

2 **Minutes of the TOWN OF BOXFORD SELECT BOARD**
3 **May 31, 2022 7:00 PM**
4 **Virtual Attendance Due to Coronavirus Pandemic**

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

8 *Others Present Remotely: Town Administrator Matt Coogan, Minutes Secretary
9 Kathleen Valinch, BCAtv Lance Cluster, and others*

10
11 **7:05 PM CALL TO ORDER**

12 **Remote Call to Order:** With all members present, Select Board Chair Barbara Jessel
13 called the meeting to order.

14 **7:06 PM ROLL CALL**

15 **Town Administrator Matthew Coogan called the roll:**

16 **Present:**

17 Select Board Member Margaret **Chow-Menzer**

18 Select Board Member Chuck **Costello**

19 Select Board Member Judi **Stickney**

20 Select Board Vice-Chair Peter **Perkins**

21 Select Board Chair Barbara **Jessel**

22
23 **7:07 PM ANNOUNCEMENTS**

- 24 • **Boxford Town Library:** The Board of Library Trustees has a vacancy due to the
25 resignation of a member. This position would be available immediately upon
26 appointment and be open to election at the 2023 Annual Town Election. The
27 Board of Library Trustees oversees the provision of public library services in the
28 Town of Boxford. Interested individuals should submit a brief letter of interest to
29 Kevin Bourque, Library Director, Boxford Town Library, 7A Spofford Rd. Boxford
30 Ma 01921, or email kbourque@boxfordlibrary.com .
- 31 • **Color Run 2022:** The Boxford PTO announces their annual Color Run which will
32 take place on June 10, 2022 at Chadwick Field from 4-7pm. Registration is open
33 from May 16th – June 3rd . There will be no Day of Event Registration. This
34 event is online registration only: www.boxfordpto.org/colorrn .
- 35 • **Board of Health Update May 27, 2022:** Statewide, new covid cases slowed
36 somewhat last week to 50,451 compared to 49,874 two weeks ago. Over the
37 past week, new cases in ages 0-19 years old increased 2%, and new cases in
38 ages 0-9 years old increased by 6%. Last week, new hospitalizations for Covid
39 decreased by 6% as compared to those hospitalized two weeks ago, with those
40 in ICU's increasing from 74-79. Of the 814 hospitalized, 511 (63%) were fully
 vaccinated but still became infected. Over the past week, there were 27 new

2 cases of Covid-19 in Boxford as compared to 46 cases two weeks ago (1509
total to date).

4

7:08 PM REORGANIZATION OF THE SELECT BOARD

- 6 • On a **MOTION** made by **Costello**, second by **Perkins**, the Select Board **VOTED**
8 unanimously by roll call vote to appoint Barbara Jessel as Chair of the Select
Board for the 2022-2023 fiscal year.

10 **Roll Call (Called by Town Administrator Matt Coogan):**

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

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18 On a **MOTION** made by **Perkins**, second by **Stickney**, the Select Board **VOTED**
unanimously by roll call vote to appoint Charles Costello as Clerk of the Select
Board for the 2022-2023 fiscal year.

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Roll Call (Called by Town Administrator Matt Coogan):

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

28 **7:10 PM CONSIDER BOXFORD HOUSING PARTNERSHIP CANDIDATE,
BANKSON "TED" RITER**

- 30 • **Appointment of Bankson "Ted" Riter to Boxford Housing Partnership:**

32 On a **MOTION** made by **Costello**, second by **Perkins**, the Select Board **VOTED**
unanimously by roll call vote to appoint Bankson "Ted" Riter to the Boxford
34 Housing Partnership until December 31, 2022.

