BOXFORD

ANNUAL TOWN REPORT 2011

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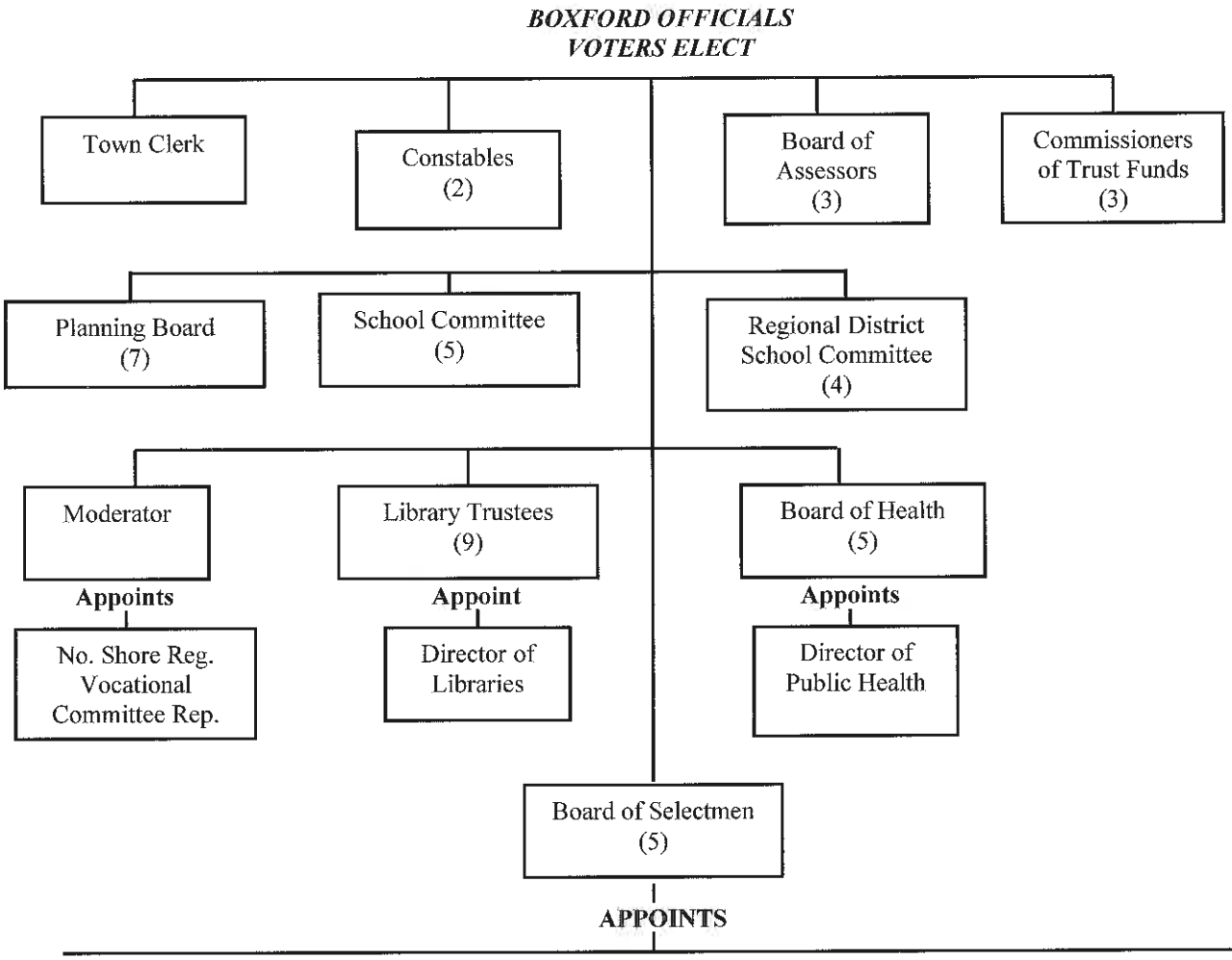
2011

Boxford, Massachusetts



OFFICERS
Town Administrator
Animal Control Officer
Communications Director
Director of Municipal Finance/
Emergency Management Director
Town Accountant
Fire Chief
Election Officers
Forest Warden
Inspectors of Animals,
Buildings, Wiring,
Plumbing/Gas
Treasurer/Tax Collector
Parking Clerk
Police Chief
Supt. of Public Works
Sealer of Weights & Measures
Town Counsel
Veterans' Agent
Veterans' Graves Officer

COMMITTEES
Agricultural Commission
Community Preservation
Council on Aging
Board of Appeals
Cultural Arts Council
Cable TV Advisory
Capital Budgeting
Community Preservation Act
Computer Management
Conservation Commission
Fence Viewers
Finance Committee
Town Forest
Historic Districts Commission
Lakes, Ponds & Streams
Boxford Land
Personnel Board
Permanent Non-School Building
Recreation
Recycling
Registrar of Voters

AD HOC COMMITTEES
Border to Boston Trail
Haynes Land Advisory
Housing Partnership
Friends of the Ackerman
Playground Committee

INDEPENDENT SERVICES FOR THE TOWN OF BOXFORD
Boxford Athletic
Association
BTA/BOLT, Inc.
Historic Document Center
H.A.W.C. (Help for Abused
Women & Children)
Tri-Town Council on Youth
& Family Service
Boxford Cable Access
Television

IN MEMORIAM
2011

FRANK POMROY
1923-2011

Boxford resident Frank Pomroy passed away on June 11, 2011. As an ardent advocate for veterans' issues and national patriotism, Frank was responsible for the fundraising and completion of the large flag pole project on Melvin Green.

Frank served his country during World War II, when he survived a little known battle that took the lives of more than 1,300 marines, all to gain control of an island roughly the size of Topsfield. The forgotten battle on the island of Peleliu was one of the more controversial entanglements of World War II. Following the first offensive in the Pacific at Guadalcanal, the siege of Peleliu was intended to play a role in a strategic plan that was later laid to waste.

The picture above shows Frank Pomroy holding a photo of himself waiting to be taken to an aide station after defending his position against the Japanese. When the picture was taken he had three bullet holes in his right leg and a bayonet wound through his knee. Mr. Pomroy's strength and determination was seen throughout his life as he supported causes close to his heart. Frank's legacy will remain a part of Boxford forever.

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Town Officers

Elected

Appointed

Committees, Boards & Commissions

Ad Hoc Committees

Schools

Independent Services

Meeting Schedules

ELECTED TOWN OFFICIALS

MODERATOR	Gerald R. Johnston (2014)
BOARD OF SELECTMEN	Charles J. Costello, Chair (2012) Stephen A. Davis (2014) Peter C. Perkins (2013) Preston G. Galarneau, Jr. (2012) Mary Anne Nay (2013)
TOWN CLERK	Robin Phelan (2013)
BOARD OF ASSESSORS	David F. Benson, Chair (2013) Paul Dettorre (2012) Judy Murray-Magill (2014)
BOXFORD SCHOOL COMMITTEE	Pamela Messenger, Chair (2014) Cynthia Murphy (2012) Heather Fecteau (2014) Roger C. Chadwick, Jr. (2012) Susan Philpott (2013)
MASCONOMET REGIONAL DISTRICT SCHOOL COMMITTEE	Daniel J. Volchok (2014) Paula Fitzsimmons (2012) Kathleen Tyler (2014) Thomas P. Mathers (2013) Ben Messenger (2014)
PLANNING BOARD	Robert C. Gore, Chair (2015) Angela Steadman (2016) Joseph C. Hill (2014) Holly Langer (2012) Ellen Nestervich (2015) J. Steve Merriam, Jr. (2016) Patrick G. Canonica (2012)
BOARD OF HEALTH	Alexander Constan, Chair (2014) Louise Kress (2013) Richard Taylor (2014) Laura Sapienza-Grabski (2012) Thayer H. White (2012)

TRUSTEES OF THE BOXFORD PUBLIC LIBRARIES	Heidi Ellard, Chair (2014) Pauline Jenkins, Chair (2014) Jane M. Moody (2012) Susan E. Daley (2012) Carole Davis (2012) George A. Fischer (2013) Arthur W. Sibbach (2013)
CONSTABLES	
- *EAST PARISH*	Mark J. Balding (2014)
- *WEST PARISH*	David Smallman (2014)
COMMISSIONERS OF TRUST FUNDS	Anthony C. DiNanno, Chair(2013) Samuel N. Shields (2012) Francis Brickelmaier, Sr. (2014)

APPOINTED TOWN OFFICERS

TOWN COUNSEL	Kopelman and Paige, P.C.
TOWN ADMINISTRATOR	Alan J. Benson
DIRECTOR OF MUNICIPAL FINANCE/ TOWN ACCOUNTANT	Kathleen J. Benevento
SUPERINTENDENT, DEPARTMENT OF PUBLIC WORKS	John C. Dold
POLICE CHIEF	Gordon A. Russell, Jr. (Retired 12/31) Michael J. Murphy
FIRE CHIEF	Kerry C. Stickney
INSPECTOR OF BUILDINGS	Robert F. Camacho
DIRECTOR OF COMMUNICATIONS	Warren Gould
DIRECTOR OF PUBLIC HEALTH	Kendell Quarles
DIRECTOR BOXFORD EMERGENCY MANAGEMENT	Robert D. Hazelwood
DIRECTOR OF PUBLIC LIBRARIES	Nanci Milone Hill
PROCUREMENT OFFICER	Alan J. Benson
TREASURER/TAX COLLECTOR	Ellen S. Guerin
VETERANS' AGENT	Edward Vincent Mitchell *(District Director)*
VETERANS' GRAVE OFFICER	Javier G. Morales
FOREST WARDEN	Kerry C. Stickney
ANIMAL CONTROL OFFICER	Helen L. Phillips
ALTERNATE ANIMAL CONTROL OFFICER	Reed Wilson

AMERICAN DISABILITIES ACT COORDINATOR	Mary Anne Nay
PARKING CLERK	Ellen S. Guerin
SEALER OF WEIGHTS & MEASURES	Robert Cronin
NORTH SHORE REGIONAL VOCATIONAL SCHOOL DISTRICT REPRESENTATIVE	Michael S. Crowe
ESSEX NORTH SHORE AGRICULTURAL AND TECHNICAL SCHOOL REPRESENTATIVE	Michael S. Crowe
DIRECTOR OF ASSESSMENT	Lauren M. Woekel (Resigned 9/15/11) Kristin Hanlon (Nov-Dec)
ASSISTANT TREASURER	Susan R. Yeames (Resigned 10/10/11) Karen Wheeler (Nov-Dec)
DEPUTY TAX COLLECTOR	Kelley & Ryan Associates, Inc 7 Rosenfeld Drive Hopedale, MA 01747

COMMITTEES, BOARDS AND COMMISSIONS

COUNCIL ON AGING	Richard F. Taylor, Chair (2015) Christine Northrup (2015) F. Richard Shaw (2014) Judith Andersen (2014) Joan Tarleton (2012) Elizabeth Murphy (2012)
AGRICULTURAL COMMISSION	Randolph Johnson, Chair (2014) Laura Grabski, Vice-Chair (2012) Chuck Kornely (2014) Michael Smolak, Jr. (2013) Louis Athanas (2013)
BOARD OF APPEALS	William Cargill, Jr., Chair (2012) Robert W. Conroy (2013) Paula Fitzsimmons (2014)
BOARD OF APPEALS *(Alternates)*	Richard Corsetti (2013) (Resigned, 10/27/11) KathleenO'Sullivan-Fortin (2012) (Resigned, 10/27/11)
CAPITAL BUDGETING COMMITTEE	Joyce Ricklefs, Chair (2014) Michael E. White (2013) Robert W. Conroy (2012) Robert R. Fanning, Jr. (2012) G. Carl Noblitt (2013)
COMMUNITY PRESERVATION COMMITTEE	Peter Delaney, Chair (2012) J. Steven Merriam, Jr. (2012) Natasha Grigg (2012) Virginia Havey (2012) Barbara G. Jessel (2012) Barbara Shade (2012) F. Richard Shaw (2012) Gerard A. Papin (2012)
COMPUTER MANAGEMENT	Randall F. Castle (2013) Paul Dettorre (2014)

CONSERVATION COMMISSION	Bankson C. Riter, Jr., Chair (2014) Alan S. Fowler (2013) Lana Spillman (2012) Francis A. DiLuna (2014) Mark P. Mitsch (2013) Robert W. Koenig (2013) Natalie Grigg (2013)
BOXFORD CULTURAL COUNCIL (ARTS COUNCIL)	Lucia Clark, Chair (2012) Sarah Arrigo (2012) Lynn Afrow-Ellis (2013) Diane Annunziato (2014) Michele Delfino (2012) Anna Barbieri (2015) Denise Galligan (2015)
ELECTION OFFICERS	Lois E. Bell Mary E. Bolen Ruthann Budrewicz Thomas P. Budrewicz Harry Crockett Anne D'Ortona Barbara French Patricia Gleason Judith Gore Leona Gormley Natalie Grigg Anne V. Gyles Virginia Keilty Stephen Knowles Beverly May Charlene Mead Nancy Merrill Robyn Muetterties Rosemarie Narath Carol Patnaude Beverly Perkins Sandra C. Pinkham Barbara Ross Jayne E. Smallman Janet Silva Joseph Zaryski
FENCE VIEWERS	Board of Selectmen

FINANCE COMMITTEE	Geoffrey E. Buswick, Chair (2014) Peter Bernardin (2014) Michael E. White (2013) Susan G. Fowler (2013) Marc C. Mercier (2013) Robert R. Fanning, Jr. (2012) John M. Powell (2012)
TOWN FOREST COMMITTEE	Harold E. Garside, Chair (2014) Paul R. French (2013) Robert W. Hazelwood (2012)
HISTORIC DISTRICT COMMISSION	Gwendolen Perkins, Chair (2014) Virginia Havey (2014) Faith Regan (Resigned) Guy Simmons (2012) Matthew Juros (2013)
HISTORIC DISTRICT COMMISSION *(Alternates)*	Nancy N. Merrill (2013) Andrew Gori (2012)
INSPECTORS:	
ANIMALS	Allison A. Hayes (2012)
Animals (Alternate)	Nancy E. Drago (2012)
BUILDING	Robert F. Camacho (2013)
DIRECTOR OF HEALTH	Kendell Quarles (2012)
GAS/PLUMBING	David Leavitt (2012)
Gas/Plumbing (Alternate)	Richard Danforth (2012)
ELECTRICAL	Douglas Small (2012)
Electrical (Alternate)	Peter Murphy (2012)
LAKES, PONDS & STREAMS COMMITTEE	Brooks Tingle (2013) Peter Morbeck (2012) Dennis Whittemore (Resigned) Gregory Murer (2012) Karen Melanson (2013) Joseph Herlihy (Resigned) Timothy M. Smith (2012) Mark P. Mitsch (Conservation Rep.)
LAND COMMITTEE	Peter Delaney, Chair (2012) Peter Bernardin (2012)

