



Town Administrator's Report Select Board Meeting of November 22, 2021

Matthew Coogan

Hunting Working Group

Last November, Alan Benson recommended the Select Board create a working group to review the Town's hunting policies, including determining on which public lands hunting is allowed and any approvals or processes needed to hunt on public lands. We have had recent discussions with Board Member Perkins, and I met with Chief Riter and Land Use Director Ross Povenmire to get up to speed. I'd like to continue the discussion on Monday night and suggest the working group develop a plan with recommendations to the Select Board by February 15, 2022. Chief Riter would also like to discuss adopting a by-law at Town Meeting that is recommended by MA Fish and Wildlife. I have invited Chief Riter and Ross to be included in the conversation.

Tax Classification Hearing

Director of Assessment Kristin Hanlon will be at the meeting to review the tax classification documents. The recommendation is for the Town maintain a single tax rate. Kristin will also be available to answer any questions on the Assessor's Department.

Essex County Tri-Town Shared Health Initiative

I have included in your packet a memo describing the initiative and the MOU to be signed by all three Tri-Town communities. This is a great opportunity for the Tri-Towns to share expanded shared health services, and all costs associated with this initiative will be covered by a state grant. I am requesting the Board vote to endorse the MOU Monday night.

Conservation Commission Appointments

I was notified by Ross Povenmire that there is now a second vacancy on the Conservation Commission. The Commission interviewed two applicants and recommends the Board appoint both to fill the vacant seats. Included in the packet are letters of interest from Doug Hamilton and Greg Kokorda. Both will be in attendance Monday night for the Board to interview.

First Responder COVID-19 Booster Clinic November 22nd

This morning Health Director Kendell Longo arranged for a Booster Clinic for Police, Fire, and DPW personnel at the East Fire Station.

Tri-Town COVID-19 Vaccination Clinic Ages 5-11

The Tri-Town Health Departments are offering first and second pediatric doses of COVID-19 vaccinations for individuals between the ages of 5 to 11 living in Boxford, Middleton, or Topsfield. The first clinic was held this past Saturday, November 20 and the second will be Saturday, December 11 from 8AM to 10AM. The clinics are held at the Masco High School Auditorium. Additional information and link to register can be found on the town website: <https://www.town.boxford.ma.us/home/news/tri-town-covid-19-vaccination-clinic-children-ages-5-11>

Roadwork Update

Paving has been completed on Moonpenny Drive, Crooked Pond Drive, Harris Road, and Roberts Road. Town Engineer/ DPW Superintendent Chris Olbrot is determining whether Middleton Rd from Burning Bush Dr to Endicott Rd, and Main St from Glendale Rd to Rt. 133 will be paved this season. It will depend on the weather. The paving contractor needs temperatures to be at least 41 degrees and rising. There is warmer weather in the forecast next week and Chris will continue to monitor.

National Grid Emergency Cable Replacement - Belvedere Dr and Plummer Rd

Last week the Town was notified by National Grid that original direct buried system on Belvedere Dr and Plummer Rd will be replaced with new cable in-conduit. This neighborhood has experienced a number of faults over the past few years to the point that National Grid has determined an emergency replacement is required. The work is within the right of way but off the edge of roadway. The paved road will not be disturbed. E-J Electric is doing the work between the hours of 7AM to 5PM for a three-week duration. National Grid has notified residents that the work will be starting.

27 Main St Phase 1 report and drilling

Weston and Sampson's contractor completed drilling for 4 test pits at 27 Main Street yesterday. The samples will be lab tested as part of the Phase 2 Environmental Assessment. Phase 1 was recently completed and I will be meeting with W&S to review the report and get an update on the timing to receive the test results and Phase 2 report.

10 Elm Earth Fill Permit

This week our office facilitated the approval of the earth/ soil filling permit by the Board of Health for 10 Elm. In total, approximately 1,200 to 1,500 cubic yards of soil will be transported to the site to be used for foundation work as well as elevating the entire site. All of the fill will be coming from a single source at a local excavating contractor yard. It is being tested for contaminants as required by the Board of Health. The complete results of the lab test will be available tomorrow.

MVRTA meeting

I met with the new Merrimack Valley Regional Transit Authority (MVRTA) Administrator Noah Berger yesterday. Noah replaced Joe Costanzo, who had run MVRTA for 42 years! We reviewed the RTA's existing service in Boxford, the Ring and Ride, and discussed ways to increase ridership (currently used by 1 resident). In addition, the Town may be able to obtain a new COA van through the MVRTA at no cost to the town.

Municipal Aggregation

Since the Select Board executed the Municipal Aggregation Services Agreement in October, the Sustainability Committee has held two meetings with our consultant Good Energy, L.L.P. to develop the Town of Boxford Aggregation Plan. The Committee will have a plan available in December to be submitted to the Select Board for a public comment period through January. Once the Board approves the plan, it's on to the Department of Public Utilities (DPU). It can take up to a year for DPU to complete their review. The Sustainability Community's next meeting on the aggregation plan is Wednesday night, December 1st.

MCPPO

I passed my 3rd MCPPO course last week. I have now completed the necessary coursework to receive MCPPO certification.

Upcoming Meetings

- **Finance Committee November 30th:** The Finance Committee will meet the evening of November 30th. This is the kickoff meeting for the Fiscal Year 2023 budget process. Finance Director Kathy Benevento will present revenue and budget forecasts for the upcoming fiscal year.
- **CPC Public Hearing December 14th:** The Community Preservation Committee will hold its annual public hearing on December 14th at 7:30 pm. The hearing is an opportunity to showcase projects that have received CPA funds as well as discuss opportunities for future projects and funding.

Upcoming Select Board Meeting Agenda Items

- December 6
 - Discussion on location for 2022 Parks Program
 - Redistricting Plan
 - COA Update
 - School Regionalization Committee and Study
 - Meeting with Boxford Housing Partnership
- December 20
 - Library Update
 - Discussion on process for determining future use of 4 Middleton Road
 - Declaration of surplus
 - Municipal Aggregation and Public Comment Period
- January 3, 2022
 - Presentation of Capital Improvement Plan
 - DPW Update

Proposed Meeting dates through Annual Town Meeting

- January - 3, 18 (Tuesday), 31
- February - 15 (Tuesday), 28
- March 7 - (hold), 14, 21 (hold), 28
- April 4

HAVE A HAPPY THANKSGIVING!