36 **Roll Call (Called by Town Administrator Matt Coogan):**

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

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2 **7:14 PM MEETING WITH SUSTAINABILITY COMMITTEE, GARY MARTIN, CHAIR**

- **Sustainability Committee Update:** Gary Martin provided an update on the work of the committee. The sustainability committee was originally created to form a plan for a solar field on the capped landfill in town, and then to select a company to construct and manage the solar field. The field has been operating since 2017 and generates twice as much energy as Boxford Town buildings now consume. The next project was to achieve Massachusetts's Green Community Designation which was accomplished in 2019. Since then, the Committee has been awarded over \$332,000 in grants for energy saving projects. The Committee also obtained grants to install three electric vehicle charging stations. They have recently reached an agreement with Masco to purchase their excess solar power at the same rate that they are paying to the company that built the solar field. The International Panel on Climate Change's latest report states that to avoid the consequences of extreme warming, the world will have to make large cuts in greenhouse gas emissions in the next 7 years and will need to reach net zero emissions by early 2050's. In response to the scientific warnings, Governor Baker signed the Massachusetts Climate Roadmap Bill into law last year. It requires statewide emissions reduction of 50% by 2030 and reaching net zero emissions by 2050. It also requires DOER to establish a new net zero building code by the end of 2022. The Sustainability Committee is now focused on helping Boxford to get to net zero emissions. These greenhouse gas emissions come from heating homes and buildings primarily with gas and oil, as well as from vehicle emissions. Martin shared plans to reduce emissions in Boxford beginning with the municipal buildings, noting that there are two main approaches for reducing emissions in buildings. The first is to upgrade weatherization. This cuts down on energy loss and reduces the energy required for heating and cooling. The Sustainability Committee has applied for Green Community grants to improve weatherization in both the East and West Fire Stations. The second way of reducing emissions is to convert the heating and cooling to heat pumps. These are powered by electricity and do not directly produce emissions. This has been done in Town Hall and will also be done at the Center at 10 Elm. To meet the mission's goals, all new heating systems need to be heat pump systems. The Green Community program now offers grants up to \$500,000 for conversion to heat pumps. Mass Save is also offering large incentives for converting. The Sustainability Committee hopes to take advantage of these large grants for converting Boxford public schools to heat pump heating/cooling systems. Vehicles will need to be converted to hybrid or electric, as they become available. The Committee has applied for a \$5000 grant to purchase another hybrid police vehicle. They are also working with National Grid in a 3-year program for Town Vehicle Fleet Electrification. National Grid will provide guidance on appropriate electric replacement vehicles and incentive programs. The Committee is looking into purchasing the solar field as well as to adding more solar powered options for town buildings and more solar in town

2 land/fields. The Sustainability Committee would like for Boxford to transition all
municipal buildings to heat pump heating and cooling systems, all municipal
4 vehicles to EV's, and to power these with 100% clean energy. Substantial
progress needs to be made in the next several years to complete this by 2050 in
6 order to meet the state requirements for net zero emissions. Martin then went on
to discuss Boxford resident home emission reduction. The Sustainability
8 Committee strongly recommends that Boxford adopt the new net zero stretch
code for new buildings. By adopting the new net zero stretch code, all new
10 homes will be built with superior weatherization and with heat pump heating and
cooling creating zero net emissions. These new homes will not add to Boxford's
12 emissions and will be less expensive for home owners to heat and cool. The
Sustainability Committee sponsored an article at the 2020 Town Meeting to
14 create an Electricity Aggregation Plan. Martin and Coogan will meet with the
DOER to review the aggregation plan that the Select Board recently approved.

16 **7:34 PM MEETING WITH DPW SUPERINTENDANT/TOWN ENGINEER, CHRIS
OLBROT**

- 18 • **Willow Rd (Rt 133) Culvert Replacement Project Update:** Olbrot provided an
update to the culvert project including detours. The DPW considered resident
20 and business feedback and decided to reroute some of the detours originally
planned and add additional signage. Vehicles headed westbound on 133 will be
22 detoured via Pine Plain, Uptack Rd., then sent back on Washington St. south
before the town center. This will not only help to mitigate traffic, but also keeps
24 traffic flowing by those business in the West Village. Trucks will be rerouted
based on the roads' weight restrictions and be directed down Spofford to
26 Highland and Ipswich for westbound travelers, and right on Main St to Ipswich for
eastbound. Olbrot shared a slide of the various signage that will be utilized to
28 redirect traffic as well as to warn of upcoming work being done. There will be
police details set up along the detours to help guide traffic to the appropriate
30 routes. Olbrot states that the Willow Rd culvert is an emergent situation that
does need immediate repair to avoid greater damage that would result in a more
32 costly repair as well as the roads being unavailable for a longer time than the
current plan. Board of Health member Alex Constan asks why the change from
34 Spofford St. to Spofford Rd. Olbrot explains that there were concerns from
Georgetown including speed, excess traffic, as well as site line issues and that
36 ultimately it is their road and out of Boxford's jurisdiction. Constan asks if there
will be 24-hour police presence along the detours on Spofford Rd. and 133, as
38 well as Pine Plain. He is concerned that people using GPS or just willfully
ignoring signage will go through these routes, particularly on Spofford Rd. where
40 there are several tight "S" turns. Olbrot states that it will not be 24-hour detail
and believes that the first time a truck would go down a difficult road, they would
42 be likely to avoid it in the future and find an alternate route. Constan expressed
concern for the safety of pedestrians and cyclists along these roads during the

