

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

6 Select Board Members Present: Barbara Jessel, Chuck Costello, Judi Stickney,
Margaret Chow-Menzer, Peter Perkins

8 Others Present: Town Administrator Matt Coogan, Susan McCraine, BCAtv Lance
Cluster, Joan Piccardi, Gridley Losee Jr., Tom Stevens, Josilyn DeMarco, Chief Riter,
10 Dennis Wassung, Christine Dean, Natasha Grigg, Ross Povenmire, Brendan Sweeney,
Michael White, and others

12 **7:01 PM CALL TO ORDER**

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

16 **7:02 PM ANNOUNCEMENTS**

- 18 • **Trash and Recycling Holiday Schedule:** Trash and Recycling will be picked up
on the regular collection date during the weeks of December 26, 2022, and
January 2, 2022. There will be no delay due to the holidays.
- 20 • **Snow Removal for Seniors:** The Council on Aging is looking for volunteer
shovelers to help clear only walkways for older residents. If interested contact
22 Elaine Gould at the COA.
- 24 • **COVID- 19 Vaccine Clinic:** There is a COVID-19 vaccine clinic happening at the
Middleton Flint Library in the conference room on Thursday, December 22, 2022,
26 from 3 PM to 6 PM. Registration is required at capeannclinic.com. Limited walk-
ins are accepted based on vaccine availability.

28 **7:04 PM MEETING WITH BOXFORD ATHLETIC ASSOCIATION**

- 30 • **Discussion on the Fall 2022 season at Boxford Commons:** Josilyn DeMarco
begins the discussion on the issue of scheduling and parking at Boxford
32 Commons. Tom Stevens describes the issues with parking especially on fall
Sunday afternoons with Masco Youth Cheerleading and Football. Games were
34 scheduled on alternating Sundays for all teams to reduce traffic. This has brought
the number of full Sundays being used for football down to three or four days,
with additional games for playoffs if needed. The BAA got permission from the
36 Cole School, the Council on Aging, and the First Congregational Church to
provide additional parking. The BAA put up signs and provided directions to the
38 additional parking. Chairwoman Barbara Jessel asks why they split the
weekends instead of having half the games one weekend and half the next. Tom
40 Stevens explains that no matter what, the same amount of cars will be there all at
one time. The plan in place kept the traffic for neighboring streets down to only
42 three to four weekends. Another issue is the time between games. Currently,
there are thirty minutes between games and the problem is the transition
44 between games. The idea is proposed to add more time in between games to
alleviate traffic for town residents and the police. The problem with adding more
46 times between games explained by Tom Stevens is the referee shortage and

48 keeping referees for a long period of time. Margaret Chow-Menzer asks about 27
Main Street and the plan to use the space there for parking for Boxford
50 Commons. Matt Coogan thinks it is a good idea to consider but does not know
how quickly it is going to get done. The use of parking at Boxford Community
52 Kitchen and The Center at 10 Elm is also brought to discussion for next fall. Chief
Riter is planning on using those spots next year and intends on creating signs for
54 those parking lots

- 56 • **BAA Updates:** Josilyn DeMarco asks if there are any questions about financial
reports sent to the Select Board. There were no questions at this time, but if
58 there are any questions they will be sent to Josilyn. The licensing agreements
are being extended and the language is being changed from turf to artificial turf
60 to keep from any confusion about the artificial turf field and the grass field. The
next installment for the turf field can be brought to Ellen at Town Hall. The BAA is
62 also beginning to draw up plans for land the Town is considering buying off of
Herrick Road. The town is considering using it for recreational use and is looking
64 for the BAA's input. The problem is the vernal pools on the land which could limit
what is put on the land. Boxford Commons would then have two entrances. One
66 on Middleton Road and one on Herrick Road. They are currently in the process
of finding someone to write those plans up. Natasha Grigg and the Land
68 Committee are having a meeting in early January to discuss what to do with the
land and are having someone survey the land. The BAA is also going to make
70 someone the liaison to Chris Olbret at the DPW to make sure everything is in
order and there are no conflicts. Tom Stevens then states that Little League is
72 looking to fundraise through sponsorships that would require signs being put up
at the field. The BAA is looking for approval and advice on where to put them.
74 The Select Board says they should put them along the fence and there is no
issue with that being done.
76

