



TOWN OF BOXBOROUGH NOTICE OF PUBLIC MEETING

BOARD/COMMITTEE: Steele Farm Committee

MEETING DATE: September 18, 2025

TIME: 7:32 pm

PLACE: Steele Farm Barn

ATTENDEES: Christopher Hydak (Chair), Fred Waugh, Catie Coyne, Melissa MacGillvray, Andy Bauer, Ray Sanne

Non-Board Member Attendees: John Fallon

1. Approve minutes of August 21, 2025

Andy motioned to approve minutes, Catie seconded. Motion passed.

2. Finance

The Committee reviewed five accounts that it oversees: Steele Farmhouse Trust, Steele Farm Ice House Fund, Revolving Fund, and two funds associated with Farmhouse Phase 3 renovations. The Trust has accrued over \$2k since inception and now has over \$52k; none has been spent yet. The Ice House fund is exhausted and should be closed. There is still about \$17k remaining in the Phase 3 fund; the approximately \$3k discrepancy mentioned in previous meetings has not yet been resolved. The revolving fund has about \$4.7k.

3. Farm Maintenance

a. Mowing Plan

Andy mowed the paths and the lower Christmas tree field last weekend. Upper Christmas tree field still needs mowing between trees. Christopher will mow this weekend. Christopher will submit a work ticket to DPW for mowing the brush on the western slope. Christopher mentioned the need to remove saplings along Middle Road; Fred and Christopher will coordinate this weekend.

b. Haying Contract – Christopher

No update on contract, but haying has been completed.

c. Old Milk House area seeding – Melissa

Melissa will contact Town.

d. Pollinator Garden

The Pollinator Garden needs some weeding and mulching. DPW recently deposited a pile of wood chips in the old pine grove while removing dead trees; Melissa will submit a ticket to DPW to move them up by the barn for use in mulching the garden.

e. Parking Lot status – Christopher

No update. Christopher explained the need for improving the parking surface and water drainage while maintaining farmhouse character. Ultimately, funding for this project will require a Town warrant.

4. Building Maintenance

a. Ice House Painting – Andy

Christopher will purchase paint and brushes. Andy and Fred will organize a team; Ray offered to help. We need to paint by the end of October.

b. Barn Organization – Christopher

Christopher provided an updated barn organization map. The committee chairs will be notified and the new map and rules will be posted in the barn.

c. Farmhouse lanterns – Catie

Catie presented three lantern options that are consistent with farmhouse character. Christopher noted that one lantern is above a door and one to the side, which likely will require two separate designs. Next step is to send options to Michael Johns to assess compliance with town lighting bylaw.

5. Old business

a. Capital Plan

The only items on the capital plan currently, are painting the Barn, and updating the parking lot. The Barn is not in immediate need of painting. John recommended making sure that this item is not removed from the plan. The parking lot is scheduled for FY27, meaning that it should appear on the May 2026 Town Meeting agenda.

b. Handbook

Christopher will make edits to the handbook and send it to Ray for review.

c. Steele Farm Engagement Flyer

Christopher and Catie will work on the flyer.

6. New business

John mentioned that the Public Celebrations and Ceremonies Committee would like to use the ground floor of the barn to repair the menorah. Repairs need to be completed by December 12; the amount of time needed to complete repairs is unknown. Christopher said the PCC could bring it down in the middle of November.

Christopher mentioned the possibility of bringing goats to Steele Farm to reduce weeds. Ray volunteered to do some research into how this would work, and Catie offered to inquire at her workplace.

Andy mentioned the opportunity to plant chestnut trees through the American Chestnut Foundation. He will do some research to understand the process.

7. Next meeting date

October 23, 7:30 pm at the barn.

8. Adjournment

Catie motioned to adjourn, Andy seconded. Motion passed. The Meeting adjourned 8:18 pm.