2 detours and asks if the DPW had looked into assistance from the state to help
3 expedite the project, thereby reducing the window of opportunity for accidents.
4 Olbrot responds that this was discussed and after speaking with the contractor,
5 he believes he can expedite the project, providing materials are delivered on time
6 and weather is cooperative but notes that there are always unforeseen
7 circumstances. This is not the type of work that could be expedited by adding
8 more workers on the site. Chief Riter also commented stating that there will be
9 detail Monday through Friday in the morning and afternoon commutes in the
10 West Village will also have a car driving back and forth checking on everything
11 including residents and providing real time feedback. There will be a detail for
12 the last two weeks of school to make sure vehicles are going down Highland and
13 not past Spofford school. Chair Jessel wants to know what is being done to
14 show that there is still access to parking behind Lincoln Hall and West Village
15 Provisions. Olbrot plans to address this with additional signage in each
16 direction.

18 **8:11 PM REPORT OF THE TOWN ADMNISTRATOR**

- 19 • **Acceptance of State ARPA Earmark, Center at 10 Elm Community Garden:**
20 Liz Murphy from the 10 Elm Foundation submitted a project to Representative
21 Nguyen with the goal of getting funds to build a community garden at the Center
22 at 10 Elm. The state awarded \$30,000 for this project that will include Boxford
23 school children assisting the seniors with this garden.

24
25 On a **MOTION** made by **Costello**, second by **Stickney**, the Select Board **VOTED**
26 unanimously by roll call vote to authorize Chair Jessel to sign the contract to
27 accept the ARPA earmarked funds for the community garden at 10 Elm.

28 **Roll Call (Called by Town Administrator Matt Coogan):**

29 Margaret Chow-Menzer: Yes
30 Chuck Costello: Yes
31 Peter Perkins: Yes
32 Judi Stickney: Yes
33 Barbara Jessel: Yes

- 34
35 • **2022 Call to Honor Triathlon Date Request – Sunday, September 11 2022:**
36 Town Administrator Matt Coogan received a request from Alison Nieto who
37 assists Matt Fates with the Call to Honor Triathlon at Stiles Pond to hold the
38 event on Sunday September 11, 2022. Coogan has shared these details with
39 police, fire, and DPW and they do not see any issues in advance with this. They
40 will have an ambulance on call at the site as well as some firefighters present to
41 assist swimmers if needed.
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2 On a **MOTION** made by **Perkins**, second by **Stickney**, the Select Board **VOTED**
4 unanimously by roll call vote to approve the date of Sunday September 11, 2022
for the 2022 call to Honor Triathlon at Stiles Pond.

6 **Roll Call (Called by Town Administrator Matt Coogan):**

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

- 12
- 14 • **Approval of Anti-Harassment and Anti-Discrimination Policy:** Coogan
provided a brief discussion on updates to the policy. The Select Board took the
following action:

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18 On a **MOTION** made by **Stickney**, second by **Costello**, the select Board **VOTED**
unanimously by roll call vote to adopt the Anti-Discrimination and Anti-
20 Harassment Policy including sexual harassment dated 2022 with the edits as
described.

