



## **Town Administrator's Report Select Board Meeting of November 8, 2021**

Matthew Coogan

### **Roadwork schedule**

Today the roadway surface on Moonpenny Drive and Crooked Pond Drive was milled in preparation of paving. Tomorrow crews will move to Harris Road and Roberts Road for the same milling process. Work hours are generally from 7am to 4pm, weather permitting. Paving for both roads is tentatively scheduled for the week of November 15th, subject to change based on weather or other unforeseen circumstances.

At all times the roads will be open to school buses and local residents in the area to get to and from their homes. However, there may be delays depending on the location of the equipment. Police Officers will be on site to assist with traffic flow.

DPW is also coordinating paving this season for two additional sections of roadway: Middleton Rd from Burning Bush Dr to Endicott Rd, and Main St from Glendale Rd to Rt. 133.

Questions on paving can be directed to the Boxford Department of Public Works at 978-352-6555.

### **Willow Rd Culvert**

DPW Town Engineer/ Superintendent Chris Olbrot has decided to delay the reconstruction of the culvert on Willow Road until next construction season. There have been ongoing delays for materials for the project, specifically the pre-cast concrete materials. According to Chris, there are too many variables to begin construction heading into the holiday season and with winter weather conditions. Willow Rd is a busy roadway and it is best to delay the project until next season.

### **Masco Enrollment Letter**

Assistant Superintendent Jeff Sands submitted the Final Resident Student Enrollment certified by the MA Department of Elementary and Secondary Education (DESE). The numbers will be used to apportion the district's FY23 operating budget to each member Town.

### **Cultural Arts Committee Candidate**

On the night the Board appointed Sydney Love to the Cultural Arts Committee, we received interest from another resident, Susan McCraine, to fill the final vacancy on the committee. Susan has met with the Cultural Arts Committee, and the Committee voted to recommend her appointment by the Select Board. With her appointment, the Town would have seven members on the Committee.

### **Appointment Software**

You will notice in the packet a new document template for tracking vacancies on boards and commissions. This is a report from a new software in the Town Clerk's offices that tracks boards and committee appointments more efficiently. The software recently went live and we can make adjustments to the formatting of the report.

### **Veterans Day Commemoration**

Boxford's Veterans Day commemoration will be held Thursday morning, November 11, at 11 AM on the James L. Melvin Green. Ian Fitch of the Boxford American Legion contacted our office to invite the Select Board to attend. Town Hall will be closed Thursday as well. Trash collection for Thursday only will be delayed by one day.

### **Personnel**

- **New Career Firefighter** – Chief Geiger has hired Calum Tilston as the Town's newest career firefighter. Callum fills the open position recently vacated. Calum will attend Monday night's meeting for introductions.
- **New PT, Per Diem Dispatch** – Communications Director Warren Gould has hired Leo DeBole as the Town's newest part-time per diem Dispatch. Mr. DeBole will begin his training in the next few weeks. The Select Board lifted the hiring freeze to fill this position last month.
- **AFSCME Public Works** – The AFSCME contract for the Town's Public Works employees will expire at the end of this Fiscal Year, June 30, 2022. In preparation for negotiations, I propose the Select Board assign a liaison to begin meeting and strategizing on a new contract.
- **Building Department** – Our office continues to work on the staffing transition in the Building Department. We are accepting applications for the administrative assistant position in the department: [town.boxford.ma.us/human-resources/pages/employment-opportunities](http://town.boxford.ma.us/human-resources/pages/employment-opportunities)

### **Upcoming Meetings**

- **Finance Committee November 30<sup>th</sup>**: The Finance Committee will meet the evening of November 30<sup>th</sup>. 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**

- November 22
  - Tax Classification Hearing
  - Liquor License Renewals
  - School Regionalization Committee and Study
  - Tri-Town Shared Health Initiative MOA
  - Declaration of surplus
- December 6
  - Discussion on location for 2022 Parks Program
  - Redistricting Plan (tentative)
  - COA Update (tentative)
- December 20
  - Library Update
  - Discussion on process for determining future use of 4 Middleton Road