	Robert C. Gore (2013) Natasha Grigg (2013) Stuart Saginor (2014)
MASCONOMET REGIONAL SCHOLARSHIP COMMITTEE	Diane E. Gori (2012) Jane R. Ferrara (2012) Barbara G. Jessel (2012) Carole Davis (2012) Martha Maysek (2012)
PERMANENT NON-SCHOOL BUILDING COMMITTEE	Chuck Adam, Chair (2012) Frank Quackenbush (2012) Robert Hazelwood (2012) Margaret Chow-Menzer (2012) Guy Simmons (2012)
PERSONNEL BOARD	Timothy Feeney (2012) Nancy Galarneau (2014) Neil S. Olansky (2013)
POLICE DEPARTMENT **Chief of Police**	Gordon A. Russell, Jr. (Retired 12/31) Michael J. Murphy
Lieutenants	Robert D. Hazelwood (2013) James B. Riter (2014)
Full Time Patrolmen	Louann M. Bonney Robert E. Corliss Kara Fitzpatrick John D. Iannazzo Thomas J. Nentwig Brian Williams Matthew Dupont (2012) David Barker (2012) Brian Neeley (2012)
Reserve Police Officers	Attillio Paglia (2012) Paul E. Polonsky (2012) Harold W. Trombly (2012) John C. VanLoon (2012) Scott Bucuzzo (2012) Peter Cheverie (2012) Tyler Dechene (2012) Michelle Nowak (2012) Garry Abraham (2012) Brian Hertel (2012) Brooke Dechene (2012)

	Kurtis Anderson (2012) Michael Ferraro (2012) Eric Renda, Jr. (2012)
Special Police Officer	Helen Phillips (2012)
RECREATION COMMITTEE	Nancy N. Merrill (2013) John A. Rowen (2012) Howie Emmons (2013) Michael Koenig (2011) Bernard H. Belle (2012)
RECYCLING COMMITTEE	Karen Sheridan, Chair (2013) Nancy C. Woolford (2012) Linda H. Shea (2013)
REGISTRAR OF VOTERS	Robin Phelan, Town Clerk Anne C. Mannheim (2012) Karen L. Sheridan (2011) Bradley A. Sweet (2013)
ASSISTANT REGISTRAR	Sandra Rossi (2012)
VETERANS' GRAVES OFFICER	Javier G. Morales (2012)
VETERANS' AGENT	Edward Vincent Mitchell (2012)
WEIGHER OF COMMODITIES	Officer Thomas J. Nentwig (2012) Officer Brian Williams (2012) Officer Brian Neeley (2012)

AD HOC COMMITTEES

BORDER TO BOSTON TRAIL COMMITTEE	Steve Davis (2012) Carole Davis (2012) Marsha Blyth-Brown (Resigned) Nancy Merrill (2012) Andrzej Plucinski (2012) Alfred Adam (2012) Anthony Brogna (2012) Susan Long (2012)
FRIENDS OF THE ACKERMAN PLAYGROUND COMMITTEE	Marc C. Mercier (2014) Samantha Mercier (2014) Kimberly Alberta (2013) Joseph Alberta(2012) Kelly Blanchette (2013)
HAYNES LAND ADVISORY COMMITTEE	Sean Fennell, Chair (Resigned) William Brown, Chair (2012) Howie Emmons (2012) J. Stephen Merriam, Jr. (Resigned) Joseph Callahan (2012) Martin Jessel (2012)
HOUSING PARTNERSHIP COMMITTEE	Joseph C. Hill, Chair (2012) Peter Delaney (2012) Joseph Callahan (2012) Gridley C. Losee, Jr. (2012) Guy Simmons (2012)
SENIOR CENTER STUDY COMMITTEE	Mary Anne Nay (2012) Miika Ebbrell (2012) Elizabeth Murphy (2012) James Russo (2012) David Smallman (2012)

TOWN OF BOXFORD SCHOOLS

TRI-TOWN SCHOOL UNION – 978-887-0771 (FAX: 978-887-8042)
Superintendent's Office
28 Middleton Road
Boxford, MA 01921

Dr. Bernard Creeden, Superintendent
Antoinette Valcourt, Administrative Assistant
Steven Greenberg, Director of Finance & Human Resources
Stephen Clifford, Director of Facilities

SPOFFORD POND ELEMENTARY SCHOOL – 978-352-8616 (Fax: 352-7855)
31 Spofford Road
Boxford, MA 01921

Kathryn Nikas, Principal
Kathleen Cyr, Student Services Coordinator
Karen Hussey, Secretary
Lannie Foster, Secretary

HARRY LEE COLE ELEMENTARY SCHOOL – 978-887-2856 (Fax: 887-0703)
26 Middleton Road
Boxford, MA 01921

Mr. Brian Middleton-Cox, Principal
Mary Dodge, Secretary

MASCONOMET REGIONAL DISTRICT HIGH SCHOOL – 978-887-2323
20 Endicott Street
Topsfield, MA 01983

Darrell J. Lockwood, Ed.D., Superintendent (X 6110) (Fax: 887-3573)
Pamela G. Culver, High School Principal (X 6107) (Fax: 887-7243)
Peter Delani, Assistant High School Principal (X 6269)
Joseph Czarnecki, Assistant High School Principal (X 6349)
Susan Givens, Chief Financial Officer (X 6112)
Olga Langlois, Administrative Assistant (X 6111) (Fax: 887-3573)
Dorothy Flaherty Ed.D., Middle School Principal (X 6122)

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT 978-762-0001
Daniel R. O'Connell, Superintendent-Director
30 Logbridge Road, P.O. Box 230
Middleton, MA 01949
Michael S. Crowe, Boxford Representative (978-887-3986)

INDEPENDENT SERVICES FOR THE TOWN OF BOXFORD

BOXFORD CABLE ACCESS TELEVISION
1 Camelot Drive
Boxford, MA 01921
www.boxfordcabletv.com

Rick Rivers
President

BTA/BOLT, Inc.
Boxford Trails Association-
Boxford Open Land Trust, Inc.
7 Elm Street, 2nd Floor
P.O. Box 95
Boxford, MA 01921

Nancy Merrill
President
(978) 887-7031

H.A.W.C.
Help For Abused Women and their Children
27 Congress Street
Salem, MA 01970

Candace Waldron,
Executive Director
(978) 744-8552

HISTORIC DOCUMENT CENTER
173A Washington Street – P.O. Box 122
West Boxford, MA 01885
Hours: Wednesday 9AM - 4PM
Saturday 10AM - 3PM

Martha Clark
Archivist
(978) 352-2733

TRI-TOWN COUNCIL ON YOUTH AND FAMILY SERVICES, INC.
P.O. Box 219
5 Main Street
Topsfield, MA 01983

Nancy Coughlin, Business Dir.
Lisa Teichner, Program Dir.
(978) 887-6512

MEETING SCHEDULE
TOWN BOARDS/COMMITTEES

Board of Selectmen – Meets every Monday at 7:30 pm in Meeting Room #1 in the Town Hall at 7A Spofford Road. (Summer Schedule varies)

Finance Committee – Meets in the Town Hall, 7A Spofford Road during budget season. (Check Town Website and bulletin board in Town Hall for postings)

Conservation Commission – Meets every first and third Thursday of the month at 7:30 pm in Meeting Room #1 in the Town Hall.

Board of Health – Meets the second and fourth Wednesday of the month at 7:30 pm in Meeting Room #1 in the Town Hall.

Planning Board – Meets every first and third Wednesday of the month at 7:30 pm in Meeting Room #1 in the Town Hall.

Zoning Board of Appeals – Meets the fourth Thursday of the month at 6:30 pm in Meeting Room #1 in the Town Hall.

Board of Assessors – Meets on the second Wednesday of the month at 10:00 a.m. in the Town Hall.

All other Boards and Committee meetings will be posted on the Town Hall Bulletin Board by the Town Clerk's Office. Call the Town Clerk's Office on 978-887-6000 ext. 501 if you wish to post a committee/board meeting.

(Additional meetings and/or changes are posted
on the Town Hall Bulletin Board.)

General Government

Board of Selectmen

Town Counsel Report

Personnel Board

Housing Partnership Committee

BOARD OF SELECTMEN

2011 was a very busy and somewhat challenging year for members of the Board of Selectmen. The Board continued its multi faceted demands on MassDOT to permanently resolve road salt contamination of many of our residents' drinking water wells; the Board hired a new Police Chief; and the Board faced regulatory board rejection of the voter approved Library project.

Boxford continued its work with the Massachusetts Department of Transportation to find a permanent solution to the continued contamination of drinking water of some homes near I-95. A Boxford Task Force, created pursuant to locally initiated legislation, negotiated for most of the year with MassDOT officials to agree upon a scope of work for a comprehensive third party environmental hydrological study of the entire I-95 corridor in Boxford. The Boxford Task Force served as fierce advocates for an effective and all-inclusive investigation that would yield practical recommendations for a permanent solution. With additional assistance from Senator Bruce Tarr and Representative Brad Hill, agreement on a comprehensive million dollar field testing and study program was reached and the engineering firm of CDM Smith will commence hydrogeological evaluations in the spring of 2012. Boxford also continues its legal case calling upon MassDOT to permanently cease its storage and operation of a road salt shed in Boxford.

In February, 2011, long time Police Chief Gordon A. Russell, Jr. announced his intentions to retire and the Board commenced a search for a new Police Chief. A screening committee reviewed over 70 applications including a large number of highly qualified police professionals, some from Boxford. After several months of significant deliberation, reference and background checks and professional skill evaluations, the Board chose Revere Police Captain Michael Murphy as our new Chief. Welcome Chief Murphy.

In 2010, at one of the largest attended Town Meetings in our history, voters supported design and construction of a new multi-million dollar Library renovation and expansion at 10 Elm Street. This was followed by a close, but confirmatory ballot vote with over 4,000 voters participating, the largest election turnout by far for any Town project in our history. As design development continued, one member of the Zoning Board of Appeals and a majority of the Historic Districts Commission objected to the size of the building in Boxford Village. Following very difficult and reflective deliberations, the Board of Selectmen voted 3-2 to appeal the decisions of the Town's regulatory boards to Superior Court. Work on the Library project is currently suspended awaiting results of the court's determination.

The Town also suffered an extended multi-day town-wide blackout due to a winter wind and ice storm on October 29th. Boxford emergency crews were quickly able to clear roads of debris; however National Grid was slow to respond and some homes were without power for five days. Efforts were made through our legislative delegation to seek an improvement in restoration services and Boxford participated in utility hearings requesting state regulation and assessment of penalties on National Grid.

Other activities during the year, included the adoption and rejection of many Town Meeting warrant articles. The Town acquired the Colby property in West Boxford for use as a support parcel for Lincoln Hall. Town Meeting rejected an attempt to achieve designation as a "Green Community", but energy savings projects in municipal buildings and in our schools were approved resulting the third consecutive year of significant decreases in energy consumption. A proposal to expand the former West Branch Library building and relocate the Council on Aging was defeated but the continued need for activity, program and office space for our seniors will be studied by a committee recently established by the Board. The Town has acknowledged its unfunded post employment health care benefit for retirees and did establish a trust fund to commence the process of funding this liability. The Town also ended its brief experiment with Saturday Town Meetings.

In other actions, the Board did decide to move Town Elections to now be held at the Town Hall; continued to develop a multi-year plan for culvert repair and maintenance; and continued its planning for renovation of Route 133. Also this year, the Board was able to collaborate with State officials and successfully advocate for protective State designation for forests within our borders. And in November, we were pleased to unveil the new Town website with more online information, greater transparency and increased services for our residents.

Overall the Town continued to maintain its fiscally conservative retention of reserve funds and tax holdbacks and continues to preserve its high bond rating. The Board has successfully negotiated union contracts at conservative rate increases and has successfully negotiated changes in health care plan design. More changes in employee health care benefits are likely in the near future as the town faces rapidly escalating benefit costs.

Board member Stephen Davis was re-elected in May and the continuity of leadership has allowed the Board to build strong collaborative relationships with our regional peers, our staff and the other countless resident volunteers that help govern our town. We look forward to the future - confident that Boxford maintains its position as one of the finest communities in the state to live and raise a family.

Peter C. Perkins, Chair
Stephen A. Davis, Clerk
Charles J. Costello
Preston G. Galarneau, Jr.
Mary Anne Nay

REPORT OF TOWN COUNSEL

1. Grant, et al. v. Boxford Zoning Board of Appeals
   Essex Superior Court, C.A. No. 06-1027
   03800-0077-KID

   This action involves a complaint filed in June, 2006 appealing the grant of a special permit to demolish a nonconforming residence at 361 Main Street and construct a new residence. See Grant v. Zoning Board of Appeals below.

2. Grant v. Boxford Zoning Board of Appeals
   Land Court MISC 345667
   03800-0077-KID

   This action involves a complaint filed in April 2007 appealing the Zoning Board of Appeals' decision upholding the issuance of a building permit for property at 361 Main Street to construct a new house in place of existing nonconforming house. A notice of appearance was filed May 30, 2007. The Town is maintaining a passive defense in this matter. PNC Bank has now purchased the property at foreclosure auction. Pre-trial conference is tentatively scheduled for March 12, 2012.

3. Murphy, et al. v. Boxford Zoning Board of Appeals
   Essex Superior Court C.A. No. 2010-878
   03800-0086-KID

   This action involves is an appeal of a March 25, 2010 decision of the Zoning Board of Appeals affirming a cease and desist order issued by the Building Inspector regarding a storage tent at 23 Partridge Lane. The complaint was filed on April 27, 2010. The Court dismissed the Complaint at the request of the plaintiff in November, 2011.

4. Nissenbaum v. Town of Boxford (II)
   Essex Superior Court, C.A. No. 08-541-B
   03800-0096-KID

   This action involves a complaint which was filed in March of 2008 pursuant to G.L. c.40A, §17, appealing the Zoning Board of Appeals' February 21, 2008 Remand Decision, which upheld the decision of the Building Inspector that the Ingaldsby Farm Stand, located at 14 Washington Street, is in compliance with the Town's Zoning Bylaw and the agricultural use exemption under G.L. c.40A, §3. As this is an appeal pursuant to G.L. c.40A, §17, the Board is not required to file an Answer. A Notice of Appearance was, however, entered with the Court. A trial was scheduled to commence on January 31, 2011, but on the morning of the trial, the Town's co-defendants, the landowners and operators of Ingaldsby Farm Stand, informed Town Counsel that they would not proceed with the trial and

would concede that they did not have records to demonstrate compliance with G.L. c.40A, §3. The Court entered an order finding that the Town's co-defendants had conceded the issue and that they would have to demonstrate to the Town that they complied with G.L. c.40A, §3 either in the past year or the upcoming year prior to operating pursuant to the Town's Farm Stand Zoning Bylaw.

5. Silverman v. Boxford Planning Board
Land Court, Misc. No. 294134
03800-0055-JC

This action involves a certiorari appeal and claim for declaratory relief from a Planning Board decision that the brick column and wall located at 35 Appleton Lane violate the scenic roads act. We filed a record of proceedings as required in 2004. No further action has been taken in this matter, and this case remains pending.

