1 2 3 4 5	Minutes of the BOXFORD SELECT BOARD HYBRID VIA ZOOM Monday, April 1, 2024 Draft
6	Present: Barbara Jessel, Chuck Costello, Margaret Chow-Menzer, Judi Stickney, Peter Perkins
7 8 9 10 11	Others Present: Town Administrator Matthew Coogan, Police Chief Riter, Officer and Mrs. Thomas McParland, Fire Chief Geiger, Natalie Grigg, Ross Povenmire, Chris Olbrot, Kerri Lummus, Lisa Donahue, Robin Siegel, Lindsay Chea, and Minutes Recorder Donna Grieco
12 13	<b>6:30 PM Call to Order -</b> Select Board Chair Jessel called the Select Board Meeting to order at 6:30 PM.
14	6:35 PM Announcements
15 16 17	<b>Bare Hill Road Partial Closing/Bridge Repair</b> – Select Board member Costello announced that the closure will begin April 1, 2024, at 7:00 AM. For more information, please visit our website at www.boxfordma.gov/BareHillBridge.
18 19 20	<b>Now Hiring - Boxford Park Program</b> – Select Board member Stickney announced that the Boxford Park Program is hiring staff and interns for the summer of 2024. Applications are now being accepted. To apply please visit <a href="www.boxfordma.gov/BPPStaff2024">www.boxfordma.gov/BPPStaff2024</a> .
21 22 23 24 25 26 27 28 29	<b>Boxford Community Electricity</b> – Select Board member Perkins announced that the Town of Boxford will launch its electricity supply program, Boxford Community Electricity, in June 2024. The Town's primary offering, <i>Boxford Standard</i> , will cost less than the current National Grid Residential Basic Service rate, while also providing an additional 10% renewable energy (though future savings cannot be guaranteed). Most residential and small business customers can expect to receive a postcard and notification letter from the Town in early April with full details about the program. You can also learn more at our website, BoxfordElectricity.com, or join us at an upcoming community meeting on April 23, 2024, at 6 pm at Town Hall, in-person, or virtual attendance. Find the virtual link at BoxfordElectricity.com.
30 31 32 33 34	<b>6:40 PM Appointments</b> Reserve Police Officer – Thomas McParland Chief Riter introduced Thomas McParland, reviewed his extensive background, and requested that the Select Board appoint him as Reserve Police Officer. Mr. McParland also spoke to his credentials, experience and desire to serve.
35 36 37 38	On a <b>MOTION</b> made by <b>Costello</b> , second by <b>Stickney</b> , the Select Board <b>VOTED</b> unanimously by roll call vote to appoint Thomas McParland as Reserve Police Officer with term ending 6/30/25.
39	6:50 PM Meeting with Chief Geiger
40 41 42	The Chief discussed a staffing plan and request to apply for the SAFER grant to acquire additional firefighters. The Chief would like the Town to hire two additional career firefighters in the next few years. The Federal SAFER (Staffing For Adequate Fire and Emergency

- Response) grant application has opened. The program funds either new career firefighters or
- funds programs or initiatives to retain volunteer or call firefighters. Chief Geiger would like to
- 45 apply for a grant to fund 2 career call firefighters for 36 months, after which the Town would
- 46 have to commit to funding these positions. The Chief was asked to consider how the Town
- 47 could apply and benefit from the call grant program. The Grant application is due April 12th.
- 48 This matter will be tabled until next week.

## 49 7:20 PM Meeting with Community Preservation Committee

- The CPC has voted to recommend the projects included in the draft Town Meeting Warrant.
- Ross Povenmire was in attendance and summarized the projects. He discussed all CPC appropriations and reserves.
  - **Article #13** Appropriate or reserve from the Community Preservation Fund annual revenues in the amounts recommended by the Community Preservation Committee for committee administrative expenses, debt service, community preservation projects and other expenses in Fiscal Year 2025, with each item to be considered a separate appropriation.
    - On a **MOTION** made by **Perkins**, second by **Stickney**, the Select Board **VOTED** unanimously to support Article #13 as presented.

**Article #14** Appropriate \$12,445 from the Community Preservation Historic Fund balance to fund the rehabilitation of the Boxford Historic Documents Center climate control system and associated chimney.

