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**Minutes of the
BOXFORD SELECT BOARD
HYBRID VIA ZOOM
Monday, April 08, 2024
Draft**

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

Others Present: Town Administrator Matthew Coogan, Bob Spillman, Gary Martin, Fred Gore, Jim Taggart, Michael White, Chris Wakeman, Stephanie Meegan, Rachel Pagliocco, Carol Davis, Jason Mello, Alex Constan, Fred Glore, and Minutes Recorder Donna Grieco

6:30 PM Call to Order

Select Board Chair Jessel called the Select Board Meeting to order at 6:30 PM.

6:35 PM Announcements

Town Meeting, Election, Moderators Forum: Select Board member **Costello** announced that the Town Meeting will be held on Tuesday, May 14, 2024, at 7:00 PM, at Masconomet Regional High School Auditorium and that the Annual Town Election will be held on Tuesday, May 21, 2024, from 7:00 AM - 8PM, at Boxford Town Hall located at 7A Spofford Road. There will also be a Moderators Forum held on Tuesday, May 7, 2024, at 7:00 PM also at Boxford Town Hall, 7A Spofford Road.

Candidates Night: Select Board member **Costello** announced that on Thursday, May 2nd at 7 PM, candidates for Boxford's May 21, 2024, Town Election, have been invited by the League of Women Voters of the North Shore to introduce themselves and answer questions at Town Hall, Meeting Room #1. The public is invited to attend. This event will be broadcast on cable television, Channel 22 (Comcast) and Channel 39 (Verizon) and will be recorded to view on demand at Government Videos on Demand (Boxfordcabletv.com).

Boxford Electricity Info Session: Select Board member **Perkins** announced that Boxford will launch its electricity supply program, *Boxford Community Electricity* in June 2024. The program is a municipal aggregation, which is already offered by nearly 170 cities and towns in the State. You are invited to attend a community meeting on April 23rd at 6pm at Town Hall or virtually at BoxfordElectricity.com to learn more about the program.

Trash and Recycling Information Session: Select Board member **Perkins** announced that a public information and Q & A session regarding the new trash and recycling program will be held on Wednesday, April 24th at 7:00 PM at Town Hall, 7A Spofford Rd., Meeting Room #1. Jason Mello of G. Mello Disposal Corp. was present as was Alex Constan of the Board of Health.

Earth Day: Select Board member **Stickney** announced that the Boxford Village Garden Club and the Boxford Recycling Committee are sponsoring Earth Day on Saturday, April 27, 2024, from 11 AM to 3 PM. Residents who collect litter around town and drop it off at Boxford's Recycling Center will receive a free ice cream sundae from Benson's Ice Cream at Town Hall. Also on April 27th, there will be a textile recycling event. On April 20th, there will be a paper shredding event. One box (1'x1'x2') will be free, and there will be a cost of \$5 for every extra box. Visit various exhibitors who will also be present.

51 **DPW Open House/Info Session:** Select Board Clerk **Chow-Menzer** announced that residents
52 can learn more about the DPW facility planning at an Open House on Earth Day, April 27th from
53 11 AM to 3 PM at 7B Spofford Rd. There will also be a Public Information Session and Q and A
54 held on April 29th at 7PM at Town Hall, 7A Spofford Rd. in Meeting Room #1, or virtually via
55 Zoom.
56

57 **Park Program:** Select Board Clerk **Chow-Menzer** announced that the Boxford Park Program
58 featuring Learning Programs, Art, Sports and Theme Weeks will be held on Tuesdays,
59 Wednesdays and Thursdays from June 25th through July 25th from 9:30 AM to 12:30 PM. The
60 cost is \$90 per week (week of July 2nd will be \$60 due to the 7/4 holiday). Registration opens in
61 May.
62

63 **6:40 PM Meeting with Meeting with Boxford Cultural Arts Council** – The Council
64 requested approval for a Community Yarn Art Installation Project to create outdoor installations
65 for two public sites:

- 66 1) in West Boxford Center on pillars/railings at Lincoln Hall and select park trees in
67 front/behind Lincoln Hall and on pillars/railings of the old COA building and select
68 surrounding trees (summer installation in conjunction with for Summer Fest), and one in
69 East Boxford Center on benches and the sign post at 10 Elm (fall installation in
70 conjunction with Apple Fest).

71 Some general parameters for the Yarn Project Installations include:

- 72 ▪ Installed and removed by BCC members and Rosann.
73 ▪ Made from acrylic yarns for durability and fire-resistance.
74 ▪ Removed fiber installations will be cleaned and stored for later use.
75 ▪ The fiber installations are secured without damage to any surfaces.
76 ▪ This Spring, Crochet Workshops will be provided for participants at the Center at 10 Elm
77 Street.