6. Jefferson v. Boxford Conservation Commission
Essex Superior Court C.A. No. ESCV2007-01583-D
03800-0099-JJG

This action involves an appeal pursuant to G.L. c.249, §4 from the Commission's June 28, 2007 Order of Denial ("Order") under the Town's Wetlands Protection Bylaw denying the Plaintiff's application to construct a single family house with associated site improvements at 255 Main Street. The Plaintiff's complaint objects to funding a peer review pursuant to G.L. c. 44, §53G. On December 3, 2009, a hearing was held on the parties' Motions for Judgment on the Pleadings. In a decision issued in January 2010, the Court, in finding for the Commission, ruled that the Town Bylaw authorized the Commission to charge a fee for peer review under the Bylaw, and that both the Bylaw and its Regulations authorized the Commission to deny an Order of Conditions if the applicant refused to pay for peer review. As a result, the Court concluded, the Denial Order was "not arbitrary or capricious or an error of law, and must be affirmed." The plaintiff filed an appeal with the Appeals Court. On February 17, 2011, the Appeals Court issued a Memorandum and Order Pursuant to Rule 1:28, affirming the Superior Court judgment in favor of the Conservation Commission. On March 9, 2011, the plaintiff filed a petition with the Supreme Judicial Court for further appellate review. On April 27, 2011, the Supreme Judicial Court issued a "Notice of Denial" of the petition. With the Supreme Judicial Court having denied the plaintiff's petition, the Appeals Court decision became final, affirming the Superior Court judgment.

7. Town of Boxford v. Massachusetts Highway Department and Massachusetts Department of Environmental Protection
Essex Superior Court C.A. No. 2008-02331-D

Commonwealth of Massachusetts v. Town of Boxford

Essex Superior Court CA No. ESCV2008-02336
03800-0085-MBB

In this action, the Town seeks relief from the Massachusetts Highway Department's ("MassHighway") operations of a salt shed on Topsfield Road, which operations are causing significant damage to the aquifer and private drinking water wells in the area of the salt shed and associated staging area. The Town requests that the Court order the discontinuance of the use of the salt shed, compliance with the Town's well regulations, and regulation of the salt shed operations by the Department of Environmental Protection ("DEP"). A related action, consolidated with the Town's action, involves a complaint brought by the Commonwealth in response to the issuance of a cease and desist order by the Board of Health and the installation of barriers by the Town outside the salt shed. On December 24, 2008, the Court entered a preliminary injunction in favor of the Town. The Court indicated that the Town had a likelihood of success on the merits in asserting that the operations at the salt shed are a nuisance and that the Massachusetts Highway Department should comply with the Town's well regulations. The Court allowed the salt shed to remain in operation for the 2008-2009 winter season, but required operations to cease after June 30, 2009. In February of 2009 the Commonwealth served a motion to dismiss, for reconsideration, and for a protective order for the Department of Environmental Protection on the Town, which the Town opposed. In September of 2009, the Court denied the Commonwealth's motion to dismiss, which decision was appealed by the Commonwealth. The appeal was taken up by the Supreme Judicial Court on its own initiative, and oral arguments were heard in October, 2010. A decision was issued on December 28, 2010, finding that where the Board of Health is acting under its statutory authority, it can regulate the Massachusetts Department of Transportation ("MassDOT"), formerly the MassHighway, provided the regulation has only a negligible effect on MassDOT's ability to perform its essential government function The SJC did, however, dismiss the Town's claim in the nature of mandamus against DEP. Accordingly, the SJC denied the Commonwealth's appeal as it relates to the claims against MassDOT, and ruled that the case can proceed to a trial on the merits. Meanwhile, while the appeal was pending, MassDOT filed an emergency motion seeking a modification of the preliminary injunction to allow the salt shed to be used for the 2009-2010 winter season, which was denied. Additionally, discovery was commenced before the ruling on the motion to dismiss, and discovery between the parties remains ongoing. The parties have attempted mediation, but have been unable to reach a resolution. Discovery remains ongoing while the parties await a determination of the Court with respect to a schedule in this matter.

8. Town of Boxford v. Cargill, et al.
Essex Superior Court, C.A. No. ESCV2011-2222C
03800-0109-KID

The Town appeals the Board of Appeals' failure to grant Site Plan Approval for the renovation of the Town of Boxford Public Library Project at 10 Elm Street.

On October 27, 2011, the Board of Appeals voted to approve with conditions the Site Plan Approval of the proposed renovation. The motion failed to carry. The Complaint was filed November 17, 2011. Discovery is ongoing.

9. Town of Boxford v. Historic District Commission
   Essex Superior Court, C.A. No.
   03800-0110-KID

   The Town appeals the Historic District Commission's failure to act within sixty days of the filing date of the application for a Certificate of Appropriateness pursuant to G.L. c.40C §12A. The Board filed its decision on January 26, 2012 and the Complaint was filed on February 16, 2012. The Complaints seeks the issuance of a Certificate of Hardship.

PERSONNEL BOARD

At the Annual Town Meeting held on May 14, 2011, the Board recommended a Pay Plan for Fiscal Year 2012 which included a 1.25% increase for benefit eligible employees and a 1% increase for non-benefit eligible employees. All other hourly/salaried wages remained unchanged for fiscal 2012.

Respectfully,

Personnel Board
Timothy M. Feeney, Chairperson
Nancy Galarneau, Member
Neil Olansky, Member

BOXFORD HOUSING PARTNERSHIP

The Committee's directive is to address the housing needs in the community. During the research for the previous proposal, it was determined that the Town is lacking in senior housing that is fully compliant with the American Disabilities Act (ADA). This means that senior residents who have limited mobility and cannot find first floor accommodations are forced to leave the Town. Senior residents who are wheel chair bound are at a greater disadvantage because of standard door widths and counter heights are not compatible with some one in a wheel chair.

During this year, the Committee has been actively pursuing input from residents and Town boards to identify an optimal solution. Presentations were made before the ZBA, Planning Board and Selectmen to obtain input and advice on such a development. Under consideration is a development in a senior district that would conform to Boxford zoning regulations. As such, a 40B development would NOT be required, allowing for greater flexibility in the use and designation of the development for Boxford residents.

There is broad based support in the senior community for such a facility in Boxford. The proposed facility would complement the existing Four Mile Village by providing a housing that is not currently available. A survey has generated preliminary specifications for the development that will allow a cost model to be generated in 2012 to determine the feasibility of the proposal.

Town Clerk

Annual Town Meeting – May 14, 2011

Annual Town Election – May 17, 2011

Special Town Meeting – October 22, 2011

Special Town Election – December 13, 2011

Licenses, Permits & Vital Statistics

ANNUAL TOWN MEETING
MAY 14, 2011

Voters of the Town of Boxford met in the Masconomet Regional School Field House on Saturday, May 14, 2011 at 9:00 a.m.

Articles of the Annual Town Meeting were disposed of as follows:

ARTICLE 1. To receive and place on file the reports of the Town Officers and Committees without ratification of any action taken or authorization of any action proposed; or take any other action thereon.

Upon a motion made and duly seconded, it was voted by unanimous voice vote to receive and place on file the reports of the Town Officers and Committees without ratification of any action taken or authorization of any action proposed.

ARTICLE 2. To see if the Town will authorize the establishment of the following **revolving accounts** as authorized by Chapter 44, § 53E½ of the Massachusetts General Laws, contingent upon an annual report to the Town on the total receipts and expenditures of each account for each Fiscal Year:

1) **Recycling Revolving Account** under the direction of the Board of Health and used for the deposit of receipts and fees collected on recyclable materials; said recyclable materials to be determined by a joint vote of the Board of Health and Recycling Committee and to be in compliance with all state health regulations; and, further, to allow the Board of Health, or the Recycling Committee, with the approval of the Board of Health, to expend funds not to exceed **$35,000** for Fiscal Year 2012 from said account for the operation and maintenance of the Town Recycling Center;

2) **Printing Revolving Account** under the direction of the Board of Selectmen and used for the deposit of receipts and fees collected on the sale of printed official documents as required by law by several of the elected and appointed committees, commissions, and boards as well as legal advertisements which are reimbursed to the Town; and further to allow the Board of Selectmen to expend funds not to exceed **$10,000** for Fiscal Year 2012 from said account for the costs to the Town for printing supplies, equipment and reimbursable advertising;

3) **Library Photocopy Machine** Revolving Account under the direction of the Board of Library Trustees and used for the deposit of receipts collected through public use of the photocopy machines at the Boxford Village library; and further to allow the Board of Library Trustees to expend fees not to exceed **$5,000** for Fiscal Year 2012 from said account for ongoing supplies and maintenance of the copy machines, and purchase of other library supplies;

4) **Conservation Revolving Fund** under the direction of the Conservation Commission and used for the deposit of receipts collected through fees, including fees collected from applications related to the Town of Boxford Wetlands Protection Bylaw, by direction of the Conservation Commission and further to allow the Conservation Commission, with the written approval of the Selectmen, to expend fees not to exceed **$20,000** for Fiscal Year 2012 from said account for management of land under Conservation Commission control, and for other Conservation Commission expenses approved by a majority of the Commission;

5) **Highway Safety Revolving Account** under the direction of the Board Selectmen and used for the deposit of receipts collected through fines assessed against commercial motor vehicles by the Commercial Vehicle Enforcement Unit; and further to allow the Board of Selectmen to expend fees not to exceed **$10,000** for Fiscal Year 2012 from said account for the purchase and maintenance of equipment related to highway safety;

6) **Council on Aging Transportation Revolving Account** under the direction of the Council on Aging and used for the deposit of receipts collected through fees collected from users of the Council's transportation equipment; and further to allow the Board of Selectmen to expend fees not to exceed **$10,000** for Fiscal Year 2012 from said account for the maintenance of the Council's transportation equipment and other related expenses including driver compensation as may be approved by a majority of the Council on Aging;

7) **Town Building Rental Revolving Account** under the direction of the Board of Selectmen and used for the deposit of receipts collected from public use of the various town buildings; and further to allow the Board of Selectmen to expend fees not to exceed **$10,000** for Fiscal Year 2012 from said account for the ongoing administrative expenses, portion of cleaning expenses, utilities, building maintenance and repairs;

or take any other action thereon.

Sponsored and Supported by the Board of Selectmen
Finance Committee recommends adoption of this article

Upon a motion made and duly seconded, it was voted by unanimous voice vote to authorize the establishment of the following revolving accounts as listed in Article #2 of this warrant and as authorized by Chapter 44, § 53E½ of the Massachusetts General Laws, contingent upon an annual report to the Town on the total receipts and expenditures of each account for each Fiscal Year.

ARTICLE 3. To see if the Town will vote to adopt the **Classification Plan and Compensation Plan** for FY 2012, as submitted by the Personnel Board under Chapter 23 of the Town Code; said Classification Plan and Compensation Plan as printed on page 19 of this warrant; or take any other action thereon.

Sponsored and Supported by the Personnel Board
Finance Committee recommends adoption of this article
Board of Selectmen recommends adoption of this article

Upon a motion made and duly seconded it was voted by unanimous voice vote to adopt the Classification Plan and Compensation Plan for FY 2012, as submitted by the Personnel Board under Chapter 23 of the Town Code; said Classification Plan and Compensation Plan as printed on page 19 of this warrant.

ARTICLE 4. To **act on the proposed budget** and see what sums of money the Town will vote to raise and appropriate, or transfer from available funds, for the use of several departments for Fiscal Year 2012, to wit: General Government, Financial Administration, Public Safety, Education, Public Works, Health & Human Services, Culture & Recreation, Employee Benefits, Debt Service, and all other necessary proper expenses during said fiscal year; and authorize

expenditure of these funds under the direction of the appropriate listed department; or take any other action thereon.

Sponsored and Supported by the Finance Committee
Estimate: **$ 26,220,748.**
The proposed budget is printed on pages 20 and 21 of this warrant.
Board of Selectmen recommends adoption of this article

Upon a motion made and duly seconded it was voted by unanimous voice vote to raise and appropriate $26,207,182 and transfer $13,566 from the "Receipts Reserved for Appropriation – Septic Loan Program" for a total appropriation of $26,220,748, for the use of several departments for Fiscal Year 2012, to wit: General Government, Financial Administration, Public Safety, Education, Public Works, Health & Human Services, Culture & Recreation, Employee Benefits, Debt Service, and all other necessary proper expenses during said fiscal year; and authorize expenditure of these funds under the direction of the appropriate listed department.

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NOTE: At this time, we anticipate that **Article 5** will be offered as a "contingent appropriation." This means that although the appropriation could be approved at the Annual Town Meeting, that appropriation would be fully contingent upon successful passage of the related Proposition 2½ ballot question. Should the override question fail, the appropriation would be rendered null and void, and the Masconomet Regional School District budget would be rejected (the district budget must be accepted by at least two of the three member communities).

ARTICLE 5. To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **$64,825 for the purposes of additionally funding the Fiscal Year 2012 Masconomet Regional School District Assessment**, thereby completing the funding required to meet the total assessment and approve the district certified budget, provided that the appropriation authorized herein shall be contingent upon the vote at the Town election to assess additional real estate and personal property taxes in accordance with the provisions of Proposition 2 ½, so called; or take any other action thereon.

Sponsored by the Masconomet Regional School Committee
Finance Committee recommends adoption of this article
Board of Selectmen does not recommend adoption of this article

Upon motion made and duly seconded, it was voted by majority voice vote to raise and appropriate the sum of $11,970 for the purposes of additionally funding the Fiscal Year 2012 Masconomet Regional School District Assessment, thereby completing the funding required to meet the total assessment and approve the district certified budget.

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NOTE: At this time, we anticipate that **Articles 6 & 7** will be offered as a "contingent debt exclusions." This means that although the debt appropriation could be approved at the Annual Town Meeting, that appropriation would be fully contingent upon successful passage of the related Proposition 2½ ballot question. Should the debt exclusion question fail at the election, the Town Meeting debt appropriation would be rendered null and void.

ARTICLE 6. To see if the Town will appropriate the sum of **$175,000** to pay costs of architectural, engineering, permitting, and all other related expenses **to complete the first phase of design of a new Council on Aging Center to be located at 188 Washington Street**, and that to meet this appropriation the Treasurer, with the approval of the Selectmen, is authorized to **borrow said sum** under and pursuant to Chapter 44, Section 7(21) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor; provided however that no funds shall be borrowed or expended hereunder unless and until the Town shall have voted to exclude the amounts required to pay for any bonds or notes issued pursuant to this vote from the limitations of Chapter 59, Section 21C of the General Laws; and to authorize the Council on Aging and the Permanent Non-School Building Committee to enter into any and all agreements and execute any and all instruments as may be necessary on behalf of the Town of Boxford to affect the design of said project; said funds to be expended under the direction of the Permanent Non-School Building Committee, or take any other action thereon.

Sponsored and supported by the Council on Aging

Finance Committee does not recommend adoption of this article

Board of Selectmen recommends adoption of this article

Capital Budgeting Committee recommendation: "D" Does not recommend

A motion was made and duly seconded to transfer from free cash the sum of $175,000 to pay costs of architectural, engineering, permitting, and all other related expenses to complete the first phase of design of a new Council on Aging Center to be located at 188 Washington Street, and to authorize the Council on Aging and the Permanent Non-School Building Committee to enter into any and all agreements and execute any and all instruments as may be necessary on behalf of the Town of Boxford to affect the design of said project; said funds to be expended under the direction of the Permanent Non-School Building Committee.

