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**Minutes of the
BOXFORD SELECT BOARD
HYBRID VIA ZOOM
Monday, March 25, 2024
Draft**

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

Others Present: Town Administrator Matthew Coogan, Collector/Treasurer Ellen Guerin, Steve Merriam, Boxford Elementary School Committee, Masco School Committee Boxford Representatives Joe McLean and Jeff Horrigan, Zoning Board of Appeals Chair Paula Fitzsimmons, Sustainability Committee, Superintendent Mike Harvey, Ross Povenmire, Gary Martin, Peter Delaney, Barry Gorman, Michael White and Minutes Recorder Donna Grieco

5:30 PM Call to Order

Select Board Chair Jessel called the Select Board Meeting to order at 5:30 PM.

5:35 PM Announcements

Real Estate Tax Exemption: Select Board Clerk Chow-Menzer announced that the period for filing Real Estate Tax Exemptions for residents who are eligible for property tax relief is currently ongoing. Some of the programs available include:

- Legally Blind
- Disabled Veterans
- Seniors 65+ years with low to moderate income
- CPA Surcharge Exemption

Anyone interested in applying for an exemption should contact the Assessor's Office at 978-887-6692, Monday – Thursday, from 8:00am - 4:30pm. Applications will be accepted until April 1, 2024, for the current tax year.

Small Repair Grant Trust - Select Board Clerk Chow-Menzer announced that Boxford is pleased to announce its program to provide grants of up to \$7,500 to Boxford seniors of 60 years of age or older and to residents with a permanent disability. The residents must be at or below the moderate-income level of 100% of the local area median income. For more information about the program and to obtain an application, please go to the Town website at www.BoxfordMA.gov/small-repairgrant-trust, the Town Administrator's office, or the COA at 10 Elm St.

The Committee is also seeking a resident of Boxford who might be interested in serving as a trustee. This person does not have to be a board or committee member in Town. If interested, please contact the Town Administrator.

Trash and Recycling Update – Select Board member **Perkins** announced that on July 1, 2024, the Town of Boxford will begin a new curbside trash and recycling program. While the details of the program are still being finalized, trash stickers will no longer be necessary as of July 1st. Please plan accordingly when purchasing trash stickers in the months to come. Additionally, more details regarding the new curbside trash and recycling program will be made available to residents in the near future. In the meantime, please visit BoxfordMA.gov/WasteStreamTaskForce for more information about the evaluation process

51 undertaken by the Town's Waste Stream Task Force and details regarding where the proposed
52 program stands currently.

53
54 **In Memoriam** – Select Board member Perkins called for a moment of silence to honor past
55 Boxford Fire Chief John William Mulcahy Sr. who passed away on 3/21/24. Black and purple
56 mourning flags will fly over the fire station in his honor for the next five weeks.

57
58 **Boxford Community Electricity-** Select Board Chair Jessel announced that launching in June,
59 Boxford Community Electricity will be a Town-run program to provide new electricity supply
60 options for all Boxford residents and businesses. Join a community meeting on April 23rd at
61 7pm at Town Hall and/or virtually to learn more about the program. Virtual access links, other
62 meeting times and program details, will be posted on Boxford Electricity.com.

63
64 **5:40 PM Meeting with Emergency Response Advisory Committee Chair, Ellen Guerin**
65 Ellen Guerin appeared to inform the Select Board that the ERAC voted unanimously to request
66 that the Selectboard place an article on the Town Meeting warrant seeking funding to hire a
67 consultant to assist the committee in completing its charge. Using the appropriate software, the
68 consultant will be able to cull and analyze all necessary data necessary to determine next steps.
69 The cost, which is on par with such undertakings completed in nearby communities, will be
70 \$50,000 and an RFP will be required.

71
72 On a **MOTION** made by **Perkins**, second by **Costello**, the Select Board **VOTED**
73 unanimously to place the article seeking funding to hire a consultant to assist
74 the ERAC committee in completing its charge on warrant at the Town Meeting.

75
76 **5:50 PM Meeting with Treasurer/ Collector, Ellen Guerin**
77 Ellen Guerin appeared to ask the Select Board to consider a vote on estimated useful life of
78 Engine 4 and Engine 6 for debt issuance and to present the Interim Investment Report.

79
80 Draft Warrant Article for May 14, 2024, Town Meeting:
81 ARTICLE 9. To see if the Town will vote to transfer and appropriate from Free Cash the sum
82 of \$50,000 to be expended by the Select Board, with the advice of the Emergency Response
83 Advisory Committee, to engage the consulting services of professional advisors to assist the
84 Emergency Response Advisory Committee's charge to complete a comprehensive analysis on
85 the Town's three-tiered emergency response program, and identify strategies to improve service
86 through efficiencies and reduced emergency response times or take any other action thereon.

