



**TOWN OF BOXBOROUGH
NOTICE OF PUBLIC MEETING
Meeting Minutes**

BOARD/COMMITTEE: Steele Farm Advisory Committee

MEETING DATE: Oct 17th, 2023

TIME: 7:02 PM

PLACE: Steele Farm Barn (484 Middle Road, Boxborough, 01719)

ATTENDEES: Christopher Hydak (Clerk), Susan DiLorenzo, John Skinner, Melissa
Non-Board Member Attendees: David McKiernan (Select Board Liaison), Owen Neville,
John Fallon, Ken Whitcomb, Andy

1. Approve minutes of September 19th, 2023

Susan made a motion to approve the minutes. Christopher seconded. All in favor.
Motion passed.

2. Elect a new Chair

John made a motion to elect Christopher the new Chair. Susan seconded. All in favor.
Motion passed.

3. Finance

Christopher is still working with the town account (Kelli Pontbrand) to validate these numbers.

- a. Revolving Fund - \$5,375.68
- b. Steele Farm Revenue - \$110.00
- c. Steele Farm Ice House Restoration - \$17,000

While we don't need a lot of money, we do have expenses and we'll need a source of income at some point just to keep afloat.

Do we have a finance committee liaison? Christopher will reach out to the finance committee about this to discuss uses of our accounts

4. Farm Maintenance

a. DPW Requests

The DPW did cut down some branches near the barn today.

David talked to Fran. They walked around the property. It's been very wet, which is why things were delayed. We need to agree on what needs to be removed and the priority of those items. We need somebody in charge of this.

Melissa has volunteered to maintain the list of DPW priorities and be the go-between with the DPW.

David now has a list of what was agreed to from Fran. He gave the list to Melissa to own.

David McKiernan will ask Dave Barnett for a tree consultation on which trees that might need to go.

2 trees that have come down in the last year.. 1 by the xmas tree area and 1 by the boy scout area. These need to be cleared.

Mower isn't running. [DPW]. Ken will try cutting once the mower is fixed. Ken mows around all the xmas trees. He can mow until the end of May, then is back in September. He needs help in the Summer.

What is the scope of the DPW?

David mentioned it would be great if we had a map of the property. Andy volunteered to be responsible for this, although he'll need help.

5. Building Maintenance

a. Steele Farm House Phase II Status

We received two bids. I met with Rajon about this. He is waiting on our guidance on moving forward with these or soliciting more bids. After review, there are no major concerns with the bids. Christopher will get back with Rajan and let the town proceed on with selecting the company and getting started.

b. Ice House Restoration Status

I submitted the document to Rajon and Michael as asked, and then met with Rajon about it. Rajon has asked us to fill out the RFP Template. Rajon will then clean it up. He asked us if there were any contractors we had in mind for this work. If we don't have suggestions, he can find some. Since this is an RFP not a request for bid, this is a much quicker and easier process.

Christopher will take the lead on that. Susan will send a recommendation to Christopher on at least one contracting company that might be interested..

6. Old Business

a. Christmas Tree Ordering

Christopher purchased 60 P3 Size (12-20" height) plugs for a cost of \$447.89 from Chief River Nursery. They should arrive next Spring.

Need to consult with Ken about where to plant them next year to make it easier to mow. Weed block should be used as well to make it better.

b. Pollinator Garden

Melissa can talk to Sarah to pull out the weeds. David spoke to Flo (garden club) and asked her to come down and see what was there. She'll be done on Wednesday at 9:30. It will need some regular maintenance.

c. Well Water Testing

Christopher spoke with Jim Garreff at the Nashoba Valley Board of Health. He is testing the well this week and will get back to us. Since we are designating this a non-potable well, a simple coliform test is all he is doing.

Christopher still believes we need a lock or a permanent sign on the well. The committee feels otherwise.

When the water testing is completed, Owen will take it off for the pump for the winter and store it in the barn

d. Capital Plan

I received an email from Kelley Price about Capital Requests due by 12/1/2023 in preparation for the FY25 warrant. There is a new CapCom committee and the first Saturday of February is when they will review the capital items with the Select Board and Finance Committee.

We should meet with Ed and Fran. David would help participate in that meeting.

There is already Barn Painting (\$40k) in the plan.

The next paint job needs to include putty over every nail. When they redid the barn siding, they over-pressured the nail gun and every nail is too far in, which has left holes where water can accumulate.

7. New Business

- a. Next year is the anniversary of the town's purchase of Steele Farm. Party? When is the best time of year?
- b. Friend's of Steele Farm. Alan and Melissa both have access to the Facebook page. Should we make it a formal page or leave it informal? We need to review the town's social media policy to determine if there are any restrictions. There is an email list of the Steele Farm Friends. David will ask Jim Moss for the list.

Does anybody have an email from the Friends of Steele Farm? If so, then we can just use that list. Please send it to Christopher if you have it.

- c. Why do we still exist as an Advisory Committee and not a regular committee like everything else? We should look at our charter to determine if that needs to change. What are the parameters around the revolving fund?
- d. We should meet in the museum with the winter coming.

- e. Nobody wants to be the clerk. Christopher will persist with these duties, but somebody needs to be in charge when Christopher isn't available. We should review the charter

8. Next meeting date

Nov 16th. 7pm at the museum

9. Adjournment

Susan made a motion to adjourn. John seconded. All in favor. Motion passed. Meeting adjourned at 8:19 pm.