done, as it was a very busy day and it seems there  
144 were more games played than scheduled.  
Land Committee Dorman property there are two evaluations happening with the  
first being an appraisal of the property and the other an environmental  
consultation being performed by Natural Heritage. These are ongoing and  
should be completed by mid-September. Once these documents have been  
reviewed by the Land Committee, the Board will meet with them to discuss next  
steps.  
Perkins inquired as to the status of the Melvin property. He suggested having a  
joint meeting with the Land Committee to see where we are with the Melvin  
property as well as other properties in question. Coogan will set up a meeting.

146 **8:13 PM ROUTINES**

- 148 • **Appointments:** Thomas Stevens has applied to join the Recreation Committee.  
150 Mr. Stevens has been a Boxford resident for 12 years and has three children who  
152 have enjoyed the playgrounds and fields in town, so he would like to assist in  
maintaining and creating recreational spaces for the residents and children of the  
town for the future. He currently volunteers as the Boxford Athletic Association's  
Field Director and has been a BAA member for 6 years.

154 On a **MOTION** made by **Stickney**, second by **Perkins**, the Select Board **VOTED**  
156 unanimously by roll call vote to appoint Thomas Stevens to the Recreational  
Committee for a term ending June 30, 2023.

158 **Roll Call (Called by Minutes Secretary Kathleen Valinch):**

160 Judi Stickney: Yes  
162 Peter Perkins: Yes  
Chuck Costello: Yes  
Barbara Jessel: Yes

- 164 • **Minutes:**

166 On a **MOTION** by **Costello**, second by **Stickney**, the Select Board **VOTED** to  
168 approve the Meeting Minutes of April 25, 2022 as amended.

170 On a **MOTION** by **Stickney**, second by **Perkins**, the Select Board **VOTED** to  
approve the Meeting Minutes of July 11, 2022 as amended.

172 On a **MOTION** by **Stickney**, second by **Costello**, the Select Board **VOTED** to  
approve the Meeting Minutes of August 29, 2022 as amended.

174

**8:27 PM EXECUTIVE SESSION**

176

178 On a **MOTION** made by **Jessel**, second by **Perkins**, the Select Board **VOTED**  
unanimously by roll call vote to go into Executive Session to conduct strategy  
sessions in preparation for negotiations with nonunion personnel with respect to  
180 the Draft Compensation Study; and declare that an Executive Session is  
necessary since an open public discussion may have a detrimental effect on the  
182 negotiating or bargaining position of the Select Board. The Select Board will  
adjourn upon conclusion of the Executive Session and not be returning to open  
184 session.

186 **Roll Call (Called by Minutes Secretary Kathleen Valinch):**

Judi Stickney: Yes  
188 Peter Perkins: Yes  
Chuck Costello: Yes  
190 Barbara Jessel: Yes

192 **9:37 PM ADJOURN**

194 With no further business, on a **MOTION** made by **Perkins**, second by **Stickney**,  
the Select Board **VOTED** unanimously by roll call vote to return to open session  
196 and adjourn at 9:37 PM.

198 **NEXT MEETING: WEDNESDAY SEPTEMBER 28, 2022**

200 Respectfully Submitted,  
Kathleen A. Valinch  
202 Minutes Secretary

204

**PRELIMINARY MINUTES  
BOXFORD SCHOOL COMMITTEE  
TOWN OF BOXFORD  
SPOFFORD POND SCHOOL  
JUNE 22, 2022  
6:30 p.m.**

Members Present: Boxford School Committee: Briana Erickson; Samantha Abdulla  
Boxford Select Board: Barbara Jessel, Chair; Judi Stickney; Peter Perkins;  
Chuck Costello; Margaret Chow-Menzer  
Boxford Permanent Building Committee: Margaret Chow-Menzer, Chair;  
Richard O'Brien; Scott Novack; Thomas Duval  
Boxford Finance Committee: Adam Bartke; Dan Volchok  
Boxford DPW: Chris Olbrot, Superintendent  
Tri-Town School Union: Scott R. Morrison, Superintendent; Steve  
Greenberg, Assistant Superintendent of Operations; Stephen Clifford, Director of  
Facilities; Coleen Anderson, Recording Secretary

**A. QUAD BOARD MEETING**

**1. Call to Order** - Barbara Jessel called the meeting to order for the Select Board  
Richard O'Brien called the meeting to order for the Permanent Building Committee.

**B. REPORTS**

**1. Brief Overview of AAB Report** - S. Morrison welcomed the Committee's and thanked them for their efforts in making this work for all included. S Morrison then gave a historical account of the campus site project at Cole School. He noted the last Massachusetts Architectural Access Board meeting was on June 6, 2022 and our first notice of violation was received on August 22, 2019. His historical account included initial site studies, RFQ, selection of Weston & Sampson as site engineers, Soil testing and subsequent DEP report due to arsenic, 3rd party review's, and variance approval process.

**2. Overview of Cole School Site Project followed by Q&A** - S. Clifford started off by making it noted that everyone needs to be mindful of what's under the topcoat and most of the project revolves around stormwater and drainage.