87
88 On a **MOTION** made by **Costello**, second by **Chow-Menzer**, the Select Board **VOTED**
89 unanimously to approve Article 14 for the fire truck mini pumper tanker, at the maximum
90 useful life of the department equipment, to be financed in the amount of \$550,000. with
91 the proceeds of the borrowing authorized by a vote of the Town passed May 9, 2023,
92 is hereby determined pursuant to G.L. c44, §7(1).

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On a **MOTION** made by **Costello**, second by **Chow-Menzer**, the Select Board **VOTED** unanimously to approve Article 10 for the fire truck pumper tanker, at the maximum useful life of the departmental equipment, to be financed in the amount of \$700,000. with the proceeds of the borrowing authorized by the votes of the Town passed May 10, 2022.

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Interim Investment Report – Ellen Guerin provided an interim investment report for the period ending 2/29/24. This report provides information as to what cash the Town has on hand, how it's invested and the returns it provides. It is recommended by Standard and Poor that this report be compiled in order for the Town to maintain a triple A (AAA) credit rating.

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6:00 PM Meeting Boxford Elementary School Committee
Three members of the Boxford Elementary School Committee appeared to discuss the Fiscal Year 2025 School Committee budget. They noted that everyone worked hard to bring the total amount down and thanked them for their efforts. The FY2025 Finance Committee Budget will amount to \$14,761,670 (this figure includes the 2.5% Finance Committee Guidelines). They are over budget by 6.04% with an override amount of \$870,235.

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- CIP Requests -**
ES001 Elementary Schools Cole and Spofford School Flooring Replacement Facilities Renovation/ Repair Maintain Service
ES002 Elementary Schools Fire Alarm Control Panel Equipment at Harry Lee Cole Facilities Renovation/ Repair Maintain Service
ES003 Elementary Schools Spofford School HVAC, Boilers and Control (Design Only) Facilities Renovation/ Repair Maintain Service
ES004 Elementary Schools Cole School HVAC, Boilers and Control Facilities Renovation/ Repair Maintain Service
ES005 Elementary Schools Cole School Roof Facilities Renovation/ Repair Maintain Service
ES006 Elementary Schools Spofford Fire Alarm Facilities Renovation/ Repair Maintain Service
ES007 Elementary Schools Cole Lift Facilities Renovation/ Repair Maintain Service
ES008 Elementary Schools Cole Floor Maintenance Equipment Facilities Renovation/ Repair Maintain Service
ES009 Elementary Schools Spofford Floor Maintenance Equipment Facilities Renovation/ Repair Maintain Service
ES010 Elementary Schools Spofford Restrooms Facilities Renovation/ Repair Maintain Service
ES011 Elementary Schools Cole Restrooms Facilities Renovation/ Repair Maintain Service
ES012 Elementary Schools Cole School Site Project Facilities Renovation/ Repair Urgent/ Legally Required
ES013 Elementary Schools Spofford School Site Project Facilities Renovation/ Repair Enhancement

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Grand Total FY25 \$330,000.
Totals for FY26 \$508,750, FY 27 \$1,684,659, FY28 \$9,265,909, FY 29 \$45,000, for a Five Year Total of \$11,834,318.

6:40 PM Meeting with Masco School Committee, Boxford Representatives

146 Fiscal Year 2025 budget review – For FY25, the budget being considered for adoption by the
147 School Committee reflects an increase in Operating Expenses of \$918,550. (or 2.3%) and an
148 increase of \$1,306,631. (or 4.1%) in Operating Assessment versus the FY24 Budget.
149

Assessment by Town

BOXFORD	FY22	FY23	FY24	FY25	Chg \$	Chg %
Operating Assessment	\$ 10,773,426	\$ 11,131,422	\$ 11,917,575	\$ 12,379,417	\$ 461,842	3.9%
Capital Assessment incl Debt Service	\$ 105,545	\$ (183,169)	\$ 167,451	\$ 147,711	\$ (19,740)	-11.8%
Total Assessment	\$ 10,878,971	\$ 10,948,253	\$ 12,085,026	\$ 12,527,128	\$ 442,102	3.7%