A motion was made and duly seconded to amend the motion on the floor with the following: to appropriate the sum of $175,000 to pay costs of architectural, engineering, permitting, and all other related expenses to complete the first phase of design of a new Council on Aging Center to be located at 188 Washington Street, and that to meet this appropriation the Treasurer, with the approval of the Selectmen, is authorized to borrow said sum under and pursuant to Chapter 44, Section 7(21) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefore; provided however that no funds shall be borrowed or expended hereunder unless and until the Town shall have voted to exclude the amounts required to pay for any bonds or notes issued pursuant to this vote from the limitations of Chapter 59, Section 21C of the General Laws; and to authorize the Council on Aging and the Permanent Non-School Building Committee to enter into any and all agreements and execute any and all instruments as may become necessary on behalf of the Town of Boxford to affect the design of said project; said funds to be expended under the direction of the Permanent Non-School Building Committee.

Upon a motion made and duly seconded it was voted by a hand count of 100 yes; 126 no not to pass over the question.

Upon a motion made and duly seconded it was voted by majority voice vote to call the question.

Upon a motion made and duly seconded it was voted by a hand count of 123 yes; 95 no it was voted to amend the original motion to read: to appropriate the sum of $175,000 to pay costs of architectural, engineering, permitting, and all other related expenses to complete the first phase of

design of a new Council on Aging Center to be located at 188 Washington Street, and that to meet this appropriation the Treasurer, with the approval of the Selectmen, is authorized to borrow said sum under and pursuant to Chapter 44, Section 7(21) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefore; provided however that no funds shall be borrowed or expended hereunder unless and until the Town shall have voted to exclude the amounts required to pay for any bonds or notes issued pursuant to this vote from the limitations of Chapter 59, Section 21C of the General Laws; and to authorize the Council on Aging and the Permanent Non-School Building Committee to enter into any and all agreements and execute any and all instruments as may become necessary on behalf of the Town of Boxford to affect the design of said project; said funds to be expended under the direction of the Permanent Non-School Building Committee.

Upon a motion made and duly seconded it was voted by a hand count of 137 yes; 87 no to appropriate the sum of $175,000 to pay costs of architectural, engineering, permitting, and all other related expenses to complete the first phase of design of a new Council on Aging Center to be located at 188 Washington Street, and that to meet this appropriation the Treasurer, with the approval of the Selectmen, is authorized to borrow said sum under and pursuant to Chapter 44, Section 7(21) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefore; provided however that no funds shall be borrowed or expended hereunder unless and until the Town shall have voted to exclude the amounts required to pay for any bonds or notes issued pursuant to this vote from the limitations of Chapter 59, Section 21C of the General Laws; and to authorize the Council on Aging and the Permanent Non-School Building Committee to enter into any and all agreements and execute any and all instruments as may become necessary on behalf of the Town of Boxford to affect the design of said project; said funds to be expended under the direction of the Permanent Non-School Building Committee. The motion failed to pass by the required two-thirds vote.

ARTICLE 7. To see if the Town will vote to appropriate **$350,000 to pay costs of purchasing** a certain improved parcel of land known as the **Colby Property, located at 158 Washington Street,** consisting of 1.7 acres more or less with building(s), said parcel shown as Map 10, Block 2, Lot 6 on the records of the Boxford Assessors, as shown on a plan on file with the Town Clerk, and to authorize the Board of Selectmen to accept a deed of a fee simple or lesser interest in said parcel together with all flowage and other rights and easements and subject to all well rights and easements and to fund necessary expenses related to the purchase; that said land be conveyed to the Town for general municipal purposes, said land to be managed and controlled by the Board of Selectmen; that to meet this appropriation the Treasurer, with the approval of the Selectmen, is authorized **to borrow said sum** under and pursuant to Chapter 44, Section 7(3) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor; provided however that no funds shall be borrowed or expended hereunder unless and until the Town shall have voted to exclude the amounts required to pay for any bonds or notes issued pursuant to this vote from the limitations of Chapter 59, Section 21C of the General Laws; and to authorize the Board of Selectmen to enter into any and all agreements and execute any and all instruments as may be necessary on behalf of the Town of Boxford to affect the acquisition of said property; and to authorize the Board of Selectmen to dispose of the building(s) on said property in any manner it deems appropriate; said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

Sponsored by Initiative Petition

Finance Committee does not recommend adoption of this article

Board of Selectmen recommends adoption of this article

Capital Budgeting Committee recommendation: "D" Does not recommend

On a motion made and duly seconded it was voted by a greater than two-thirds show of hands to appropriate $285,000 in land purchase price costs and $15,000 in legal and bond and any other expenses, for a total appropriation of $300,000 to pay costs of purchasing a certain improved parcel of land known as the Colby Property, located at 158 Washington Street, consisting of 1.7 acres more or less with building(s), said parcel shown as Map 10, Block 2, Lot 6 on the records of the Boxford Assessors, as shown on a plan on file with the Town Clerk, and to authorize the Board of Selectmen to accept a deed of a fee simple or lesser interest in said parcel together with all flowage and other rights and easements and subject to all well rights and easements and to fund necessary expenses related to the purchase; that said land be conveyed to the Town for general municipal purposes, said land to be managed and controlled by the Board of Selectmen; that to meet this appropriation to transfer the sum of $34,000 from a donation gift fund established for this purpose and that the Treasurer, with the approval of the Selectmen, is authorized to borrow $266,000 under and pursuant to Chapter 44, Section 7(3) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor; provided however that no funds shall be borrowed or expended hereunder unless and until the Town shall have voted to exclude the amounts required to pay for any bonds or notes issued pursuant to this vote from the limitations of Chapter 59, Section 21C of the General Laws; and to authorize the Board of Selectmen to enter into any and all agreements and execute any and all instruments as may be necessary on behalf of the Town of Boxford to affect the acquisition of said property; and to authorize the Board of Selectmen to dispose of the building(s) on said property in any manner it deems appropriate; said funds to be expended under the direction of the Board of Selectmen.

ARTICLE 8. To act on the list of proposed capital purchases for FY 2012 and see what sums of money the Town will vote to raise and appropriate, or transfer from available funds, for the use of several departments for fiscal year 2012, and authorize expenditure of these funds under the direction of the appropriate listed department; or take any other action thereon.

Sponsored and supported by the Board of Selectmen
Estimate: **$ 406,724.**
Finance Committee recommends adoption of this article
Capital Budget Committee Recommendations as noted
Building Committee Recommendations as noted
The proposed capital budget is printed on page 22 of this warrant.

Upon a motion made and duly seconded, it was voted by a majority voice vote to transfer $406,724 from Free Cash to fund the list of proposed capital purchases for FY 2012 as shown on page 22 of this warrant, for the use of several departments for fiscal year 2012, and authorize expenditure of these funds under the direction of the appropriate listed department.

ARTICLE 9. To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **$8,600 to fund the purchase of one new ground speed controller to regulate spreader vehicle deployment of sand and salt**, said funds to be expended under the direction of the Board of Selectmen, or take any other action thereon.

Sponsored and supported by the Board of Selectmen
Finance Committee does not recommend adoption of this article

Upon a motion made and duly seconded, it was voted by a majority voice vote to transfer from Free Cash the sum of $8,600 to fund the purchase of one new ground speed controller to regulate spreader vehicle deployment of sand and salt, said funds to be expended under the direction of the Board of Selectmen.

ARTICLE 10. To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **$6,510 to purchase, install and operate approximately ten (10) propane powered CO2 mosquito traps** to supplement mosquito control efforts on recreational fields, said funds to be expended under the direction of the Board of Health, or take any other action thereon.

Sponsored and supported by the Board of Health
Finance Committee does not recommend adoption of this article
Board of Selectmen does not recommend adoption of this article

Upon a motion made and duly seconded, it was voted by a majority voice vote to transfer from Free Cash the sum of $6,510 to purchase, install and operate approximately ten (10) propane powered CO2 mosquito traps to supplement mosquito control efforts on recreational fields, said funds to be expended under the direction of the Board of Health.

ARTICLE 11. To see if the Town will vote to set the **annual curbside solid waste collection fee** at **$2.50** per 32-gallon bag or container (each use); or take any other action thereon.

Sponsored by the Board of Health
Finance Committee recommends adoption of this article
Board of Selectmen recommends adoption of this article

Upon a motion made and duly seconded, it was voted by unanimous voice vote to set the annual curbside solid waste collection fee at $2.50 per 32-gallon bag or container (each use).

ARTICLE 12. To see if the Town will vote to **increase the fee** charged by the Collector of Taxes for **Municipal Lien Certificates from the current $25 to $50**; or take any other action thereon.

Sponsored and Supported by the Board of Selectmen
Finance Committee recommends adoption of this article

Upon a motion made and duly seconded it was voted by majority voice vote to increase the fee charged by the Collector of Taxes for Municipal Lien Certificates from the current $25 to $50; or take any other action thereon.

ARTICLE 13. To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **$30,000 to the Town Unemployment Fund**, said funds to be expended under the direction of the Board of Selectmen, or take any other action thereon.

Sponsored and Supported by the Board of Selectmen
Finance Committee recommends adoption of this article

Upon a motion made and duly seconded, it was voted by unanimous voice vote to transfer from Free Cash the sum of $30,000 to the Town Unemployment Fund, said funds to be expended under the direction of the Board of Selectmen.

ARTICLE 14. To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **$20,800 to fund an existing retirement bonus benefit equal to 50% of accumulated, but unused sick days available to retiring employees with more than twenty-five years consecutive service with the Town of Boxford**, said funds to be expended under the direction of the Board of Selectmen, or take any other action thereon.

Sponsored and Supported by the Board of Selectmen
Finance Committee recommends adoption of this article

Upon a motion made and duly seconded, it was voted by unanimous voice vote to transfer from Free Cash the sum of $20,800 to fund an existing retirement bonus benefit equal to 50% of accumulated, but unused sick days available to retiring employees with more than twenty-five years consecutive service with the Town of Boxford, said funds to be expended under the direction of the Board of Selectmen.

ARTICLE 15. To see if the Town will vote **to close the unspent portions of the following articles to the general fund**:

- ATM May 11, 2010 – Article 7 - $94,774 for the purpose of painting exterior and interior and replacing flooring of Elm Street Library;
- ATM May 12, 2009 – Article 7 – $3,116 for the purpose of replacing heating system at the West Fire station;
- STM October 27, 2009 – Article 13 - $6,000 for the purpose of site assessment on municipal wind turbine

or take any other action thereon.

Sponsored and Supported by the Board of Selectmen
Finance Committee recommends adoption of this article

Upon a motion made and duly seconded, it was voted by unanimous voice vote to close the unspent portions of the following articles to the general fund:

- **ATM May 11, 2010 – Article 7 - $94,774 for the purpose of painting exterior and interior and replacing flooring of Elm Street Library;**
- **ATM May 12, 2009 – Article 7 – $3,116 for the purpose of replacing heating system at the West Fire station;**
- **STM October 27, 2009 – Article 13 - $6,000 for the purpose of site assessment on municipal wind turbine**

ARTICLE 16. To see if the Town will vote to appropriate or reserve from the **Community Preservation Fund** FY 2010 estimated annual revenues in the amounts recommended by the Community Preservation Committee for committee administrative expenses, debt service, community preservation projects and other expenses in Fiscal Year 2012, with each item to be considered a separate appropriation:

Appropriations:
From FY 2012 estimated annual revenues for Sawyer-Richardson Open Space Bond expense $236,396
From FY 2012 estimated annual revenues for Lincoln Hall Historic Renovation Bond expense $ 57,138

From FY 2012 estimated annual revenues for Haynes Land Purchase Bond expense	$163,250
From FY 2012 estimated annual revenues for Committee Administrative Expenses	$ 34,450

Reserves:

From FY 2012 estimated annual revenues for Historic Resources Reserve	$ 11,862
From FY 2012 estimated annual revenues for Community Housing Reserve	$ 69,000
From FY 2012 estimated annual revenues for Budgeted Reserve	$ 75,000

or take any other action thereon.

Sponsored and supported by the Community Preservation Committee
Finance Committee recommends adoption of this article

Upon a motion made and duly seconded, it was voted by majority voice vote to appropriate or reserve from the Community Preservation Fund FY 2010 estimated annual revenues in the amounts recommended by the Community Preservation Committee for committee administrative expenses, debt service, community preservation projects and other expenses in Fiscal Year 2012, with each item to be considered a separate appropriation:

Appropriations:

From FY 12 estimated annual revenues for Sawyer-Richardson Open Space Bond expense	**$236,396**
From FY 12 estimated annual revenues for Lincoln Hall Historic Renovation Bond expense	**$ 57,138**
From FY 12 estimated annual revenues for Haynes Land Purchase Bond expense	**$163,250**
From FY 12 estimated annual revenues for Committee Administrative Expenses	**$ 34,450**

Reserves:

From FY 12 estimated annual revenues for Historic Resources Reserve	**$ 11,862**
From FY 12 estimated annual revenues for Community Housing Reserve	**$ 69,000**
From FY 12 estimated annual revenues for Budgeted Reserve	**$ 75,000**

ARTICLE 17. To see if the Town will vote to amend the vote taken at Boxford Town Meeting held October 23, 2007 under article #14 as later supplemented by subsequent vote of the Town authorizing the appropriation of funds for the Lincoln Hall Historic Rehabilitation to expand the purpose of said appropriation to include **the restoration and rehabilitation of the kitchen in the historic Lincoln Hall and associated construction oversight expenses** and to approve the expenditure of **$24,999** for such purpose, said funds to be expended under the direction of the Board of Selectmen and the Community Preservation Committee; or take any other action thereon.

Sponsored by the Community Preservation Committee

Finance Committee does not recommend adoption of this article

Board of Selectmen recommends adoption of this article

Capital Budget Committee recommendation: "D" Does not recommend

Upon a motion made and duly seconded, it was voted by a greater than two-thirds voice vote to call the question.

Upon a motion made and duly seconded, it was voted by majority voice vote to amend the vote taken at Boxford Town Meeting held October 23, 2007 under article #14 as later supplemented by subsequent vote of the Town authorizing the appropriation of funds for the Lincoln Hall Historic Rehabilitation to expand the purpose of said appropriation to

include the restoration and rehabilitation of the kitchen in the historic Lincoln Hall and associated construction oversight expenses and to approve the expenditure of $24,999 for such purpose, said funds to be expended under the direction of the Board of Selectmen and the Community Preservation Committee.

ARTICLE 18. To see if the Town will vote to authorize the Board of Selectmen **to grant a perpetual restriction to the BTA/BOLT, Inc. or other similar non-profit group limiting the use of all or a portion of Restricted Area D and Restricted Area E in Land Use Area 3 to conservation and open space purposes** as shown on a plan filed in the Town Clerk's office entitled "Conservation Restriction and Use Area Plan" dated April 8, 2010 prepared by Donohoe and Parkhurst, Inc., (the "Restriction Plan"), said areas being a portion of a property located on Middleton Road known as the "Haynes Land" and shown as Parcel 2 on a plan entitled "Plan of Land in Boxford, MA property of Charles W. Haynes, Trustee of Elmlea Partnership Trust" scale 1" = 100' dated November 12, 2007 made by Donohoe and Parkhurst, Inc. and recorded with Essex South District Registry of Deeds in Plan Book 411, Plan 10, containing 75.515 acres, acquired by the Town by Order of Taking recorded with Registry of Deeds in Book 27401, Page 149, or to take any other action thereon.

