



Town Administrator's Report Select Board Meeting for October 10, 2023

Matthew Coogan

Emergency Response Advisory Committee & Call for candidates

The Select Board Office will be accepting applications for the 2 at-large members of the Emergency Response Advisory Committee (ERAC) until Wednesday, October 18th. [Information on how to apply is available on the Town website](#). Candidates will be interviewed by the Select Board at the October 23rd meeting. We have also created a [ERAC project page on the Town website](#). The website includes the latest draft of the Committee's charge, which will be finalized at the October 23rd meeting.

The Town will be holding a Public Safety Information Meeting on Wednesday, October 25th at 7PM at Town Hall for residents interested in learning about our police, fire, and communications/dispatch departments, as well as the Town's 3-tiered response program.

Plan for Promotion of Police Sergeants

In the October 10th agenda packet is Chief Riter's recommendation to promote three Boxford Police Officers to rank of Sergeant – Kurtis Anderson, Dave Barker, and AJ Paglia. All will be in attendance. The Board may appoint Officers Anderson, Barker, and Paglia to the position of Sergeant for a 6-month probationary period ending April 10, 2024, as per Article 2, Section 2(b) of the Teamster Local 25 Collective Bargaining Agreement.

Capital Improvement Program FY2025 – FY2029 and Fiscal Year 2025 Budget Process

This month kicks off our 5-year, Capital Improvement Program (CIP) planning process for fiscal years 2025 to 2029. Included in the October 10th meeting agenda packet is a draft of the letter that will be sent to department heads. The process takes several months and we will have a draft CIP in January for the Select Board to be reviewing.

Assistant Town Administrator/ Finance Director Brendan Sweeney will also outline the upcoming FY2025 budget process, which also begins this fall.

Waste Stream Task Force Update and Resident Survey

The Waste Stream Task Force's Trash and Recycling Resident Survey closed on September 30th. We received nearly 1,000 responses from residents! Assistant Town Administrator Brendan Sweeney is putting together a summary report of the survey for the WSTF, and he will share some of the results with the Select Board on October 10th. The Waste Stream Task Force's next meeting is scheduled for Monday, October 16th.

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Additional information on the work of the Waste Stream Task Force can be found on their [project webpage](#).

DPW Facility - RFQ for Designer Services

The Town is releasing a Request for Qualifications (RFQ) for schematic design services for a new DPW facility. It will be published on the State's [Central Register](#) on Tuesday, October 10th and will be available on the Town's [open bids webpage](#). Proposals will be due on November 17th. The Permanent Building Committee will then undertake a selection process. The goal is for the Town to be contracted with a design team by the start of the calendar year.

Engine 6 Procurement

The Town is also releasing an Invitation for Bids for the new "mini pumper", Engine 6. Funding for Engine 6 was approved by voters at the May 9th Town Meeting. Bidding information will be available on the State's [Combuys website](#) and Town [open bids website](#) on October 9th. Bids will be due on October 23rd.

Upcoming Public Meetings

In addition to the regularly scheduled public meetings of the Town's Boards and Committees, there are 2 public forums scheduled for this month:

- **October 12, 6pm to 7:30 pm:** [Housing Production Plan \(Zoom only\)](#)
- **October 25 7pm: Public Safety Information Session**

In addition, the Planning Board is scheduled to receive a presentation on the Town's potential MBTA Compliance plan by the Merrimack Valley Planning Commission at its [October 18th](#) meeting. Land Use Director Ross Povenmire is scheduled to update the Select Board on this initiative at the October 23rd meeting.