

2 **Minutes of the TOWN OF BOXFORD SELECT BOARD**
3 **May 16, 2022 7:00 PM**
4 **Virtual Attendance Due to Coronavirus Pandemic**

6 *Select Board Members Present Remotely: Barbara Jessel, Peter Perkins, Mary Anne
7 Nay, Chuck Costello, Judi Stickney*

8 *Others Present Remotely: Town Administrator Matt Coogan, Minutes Secretary
9 Kathleen Valinch, DPW Superintendent Chris Olbrot, Treasurer/Collector of Taxes Ellen
10 Guerin, BCAtv Lance Cluster, and others*

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

- 13 • Remote Call to Order

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15 **7:02 PM ROLL CALL**

16 **Minutes Secretary Kathleen Valinch called the roll:**

17 **Present:**

18 Select Board member Judi **Stickney**
19 Select Board member Chuck **Costello**
20 Select Board member Mary Anne **Nay**
21 Select Board Vice-Chair Peter **Perkins**
22 Select Board Chair Barbara **Jessel**

24 **7:03 PM ANNOUNCEMENTS**

- 25 • **Annual Town Election:** The Annual Town Election will be held on Tuesday,
26 May 17th from 7am-8pm at Boxford Town Hall. Some ballots for the Town
27 election may be found on the town website: www.boxfordma.gov
- 28 • **Kelsey Arboretum:** The Kelsey Arboretum welcomes the public to celebrate
29 Blossom Day at 18 Kelsey Rd. on Saturday, May 21, 2022 from 10am-4pm. The
30 rain date for this event will be Sunday, May 22, 2022.
- 31 • **Covid Update:** The Board of Health as of May 13, 2022 reports that statewide,
32 new Covid cases continued to climb last week to 40,620 compared to 31,688 two
33 weeks ago (+28% compared to +14% two weeks ago). Last week, new
34 hospitalizations for Covid increased by 33% as compared to those hospitalized
35 two weeks ago, with those in ICUs increasing from 45 to 66. Over the past week,
36 there were 27 new cases of Covid-19 in Boxford, as compared to 9 cases two
37 weeks' ago (1,436 total to date).

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7: PM APPOINTMENTS TO BOARDS AND COMMITTEES

- **Thomas Jonak, ZBA Alternate:** Mr. Jonak is an architect and resident of Boxford since 2016. He is looking to serve the community as an alternate ZBA member. After a brief discussion the Select Board took the following action:

On a **MOTION** made by **Stickney**, second by **Costello**, the Select Board **VOTED** unanimously by roll call vote to appoint Thomas Jonak to the Zoning Board fo Appeals as an alternate for a term ending June 30, 2023.

Roll Call (Called by Minutes Secretary Kathleen Valinch):

Judi Stickney: Yes
Mary Anne Nay: Yes
Chuck Costello: Yes
Peter Perkins: Yes
Barbara Jessel: Yes

- **Appointment – Jeffrey Hixon, Recreation Committee:** Mr. Hixon is currently the Vice President of BTA/BOLT and is looking to join the Recreation Committee, noting that the Recreation Committee charter states that it should have a member of the BTA/BOLT on its board of directors, which it currently does not. After a brief discussion, the Select Board took the following action:

On a **MOTION** made by **Stickney**, second by **Costello**, the Select Board **VOTED** unanimously by roll call vote to appoint Jeffrey Hixon to the Recreation Committee for a term ending June 30, 2023.

Roll Call (Called by Minutes Secretary Kathleen Valinch):

Judi Stickney: Yes
Mary Anne Nay: Yes
Chuck Costello: Yes
Peter Perkins: Yes
Barbara Jessel: Yes

- **Appointment – David and Laura Valzania, Veterans’ Graves Officers:** Mr. And Mrs. Valzania have been assisting the resigning Veterans’ Graves Officer, Javier Morales, with removal and placement of flags at all of the town memorials this past year. They believe strongly in contributing to their community and to honor those who have served our country. After a brief discussion, the Select Board took the following action:

82 On a **MOTION** made by **Nay**, second by **Stickney**, the Select Board **VOTED**
unanimously by roll call vote to appoint David and Laura Valzania the Veterans'
Graves Officers for a term ending June 30, 2025.