Sponsored and supported by the Board of Selectmen and Community Preservation Comm. Haynes Land Advisory Committee recommends adoption of this article

Upon motion made and duly seconded it was voted by a greater than two-thirds voice vote to authorize the Board of Selectmen to grant a perpetual restriction to the BTA/BOLT, Inc. or other similar non-profit group limiting the use of all or a portion of Restricted Area D and Restricted Area E in Land Use Area 3 to conservation and open space purposes as shown on a plan filed in the Town Clerk's office entitled "Conservation Restriction and Use Area Plan" dated April 8, 2010 prepared by Donohoe and Parkhurst, Inc., (the "Restriction Plan"), said areas being a portion of a property located on Middleton Road known as the "Haynes Land" and shown as Parcel 2 on a plan entitled "Plan of Land in Boxford, MA property of Charles W. Haynes, Trustee of Elmlea Partnership Trust" scale 1" = 100' dated November 12, 2007 made by Donohoe and Parkhurst, Inc. and recorded with Essex South District Registry of Deeds in Plan Book 411, Plan 10, containing 75.515 acres, acquired by the Town by Order of Taking recorded with Registry of Deeds in Book 27401, Page 149

ARTICLE 19. To see if the Town will vote **to accept the following road** described below, as a public way, including any appurtenant easements and to authorize the Board of Selectmen to acquire any necessary easements by gift: said plans on file with the Town Clerk:

Eagle's Nest Lane in its entirety, from Station 0+00 to 6+48.32 as shown on a plan entitled, "As-Built Plan of Eagle's Nest Lane in Boxford, MA", prepared for Powderhill Development Corp., dated November 2, 2010 and prepared by Hancock Survey Associates, Inc., recorded at the Essex South Registry of Deeds at Plan Book 427 and Page 88.

or take any other action thereon.

Sponsored by the Planning Board

Upon motion made and duly seconded it was voted by unanimous voice vote to accept the following road described below, as a public way, including any appurtenant easements and to authorize the Board of Selectmen to acquire any necessary easements by gift: said plans on file with the Town Clerk:

Eagle's Nest Lane in its entirety, from Station 0+00 to 6+48.32 as shown on a plan entitled, "As-Built Plan of Eagle's Nest Lane in Boxford, MA", prepared for Powderhill Development Corp., dated November 2, 2010 and prepared by Hancock Survey Associates, Inc., recorded at the Essex South Registry of Deeds at Plan Book 427 and Page 88.

ARTICLE 20. To see if the Town will vote to **amend the Town Zoning Map** and re-zone the parcels listed below currently in the "R-A Residence Agricultural District" to now be in the "O – Official or Open Space District", as shown on a plan on file with the Town Clerk:

Common Name	As shown on Assessors' records Map-Block-Lot(s)	Size (Acres)
Anvil Farms – Main Street	5-1-11A	27.0a
Walker Wetland – Baldpate Road	15-2-13.1 & 15-2-13.2	15.56a
Town Beach – Stiles Pond Road	17-2-27.1	7.7a
Unnamed – Off Pine Plain Road	7-1-3	18.09a
Unnamed – Corner Main St and Porter Road	13-2-59	0.5a
Cedar Pond – Balmoral Road	24-3-27	9.8a
Haynes Land – Middleton Road	28-2-17.1	75.52a
Cargill Fields – Middleton Road	32-2-6 & 32-2-26	14.5a
Holmes Pond – Wildmeadow Road	40-1-703.	6a

or take any other action thereon.

Sponsored and Supported by the Board of Selectmen
Planning Board recommends adoption of this article

Upon a motion duly made and seconded, it was voted by a greater than two-thirds show of hands to amend the Town Zoning Map and re-zone the parcels listed below currently in the "R-A Residence Agricultural District" to now be in the "O – Official or Open Space District", as shown on a plan on file with the Town Clerk:

Common Name	As shown on Assessors' records Map-Block-Lot(s)	Size (Acres)
Anvil Farms – Main Street	**5-1-11A**	**27.0a**
Walker Wetland – Baldpate Road	**15-2-13.1 & 15-2-13.2**	**15.56a**
Town Beach – Stiles Pond Road	**17-2-27.1**	**7.7a**
Unnamed – Corner Main St and Porter Road	**13-2-59**	**0.5a**
Cedar Pond – Herrick Road	**24-3-27**	**9.8a**
Haynes Land – Middleton Road	**28-2-17.1**	**75.52a**
Cargill Fields – Middleton Road	**32-2-6 & 32-2-26**	**14.5a**
Holmes Pond – Wildmeadow Road	**40-1-70**	**3.6a**

ARTICLE 21. To see if the Town will **vote to amend its Zoning Bylaw**, Town Code, Chapter 196 by inserting the following new section "C" to § 196-18. O Official or Open Space District and to amend section "A" of § 196-30. Site Plans, as follows:

§ 196-18. O Official or Open Space District.

C. Large Scale Ground Mounted Solar Photovoltaic Installation.

(1) Purpose. The purpose of this bylaw is to permit As-of-Right Siting of Large Scale Ground Mounted Solar Photovoltaic Installations in the Official or Open Space District by providing standards for the design, construction, operation, monitoring, modification and removal of such installations that address public safety, minimize impacts on scenic, natural and historic resources and that provide adequate financial assurance in the event of abandonment or removal of such Installations.

(2) Definitions.

AS-OF-RIGHT SITING - As-of-Right Siting shall mean that development may proceed without the need for a special permit, variance, amendment, waiver, or other discretionary approval. Development eligible for As-of-Right Siting may be subject to site plan review to determine conformance with the Boxford Zoning Bylaw. Projects cannot be prohibited, but can be reasonably regulated by the Planning Board.

CUSTOMER-OWNED GENERATOR – an installation owned by an entity other than an electric utility company.

LARGE SCALE GROUND MOUNTED SOLAR PHOTOVOLTAIC INSTALLATION (also "Installation") - A solar photovoltaic system that is structurally mounted on the ground and is not roof-mounted, and has a minimum nameplate capacity of 250 kW DC.

RATED NAMEPLATE CAPACITY- The maximum rated output of electric power production of the Photovoltaic system in Direct Current (DC).

(3) General requirements.

(a) The construction and operation of all Large Scale Ground Mounted Solar Photovoltaic Installations shall be consistent with all applicable local, state and federal requirements, including but not limited to all applicable safety, construction, electrical, and communications requirements. All buildings and fixtures forming part of the Installation shall be constructed in accordance with the State Building Code. No Installation shall be constructed, installed or modified as provided in this section without first obtaining a building permit.

(b) No Large Scale Ground Mounted Solar Photovoltaic Installation shall be constructed until evidence has been given to the Planning Board that the utility company that operates the electrical grid where the Installation is to be located has been informed of the Installation and the owner or operator's intent to install an interconnected customer-owned generator, as well as documentation from said utility company that it can and will connect said generator into its power grid. Off-grid systems shall be exempt from this requirement.

It was moved to amend Article 21 to read as follows:

Upon a motion made and duly seconded, it was voted not to amend the Zoning Bylaw, Town Code, Chapter 196 by inserting a new section "C" to § 196-18. O Official or Open Space District and not to amend section "A" of § 196-30. Site Plans, as printed in Article #21 on pages 9, 10, 11, 12 and 13 of this warrant.

ARTICLE 22: To see if the Town will vote to adopt the "Stretch Energy Code" set forth in the State Building Code at 780 CMR 120.AA (i.e., Appendix 120.AA) as it may be amended from time to time, by amending the Code of the Town of Boxford by inserting the following new Chapter 164 entitled "Stretch Energy Code" :

Chapter 164. STRETCH ENERGY CODE
§164-1. Adoption. The Town of Boxford has adopted the provisions of 780 CMR 120.AA (i.e., Appendix 120.AA of the State Building Code or the "Stretch Energy Code"), as may be amended from time to time, in place of the provisions set forth under 780 CMR 13.00, 34.00, 61.00 and 93.00.

§164-2. Purpose. The purpose of the Stretch Energy Code shall be to provide the Town with a more energy efficient alternative to the base energy code otherwise set forth under the State Building Code.

or take any other action thereon.

Sponsored and Supported by the Board of Selectmen

Upon a motion made and duly seconded, it was voted by unanimous voice vote to pass over Article 22.

ARTICLE 23: To see if the Town will vote to amend the Code of the Town of Boxford, by **deleting Article XI <u>School Building Committee</u>** in its entirety and inserting **in place thereof the following new bylaw** under Chapter 7, Commissions Committees and Boards: **Article XI <u>Permanent Building Committee</u>** as follows:

§ 7-19 Creation; Duties.
There shall be a committee to study the requirements and needs of all municipal buildings, including school buildings, in the Town of Boxford. The committee shall be known as the "Permanent Building Committee". Said committee shall manage building projects as charged by the Town pursuant to votes of Town Meeting, this bylaw, and the Massachusetts General Laws.

§ 7-20 Membership.
<u>Regular Members</u>. The Permanent Building Committee shall consist of five (5) regular voting members, all serving without compensation. The appointing authority shall endeavor to appoint, to the extent possible, one registered architect, one licensed engineer, one licensed builder, one accountant, and one attorney; none of whom serve on other regulatory boards within the town. All regular members shall be residents of the Town of Boxford. All regular members shall be appointed for one (1) year terms by the Board of Selectmen.

<u>Temporary Members</u>. For each municipal project, two temporary members shall be appointed who are members, professional employees of the Town, and/or designees of the appointed or elected board or committee sponsoring or requesting a construction or major maintenance project, or in the case of major maintenance initiated by the Permanent Building Committee itself, the board or committee whose facility would be the recipient thereof. The temporary members shall be appointed at large for one (1) year terms by the Board of Selectmen. Temporary members shall have the right to vote on the activities of the Permanent Building Committee only with respect to the particular project for which such member was appointed.

§ 7-21 Purpose.
The Permanent Building Committee shall have continuing responsibility for the execution of major construction and maintenance projects for the Town, and for the development and annual updating of, a long-range building maintenance capital spending plan for all municipal buildings. Working with the Board of Selectmen, School Committee and other Town committees and boards which propose building and renovation projects, the Permanent Building Committee shall establish general criteria for Town building projects and guidelines for communication regarding these projects between and among interested committees and the public. The Permanent Building Committee shall oversee and supervise the planning, design, construction, reconstruction, major alteration, renovation, enlargement, major maintenance, demolition, and removal of all town buildings and recreation structures and playing fields and courts, including any significant installation, renovation or upgrade of service equipment and major systems.

§ 7-21.1 Duties of the Committee.
In carrying out its duties and responsibilities under this charge, the Committee shall:

1. Oversee and supervise the planning, design and construction of all projects within its jurisdiction, including the designer selection process for the solicitation, evaluation and recommendation of a project designer, schematic design, design development, production of construction documents, public construction bidding, contract award recommendation and construction administration in compliance with the General Laws. All projects shall be developed in a manner consistent with the project goals and physical requirements of the appointed or elected board or committee sponsoring or requesting a construction or major maintenance project, or in the case of major maintenance initiated by the Permanent Building Committee itself, the board of committee whose facility would be the recipient thereof, in accordance with applicable provisions of the General Laws. All solicitations for designer services and invitations for bids for construction shall be coordinated with the Town Administrator, acting as the Chief Procurement Officer, to assure compliance with the applicable provisions of the General Laws. The Town Administrator, acting as Chief Procurement Officer shall award and execute all designer services contracts and construction contracts.

2. Seek comments from and coordinate activities with appropriate Town officials, including but not limited to the Superintendent of Public Works, Town Administrator, School Superintendent, School Director of Facilities, Police Chief, Fire Chief, Director of Public Health, Director of Conservation, Inspector of Buildings, and other town boards and committees, including but not limited to the Planning Board, Zoning Board of Appeals, Conservation Commission, Historical Commission, Board of Health, Finance Committee, Capital Budgeting Committee, Community Preservation Committee.

3. Review and report the financial requirements of all projects within its jurisdiction, or for which it may become responsible, and oversee the expenditure of funds in the course of execution of such projects.

4. In consultation with the Superintendent of Public Works and School Facilities Director, conduct periodic review and audit of the physical condition of all municipal buildings, including service equipment and major systems.

5. In consultation with the Superintendent of Public Works and School Facilities Director, develop a rolling 10-year capital property management plan for the major maintenance,

construction, enlargement, or replacement of all municipal buildings, including service equipment and major systems.

6. On or about November 15 of each calendar year, prepare and present to the Board of Selectmen, School Committee, Finance Committee and Capital Budgeting Committee, a recommendation of major construction and/or maintenance project(s) to be undertaken by the Town in the ensuing fiscal year.

Or take any other action thereon.

Sponsored and Supported by the Board of Selectmen

Upon a motion made and duly seconded, it was voted by a majority hand count of 40 yes, 32 no to to amend the Code of the Town of Boxford, by deleting Article XI School Building Committee in its entirety and inserting in place thereof a new bylaw under Chapter 7, Commissions Committees and Boards: Article XI Permanent Building Committee as printed in Article #23 on pages 14 and 15 of this warrant.

ARTICLE 24: To see if the Town will vote **to approve an amendment to the Agreement for the Establishment of the Masconomet Regional School District** in the form set forth below:

EIGHTH AMENDMENT TO THE AGREEMENT FOR THE ESTABLISHMENT OF THE MASCONOMET REGIONAL SCHOOL DISTRICT

The Agreement Between the Towns of Boxford, Middleton and Topsfield, Massachusetts with Respect to the Formation of a Regional School District, as amended to the date hereof (the "Agreement"), is hereby further amended as follows:

Section 1. Section 1(A) of the Agreement is amended in its entirety to read as follows:

A. Powers, Duties and Composition

The powers and duties of the regional school district shall be vested in and exercised by a regional district school committee, hereinafter sometimes called the "Committee". The Committee shall consist of eleven (11) members; four (4) from Middleton; four (4) from Boxford and three (3) from Topsfield.

Section 2. Section 1(C) of the Agreement is amended in its entirety to read as follows:

C. Elected Members

In order to comply with proportional representation requirements mandated by the United States Constitution (also known as "one man, one vote"), the total number of representatives to the Committee from each of the Towns of Boxford and Topsfield shall be reduced by one. To accomplish this reduction, one position on the Committee held by a representative of the Town of Topsfield with a term expiring in 2012 shall be abolished upon the expiration of such representative's term in 2012. In addition, one of the two positions on the Committee held by the representatives of the Town of Boxford with a term expiring in 2012, shall be abolished upon the expiration of such representative's term. The Chairman of the Committee shall determine by lot the particular position to be eliminated.