S. Clifford proceeded with explaining the change in traffic circulation and parking around both Aaron Wood Building and Cole School. The Aaron Wood Building will lose the circular

driveway and entrance and Cole will lose the entrance next to Aaron Wood parking lot. All traffic will enter via the driveway to the far left, with traffic proceeding to go around to the back of the Aaron Wood Building and in front of Cole School then out via the bus lane.

He continued by noting that the plan is to keep what infrastructure is still usable and replace what is not compliant with ADA and what is outdated.

*? A question was asked on how to achieve correct pitch?*

Pitch will be corrected when the storm drain off in the parking lot is rectified and the ground then regraded.

*? A question was asked on if working with a new or existing drainage system?*

This will depend on the final grade.

S. Clifford continued by informing the committee that a detention system will be installed in the back staff parking lot to hold storm water and drain out periodically.

*? A question was asked if the staff parking lot's underground water tank and grade will remain the same?*

Yes

A new generator will be installed in place of the current one that is fueled by diesel.

*? A question was asked if any change to the number of parking spaces in the front parking lot?*

Layout will change creating slightly more spaces.

*? A question was asked about constraints regarding 27 Main St. Can we use this site and evaluate the use of it in the project - if the project becomes expensive because we are constrained on space, can we evaluate this location for use?*

Yes

*? A question was asked about the depth of the arsenic in the soil?*

It is at various depths and the reports have gone through peer review and DEP. Risk studies show school is fine to operate and ground water shows no arsenic.

*? A question was asked about if arsenic is being pushed into neighboring wells?*

The arsenic is scattered and hard to identify a source. Weston & Sampson feels confident it will not encroach on others lands.

*? A question was asked about why a diesel powered generator?*

Gas is 30% more expensive. Diesel is self contained and does not need to be piped like gas.

*? A question was asked if there is a way to increase parking? If there were more parking on the grounds alleviating the neighborhood it would be easier to go to the town and ask for additional money as needed.*

Now that the purchase and sale of the 27 Main St site is finalized it's feasible to look into how to utilize this space in the long term. Potential for additional parking.

During construction it can be utilized as a swing space for materials. Post construction it would make a great athletic field parking lot which in turn would benefit the school on days they have a function.

Survey work would need to be completed first and that process has been started.

*? A question was asked about why we can not use the forested area on the corner of Main St and Middleton Rd?*

The school well is located in that space and requires a buffer zone.

*? A question was asked if the committee was aware of the deeded piece of land behind Benson's House (near schools dumpsters)? It is about 40-50' wide and is a walking path with a gate. Can this be utilized?*

It was not initially looked into as they didn't believe it to be school property. It would also not be big enough to create extra parking.

*? A question was asked about septic review?*

The old septic system located on the left of the school by the dumpsters is not Title 5 compliant. This will be fully removed. The main septic system passed its Title 5 and the flow from the defunct system has been redirected to the main system (located in the staff parking lot).

*?A question was asked about how long the work is expected to take?*

Uncertain on extra length but the work will start at the end of the school year and work through the Summer with the ability to open for school with some level of comfort.

S. Clifford continued with the detention systems will be located in the front parking lot and exit near Red School House. Additional Handicap parking will be created for all parking lots. A crosswalk path will be created to the preschool playground as well as access to the outside classroom, all ADA compliant.

Landscaping will also be completed where the ground was disturbed, including mostly new plantings in the front parking lot.

ADA compliance requires lighting be installed in the front parking lot and the bus lane. Will also add an electric car charging station in the front parking lot. The site transformer is undersized so that will need to be upgraded.

The main scope of work is to correct the ADA compliance then focus on the drainage and that will work off of how the underground shapes up.

*? A question was asked regarding the concern about the reaction in town as the project seems heavy on upgrades vs. ADA compliance.*

S Morrison noted the drainage and grading work in conjunction with the ADA requirements.

*? A question was asked if things are more expensive due to the constraints and now with the new property should we get a new study with the new property worked into it?*

Currently have a proposal from Weston & Sampson to do the survey work on 27 Main St. Ground level work needs to happen in order to receive advice.

*? A question was asked if practical stages are in mind and will it impact the athletic fields?*

No intentions on disrupting ballfields. 27 Main St may be a viable site for staging.

*? A question was asked if there are enough funds to have Weston & Sampson do this study?*

We will get a preliminary cost estimate before we proceed.

*? A question was asked if Hay Fields on Middleton Rd/Main St. could be used for staging?*

Have not looked into it. It is a conservation site.

*? A question was asked if we have any tailings?*

S Greenberg responded with there are no FY22 tailings

*?A question was asked on how much is left of the \$335K?*

S Greenberg answered that he will have to look into that and could email it out.

S Morrison thanked everyone for attending and noted he will stay in touch with the next meeting date.

Barbara Jessel called to adjourn the meeting for the Select Board

Richard O'Brien called to adjourn the meeting for the Permanent Building Committee

Respectfully submitted,

Coleen Anderson

## Executive Session Motion

I move that the Select Board enter into executive session for the following items:

- To meet with the Land Committee to consider the purchase, exchange, lease or value of real property, 0 Herrick Road
- 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; Boxford vs. Andrews Farm Water Company and Conn, et. al.; Notice of Chapter 11 Filing – Andrews Farm Road Water Company
- To conduct strategy sessions in preparation for negotiations with nonunion personnel, Draft Compensation Study
- To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual

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

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