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

Judi Stickney: Yes
86 Mary Anne Nay: Yes
Chuck Costello: Yes
88 Peter Perkins: Yes
Barbara Jessel: Yes

90 **7:21 PM MEETING WITH DPW SUPERINTENDANT CHRIS OLBROT**

- 92 • **DPW Update:** Olbrot provided an update on several projects in town. He
expects the Willow Rd culvert to begin replacement starting June 1st, with a road
94 closure and detour beginning the week of June 6th. The project is expected to
take 3-4 weeks, and will be coordinated with the paving of the outbound lane of
96 133 to minimize multiple impacts. Notice will be sent to neighbors and signage
will be placed along the roads and detour routes. The DPW is proceeding along
98 with designing and permitting of the three critical culverts identified in the 2021
Culvert and Bridges Assessment, funded by the Town's ARPA funds. Olbrot
100 worked recently with the Ipswich River Watershed Association to submit a
Municipal Vulnerability Preparedness action grant to fund the design and
102 permitting of three additional culverts in town. Emergency repairs will be made
on a failing culvert on Main St. the week of May 16th. As part of the 2022 Roads
104 Program, sections of Main St., Rout 97, and Route 133 are scheduled to be
paved this season. Olbrot anticipates paving several other roads this year with
106 additional Chapter 90 funds available in July. The town will be obtaining almost
\$300,000 in funds from the state's Winter Rapid Assistant Program. Olbrot will
108 work on a proposal for use of funds to present to the Board at a future date.
Routine maintenance including striping and catch basin cleaning will begin in the
110 next few weeks. Olbrot hopes to have final approval from the Planning Board
this month for the DPW fabric membrane building to be erected this summer.
112 Four thermostats were added to Town Hall to assist with temperature and
humidity control throughout the building. The DPW has worked with the BAA to
114 make improvements to the town's athletic fields and recreational spaces. Some
of these included improving drainage, repairing infields and benches, and
116 assembling soccer nets. The Border to Boston Trail improvements off of Pye
Brook continue. Olbrot has secured EJ paving to obtain a sidewalk paver to
118 better even out the road before the stone dust is applied. Olbrot is working with
the Merrimack Valley Planning Commission to integrate the data collected within
120 the Town's culvert inventory into the GIS. He is also looking to gather data on
the town's signs and guardrails and has reached out to Masco and other
122 institutions to recruit an intern that could assist with data collection and
integration.

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7:46 PM REPORT OF THE TOWN ADMINISTRATOR

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- **Select Board Approval of Tax Bill Insert – MS4 Stormwater Flyer:** Coogan is looking for the Select Board’s approval on an informational stormwater flyer to be mailed to residents. Jessel expressed concern with some of the wording pertaining to water being expensive, as the residents of Boxford do not pay for water and so thought it best to omit the mention of expense. Coogan will follow up with Povenmire tomorrow to make these edits and show the finished product to the board.

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On a **MOTION** made by **Costello**, second by **Nay**, the Select Board **VOTED** unanimously by roll call vote to authorize the Town’s Treasurer/Collector of Taxes to include the stormwater information flyer in the town’s next real estate tax bill mailing and to allow the Town Administrator, the DPW, and the Director of Land Use the flexibility to make small tweaks to it, if reasonably able to do so.

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Roll Call (Called by Minutes Secretary Kathleen Valinch):

Judi Stickney: Yes
 Chuck Costello: Yes
 Mary Anne Nay: Yes
 Peter Perkins: Yes
 Barbara Jessel: Yes

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- **Permit for Alcohol Sale on Private Property – Camp Rotary:** After a brief discussion, the Select Board took the following action:

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On a **MOTION** made by **Perkins**, second by **Stickney**, the Select Board **VOTED** unanimously by roll call vote to approve the permit for Camp Rotary dining hall for a Gala dinner dance on June 11, 2022 from 6pm to 11pm signed by Camp Director Richard Cowdell.