78 On a **MOTION** made by **Costello**, second by **Stickney**, the Select Board **VOTED**
79 unanimously by roll call vote to authorize the Town Administrator to work with the
80 Cultural Arts Council to schedule workshops at 10 Elm, as well as the yarn installations.
81

82 **6:55 PM Discussion on Town Meeting and Town Election**

83 Topics included: May 14, 2024, Town Meeting Warrant Articles, May 21, 2024, Town Election
84 ballot questions, and Closing warrant and ballot questions.
85

86 Article #1 Previously Voted Upon
87

88 Article #2 Contract

89 On a **MOTION** made by **Costello**, second by **Stickney**, the Select Board **VOTED**
90 unanimously by roll call vote fund the first year of the Boxford Police Reserve
91 Association's collective bargaining agreement.
92

93 Article #3 Previously voted upon
94

95 Article #4 Budget

96 On a **MOTION** made by **Stickney**, second by **Perkins**, the Select Board **VOTED**
97 unanimously by roll call vote to recommend adoption of Article #4.
98

99 Article #5 Elementary School Override

100 On a **MOTION** made by **Stickney**, second by **Costello**, the Select Board **VOTED**
101 unanimously by roll call vote to recommend adoption of Article #5.

- 102
103 Article #6 Trash
104 On a **MOTION** made by **Costello**, second by **Perkins**, the Select Board **VOTED**
105 unanimously by roll call vote to recommend adoption of Article #6.
106
107 Article #7 Equipment and Capital Purchases
108 On a **MOTION** made by **Perkins**, second by **Costello**, the Select Board **VOTED**
109 unanimously by roll call vote to sponsor and support Article #7.
110
111 Article #8 Fund Consulting Services for Emergency Response Advisory Committee,
112 \$50,000
113 Previously voted upon
114
115 Article #9 Previously voted upon
116
117 Article #10 DPW Building
118 On a **MOTION** made by **Stickney**, second by **Costello**, the Select Board **VOTED**
119 unanimously by roll call vote to recommend adoption of Option A of Article #10.
120
121 Article #11 Masco \$5 million debt for OPM and design
122 On a **MOTION** made by **Costello**, second by **Stickney**, the Select Board **VOTED** by roll
123 call vote, four in favor to one against, with Select Board member Perkins voting **NO** to
124 place Article #11 on the Town Warrant.
125
126 On a **MOTION** made by Select Board Chair **Jessel**, the Select Board **VOTED**
127 unanimously to submit a letter to Masco requesting they create a Building Committee.
128
129 Articles #12-20 have been previously voted upon.
130
131 Article #21 Specialized Energy Code
132 A letter from Select Board candidate Lynsey Crea to the Select Board was discussed.
133 The letter urged the Select Board to postpone adoption of this Article to a future Town
134 Meeting. After much discussion by Select Board members, Gary Martin, Michael White,
135 Chris Wakeman and others, a vote was taken.
136
137 On a **MOTION** made by **Costello**, second by **Stickney**, the Select Board **VOTED** by roll
138 call, four in favor to one against, with Select Board member Perkins voting **NO** to place
139 Article #21 on the Town Warrant.
140
141 Article # 22 Amend Town Zoning Bylaws for Accessory Apartments
142 On a **MOTION** made by **Costello**, second by **Stickney**, the Select Board **VOTED**
143 unanimously by roll call vote to recommend adoption of Article #22.
144
145 It was suggested that this article move up on the list and assume position #18 or 19 on
146 the list.
147
148 Article #23 Citizen's Initiative Petition 5-Year Moratorium on Turf Fields
149 Bob Spillman, of Real Grass is Safer, presented information relative to the harmful
150 nature of artificial turf and asked the Select Board to consider supporting a 5-year
151 moratorium on turf fields in Boxford at the Town Meeting. No action taken by the Select
152 Board on this article.

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The bylaws ultimately were the only articles that moved up the list in position.

The Ballot Questions were reviewed.

Ballot Question #1: Shall the Town of Boxford be allowed to assess an additional \$682,170 in real estate and personal property taxes for the purposes of funding the Fiscal Year 2025 Elementary School Budget beginning July first?

Ballot Question #2: Shall the Town of Boxford be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay the Town’s allocable share of the bonds issued by the Masconomet Regional School District for the purpose of paying costs of an owners project manager (OPM) and design services in connection with the Roof, HVAC, and Building Management System construction project at the High School/Middle School Building Complex, including the payment of all costs incidental and related thereto?

On a **MOTION** made by **Stickney**, second by **Perkins**, the Select Board **VOTED** unanimously to approve the ballot questions for the May 21,2024 Town Election as presented.

On a **MOTION** made by **Stickney**, second by **Perkins**, the Select Board **VOTED** unanimously to close the Warrant for the annual Town Meeting.

7:55 PM - Meeting with Fire Chief Brian Geiger – The discussion with Chief Geiger on staffing plan and his request to apply for the SAFER Grant for retention and recruitment of call firefighters was tabled, however it was noted that Boxford does qualify for the SAFER Grant and the deadline to apply is 4/12/24. An application will be submitted for the funding.

On a **MOTION** made by **Stickney**, second by **Costello**, the Select Board **VOTED** to sponsor and support the Fire Department’s retention and recruitment efforts via the SAFER grant and to fund up to 12 additional call firefighters.