78 **8:12 PM REPORT OF THE TOWN ADMINISTRATOR**

- 78 • **Interview Candidates for 10 Elm Community Committee**
 - 80 ○ **Joan Piccardi:** Joan recently moved from Boston, MA to Boxford. She is
looking to become more involved in the community. She does not have
82 experience with related tasks but is looking forward to possibly learning.
She is affiliated with Equinox and enjoys yoga and would like to bring that
84 to the center. She is also an accountant so she can put in five to seven
hours a week for the committee. She sees the public getting involved
through marketing and making people excited about the project.
 - 86 ○ **Susan McCraine:** Susan has lived in the Town of Boxford for over forty-
five years and has experience with events and marketing. She is currently
88 on the Cultural Committee in Boxford as the Co-Treasurer. She is
interested in hearing public opinion on how to make this center great for
90 everyone. Her schedule is extremely flexible and loves working with
people.

92 o **Christine Dean:** Christine has lived in Boxford for about fifteen years. She
94 currently works in Parks and Recreation most recently as the Director of
96 the Community Center in Lexington, MA. She oversees the facility and
98 programs within it. She works very closely with the Recreation
Department, Council on Aging, and Human Service departments. She is
currently on the Tri-Town Council. She works full-time but can make the
committee a priority. She is happy to take ideas from the public.

100
102 • **Consider Creation of a Gift Fund for potential 0 Herrick Road Purchase:**
104 Ross Povenmire begins with a discussion about the plan to buy the land at 0
106 Herrick Road. There are various ways this land could be used in accordance with
108 the Community Preservation Committee. There are donors who would be used to
110 survey the land to make certain it is suitable for recreational use, and to help
112 purchase the land. The gift fund would have to be set aside for residents to
114 deposit money into the fund, this also allows a town official to disperse money
116 where it is needed whether it is for surveys or to buy the physical land. If the plan
118 were to fall through any money donated would be returned to the donor. The
120 survey work will take about six to eight weeks and hopefully be completed before
122 the town meeting.

124 On a **MOTION** made by **Costello**, second by **Stickney**, the Select Board **VOTED**
126 unanimously to approve the establishment of a gift fund for the purpose of
128 accepting donations to pay for expenses related to the acquisition and related
130 expenses of the Dorman property at 0 Herrick Road and authorize the Land Use
132 Director to spend those funds.

134 Further discussion by Costello for clarification as to why there are already plans
136 for the land before the town has acquired it. It is cleared up when Ross explains
that there are pieces missing from the land right now and none of the plans are
solidified. There are also discrepancies in the property line that need to be
addressed.

138 **Roll Call (Called by Town Administrator Matthew Coogan):**

140 Judi Stickney: Yes
142 Peter Perkins: Yes
144 Margaret Chow- Menzer: Yes
146 Chuck Costello: Yes
148 Barbara Jessel: Yes

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152 • **Consider endorsing Conservation Restriction for Willows at Boxford:** At the
154 Conservation Commission meeting the Conservation Restriction for the Willows
156 at Boxford was signed by members of the Commission. There is a signature
page for the Select Board and Conservation Commission, all that is left is the
Select Boards' signatures. Peter Perkins noticed that residents use the pond for

138 fishing and is curious why they included no fishing in the restriction. Natasha
140 Grigg explains that the pond is a protected wetland, the pond is not very big and
has already had some construction chemicals dumped into it making it not a
142 great source for recreation of that type. Hunting and fishing are only permitted in
the event it is needed to save the habitat.