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151
152 Masconomet Regional School Committee voted at its regular meeting on March 20, 2024 to
153 incur Five Million Dollars (\$5,000,000) in debt for the purpose of paying costs of an owners
154 project manager (OPM) and design services in connection with the Roof, HVAC, & Building
155 Management System construction project at the High School/Middle School Building Complex
156 including the payment of all costs incidental or related thereto. This notification satisfies the
157 requirement outlined in M.G.L. c.71 § 16(d) and Section XII of the Regional Agreement. The
158 District has engaged the services of Hilltop Securities Inc. and Locke Lord LLP to advise the
159 District in this process. Locke Lord has prepared the Town Meeting Warrant Article and Motion
160 and Proposition 2 ½ Debt Exclusion Vote language for the Town’s use.
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7:20 PM Meeting with Zoning Board of Appeals Chair, Paula Fitzsimmons

163
164 The ZBA’s proposed amendment to the Accessory Apartment bylaw (196-13(C)) was presented
165 and discussed with the Select Board for consideration and action at the upcoming Town
166 Meeting. Changes to sections C include the continuance of a special permit for new owners
167 provided certain conditions are met, size constraints on the square footage allowed for
168 accessory apartments, as well as consideration of measurement procedures for determining
169 square footage.
170

171 On a **MOTION** made by **Costello**, second by **Perkins**, the Select Board
172 **VOTED** unanimously to refer the amendment in-law zoning by laws to the Accessory
173 Apartment bylaw (196-13(C)), as proposed by the Zoning Board of Appeals, to the
174 Planning Board.
175
176

7:35 PM Meeting with Sustainability Committee

177
178 Gary Martin of the Sustainability Committee appeared to discuss a Town Meeting Warrant
179 Article, for a Specialized Opt-In Stretch Code.
180 **ARTICLE 24.** To see if the Town will vote to amend the Town’s Bylaws, Part II: General
181 Legislation, Chapter 164, Stretch Energy Code, by deleting the chapter title in the Table of
182 Contents and replacing it with “Specialized Stretch Energy Code” and deleting the language
183 contained in that chapter in its entirety and replacing it with the following language, for the
184 purpose of regulating the design and construction of buildings for the effective use of energy
185 and reduction of greenhouse gas emissions, pursuant to the entirety of 225 CMR 22 and 23
186 including Appendices RC and CC, including future editions, amendments or modifications
187 thereto, with an effective date of January 1, 2025, a copy of which is on file with the Town Clerk,
188 or take any other action relative thereto.
189

190 **Chapter 164**
191 **SPECIALIZED ENERGY CODE**

192 **§ 164-1 Definitions**

193 **§ 164-2 Purpose**

194 **§ 164-3 Applicability**

195 **§ 164-4 Stretch Code**

196

197 **§ 164-1 Definitions**

198 International Energy Conservation Code (IECC) – The International Energy Conservation Code
199 (IECC) is a building energy code created by the International Code Council. It is a model code
200 adopted by many state and municipal governments in the United States for the establishment of
201 minimum design and construction requirements for energy efficiency, and is updated on a three-
202 year cycle. The baseline energy conservation requirements of the MA State Building Code are
203 the IECC with Massachusetts amendments, as approved by the Board of Building Regulations
204 and Standards and published in state regulations as part of 780 CMR.

205 Specialized Energy Code – Codified by the entirety of 225 CMR 22 and 23 including
206 Appendices RC and CC, the Specialized Energy Code adds residential and commercial
207 appendices to the Massachusetts Stretch Energy Code, based 3 | P a g e on amendments to
208 the respective net-zero appendices of the International Energy Conservation Code (IECC) to
209 incorporate the energy efficiency of the Stretch energy code and further reduce the climate
210 impacts of buildings built to this code, with the goal of achieving net-zero greenhouse gas
211 emissions from the buildings sector no later than 2050.

212 Stretch Energy Code - Codified by the combination of 225 CMR 22 and 23, not including
213 Appendices RC and CC, the Stretch Energy Code is a comprehensive set of amendments to
214 the International Energy Conservation Code (IECC) seeking to achieve all lifecycle cost-
215 effective energy efficiency in accordance with the Green Communities Act of 2008, as well as to
216 reduce the climate impacts of buildings built to this code.

217

218 **§ 164-2 Purpose**

219 The purpose of 225 CMR 22.00 and 23.00 including Appendices RC and CC, also referred to as
220 the Specialized Energy Code is to provide a more energy efficient and low greenhouse gas
221 emissions alternative to the Stretch Energy Code or the baseline Massachusetts Energy Code,
222 applicable to the relevant sections of the building code for both new construction and existing
223 buildings.

224

225 **§ 164-3 Applicability**

226 This energy code applies to residential and commercial buildings.

227

228 **§ 164-4 Specialized Code**

229 The Specialized Code, as codified by the entirety of 225 CMR 22 and 23 including Appendices
230 RC and CC, including any future editions, amendments, or modifications, is herein incorporated
231 by reference into the Town of Boxford General Bylaws, Chapter 164. The Specialized Code is
232 enforceable by the inspector of buildings or building commissioner.