9:15 PM Report of the Town Administrator
Execution of new 5-year Trash & Recycling Contract with G. Mello

Jason Mello, President and owner of G. Mello Disposal Co. introduced himself to the Select Board and stated his commitment to serving Boxford’s trash and recycling needs. The Select Board thanked him, the Waste Stream Task Force, Select Board member Perkins, Alex Constan and Brendan Sweeney for their hard work on bringing this contract to fruition.

On a **MOTION** made by **Costello**, second by **Stickney**, the Select Board **VOTED** unanimously by roll call vote to execute a 5-year contract (7/1/24 – 6/30/29) between the Town of Boxford and G. Mello Disposal Company for trash and recycling.

Memorandum of Agreement for 2-year contract with Boxford Police Reserve Association

On a **MOTION** made by **Costello**, second by **Stickney**, the Select Board **VOTED** unanimously to sign the Memorandum of Agreement for a 2-year contract between the Town of Boxford and the Boxford Police Reserve Academy.

Boxford Community Electricity Update

196 A letter explaining the Boxford Community Electricity program will be mailed to residents and an
197 FAQ section will be on the Town's website.

198 **Stiles Pond Dock Replacement**

199 On a **MOTION** made by **Perkins**, second by **Costello**, the Select Board **VOTED**
200 unanimately to sign the Grant Agreement with FWM for new ADA compliant docks at
201 Stiles Pond.

202 **Current Order of Warrant Articles:**

203 Below is the list of Warrant Article in the order of how they will be presented in the latest
204 draft Warrant. Board members reviewed the order and made a minor change by
205 moving the bylaws up in position as shown below.

- 206
- 207 1 Receive reports (housekeeping)
 - 208 2 Collective Bargaining Agreement - Police Reserves
 - 209 3 Classification Plan and Compensation Plan
 - 210 4 FY 2025 Operating Budget - \$41,783,620
 - 211 5 FY25 Budget Override - Elementary Schools - \$599,170
 - 212 6 Annual curbside solid waste collection fees
 - 213 7 Omnibus Capital Article - \$991,500
 - 214 8 Fund Consulting Services for Emergency Response Advisory Committee
215 \$50,000
 - 216 9 Masco Capital - Priority 3 \$400,000 \$147,711
 - 217 10 Debt: DPW Facility Design - \$1,550,000
 - 218 11 Masco Capital - \$5M Designer + OPM for HVAC, BMS, & Roof (Debt
219 Exclusion) - \$1,846,388
 - 220 12 Revoke Opioid Settlement Stabilization Fund
 - 221 13 CPC: Annual Budget and Reserves - \$1,177,381
 - 222 14 CPC: Boxford Historic Documents Center HVAC - \$12,445
 - 223 15 CPC: Johnson Playground - \$330,000
 - 224 16 CPC Boxford Common Irrigation Well - \$10,000
 - 225 17 CPC: Stiles Pond - \$65,000
 - 226 18 By-Law: Adoption of Specialized Opt-in Building Code
 - 227 19 Zoning bylaw: accessory dwelling unit amendment
 - 228 20 By-Law Recreation Committee Amendment
 - 229 21 Remove By-Law Computer Advisory Committee
 - 230 22 By-Law: Town Administrator
 - 231 23 Citizen Initiative Petition: Turf Field 5-Year Moratorium
 - 232 24 Any other business

233
234 **10:00 PM Routines**

235 Approval of Select Board Minutes of March 25, 2024 - Tabled

236
237 Approval of Select Board Minutes of April 1, 2024 - Tabled

238
239 **Adjourn**

240 On a **MOTION** made by **Costello**, second by **Perkins**, the Select Board **VOTED**
241 unanimately to adjourn.

- 242
243 **Next Meeting – April 22, 2024**
244
245 Respectfully submitted,

246 *Donna M Grieco*
247 Minutes Recorder

248 **Documents either distributed to the Select Board before the meeting in a packet or at the**
249 **meeting:**
250
251 Agenda
252 New Call to Order
253 Announcement: Town Meeting, Election and Moderator’s Forum
254 Announcement: Candidate’s Night
255 Announcement: Boxford Electricity Info Session
256 Announcement: Trash and Recycling Info Session
257 Announcement: Earth Day
258 Announcement: DPW Open House/Info Session
259 Announcement: Park Program
260 Boxford Cultural Council Proposal for Yarn Installations and PowerPoint Presentation
261 Boxford Annual Town Meeting Warrant Articles
262 Trash & Recycling Contract G. Mello FY25 - FY29
263 Trash & Recycling Contract Specifications FY25 - FY29
264 Boxford Police Reserves Contract Extension Agreement
265 Municipal ADA Improvement Grant Award
266 Contract to install accessible docks at Stiles Pond
267 Boxford Community Electric Notification Letter
268 Boxford Community Electric FAQ
269 Draft Meeting Minutes – March 25,2024 and April 1, 2024
270 Letter from Lyndsey Crea relative to Specialized Energy Code