On a **MOTION** made by **Costello**, second by **Perkins**, the Select Board **VOTED** unanimously to recommend adoption of Article #14.

Article #15 Johnson Field Playground

On a **MOTION** made by **Costello**, second by **Stickney**, the Select Board **VOTED** unanimously to recommend adoption of Article #15.

Article #16 Boxford Common Irrigation Well

On a **MOTION** made by **Stickney**, second by **Perkins**, the Select Board **VOTED** unanimously to recommend adoption of Article #16.

Article #17 Rehabilitation and Preservation of Stiles Pond

On a **MOTION** made by **Stickney**, second by **Perkins**, the Select Board **VOTED** unanimously to recommend adoption of Article #17.

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## 7:50 PM Discussion on Town Meeting and Town Election

- 75 **Discussion May 14, 2024, Town Meeting Warrant Articles** Many of the articles are in their
- final version and were voted on by the Board, others were tables. The following are still in the
- 77 process of being finalized:
- 78 Article # 4 Budget: The Finance Committee meets on Tuesday 4/2 to vote on the final budget.
- 79 Asst. Town Administrator Sweeney has worked to adjust and update the revenue projections,
- 80 particularly earned interest. The increase in earned interest would allow the Town to fund the
- 81 Masco assessment within the levy limit without an additional increase in taxes.
- 82 Article # 5 Elem. School Override: Funding the Masco assessment within the levy limit is a
- 3.88% increase. Both the Town and Asst. Town Administrator recommend that the Finance
- 84 Committee fund the same percentage increase for the Elementary Schools. The Elementary
- 85 Schools voted their budget last night and cut an additional \$73,000. The final proposed total
- increase over FY24 is now at 8.04% (they started at 11.36%). Allowing for a larger portion of

87 increase within the levy limit (by adjusting earned interest projections and not more taxes) would bring the Elementary School override down to \$599,170. They originally started at a \$1.2M 88 89 override. 90 Article #2 Contract Boxford Police Reserve Assoc. 91 No vote was taken. 92 Article #4 Budget 93 No vote was taken. 94 Article #5 Elementary School Override 95 No vote was taken. 96 Article #6 Trash 97 No vote was taken as more clarification is necessary. 98 **Article #7** Equipment and Capital Purchases 99 No vote was taken. 100 Article #8 Funds for ERAC Consultant 101 No vote was taken. 102 Article #10 DPW Building 103 This is still in the process of being finalized. No vote was taken. 104 (Article #11) Spofford School HVAC 105 Due to a number of factors surrounding the design, size and cost of the building, this 106 article will not be presented at Town Meeting. 107 NEW Article #11 Masco \$5 million debt for OPM and design 108 No vote was taken. 109 Article #21 Specialized Energy Code 110 No vote taken. 111 Article #22 Amend Town Zoning Bylaws for Accessory Apartments 112 No vote taken. 113 It was suggested that this article move up on the list and assume #18 or 19 on the list. 114 Article #23 Citizen's Initiative Petition 5-Year Moratorium on Turf Fields 115 No vote was taken. 116 Article #24 Other Business 117 No vote was taken. 118 The following were voted upon. Article #1 To receive and place on file the reports of the Town Officers and Committees without 119 120 ratification of any action taken or authorization of any action proposed. On a MOTION made by Stickney, second by Costello, the Select Board VOTED 121 122 unanimously to sponsor and support Article #1. 123 Article #3 Class & Compensation Plan for FY25 124 On a MOTION made by Stickney, second by Perkins, the Select Board VOTED 125 unanimously to recommend adoption of Article #3. 126 Article #9 Transfer of Free Cash for Masco 127 On a MOTION made by Costello, second by Stickney, the Select Board VOTED 128 unanimously to recommend adoption of Article #9. 129 Article #12 Rescind Stabilization Fund 130 On a MOTION made by Costello, second by Perkins, the Select Board VOTED 131 unanimously to sponsor and support Article #12. 132 Article #18 Recreation Committee Bylaw Change 133 On a MOTION made by Stickney, second by Costello, the Select Board VOTED 134 unanimously to sponsor and support Article #18. 135 Article #19 Amend Bylaws to strike Computer Management Committee