To ensure that Topsfield maintains continuity of membership on the Committee, the terms of its representatives with terms expiring in 2014 shall be revised, on a one-time basis, so as to

provide that one representative shall be elected by Topsfield at the 2014 annual election to a term of one (1) year, and one representative shall be elected by Topsfield at the 2014 annual election for a term of three (3) years. After the 2014 annual election in Topsfield, the terms of all subsequent Topsfield members of the Committee shall be for three (3) years, or until his or her successor is elected and qualified.

Except as otherwise provided in this section, at the expiration of the term of office of all other elected members of the Committee, each member town shall, at its annual town election, elect a member of the Committee to serve for a term of three (3) years or until his or her successor is elected and qualified.

Notwithstanding any other provision of this Agreement to the contrary, on February first immediately following the official publication of the most recently conducted federal census, the Committee shall determine, on the basis of such census figures, the total population of each Member Town. (For the purposes of this provision, "official publication" means transmittal to Congress by the President in the case of the federal census.) Elected membership on the Committee shall be adjusted at that time, as is necessary to maintain compliance with one person one vote.

Section 3. The balance of the Agreement shall remain unchanged.

or take any other action thereon.

Sponsored by Masconomet Regional School District Committee

Board of Selectmen recommends adoption of this article

Upon a motion made and duly seconded, it was voted by unanimous voice vote to approve an amendment to the Agreement for the Establishment of the Masconomet Regional School District in the form as printed in article #24 on pages 15 and 16 of this warrant.

Annual Town Meeting adjourned at 1:37pm.

Respectfully submitted,

Robin Phelan

ANNUAL TOWN ELECTION
MAY 17, 2011

	PCT 1	PCT 2	PCT 3	TOTAL
OFFICE/CANDIDATES				
SELECTMEN – 3 Year				
Blanks	8	15	10	33
Stephen A Davis	**76**	**156**	**103**	**335**
Marc C. Mercier	74	147	105	326
Michael E. White	64	135	113	312
Write-ins	0	0	2	2
Total Votes	**222**	**453**	**333**	**1008**
ASSESSOR – 3 Year				
Blanks	82	140	108	330
Judith M. Magill	**139**	**310**	**223**	**672**
Write-Ins	1	3	2	6
Total Votes	**222**	**453**	**333**	**1008**
TOWN MODERATOR – 3 Year				
Blanks	157	117	78	352
Gerald R. Johnston	**164**	**333**	**251**	**748**
Write-Ins	1	3	4	9
Total Votes	**222**	**453**	**333**	**1008**
COMMISSIONER OF TRUST FUNDS – 3 Year				
Blanks	79	156	111	346
Francis M. Brickelmaier	**141**	**294**	**220**	**655**
Write-Ins	2	3	2	7
Total Votes	**222**	**453**	**333**	**1008**
MASCONOMET SCHOOL COMMITTEE – 3 Year (Two)				
Blanks	158	330	222	710
Kathleen A. Tyler	**144**	**286**	**229**	**659**
Daniel J. Volchok	**140**	**284**	**214**	**638**
Write-Ins	2	6	1	9
Total Votes	**444**	**906**	**666**	**2016**
MASCONOMET SCHOOL COMMITTEE – 1 Year				
Blanks	79	145	98	322
J. Ben Messenger	**142**	**306**	**231**	**679**
Write-Ins	1	2	4	7
Total Votes	**222**	**453**	**333**	**1008**
ELEMENTARY SCHOOL – 3 Year (Two)				
Blanks	287	600	433	1320
Pamela C. Messenger	**144**	**291**	**223**	**658**
Write-Ins	8	8	9	25
Heather Fecteau	**5**	**7**	**1**	**13**
Total Votes	**444**	**906**	**666**	**2016**
BOARD OF HEALTH – 3 Year (Two)				
Blanks	172	327	252	751
Alexander A. Constan	**147**	**311**	**233**	**691**
Richard F. Taylor	**122**	**257**	**176**	**555**
Write-Ins	3	11	5	19
Total Votes	**444**	**906**	**666**	**2016**

	PCT 1	PCT 2	PCT 3	TOTAL
PLANNING BOARD – 5 Year (Two)				
Blanks	171	340	239	750
John S. Merriam, Jr.	**137**	**286**	**207**	**630**
Angela M. Steadman	**135**	**278**	**220**	**633**
Write-Ins	1	2	0	3
Total Votes	**444**	**906**	**666**	**2016**
LIBRARY TRUSTEE – 3 Year (Two)				
Blanks	173	344	219	736
Heidi Ellard	**140**	**278**	**221**	**639**
Pauline E. Jenkins	**131**	**283**	**223**	**637**
Write-Ins	0	1	3	4
Total Votes	**444**	**906**	**666**	**2016**
CONSTABLE EAST – 1 Year				
Blanks	58	116	79	253
J. Mark Balding	**87**	**200**	**129**	**416**
Mack McGrath	77	137	125	339
Write-Ins	0	0	0	0
Total Votes	**222**	**453**	**333**	**1008**
CONSTABLE WEST – 1 Year				
Blanks	71	108	82	261
David A. Smallman	**151**	**345**	**249**	**745**
Write-Ins	0	0	2	2
Total Votes	**222**	**453**	**333**	**1008**

QUESTION #1 Shall the Town of Boxford be allowed to assess an additional $68,825 in real estate and personal property taxes for the purposes of additionally funding the Fiscal Year 2012 Masconomet Regional School District Assessment, thereby completing the funding required to meet the total assessment and approve the district certified budget, for the fiscal year beginning July first, two thousand eleven?

	PCT 1	PCT 2	PCT 3	TOTAL
Blanks	10	20	7	37
Yes	**130**	**245**	**187**	**562**
No	82	188	139	409
Total Votes	**222**	**453**	**333**	**1008**

QUESTION #2 Shall the Town of Boxford be allowed to exempt from the provisions of Proposition two and one-half, so called, the amounts required to pay for the bond issued in order to pay costs of architectural, engineering, permitting, and all other related expenses to complete the first phase of design of a new Council on Aging Center to be located at 188 Washington Street?

	PCT 1	PCT 2	PCT 3	TOTAL
Blanks	11	25	12	48
Yes	68	152	100	320
No	**143**	**276**	**221**	**640**
Total Votes	**222**	**453**	**333**	**1008**

QUESTION #3 Shall the Town of Boxford be allowed to exempt from the provisions of Proposition two and one-half, so called, the amounts required to pay for the bond issued in order to pay costs of purchasing a certain improved parcel of land known as the Colby Property, located at 158 Washington Street, consisting of 1.7 acres more or less with building(s)?

	PCT 1	PCT 2	PCT 3	TOTAL
Blanks	7	7	8	22
Yes	103	225	136	464
No	**112**	**221**	**189**	**522**
Total Votes	**222**	**453**	**333**	**1008**

QUESTION #4 Shall the Town of Boxford vote to have its elected Town Clerk become an appointed Town Clerk?

	PCT 1	PCT 2	PCT 3	TOTAL
Blanks	9	20	18	47
Yes	82	197	123	402
No	**131**	**236**	**192**	**559**
Total Votes	**222**	**453**	**333**	**1008**

Minutes Boxford Special Town Meeting October 22, 2011

Boxford Special Town Meeting convened at 9:00 am on Saturday, October 22, 2011 in the Masconomet Regional School Auditorium with 209 voters in attendance. The meeting was called to order by Moderator Gerald Johnston. Articles of the Special Town Meeting were disposed of as follows:

ARTICLE 1. To see if the Town will vote to amend the vote taken under Article #4 of the May 14, 2011 Annual Town Meeting appropriating funds to defray the expenses of the Town for FY 2012 and, as necessary therefore, raise and appropriate, or transfer from available funds **$ 19,000 to INCREASE the Finance Committee Reserve line item**, or take any other action thereon.

Sponsored and supported by the Finance Committee
Board of Selectmen recommends adoption of this article

Upon a motion made by Finance Committee Chair Geoffrey Buswick, and duly seconded, it was voted by majority voice vote to amend the vote taken under Article #4 of the May 14, 2011 Annual Town Meeting appropriating funds to defray the expenses of the Town for FY 2012 and, as necessary therefore, raise and appropriate **$19,000 to increase the Finance Committee Reserve line item.**

ARTICLE 2. To see if the Town will vote to amend the vote taken under Article #4 of the May 14, 2011 Annual Town Meeting appropriating funds to defray the expenses of the Town for FY 2012 and, as necessary therefore, raise and appropriate, or transfer from available funds **$12, 700 to INCREASE the DPW Salaries line item** to hire a 16 hour per week Account Clerk I clerical staff for the department, or take any other action thereon.

Sponsored and supported by the Board of Selectmen
Finance Committee recommends adoption of this article

Upon a motion made by Selectman Stephen A. Davis, and duly seconded, it was voted by a majority voice vote to amend the vote taken under Article #4 of the May 14, 2011 Annual Town Meeting appropriating funds to defray the expenses of the Town for FY 2012, and, as necessary therefore, raise and appropriate **$12,700 to increase the DPW Salaries line item** to hire a 16 hour per week Account Clerk I clerical staff for the department.

ARTICLE 3. To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of **$ 33,500 to purchase a replacement hydraulic rescue and vehicle extraction tool** for the Fire Department, funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

Sponsored and supported by the Board of Selectmen

Finance Committee recommends adoption of this article
Capital Budget Committee Recommendation: " A" Essential

Upon a motion made by Selectman Peter Perkins and duly seconded, it was voted by unanimous voice vote to transfer from Free Cash the sum of **$33,500 to purchase a replacement hydraulic rescue and vehicle extraction tool** for the Fire Department, funds to be expended under the direction of the Board of Selectmen.

ARTICLE 4. To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of **$33,700 to fund the repair and reconstruction of the Main Street Fire Station Parking lot and a portion of the apparatus entry floor**, funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

Sponsored and supported by the Board of Selectmen
Finance Committee recommends adoption of this article
Capital Budget Committee Recommendation: " A" Essential
Building Committee recommends adoption of this article

Upon a motion made by Selectman MaryAnne Nay and duly seconded, it was voted by unanimous voice vote to transfer from Free Cash, the sum of **$33,700 to fund the repair and reconstruction of the Main Street Fire Station Parking lot and a portion of the apparatus entry floor**, funds to be expended under the direction of the Board of Selectmen.

ARTICLE 5. To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of **$3,200 to fund a water treatment filter system for the Main Street Fire Station**, funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

Sponsored and supported by the Board of Selectmen
Finance Committee recommends adoption of this article
Building Committee recommends adoption of this article

Upon a motion made by Selectman MaryAnne Nay and duly seconded, it was voted by unanimous voice vote to transfer from Free Cash the sum of **$3,200 to fund a water treatment filter system for the Main Street Fire Station**, funds to be expended under the direction of the Board of Selectmen.

NOTE: At this time, we anticipate that Articles 6 & 7 will be offered as " contingent appropriations': This means that although the debt appropriation for the article could be approved at the Town Meeting, that appropriation would be fully contingent upon successful passage of a Proposition 2 % debt exclusion ballot question at a Special Town Election scheduled for December 13, 2011. Should the debt exclusion question fail, the appropriation would beendered null and void.

ARTICLE 6. To see if the Town will vote to appropriate **$ 510,000 to fund repairs,**

renovations, additional water storage and expansion of the Spofford Pond School water treatment plant; that to meet this appropriation the Treasurer, with the approval of the Selectmen, is authorized to **borrow said sum** under and pursuant to Chapter 44, Section 7(3A) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor; provided however that no funds shall be borrowed or expended hereunder unless and until the Town shall have voted to exclude the amounts required to pay for any bonds or notes issued pursuant to this vote from the limitations of Proposition 2 V2 so- called: Chapter 59, section 21C of the General Laws; and to authorize the Elementary School Committee to enter into any and all agreements and execute any and all instruments as may be necessary on behalf of the Town of Boxford to affect said repairs and renovations; said funds to be expended under the direction of the Elementary School Committee and the Permanent Building Committee; or take any other action thereon.

Sponsored and supported by the Elementary School Committee
Finance Committee to make recommendation at Town Meeting
Capital Budgeting Committee to make recommendation at Town Meeting
Building Committee to make recommendation at Town Meeting
Board of Selectmen to make recommendation at Town Meeting

Upon a motion made by Boxford School Committee Chair Pamela Campbell Messenger and duly seconded, it was voted by unanimous voice vote to allow Facilities Manager Stephen Clifford and Weston and Sampson project manager Leah Stanton to speak.

Upon a motion made and duly seconded, it was voted by a greater than two-thirds majority to move the question.

Upon a motion made by Boxford School Committee Chair Pamela Campbell Messenger and duly seconded, it was voted 119 yes, 50 no to appropriate **$445,000 in project expenses and $10,000 in legal and bond and any other expenses, for a total appropriation of $455,000 to fund repairs, renovations, additional water storage and expansion of the Spofford Pond School water treatment plant;** that to meet this appropriation the Treasurer, with approval of the Selectmen, is authorized to **borrow said sum** under and pursuant to Chapter 44, Section 7(3A) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor; provided however that no funds shall be borrowed or expended hereunder unless and until the Town shall have voted to exclude the amounts required to pay for any bonds or notes issued pursuant to this vote from the limitations of Proposition 2 ½ so-called; Chapter 59, section 21C of the General Laws: and to authorize the Elementary School Committee to enter into any and all agreements and execute any and all instruments as may be necessary on behalf of the Town of Boxford to affect said repairs and renovations; said funds to be expended under the direction of the Elementary School Committee and Permanent Building Committee. The motion passed by a greater than two-thirds majority vote.

ARTICLE 7. To see if the Town will vote to appropriate **$ 410,000 to fund repairs, renovations, and replacement of ten classroom unit ventilators at the Spofford Pond School**; that to meet this appropriation the Treasurer, with the approval of the Selectmen, is authorized to **borrow said sum** under and pursuant to Chapter 44, Section 7(3A) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor; provided however that no funds shall be borrowed or expended hereunder unless and until the Town shall have voted to exclude the amounts required to pay for any bonds or notes issued pursuant to this vote from the limitations of Proposition 2 V2 so- called: Chapter 59, section 21C of the General Laws; and to authorize the Elementary School Committee to enter into any and all
agreements and execute any and all instruments as may be necessary on behalf of the Town of Boxford to affect said repairs and renovations; said funds to be expended under the direction of the Elementary School Committee and the Permanent Building Committee; or take any other action thereon.

Sponsored and supported by the Elementary School Committee
Finance Committee to make recommendation at Town Meeting
Capital Budgeting Committee to make recommendation at Town Meeting
Building Committee to make recommendation at Town Meeting
Board of Selectmen to make recommendation at Town Meeting

Upon a motion made by School Committee Chair Pamela Campbell Messenger it was voted by unanimous voice vote to appropriate **$400,000 in project expenses and $ 10,000 in legal and bond and any other expenses, for a total appropriation of $410,000 to fund repairs, renovations, and replacement of ten classroom unit ventilators at the Spofford Pond School**; that to meet this appropriation the Treasurer, with the approval of the Selectmen, is authorized to **borrow said sum** under and pursuant to Chapter 44, Section 7(3A) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor; provided however that no funds shall be borrowed or expended hereunder unless and until the Town shall have voted to exclude the amounts required to pay for any bonds or notes issued pursuant to this vote from the limitations of Proposition 2 1/ 2 so- called: Chapter 59, section 21C of the General Laws; and to authorize the Elementary School Committee to enter into any and all agreements and execute any and all instruments as may be necessary on behalf of the Town of Boxford to affect said repairs and renovations; said funds to be expended under the direction of the Elementary School Committee and the Permanent Building Committee.