144 On a **MOTION** made by **Stickney**, second by **Chow- Menzer**, the Select Board
VOTED to approve the foregoing Conservation Restriction from Toll Northeast V
146 Corp. to the Town of Boxford, acting by and through the Conservation
Commission, pursuant to Section 32 of Chapter 184 of the General Laws of
148 Massachusetts.

150 **Roll Call (Called by Town Administrator Matthew Coogan):**

Judi Stickney: Yes
152 Peter Perkins: Yes
Margaret Chow- Menzer: Yes
154 Chuck Costello: No
Barbara Jessel: Yes
156

- 158 • **Consider appropriating ARPA funds for MassDevelopment scope of work
for the reuse of 4 Middleton Road and 188 Washington Street:** Matt Coogan
160 included a memo for grant funds for MassDevelopment to help with the use of 4
Middleton Road and 188 Washington Street. The application was sent in June
162 2022 so the town would have time to devise a plan for 4 Middleton Road as they
move across the street to 10 Elm Street. The town received grant funding and
164 the scope of work from an architecture firm called Studio Luz Architects (SLA),
which includes everything the board would need for the decision process. The
166 Adaptive Reuse of Buildings Advisory Committee was also established to help
with this project as well as 188 Washington Street. MassDevelopment and SLA
168 worked together on the scope of services and the result was the original funds of
\$25,000, which was covered by the state grant, and an additional \$10,000 to
170 include 188 Washington Street. Matt Coogan proposes that the Select Board
appropriates ARPA funds to cover that additional \$10,000. The members of the
172 ARPA committee support Coogan's proposal.

174 On a **MOTION** made by **Costello**, second by **Perkins**, the Select Board **VOTED**
to appropriate the use of \$10,000 in ARPA funds for the MassDevelopment
176 scope of work for the use of 4 Middleton Road and 188 Washington Street.

178 **Roll Call (Called by Town Administrator Matthew Coogan):**

Judi Stickney: Yes
180 Peter Perkins: Yes
Margaret Chow- Menzer: Yes
182 Chuck Costello: Yes
Barbara Jessel: Yes

184 On a **MOTION** made by **Jessel**, second by **Costello**, the Select Board **VOTED**
186 to approve the MOA contingent on verification from Matthew Coogan that there is
188 no repayment required.

Roll Call (Called by Town Administrator Matthew Coogan):

190 Judi Stickney: Yes
191 Peter Perkins: Yes
192 Margaret Chow- Menzer: Yes
193 Chuck Costello: Yes
194 Barbara Jessel: Yes

- 196
- 198 • **Consider approval of revisions to “An Act Establishing the Small Repair
200 Grants Trust in the Town of Boxford.”**: There are small changes in the
202 legislature. The changes were reviewed by the Town Council, they are fairly
204 minor. If the select board approves those changes it will go in front of the Senate
206 to vote.

208 On a **MOTION** made by **Stickney**, second by **Costello**, the Select Board **VOTED**
210 to approve an act establishing the small repairs grants trust in the Town of
212 Boxford as amended by the Senate Council.

214 Further discussion by Perkins asks if this is different from what is already
216 established in the town. Coogan explains that this is a program that was
218 approved at Town Meeting, and this is creating the trust that would oversee that
220 program. This is a new program and not one Boxford has had before. Perkins
222 asks if anyone has taken advantage of that program since it was approved at
224 Town Meeting. Coogan says that the program has not been enacted yet and they
226 are waiting for the state to give approval for this. This is still in the starting
228 phases.

Roll Call (Called by Town Administrator Matthew Coogan):

216 Judi Stickney: Yes
218 Peter Perkins: Yes
220 Margaret Chow- Menzer: Yes
222 Chuck Costello: No
224 Barbara Jessel: Yes

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- 228 • **Town Wide Goal Setting**: Coogan begins with the idea to have a meeting with
the heads of all of the Boards, Committees, and Commissions within the town to
have a discussion of their goals for the Town of Boxford going forward into the
next calendar year and anything the Select Board needs to know about before
Town Meeting in May 2023. Sweeney begins with a memo from October 19,
2022, after an all-staff meeting where Town staff participated in a SOAR Analysis

230 to determine the strengths, opportunities, aspirations, and results of the town
232 anonymously. The analysis showed Boxford's strength as being a natural beauty,
234 opportunities showed potential management improvements, aspirations showed
236 improved, expanded town facilities, buildings, and equipment, and results
238 showed pay increases. Every answer was written down for the board to review
and take into consideration. The majority of town employees participated giving a
great sample of what the needs of the town are. The next step is to categorize
everything into pillars.