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Roll Call (Called by Minutes Secretary Kathleen Valinch):

Judi Stickney: Yes
 Chuck Costello: Yes
 Mary Anne Nay: Yes
 Peter Perkins: Yes
 Barbara Jessel: Yes

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- **Permit for Alcohol Sale on Private Property – Merrohawk Nature School at iFarm:** After a brief discussion, the Select Board took the following action:

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168 On a **MOTION** made by **Costello**, second by **Stickney**, the Select Board **VOTED**
170 unanimously by roll call vote to approve the application for alcohol sale on private
property for an event at iFarm, June 2, 2022 as submitted by Harmony Wilson of
Merrowhawk school.

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

Judi Stickney: Yes
174 Chuck Costello: Yes
Mary Anne Nay: Yes
176 Peter Perkins: Yes
Barbara Jessel: Yes

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- **Permit for Alcohol Distribution on Town Property – BTA/BOLT Lincoln Hall:**
180 After a brief discussion, the Select Board took the following action:

182 On a **MOTION** made by **Stickney**, second by **Perkins**, the Select Board **VOTED**
184 unanimously by roll call vote to approve the application for alcohol sale on town
property at Lincoln Hall for an event by BTA/BOLT on May 19, 2022 at 7pm.

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

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

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- **27 Main St Abatement Request:** The Select Board purchased the property at
194 27 Main St. and the deed and purchase documents recorded at the Registry of
Deeds on May 3, 2022. There is a property tax that has not been paid and
196 Treasurer/Collector of Taxes, Ellen Guerin, recommends an abatement since it
would be the Town's responsibility as owner to submit payment for a tax bill
198 generated by the town.

200 On a **MOTION** made by **Stickney**, second by **Nay**, the Select Board **VOTED** 4:1
(Perkins) by roll call vote to authorize the Town Administrator to formally request
202 that the Board of Assessors abate the 4th quarter tax bill of \$1392.72 for 27 Main
St.

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

206 Judi Stickney: Yes
Chuck Costello: Yes
208 Mary Anne Nay: Yes
Peter Perkins: No

210 Barbara Jessel: Yes

212 • **Certificate Vote for Bond Counsel, June Borrowing:** After a brief discussion,
214 the Select Board took the following action:

214 On a **MOTION** made by **Costello**, second by **Stickney**, the Select Board **VOTED**
216 unanimously by roll call vote to exercise the descriptions within the document
218 entitled "Vote of the Select Board as to Use of Acquired Land, Use of Additional
220 School Design Funds, and Use of Fire Truck Pumper Tanker Vehicle" dated May
16, 2022 and to be executed by Peter Perkins, Clerk of the Select Board.

Roll Call (Called by Minutes Secretary Kathleen Valinch):

222 Judi Stickney: Yes
224 Chuck Costello: Yes
224 Mary Anne Nay: Yes
226 Peter Perkins: Yes
226 Barbara Jessel: Yes

228 • **Tri-Town Solidarity Movie Night:** The Tri-Town Solidarity student organization
230 is planning to host a movie night which will take place on June 11, 2022 from
232 7pm-10:30pm at Johnson Park behind the Boxford Police Station. They will be
234 showing the movie *Just Mercy* and plan to have food trucks and various games
available for attendees. They have been coordinating with Chief Riter as well as
the office of the Town Administrator for the planning of this event

234 • **Any Other Business to Come Before the Board:** The Board thanked Town
236 Administrator Matt Coogan for his work in preparing for Town Meeting. Coogan,
238 in turn, praised Leanne Mihalchik for her contributions in preparing for Town
Meeting and the Board gave thanks to her as well. Judi Stickney thanked Mary
Anne Nay for her 12 years of service on the Select Board and the Board joined
her in praise and well wishing with a round of applause.

240 **8:13 PM ANY OTHER BUSINESS TO COME BEFORE THE BOARD**

242 • Stickney asked if the Board could receive reports from additional groups in town
244 in addition to the Building Inspector's monthly reports. Jessel agrees and thinks
246 this is a great idea. Coogan will speak to the various departments to work on
this.

248 **8:15 PM ADJOURN**

With no further business, the Select Board adjourned at 8:15pm.

250 On a **MOTION** made by **Stickney**, second by **Nay**, the Select Board **VOTED**
252 unanimously by roll call vote to adjourn.

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Roll Call (Called by Minutes Secretary Kathleen Valinch):

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Judi Stickney: Yes

Chuck Costello: Yes

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Mary Anne Nay: Yes

Peter Perkins: Yes

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Barbara Jessel: Yes

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