ARTICLE 8. To see if the Town will vote to appropriate **$295,000 to pay costs of purchasing** a certain improved parcel of land known as the **Colby Property, located at 158 Washington Street**, consisting of 1. 7 acres more or less with building(s), said parcel shown as Map 10, Block 2, Lot 6 on the records of the Boxford Assessors, as shown on a plan on file with the Town Clerk, and to authorize the Board of Selectmen to accept a deed of a fee simple or lesser interest in said parcel together with all flowage and other rights and easements and subject to all well rights and easements and to fund

necessary expenses related to the purchase; that said land be conveyed to the Town for general municipal purposes, said land to be managed and controlled by
the Board of Selectmen; that to meet this appropriation the Treasurer, with the approval of the Selectmen, is authorized to **borrow said sum** under and pursuant to Chapter 44, Section 7(3) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor; and to authorize the Board of Selectmen to enter into any and all agreements and execute any and all instruments as may be necessary on behalf of the Town of Boxford to affect the acquisition of said property; and to authorize the Board of Selectmen to dispose of the building(s) on said property in any manner it deems appropriate; said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

NOTE: Private funds are being solicited to offset this appropriation; received to date: $ 68,000.

Sponsored and Supported by the Board of Selectmen
Finance Committee does not recommend adoption of this article
Capital Budgeting Committee recommendation: " D" Does not recommend

A motion was made by Selectman Stephen A. Davis and duly seconded to appropriate **$ 275,000 in land purchase price costs and $10, 000 in legal and bond and any other expenses, for a total appropriation of $285,000 to pay costs of purchasing** a certain improved parcel of land known as the **Colby Property, located at 158 Washington Street**, consisting of 1. 7 acres more or less with building(s), said parcel shown as Map 10, Block 2, Lot 6 on the records of the Boxford Assessors, as shown on a plan on file with the Town Clerk, and to authorize the Board of Selectmen to accept a deed of a fee simple or lesser interest in said parcel together with all flowage and other rights and easements and subject to all well rights and easements and to fund necessary expenses related to the purchase; that said land be conveyed to the Town for general municipal purposes, said land to be managed and controlled by the Board of Selectmen; **that to meet this appropriation to transfer the sum of$ 85,000 from a donation gift fund established for this purpose and that the Treasurer, with the approval of the Selectmen, is authorized to borrow $200,000** under and pursuant to Chapter 44, Section 7(3) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor; and to authorize the Board of Selectmen to enter into any and all agreements and execute any and all instruments as may be necessary on behalf of the Town of Boxford to affect the acquisition of said property; and to authorize the Board of Selectmen to dispose of the building(s) on said property in any manner it deems appropriate; said funds to be expended under the direction of the Board of Selectmen.

Upon a motion made by Robert Eisenberg and duly seconded, an amendment was offered to add the following language to the end of the original motion:

Provided, however, that no funds shall be borrowed or expended hereunder unless and until the Town shall have voted to exclude the amounts required to pay for any bonds or

notes issued pursuant to this vote from the limitations of Proposition 2 ½, so-called, Chapter 59, Section 21C of the General Laws.

The proposed amendment was defeated by a hand count of 88 yes, 99no.

The original motion carried by a greater than two-thirds hand vote of 126 yes, 50 no.

ARTICLE 9. To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of **$50,000 to fund expert witness and consultant fees and expenses for the Boxford v. MassDOT lawsuit**, funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

Sponsored and supported by the Board of Selectmen
Finance Committee recommends adoption of this article

Upon a motion made by Selectman Charles Costello and duly seconded, it was voted by unanimous voice vote to transfer from Free Cash, the sum of **$50,000 to fund expert witness and consultant fees and expenses for the Boxford v. MassDOT lawsuit**, funds to be expended under the direction of the Board of Selectmen.

ARTICLE 10. To see if the Town will vote **to revert the date of the Annual and Special Town Meetings to Tuesday evenings by amending its Town Bylaws**, Town Code, Chapter 36, Town Meeting and Elections, § 36- 1 (A) by deleting the text of said paragraph in its entirety and inserting in its place the following language:

The date of the Annual Town Meeting shall be the second Tuesday in May, and the date of the Annual Town Election shall be the following Tuesday. A Special Town Meeting shall be held at the discretion of the Board of Selectmen on the fourth Tuesday in October on an annual basis.

or take any other action thereon.

Sponsored and supported by the Board of Selectmen

A motion was made by Selectman Preston Galarneau, and duly seconded, **to revert the date of the Annual and Special Town Meetings to Tuesday evenings by amending Town Bylaws**, Town Code, Chapter 36, Town Meeting and Elections, § 36- 1(A) by deleting the text of said paragraph in its entirety and inserting in its place the following language:

The date of the Annual Town Meeting shall be the second Tuesday in May, and the date of the Annual Town Election shall be the following Tuesday. A Special Town Meeting shall be held at the discretion of the Board of Selectmen on the fourth Tuesday in October on an annual basis.

Upon a motion made by Bankson Riter and duly seconded, it was voted by a greater than two-thirds voice vote to move the question.

It was voted by an overwhelming majority voice vote to revert the date of the Annual and Special Town Meetings to Tuesday evenings by amending Town Bylaws, Town Code, Chapter 36, Town Meeting and Elections, § 36- 1(A) by deleting the text of said paragraph in its entirety and inserting in its place the following language:

The date of the Annual Town Meeting shall be the second Tuesday in May, and the date of the Annual Town Election shall be the following Tuesday. A Special Town Meeting shall be held at the discretion of the Board of Selectmen on the fourth Tuesday in October on an annual basis.

ARTICLE 11. To see if the Town will vote **to change the date of the Annual Town Meeting to the 1st Saturday in May by amending its Town Bylaws**, Town Code, Chapter 36, Town Meeting and Elections, § 36- 1 (A) by deleting the text of said paragraph in its entirety and inserting in its place the following language:

The date of the Annual Town Meeting shall be the first Saturday in May, and the date of the Annual Town Election shall be the third Tuesday in May. A Special Town Meeting shall be held at the discretion of the Board of Selectmen on the fourth Saturday in October on an annual basis or take any other action thereon.

Sponsored and supported by the Board of Selectmen

Upon motion made by Selectman Preston Galarneau and duly seconded, it was voted by unanimous voice vote to pass over Article 11.

Article 12. To see if the Town will vote to amend its Stormwater Management Bylaw, Town Code Chapter 160 § 3 Definitions, by deleting the crossed out number and inserting the bold number as follows:

ABUTTER-Means the owner of any property any portion of which lies within
500 **250** feet radially from any lot line of the subject property including owners of land directly opposite on any public or private street or way including any in another municipality or across a body of water. In the case of property that has frontage on a pond, abutters shall include all those properties with frontage on the pond or the pond association if in existence.

Or take any other action thereon.

Sponsored by the Conservation Commission

Upon a motion made by Conservation Commissioner Francis DiLuna, and duly seconded, it was voted by unanimous voice vote to amend the Town' s Stormwater

Management Bylaw, Town Code Chapter 160 § 3 Definitions, by deleting the crossed out number and
inserting the bold number as follows:

> ABUTTER- Means the owner of any property any portion of which lies within .500 **250** feet radially from any lot line of the subject property including owners of land directly opposite on any public or private street or way including any in another municipality or across a body of water. In the case of property that has frontage on a pond, abutters shall include all those properties with frontage on the pond or the pond association if in existence.

ARTICLE 13. To see if the Town will vote to appropriate the sum of **$3,900** from the Community Preservation Committee Budgeted Reserve to help preserve Open Space by **funding hydrologic and hydraulic assessment for the flooding and overtopping of Lowe Pond and Lowe Pond Dam**, such funds to be expended under the direction of the Community Preservation Committee;

or take any other action thereon.

Sponsored and supported by the Community Preservation Committee
Finance Committee recommends adoption of this article

Town Administrator Alan Benson made a motion to appropriate the sum of **$3,900** from the Community Preservation Committee Budgeted Reserve to help preserve Open Space by **funding hydrologic and hydraulic assessment for the flooding and overtopping of Lowe Pond and Lowe Pond Dam**, such funds to be expended under the direction of the Community Preservation Committee.

Town Administrator Alan Benson moved, and the motion was duly seconded, to allow Conservation Administrator Ross Povenmire Speak. The motion carried by unanimous voice vote.

Upon a motion made by Charles Killam, and duly seconded, it was voted not to pass over Article 13.

It was voted by majority voice vote to appropriate the sum of $3,900 from the Community Preservation Committee Budgeted Reserve to help preserve Open Space by funding a hydrologic and hydraulic assessment for the flooding and overtopping of Lowe Pond and Lowe Pond Dam, such funds to be expended under the direction of the Community Preservation Committee.

Article 14. To see if the Town will vote to accept the provision of Massachusetts General Laws Chapter 32B §20 and **establish an Other Post Employment Benefits Trust Fund** and authorize the Board of Selectmen to enter into any and all agreements as necessary to establish said trust, or to take any other action thereon.

Sponsored and supported by the Board of Selectmen

Upon a motion made by Finance Committee Chair Geoffrey Buswick, it was voted by majority voice vote to accept the provision of Massachusetts General Laws Chapter 32B §20 and **establish an Other Post Employment Benefits Trust Fund** and authorize the Board of Selectmen to enter into any and all agreements as necessary to establish said trust.

ARTICLE 15. To transact any other business to legally come before this meeting.

Upon a motion made by Board of Selectman Chair Peter Perkins, and duly seconded, it was voted by unanimous voice vote to adjourn Special Town Meeting at 12:45pm.

Respectfully submitted,

Robin Phelan, Town Clerk

SPECIAL TOWN ELECTION
DECEMBER 13, 2011

QUESTION #1

Shall the Town of Boxford be allowed to exempt from the provisions of proposition two and one-half, so called, the amounts required to pay for the bond issued in order to pay for the costs of repairs, renovations, additional water storage and expansion of the Spofford Pond School water treatment plant?

	PCT 1	PCT 2	PCT 3	TOTAL
Yes	**101**	**167**	**130**	**398**
No	34	85	42	161
Blank	0	0	1	1
Total Votes	**135**	**252**	**173**	**560**

QUESTION #2

Shall the Town of Boxford be allowed to exempt form the provisions of proposition two and one-half, so called , the amounts required to pay for the bond issued in order to pay for the costs of repairs, renovations and replacement of ten classroom unit ventilators at the Spofford Pond School?

	PCT 1	PCT 2	PCT 3	TOTAL
Yes	**102**	**177**	**130**	**409**
No	33	75	42	150
Blanks	0	0	1	1
Total Votes	**135**	**252**	**173**	**560**

2011 STATISTIC REPORT

DOG LICENSES TOTAL $34,615

RAFFLES 3

VITAL STATISTICS

BIRTHS

FEMALES.....22

MALES.....22

TOTAL BIRTHS.....44

DEATHS.....30

MARRIAGES.....19

FINANCE

ACCOUNTANT'S INDEPENDENT AUDITOR'S REPORT
COMBINED FINANCIAL STATEMENTS
AND ADDITIONAL FINANCIAL INFORMATION

FINANCE COMMITTEE

BOARD OF ASSESSORS

TREASURER/COLLECTOR OF TAXES

COMMISSIONERS OF TRUST FUNDS
PERLEY-PARKHURST-COLE MEMORIAL TRUST FUND

GUIDES FOR
PERLEY-PARKHURST-COLE APPLICATION

CAPITAL BUDGETING COMMITTEE

TOWN OF BOXFORD, MASSACHUSETTS

Annual Financial Statements

For the Year Ended June 30, 2011

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CERTIFIED PUBLIC ACCOUNTANTS
MANAGEMENT ADVISORS

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INDEPENDENT AUDITORS' REPORT

To the Board of Selectmen
Town of Boxford, Massachusetts

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Boxford, Massachusetts, as of and for the year ended June 30, 2011, which collectively comprise the Town's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Town of Boxford's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Boxford, as of June 30, 2011, and the respective changes in financial position thereof, and the respective budgetary comparison for the General Fund, for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The management's discussion and analysis, appearing on the following pages, and the supplementary information on page 42, are not required parts of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America.

Additional Offices:
Greenfield, MA • Ellsworth, ME • Nashua, NH • Manchester, NH

We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

In accordance with *Government Auditing Standards*, we have also issued a report dated January 3, 2012, on our consideration of the Town's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Melanson, Heath + Company P.C.

Andover, Massachusetts
January 3, 2012

MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of the Town of Boxford, we offer readers this narrative overview and analysis of the financial activities of the Town of Boxford for the fiscal year ended June 30, 2011.

A. OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the basic financial statements. The basic financial statements are comprised of three components: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-wide Financial Statements. The government-wide financial statements are designed to provide readers with a broad overview of our finances in a manner similar to a private-sector business.

The statement of net assets presents information on all assets and liabilities, with the difference between the two reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position is improving or deteriorating.

The statement of activities presents information showing how the government's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

The governmental activities include general government, public safety, education, public works, health and human services, culture and recreation, insurance and benefits, interest, and intergovernmental expense.

Fund financial statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements. All of the funds can be divided into two categories: governmental funds and fiduciary funds.

Governmental funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available

at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

An annual appropriated budget is adopted for the general fund. A budgetary comparison statement has been provided for the general fund to demonstrate compliance with this budget.

Fiduciary funds. Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the Town's own programs.

Notes to financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Other information. In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information which is required to be disclosed by accounting principles generally accepted in the United States of America.

B. FINANCIAL HIGHLIGHTS

- As of the close of the current fiscal year, the total of assets exceeded liabilities by $ 49,530,522 (i.e., net assets), a change of $ 1,120,863 in comparison to the prior year.

- As of the close of the current fiscal year, governmental funds reported combined ending fund balances of $ 8,865,828, a change of $ 1,589,659 in comparison to the prior year.

- At the end of the current fiscal year, unassigned fund balance for the general fund was $ 2,731,995, a change of $ 682,402 in comparison to the prior year.

- Total long-term debt (i.e., bonds payable) at the close of the current fiscal year was $ 10,608,946, a change of $ (1,023,512) in comparison to the prior year.

C. GOVERNMENT-WIDE FINANCIAL ANALYSIS

The following is a summary of condensed government-wide financial data for the current and prior fiscal years.