136 137 138 139 140 141	On a MOTION made by Stickney, second by Costello, the Select Board VOTED unanimously to sponsor and support Article #19.  Article #20 Amend Town Administrator Bylaw On a MOTION made by Stickney, second by Perkins, the Select Board VOTED unanimously to sponsor and support Article #20.
142	8:20 PM Report of the Town Administrator
143 144 145 146 147 148 149 150	Update on new DPW Facility Schematic Design - The PBC held a meeting last night with the design consultant HKA. HKA provided revised plans and cost estimates for a new facility back by the solar field scaled down to 24,000 SF. The PBC and HKA also discussed an option to build a new facility between Town Hall and Chadwick Field that would include the existing facility. That location will have significantly lower site work costs, nearly \$2M less, than the rear site by the solar field. The PBC is scheduled to meet again and has asked Chris Olbrot to work with HKA on a design that scales the project down to 20,000 SF. The assumed cost per SF is around \$600 per foot. This does not include soft costs.
151 152 153 154 155	While the PBC is still working through schematic design, it's the intention to request funding for the remaining design at Town Meeting. Based on the square foot ranges being discussed, and based on discussions with HKA, \$1.5M should cover the designer fee and Owner's Project Manager (OPM) fee. The Town Administrator has included a \$1.55M amount as a placeholder for Monday night and for the FinCom to discuss on Tuesday.
156 157 158 159 160	<b>Update on Spofford HVAC Electrification Feasibility Study</b> - If the Spofford HVAC project is not ready to advance at this Town Meeting, it may be advantageous to put design cost for DPW up for vote at this Town Meeting to keep momentum and to avoid having this project compete with a school project. The school's architect consultant CMTA provided the working group cost estimates for 3 electrification scenarios for replacing the HVAC system at Spofford School:
161	Ground Source Heat Pumps - \$15.2M
162	Air-Cooled VRF - \$13.2M
163	Combination 80% Ground Source Heat Pump / 20% Air Source Heat Pumps - \$15.1M
164	For the three options, CMTA estimated the incentives that would offset costs:
165	Option 1 \$2,500,000 (Inflation Reduction Act tax credit)
166	Option 2 \$220,000
167	Option 3 \$800,000
168 169 170	Everyone in the Zoom meeting was surprised at the cost of the options. CMTA is going to clarify that they captured all the available incentives, including state and Green Communities funding. It appears that the Inflation Reduction Act funds are only available if the Town pursues Option 1.
171 172	CMTA also provided an "Option 0" with new gas boilers and air conditioning at \$9.7M. Upon further discussion, it appears that an in-kind option could be around \$1M.

173 CMTA presented the options to the School Committee last night however, the Committee did not 174 take any action. The working group is meeting on Monday to discuss next steps on how to 175 proceed. 176 8:45 PM Executive Session 177 On a MOTION made by Select Board Chair Jessel, second by Stickney, the 178 Select Board VOTED unanimously by roll call vote to enter into Executive 179 Session and declared that an Executive Session is necessary since an open 180 public discussion may have a detrimental effect on the negotiating, bargaining 181 or litigating position of the Select Board, and upon completion of the Executive 182 Session to return to open session and immediately adjourn without conducting 183 any further business. 184 Adjourn 185 On a MOTION made by Stickney, second by Perkins, the Select Board VOTED 186 unanimously by roll call vote to adjourn. 187 188 Next Meeting – April 8, 2024 189 Respectfully submitted, 190 Donna M Grieco 191 Minutes Recorder 192 193 Documents either distributed to the Select Board before the meeting in a 194 packet or at the meeting: 195 196 Agenda 197 New Call to Order 198 Announcement - Bare Hill Road Partial Closing/Bridge Repair 199 Announcement - Now Hiring - Boxford Park Program 200 Announcement- Boxford Community Electricity 201 Resume and supporting documents for Reserve Officer McParland 202 Memo from Chief Geiger 203 **Proposed CPA Warrant Articles** 204 Draft Warrant May 14, 2024, Town Meeting 205 Proposed FY25 Revenue & Expense Projection 206