



## **Town Administrator's Report Select Board Meeting of January 3, 2022**

Matthew Coogan

### **27 Main Street – Phase 1 and Phase 2 Environmental Assessment**

Weston & Sampson has completed the Phase 1 and 2 ESAs. The reports will be presented to the Board by representatives of Weston and Sampson in executive session.

### **Boxford Housing Partnership – Home Rule Petition**

Joe Hill and Jim Barnes, the 2 members of the Partnership, will present their proposal to put a home rule petition on the Town Meeting warrant. This would be for creating a Housing Trust to administer grants to qualified seniors and disabled residents for home repairs. Details on the proposal are included in your agenda packet.

### **4 Middleton Rd Discussion**

The Center at 10 Elm project will be completed next fall and will serve as the new home of the Council on Aging. There's an opportunity to begin outlining a collaborative process to determine the future use of the 4 Middleton Rd building to include a variety of stakeholders and all residents in general. Tonight, we will discuss setting goals for the process and a scope of work for a reuse study.

### **Covid Tests**

Last week Governor Baker announced that municipalities can take advantage of COVID-19 at-home test manufacturer state contracts and place orders for rapid test kits at state-negotiated prices. I know the COA is interested in having test kits available for seniors. There are bulk purchasing requirements so we are coordinating a group procurement with surrounding communities. We would be able to use ARPA funds to purchase. These tests would be made available to Boxford residents.

### **Cybersecurity Grant**

Boxford was awarded a Cybersecurity Awareness Training Grant. This will be a yearlong end-user training starting in the new year for our staff to better identify email scams.

### **HR Audit and Compensation Study**

We are kicking off our HR study with Mary Beth Brennan of HR Key solutions on January 10<sup>th</sup>. The audit will conclude by the end of March and include a much-needed report with recommendations and an action plan for my department. I'm looking forward to the process. I will also be working with Tim Feeney on a new Compensation Study with Human Resource Services.

### **Public Safety and Public Works**

Our Public Safety and Public Works departments were busy over the holidays, and I'd like to recognize and commend their efforts. DPW employees were called into sand and treat the roads overnight and throughout Christmas day as a storm produced a dangerous wintry mix and icy conditions. Early New Year's Day our Fire Department responded to a 3-alarm fire on Hunters Road. The department was able to put down the fire with the support of neighboring towns, and fortunately, there were no reported injuries. Finally, both police and fire responded to a major gas leak on Main Street on December 30<sup>th</sup>. About 35 households were affected but National Grid was able to restore service the same day. Thank you all for leaving your families over the holidays to answer these calls and for your dedication to the health, safety, and wellbeing of this community!

### **Upcoming Select Board Meeting**

- January 18, 2022
  - Municipal Aggregation Plan Public Hearing
  - Medical Response Pilot Update
  - PD, Fire, Communications Update
  - Tri-Town Update (to be confirmed)
- January 31, 2022
  - DPW Update
  - Presentation of Capital Improvement Plan

### **Proposed Select Board Meeting dates through Annual Town Meeting**

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