240 • **Waste Stream Task Force:** Brendan Sweeney tells the select board that the
242 town's five-year contract with Waste Management is up at the end of the fiscal
244 year. Waste Management quoted a significant increase in maintaining that
246 contract for manual pick-up. The best idea financially for the town is to move to
248 an automated collection rather than a manual. The town would save about
250 \$800,000 over five years by switching to automated collection. There are differing
252 ideas in the task force on the size of barrels that can be collected and how to
254 collect revenue from trash pickup. Perkins asks the question about the weather
impacting the hands-free collection of trash and how they use this in local towns.
Sweeney has no heard of any issues of collection other than there being too
small of space between houses but, that is not applicable to Boxford. For
recycling, the two volumes being considered are sixty-four gallons or ninety-six
gallon. For trash, the two volumes are thirty-five gallons and sixty-four gallons.
Both of these options would be standardized across town.

256 • **DPW Fabric Building update:** The next step for the fabric building is adding
258 garage doors to the building. They will be delivered in about four weeks.

260 • **27 Main Street Demolition update:** The town is partnering with a brighter
262 horizons company to take down the house at 27 Main Street. The company is
264 able to begin the week of January 9, 2023. Coordination between the DPW and
abutting houses to the property is being set to make sure they are aware of the
demolition.

266 **9:23 PM ROUTINES**

268 • **Insurance Coverage for Select Board Members:** Chow-Menzer discusses how
270 there are clauses in the BAA licensing agreement and if something were to go
272 wrong that the board allowed would the board be held responsible? Matt Coogan
can look at the current policy and bring it to the next meeting. Costello discusses
how the Select Board is immune due to their position and have Matt make sure
qualified immunity is still allowed in Massachusetts.

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- **Cell Phone Reception:** Peter Perkins discusses how the cell phone reception has gotten significantly worse lately and would like to see how we can improve the service in the town.

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9:27 PM EXECUTIVE SESSION AND ADJOURNMENT

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On a **MOTION** made by **Jessel**, second by **Stickney**, the Select Board VOTED unanimously by roll call vote to go into Executive Session and adjourn the meeting to discuss strategy with respect to litigation if an open meeting may have a detrimental effect on 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

Roll Call (Called by Town Administrator Matthew Coogan):

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

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

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- Agenda: December 19, 2022,
- Announcements: Holiday Trash and Recycling Schedule, Snow Removal Help for Seniors, Vaccine Clinics
- Community Committee Charge: Andrew James - Candidate for 10 Elm Community Committee, Heather Barry - Candidate for 10 Elm Community Committee, Hilary Lamotte Burke - Candidate for 10 Elm Community Committee, Joan Piccardi - Candidate for 10 Elm Community Committee, Kathleen Zolla - Candidate for 10 Elm Community Committee, Lauren Kurkul - Candidate for 10 Elm Community Committee, Susan McCraine - Candidate for 10 Elm Community Committee, Christine Dean - Candidate for 10 Elm Community Committee
- Gift Fund Request for 0 Herrick Rd Sale
- Willows at Boxford Conservation Restriction
- Memo Scope of Services Technical Assistance
- Scope of Services - Reuse of 4 Middleton Rd and 188 Washington Street
- Grant Award Letter
- MassDevelopment MOA template
- Boxford Small Repair Grant Program
- Town Wide Goal Setting - Summary of Staff SOAR Exercise
- Inspectional Services Report - November

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