



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

BOARD/COMMITTEE: Steele Farm Advisory Committee

MEETING DATE: Sept 19th, 2023

TIME: 7:09 PM

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

ATTENDEES: Arden Veley (Chair), Christopher Hydak (Clerk), David McKiernan (Select Board Liaison), Susan DiLorenzo

Non-Board Member Attendees: Owen Neville

1. Approve minutes of August 25th, 2023

Christopher made a motion to approve the minutes, with the provision to remove the donor's name and address. Arden seconded. All in favor. Motion passed.

2. Status of putting a new roof on the Steele Farm House

The town has been very busy preparing for the Fall Town Meeting. We were given the following timeline:

September 27, 2023 - the bid is going to be posted on this day.

October 4, 2023 - There is a pre-bid conference that will be on-site at the Steele Farm Building at 10 AM. I highly encourage attendance because potential bidders will attend this meeting.

October 12, 2023 - The Bid Opening. The bid opening will start at 10 AM and will be in the Morse-Hilberg Room.

There was a request for a SFAC team member here. Christopher will contact John Skinner to see if he can be present. If not, Christopher will be there.

Come the new year, we should be quick to get this ready for the outside envelope next spring to get any sort of timely resolution.

3. Status of restoring the ice house

We doubt if this can get done before the winter. The town meeting in November is the priority, so not much time has been allocated for getting the RFP together. It was suggested by Michael Johns, that we send him all of the relevant information as it will make it easier on him.

Arden and Owen took measurements. Christopher took pictures. John Skinner listed what he thought should be done. We're unsure if Michael Johns needs to hire an engineer to write up the RFP. Christopher will package all of this information in a Word document

and send it to Michael Johns. It will then be on him to organize the work.

4. **Status of DPW mowing the slope and other DPW requests**

We've asked the DPW to replace bulbs in the farmhouse basement. The barn upstairs light bulbs need to be replaced as well. The slope still hasn't been mowed. Some of the trails are overgrown. The weather has been very bad this year. That, in addition to vacations and attrition from the DPW, have made it difficult to get time from them. Christopher will email Fran and David will also talk to Michael Johns.

Ken Whitcomb is back, but the grass is too tall for our lawn mower. The Christmas trees have grass all around. Perhaps the brush hog could be used. We need to figure this out.

5. **Status of installing the well**

The pump is installed. A temporary sign is there telling people not to drink the water. Owen still wants to build a wooden structure.

Christopher will notify Jim Garreffi, our Town's representative to the Nashoba Board of Health, and ask him to test the water.

6. **Old business: Ordering the Christmas tree saplings (date of arrival in spring of 2024)**

Chief River Nursery has a sale on plugs. Arden suggested P3 size Canaan Fir Forestry Plugs. The plugs are 12-20" high. They sell in batches of 20, and we would like to get 3. We think the plugs should improve the chances of getting healthy Christmas trees.

Susan mentioned a local place which could possibly get what we need as well.

Last time we sold Christmas trees was 4 years ago, and easily sold 50 trees in an afternoon. It was a nice event and we're looking forward to bringing it back.

Arden made a motion to spend up to \$500 to purchase Christmas tree plugs. Susan seconded. All in favor. Motion passed. Christopher will purchase them using his CC and get reimbursed by the town.

7. **New business: Status of Ken Whitcomb mowing. SFAC members can present new items for discussion.**

- a. Christopher to email Ken Whitcomb. Use the billy goat, go down the rows between the trees. He can't mow the slope because it's so overgrown.
- b. David asked Arden to write down a list of items to do. Also, to write down all agreements with the DPW. Arden will take this on.
- c. Who is Friends of Steele Farm? It was an email list. Jim Moss might have a list. We need to ask him and revive this. Christopher will get his email address and coordinate with Jim
- d. The Pollinator garden is bad. Should contact the boxborough garden club. Would they consider taking that over? Probably not, but we should try.

- e. If DPW cuts the tree, perhaps we could buy or build a bench. It's \$800 to purchase a bench, without a base. Owen prefers rocks.
- f. Arden asked one of Mellissa's friend to join the SFAC. With Arden leaving, we'll be down a member. We'll also need to vote for a new President
- g. At the next town hall, Arden suggested asking for a Buildings and Grounds maintenance budget.
- h. Christopher brought up our lack of a Capital Plan. David offered to help coordinate this effort.

8. Next meeting date?

October 17th. 7pm at the farmhouse

9. Adjournment

Christopher made a motion to adjourn. Arden seconded. All in favor. Motion passed. Meeting adjourned at 8:23 pm.