22 **Roll Call (Called by Town Administrator Matt Coogan):**

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

- 28
- 30 • **Waste Stream Task Force Update:** Coogan is organizing a Waste Stream
Task force. The town's trash contract is expiring at the end of FY23. There are
multiple Boards that are involved in the town's trash collection and Coogan
32 wanted to know if the Select Board had any members interested in participating
on the task force. Chow-Menzer states that the task force appears to be
34 competently composed as it currently stands. Jessel added that the task force
should remain as it is and if any Select Board members feel the need to join at a
36 later date, that can be done. Perkins notes that Coogan can always let the
Select Board know if he feels the Select Board could be of assistance in the
38 future and revisit the option to have members join.
 - 40 • **Update on FY2023 State Budget:** There are earmarks Representative Nguyen
placed an earmark of \$50,000 for the Town Hall Well Project and Senator Tarr
added a \$20,000 earmark for the purchase of AED's for public safety vehicles.
42 Coogan sent these items to the legislative delegation.

- 2 • **FY2023 Appointments:** Letters have been sent to applicable members to
confirm whether they would like to seek reappointment. The Select Board will
4 revisit appointments next month, based on the responses.
- 6 • **Any Other Business to Come Before the Board:** Need to extend the
appointment of Sam Joslin as the interim building inspector while peter Delaney
8 is finalizing his certifications.

10 On a **MOTION** made by **Costello**, second by **Perkins**, the Select Board VOTED
unanimously by roll call vote to appoint Sam Joslin as interim building inspector
12 for the term July 31, 2022.

14 **Roll Call (Called by Town Administrator Matt Coogan):**

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

20 **8:33 PM ROUTINES**

- 22 • **Correspondence:** Chair Jessel stated that there has been a lot of input from
parents and other members of the public regarding the Library Trustees planned
24 event to host a Drag Queen Story Hour. The Trustees are currently discussing
changing the guest reader. Jessel notes that the Library Trustees are a
separately elected board and that the Select Board does not have any jurisdiction
26 over them. All of the correspondence the Select Board has received has been
passed along to the Library Trustees for their consideration.
- 28 • **Minutes:**

30 On a **MOTION** made by **Stickney**, second by **Costello**, the Select Board **VOTED**
3:2 to approve the minutes of February 28, 2022 as submitted.

32 **Roll Call (Called by Town Administrator Matt Coogan):**

34 Margaret Chow-Menzer: Abstain
36 Peter Perkins: Yes
36 Judi Stickney: Yes
38 Chuck Costello: Yes
38 Barbara Jessel: Abstain

- 40 • **Sign Approval:**
After a brief discussion, the Select Board took the following action:
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2 On a **MOTION** made by **Stickney**, second by **Perkins**, the Select Board **VOTED**
4 unanimously by roll call vote to approve the signs for BTA/BOLT Dog Show on
June 12, 2022 as requested.

6 **Roll Call (Called by Town Administrator Matt Coogan):**

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

12 **8:40 PM ANY OTHER BUSINESS TO COME BEFORE THE BOARD**

- 14
- 16 • **Public Comments:** Chair Jessel recognized a member of the public who had
18 raised her hand to speak. Boxford resident, Laura Turco, shared her concerns
regarding the individual invited to read at the Drag Queen Story Hour, as well as
her feelings regarding the library schedule of events.
 - 20 • **Select Board Member Comments:** Costello and Perkins both offered their
22 comments and praise for the Memorial Day celebrations in town, noting the
efforts of all involved and the wonderful sense of community felt that day.

24 **8:45 PM EXECUTIVE SESSION**

26 On a **MOTION** made by **Jessel**, second by **Costello**, the Select Board **VOTED**
28 unanimously by roll call vote to go into Executive Session for the purpose of
discussing bargaining and litigation for Clark v. Town of Boxford; Cogley et al v.
Town of Boxford Conservation Commission; William R. Dery, Trustee of William
R. Dery Trust v. Town of Boxford; Teamster Local Union 24 Unfair Labor Charge
30 MUP-21-8763; Boxford Professional Firefighters IAFF Local 5305, and declare
32 that an Executive Session is necessary since an open public discussion may
have a detrimental effect on the negotiating or bargaining position of the Select
Board. The Select Board will adjourn upon conclusion of the Executive Session
34 and not be returning to open session.

36 **9:45 PM ADJOURN**

38 With no further business, on a **MOTION** made by **Stickney**, second by **Costello**,
the Select Board **VOTED** unanimously by roll call vote to return to open session
and adjourn at 9:45 PM.