233 There were a number of questions to which the Select Board wanted confirmed answers and
234 Mr. Martin will get those answers for them shortly.

235

236 **8:00 PM Report of the Town Administrator**

237 The Town Administrator asked the Select Board to consider execution of the PEC Agreement.
238 The purpose of this Agreement is to implement changes in health insurance benefits pursuant to
239 M.G.L. c. 32B, § 22; health insurance plans will be offered through the Massachusetts Municipal

240 Insurance Association (MIIA) Health Benefits Trust. The following health insurance plans and
241 contributions will be offered under this agreement:

- 242 • Network Blue New England \$500 Deductible with HCCS
- 243 • Network Blue Select \$500 Deductible
- 244 • Blue Care Elect \$500 Deductible with HCCS
- 245 • Medex 2 w/PDP Option 26

246
247 **Mitigation Plan** - The Town will place 25% of the first-year projected savings into a mitigation
248 fund. From this fund, the Town will provide a mitigation reimbursement in the form of a
249 premium holiday. The amount of the premium holiday, as well as when it will be
250 provided, will be determined once the final savings is determined.

251
252 On a **MOTION** made by **Costello**, second by **Perkins**, the Select Board **VOTED**
253 unanimously to sign the Memorandum of Agreement between Boxford and the
254 PEC as presented.

255
256 **Health Insurance Renewal for Active Employees-** The Renewal proposal is as follows:

MIIA HEALTH BENEFITS TRUST
Boxford
Renewal Proposal
07/01/2024 - 06/30/2025

MONTHLY CONTRIBUTION RATES				
PRODUCTS		Current	Renewal	
Unified Plan Name for FY2025	COVERAGE	RATES	RATES	CHANGE
Blue Care Elect \$500 Deductible with HCCS	Individual	\$ 1,146.79	\$ 1,189.51	3.73%
	Family	\$ 3,068.51	\$ 3,182.82	
Network Blue NE \$500 Deductible with HCCS	Individual	\$ 970.13	\$ 1,004.16	3.51%
	Family	\$ 2,591.80	\$ 2,682.71	
Network Blue Select \$500 Deductible with HCCS	Individual	\$ 902.25	\$ 873.62	-3.17%
	Family	\$ 2,410.37	\$ 2,333.96	
Dental Blue Freedom High Option	Individual	\$ 44.28	\$ 45.01	1.64%
	Family	\$ 92.12	\$ 93.63	
Dental Blue Enhanced Value	Individual	\$ 35.10	\$ 35.68	1.64%
	Family	\$ 87.30	\$ 88.73	

257
258 On a **MOTION** made by **Costello**, second by **Perkins**, the Select Board **VOTED**
259 to approve the Renewal of MIIA Health Benefits and to authorize the Chair to
260 sign the Renewal Sheet as presented.

261 **Approval of Temporary Signs, Masco Music Parents Association–**
262 The MMPAE Committee is requesting the approval of signage for Masco Music Parents
263 Association Electronics Fundraising from April 13-April 27.
264 The signs are 2' wide by 1.5' tall.
265 They would like to post at the following locations:
266 1. Spofford Rd.& 133

- 267 2. Spofford Rd. & Ipswich
- 268 3. Main St. & 133
- 269 4. Ipswich Rd. & Georgetown Rd.
- 270 5. Main St. & Topsfield Rd.
- 271 6. Pond St. & 97
- 272 7. Topsfield Rd across from Old Topsfield Entrance
- 273 8. Main St. and Ipswich Rd.
- 274 9. Corners of the green where Elm, Main, and Topsfield Roads come together
- 275 10. In front of Masco
- 276 11. In front of the Boxford Library

277
278 On a **MOTION** made by **Costello**, second by **Perkins**, the Select Board **VOTED**
279 unanimously to approve the Masco Music Parent's Association sign requests for dates
280 4/13-4/27 with the exception of #1 and7 above.

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282
283 **Approval of Temporary Signs, Boxford Garden Club –**
284 Sign request for annual plant sale on May 11, 2024, on Pony Field at The Center at 10 Elm,
285 from 8: 30 am- 1: 00 pm. The club notified the Historic District Commission of signage in the
286 East and West Villages. In addition, they plan to place signs at key intersections around town
287 one week prior to the sale as follows: Spofford and Ipswich, Main and Ipswich, Pond and Route
288 97, Main St. and Lawrence Rd., Main St. and Middleton Rd., Masconomet Regional High
289 School, Topsfield Rd./ Highway Exit and Main St. and Lakeshore Rd.

290
291 On a **MOTION** made by **Costello**, second by **Perkins**, the Select Board **VOTED**
292 unanimously to approve the Boxford Garden Club sign requests for 5/11/24 with the
293 exception of the Topsfield Rd./Highway Exit location.

294
295 **Town of Boxford's American Rescue Plan Act (ARPA) Coronavirus Local Fiscal Recovery**
296 **Fund (CLFRF) Award Tracker**

297 Boxford's total ARPA Funds: \$2,490,492. The Town Administrator recommended that the Select
298 Board not spend down all funds but rather only fund the following three items:

- 299 1. Fire Dept. Rescue Vehicle
- 300 2. 2010 Chevy One-Ton Dump Truck
- 301 3. DPW Mini Excavator w/ Side Mower

302 Excess funds could be used for culvert repairs.

303
304 On a **MOTION** made by **Perkins**, second by **Costello**, the Select Board **VOTED**
305 unanimously to approve the above mentioned three expenditures using ARPA
306 funds.

307 **Chapter 19 Article XII TOWN ADMINISTRATOR DUTIES**

308 There are four main Chief Officer positions held by the Town Administrator. The only new title is
309 CFO. This Article has been written and reviewed by Town Counsel. The Select Board requested
310 more time to review the document and will finalize the issue at the next meeting.

311
312 **Update on Boxford Community Electricity (Municipal Aggregation) –**
313 Postcards with informational QR codes will be sent to residents explaining the program. There
314 will be a public information session with Good Energy held on 4/23 and an additional letter will
315 be sent out by Good Energy. Information will also be made available on Boxford's Facebook
316 page and via press releases. The program will begin with the June electric bill.

317 **26 Warrant Articles for May Town Meeting –**
318 The Town Administrator reviewed and discussed each of the 26 Warrant Articles and reminded
319 residents that Town Meeting is to be held at 7:00 pm on Tuesday, May 14, 2024, at
320 Masconomet Regional High School, 20 Endicott Road, Boxford, MA 01921.

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323 **8:20 PM Routines**

324 Approval of Minutes of March 11, 2025

325
326 On a **MOTION** made by **Costello**, second by **Perkins**, the Select Board **VOTED**
327 unanimously to approve the minutes of January 22, 2024, as amended.

328
329 On a **MOTION** made by **Costello**, second by **Chow-Menzer**, the Select Board
330 **VOTED** unanimously to adjourn.

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332 **Adjourn**
333 **Next Meeting – April 1, 2024**

334
335 Respectfully submitted,

336 Donna M Grieco
337 Minutes Recorder

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349 **Documents either distributed to the Select Board before the meeting in a packet or at the**
350 **meeting:**

- 351
352 Agenda
353 New Call to Order
354 Announcement: Real Estate Tax Exemption
355 Announcement: Small Repair Grant Trust Program
356 Announcement: Trash Recycling Update
357 Boxford Community Electric Program Flyer
358 Memo from Ellen Guerin relative to ERAC Town Warrant Article
359 Vote of Select Board as to Useful Life of Equipment
360 Vote of Select Board as to Useful Life of Equipment
361 Boxford Elementary Schools Budget Analysis and Proposed Operating Budget
362 Boxford Elementary Schools Capital Improvement Program, FY2025-FY2029
363 Masco FY25 Budget and Debt Authorization
364 Masco FY25 Budget Calendar
365 Letter from Chair of Masco School Committee to Boxford relative to debt notification
366 Member Town Article and Motion and Ballet Question
367 Memo from Paula Fitzsimmons relative to Zoning Accessory Apartment bylaw proposed
368 changes
369 DOER Presentation on Specialized Stretch Energy Code
370 Draft by-law to adopt Specialized Stretch Energy Code
371 Memorandum of Agreement between Boxford and the M.G.L.c. 32B, §§ 21/23 Boxford Public
372 Employee Committee to provide Health Insurance Pursuant to M.G.L. c. 32B, §§ 21/22 and
373 supporting documents.
374 Town of Boxford Actual Renewal and Health Plan Information for Boxford Employees
375 Town of Boxford Renewal Proposal FY 25
376 Memo from Masco Music Parents Association relative to fundraising signs approval
377 Letter from Boxford Village Garden Club relative to Annual Plant Sale signage
378 Town of Boxford's American Rescue Plan Act (ARPA) Coronavirus Local Fiscal Recovery Fund
379 (CLFRF) Award Tracker
380 Town Administrator Duties
381 Annual Town Meeting Warrant List
382 Draft Meeting Minutes – March 11, 2024
383