	Governmental Activities	
	2011	2010
Current and other assets	$ 10,828,797	$ 8,533,578
Capital assets	57,030,997	57,457,016
Total assets	67,859,794	65,990,594
Long-term liabilities outstanding	15,427,926	15,343,138
Other liabilities	2,901,346	2,237,797
Total liabilities	18,329,272	17,580,935
Net assets:		
Invested in capital assets, net	47,242,574	46,572,429
Restricted	4,721,343	4,367,789
Unrestricted	(2,433,395)	(2,530,559)
Total net assets	$ 49,530,522	$ 48,409,659

CHANGES IN NET ASSETS

	Governmental Activities	
	2011	2010
Revenues:		
Program revenues:		
Charges for services	$ 1,384,432	$ 1,406,070
Operating grants and contributions	3,203,625	3,064,680
Capital grants and contributions	1,159,177	450,085
General revenues:		
Property taxes	22,539,160	21,820,197
Excises	1,331,146	1,280,845
Penalties and interest on taxes	80,438	84,705
Grants and contributions not restricted to specific programs	1,242,052	833,083
Investment income	110,135	157,883
Other	37,357	9,541
Total revenues	31,087,522	29,107,089

(continued)

(continued)

Expenses:		
General government	1,646,220	1,707,004
Public safety	2,461,064	2,389,426
Education	19,892,546	20,175,977
Public works	2,499,767	2,536,046
Human services	250,947	259,539
Culture and recreation	473,859	477,929
Insurance and benefits	2,148,177	2,374,006
Interest on long-term debt	440,949	471,269
Intergovernmental	153,130	171,207
Total expenses	29,966,659	30,562,403
Change in net assets	1,120,863	(1,455,314)
Net assets - beginning of year	48,409,659	49,864,973
Net assets - end of year	$ 49,530,522	$ 48,409,659

As noted earlier, net assets may serve over time as a useful indicator of a government's financial position. At the close of the most recent fiscal year, total net assets were $ 49,530,522, a change of $ 1,120,863 from the prior year.

The largest portion of net assets $ 47,242,574 reflects our investment in capital assets (e.g., land, buildings and improvements, machinery and equipment, and infrastructure), less any related debt used to acquire those assets that is still outstanding. These capital assets are used to provide services to citizens; consequently, these assets are not available for future spending. Although the investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of net assets $ 4,721,343 represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net assets is a deficit balance of $ (2,433,395), which was primarily caused by unfunded OPEB costs.

Governmental activities. Governmental activities for the year resulted in a change in net assets of $ 1,120,863. Key elements of this change are as follows:

General fund change in fund balance (explained in more detail in Section D, below)	$ 1,102,389
Community Preservation fund change in fund balance (accrual basis)	254,719
Cole School Roof fund change in fund balance (accrual basis)	28,066
Nonmajor funds change in fund balance (accrual basis)	1,240,438
Depreciation expense in excess of principal debt service	(596,957)
Capital acquisitions funded with operating funds	158,498
Change in OPEB liability	(1,120,128)
Other	53,838
Total	$ 1,120,863

D. FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS

As noted earlier, fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds. The focus of governmental funds is to provide information on near-term inflows, outflows and balances of spendable resources. Such information is useful in assessing financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, governmental funds reported combined ending fund balances of $ 8,865,828, a change of $ 1,589,659 in comparison to the prior year. Key elements of this change are as follows:

General fund change in fund balance (explained in more detail below)	$ 1,102,389
Community Preservation Fund change in fund balance	229,841
Cole School Roof Fund change in fund balance	(446,580)
Nonmajor funds change in fund balance	704,009
Total	$ 1,589,659

In fiscal year 2011, the Town implemented Governmental Accounting Standards Board Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions* (GASB54). GASB54 establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of resources reported in governmental funds. In general, amounts previously reported as undesignated

fund balance, are now reported as *unassigned fund balance*. In addition, amounts previously reported in stabilization funds are now combined with and reported as *committed fund balance* in the general fund. Full definitions of all of all changes in fund balance classifications resulting from the implementation of GASB54 can be found in the notes to financial statements.

The general fund is the chief operating fund. At the end of the current fiscal year, unassigned fund balance of the general fund was $ 2,731,995, while total fund balance was $ 4,514,908. As a measure of the general fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total general fund expenditures. Refer to the table below.

General Fund	6/30/11	6/30/10	Change	% of Total General Fund Expenditures
Unassigned fund balance	$ 2,731,995	$ 2,049,593	$ 682,402	10.3%
Total fund balance[1]	4,514,908	3,412,519	1,102,389	17.0%

[1]Now includes Stabilization Fund. Prior period balances have been revised to conform to current presentation.

The total fund balance of the general fund changed by $ 1,102,389 during the current fiscal year. Key factors in this change are as follows:

Use of free cash as a funding source	$ (363,469)
Revenues in excess of estimate	826,680
Expenditures less than budget	383,126
Excess current year encumbrances	41,359
Change in stabilization fund balance	12,446
Prior year snow/ice deficit raised	164,410
Other	37,837
Total	$ 1,102,389

As a result of the implementation of GASB54, the Town's stabilization fund is now included in the total general fund equity balance. Information on the stabilization fund equity balance is as follows:

	6/30/11	6/30/10	Change
General stabilization fund	$ 750,604	$ 738,158	$ 12,446

E. GENERAL FUND BUDGETARY HIGHLIGHTS

There were no differences between the overall total of the Town's original budget and the Town's final amended budget.

F. CAPITAL ASSET AND DEBT ADMINISTRATION

Capital assets. Total investment in capital assets at year end amounted to $ 57,030,997 (net of accumulated depreciation), a change of $ (426,019) from the prior year. This investment in capital assets includes land, buildings and improvements, machinery and equipment, and infrastructure.

Major capital asset events during the current fiscal year include the following:

- $ 474,646 for construction on the Cole School roof
- $ 166,321 for architectural and design costs of the new Library
- $ 336,134 for various road improvements and culvert work.
- $ 93,201 for various projects, including Old East Library renovations, the fire station roof, and the recycling center.
- $ 124,148 for various vehicles, machinery and equipment.
- Current year depreciation expense of $ (1,620,469).

Long-term debt. At the end of the current fiscal year, total bonded debt outstanding was $ 10,608,946, all of which was backed by the full faith and credit of the government.

Additional information on capital assets and long-term debt can be found in the notes to the financial statements.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the Town of Boxford's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to:

Office of the Town Accountant/Finance Director
Town of Boxford, Massachusetts
7A Spofford Road
Boxford, Massachusetts 01921

TOWN OF BOXFORD, MASSACHUSETTS

STATEMENT OF NET ASSETS

JUNE 30, 2011

	Governmental Activities
ASSETS	
Current:	
Cash and short-term investments	$ 7,443,755
Investments	3,025,937
Receivables, net of allowance for uncollectibles:	
Taxes	182,921
Excises	48,096
Other	5,940
Due from other governments	47,771
Noncurrent:	
Receivables, net of allowance for uncollectibles:	
Taxes	26,428
Betterments	47,949
Land and construction in progress	20,793,083
Capital assets, net of accumulated depreciation	36,237,914
TOTAL ASSETS	67,859,794
LIABILITIES	
Current:	
Warrants payable	472,580
Accrued liabilities	196,138
Deferred revenue	53,889
Tax refunds payable	441,111
Notes payable	510,000
Other	130,115
Current portion of long-term liabilities:	
Bonds payable	1,018,565
Other liabilities	78,948
Noncurrent:	
Bonds payable, net of current portion	9,590,381
Other liabilities, net of current portion	1,497,783
Other post-employment benefits	4,339,762
TOTAL LIABILITIES	18,329,272
NET ASSETS	
Invested in capital assets, net of related debt	47,242,574
Restricted for:	
Community preservation funds	2,667,333
Grants and other statutory restrictions	2,037,768
Permanent funds:	
Nonexpendable	5,000
Expendable	11,242
Unrestricted	(2,433,395)
TOTAL NET ASSETS	$ 49,530,522

See notes to financial statements.

TOWN OF BOXFORD, MASSACHUSETTS

STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED JUNE 30, 2011

	Expenses	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Program Revenues: Capital Grants and Contributions	Net (Expenses) Revenues and Changes in Net Assets: Governmental Activities
Governmental Activities:					
General government	$ 1,646,220	$ 117,849	$ 25,630	$ -	$ (1,502,741)
Public safety	2,461,064	258,078	120,709	-	(2,082,277)
Education	19,892,546	724,122	3,021,962	-	(16,146,462)
Public works	2,499,767	254,132	114	323,904	(1,921,617)
Health and human services	250,947	27,271	21,499	-	(202,177)
Culture and recreation	473,859	2,980	13,564	835,273	377,958
Insurance and benefits	2,148,177	-	147	-	(2,148,030)
Interest expense	440,949	-	-	-	(440,949)
Intergovernmental	153,130	-	-	-	(153,130)
Total Governmental Activities	$ 29,966,659	$ 1,384,432	$ 3,203,625	$ 1,159,177	(24,219,425)
General Revenues:					
Taxes					22,539,160
Excises					1,331,146
Penalties, interest and other taxes					80,438
Grants and contributions not restricted to specific programs					1,242,052
Investment income					110,135
Miscellaneous					37,357
Total general revenues					25,340,288
Change in Net Assets					1,120,863
Net Assets:					
Beginning of year					48,409,659
End of year					$ 49,530,522

See notes to financial statements.

TOWN OF BOXFORD, MASSACHUSETTS

GOVERNMENTAL FUNDS

BALANCE SHEET

JUNE 30, 2011

	General	Community Preservation Fund	Cole School Roof Fund	Nonmajor Governmental Funds	Total Governmental Funds
ASSETS					
Cash and short-term investments	$ 4,942,442	$ 323,968	$ 63,420	$ 2,113,925	$ 7,443,755
Investments	666,138	2,343,557	-	16,242	3,025,937
Receivables:					
Taxes	206,387	2,962	-	-	209,349
Excises	64,054	-	-	-	64,054
Due from other governments	47,771	-	-	-	47,771
TOTAL ASSETS	$ 5,926,792	$ 2,670,487	$ 63,420	$ 2,130,167	$ 10,790,866
LIABILITIES AND FUND BALANCES					
Liabilities:					
Warrants payable	$ 472,580	$ -	$ -	$ -	$ 472,580
Accrued liabilities	98,773	-	-	-	98,773
Deferred revenue	269,497	2,962	-	-	272,459
Tax refunds payable	441,111	-	-	-	441,111
Notes payable	-	-	510,000	-	510,000
Other liabilities	129,923	192	-	-	130,115
TOTAL LIABILITIES	1,411,884	3,154	510,000	-	1,925,038
Fund Balances:					
Nonspendable	-	-	-	5,000	5,000
Restricted	-	-	-	2,141,686	2,141,686
Committed	879,046	2,667,333	-	-	3,546,379
Assigned	903,867	-	-	-	903,867
Unassigned	2,731,995	-	(446,580)	(16,519)	2,268,896
TOTAL FUND BALANCES	4,514,908	2,667,333	(446,580)	2,130,167	8,865,828
TOTAL LIABILITIES AND FUND BALANCES	$ 5,926,792	$ 2,670,487	$ 63,420	$ 2,130,167	$ 10,790,866

See notes to financial statements.

TOWN OF BOXFORD, MASSACHUSETTS

RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCES TO NET ASSETS OF GOVERNMENTAL ACTIVITIES IN THE STATEMENT OF NET ASSETS

JUNE 30, 2011

Total governmental fund balances	$ 8,865,828
• Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.	57,030,997
• Revenues are reported on the accrual basis of accounting and are not deferred until collection.	256,500
• In the statement of activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due.	(97,364)
• Long-term liabilities, including bonds payable, compensated absences, net OPEB obligation, and landfill liability are not due and payable in the current period and, therefore, are not reported in the governmental funds.	(16,525,439)
Net assets of governmental activities	$ 49,530,522

See notes to financial statements.

TOWN OF BOXFORD, MASSACHUSETTS

GOVERNMENTAL FUNDS

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES

FOR THE YEAR ENDED JUNE 30, 2011

	General	Community Preservation Fund	Cole School Roof Fund	Nonmajor Governmental Funds	Total Governmental Funds
Revenues:					
Taxes	$ 21,979,900	$ 524,304	$ -	$ -	$ 22,504,204
Excises	1,329,604	-	-	-	1,329,604
Interes, penalties, and other taxes	79,647	791	-	-	80,438
Charges for services	304,728	-	-	783,375	1,088,103
Intergovernmental	3,596,461	184,088	-	1,768,930	5,549,479
Licenses and permits	230,339	-	-	-	230,339
Fines and forfeitures	53,725	-	-	-	53,725
Investment income	39,400	70,735	-	1,998	112,133
Other	4,000	-	2,066	99,017	105,083
Total Revenues	27,617,804	779,918	2,066	2,653,320	31,053,108
Expenditures:					
Current:					
General government	1,318,082	51,964	-	107,006	1,477,052
Public safety	2,121,086	-	-	138,855	2,259,941
Education	17,834,326	-	478,646	1,078,809	19,391,781
Public works	1,722,903	-	-	324,954	2,047,857
Health and human services	234,934	-	-	46,252	281,186
Culture and recreation	405,255	31,182	-	190,819	627,256
Insurance and benefits	1,742,089	-	-	14,043	1,756,132
Debt service	1,002,183	466,931	-	-	1,469,114
Intergovernmental	153,130	-	-	-	153,130
Total Expenditures	26,533,988	550,077	478,646	1,900,738	29,463,449
Excess (deficiency) of revenues over expenditures	1,083,816	229,841	(476,580)	752,582	1,589,659
Other Financing Sources (Uses):					
Transfers in	18,573	-	30,000	-	48,573
Transfers out	-	-	-	(48,573)	(48,573)
Total Other Financing Sources (Uses)	18,573	-	30,000	(48,573)	-
Change in fund balance	1,102,389	229,841	(446,580)	704,009	1,589,659
Fund Equity, at Beginning of Year (as restated)	3,412,519	2,437,492	-	1,426,158	7,276,169
Fund Equity, at End of Year	$ 4,514,908	$ 2,667,333	$ (446,580)	$ 2,130,167	$ 8,865,828

See notes to financial statements.

TOWN OF BOXFORD, MASSACHUSETTS

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED JUNE 30, 2011

NET CHANGES IN FUND BALANCES - TOTAL GOVERNMENTAL FUNDS	$ 1,589,659
• Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense:	
Capital outlay purchases	1,194,450
Depreciation	(1,620,469)
• Revenues in the Statement of Activities that do not provide current financial resources are fully deferred in the Statement of Revenues, Expenditures, and Changes in Fund Balances. Therefore, the recognition of revenue for various types of accounts receivable (e.g., property taxes) differ between the two statements. This amount represents the net change in deferred revenue.	36,498
• The issuance of long-term debt (e.g., bonds and leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the financial resources of governmental funds. Neither transaction, however, has any effect on net assets:	
Repayments of debt	1,023,512
• In the statement of activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due.	4,655
• Some expenses reported in the Statement of Activities, such as compensated absences, do not require the use of current financial resources and therefore, are not reported as expenditures in the governmental funds.	(1,107,442)
CHANGE IN NET ASSETS OF GOVERNMENTAL ACTIVITIES	$ 1,120,863

See notes to financial statements.

TOWN OF BOXFORD, MASSACHUSETTS

GENERAL FUND

STATEMENT OF REVENUES AND OTHER SOURCES,
AND EXPENDITURES AND OTHER USES - BUDGET AND ACTUAL

FOR THE YEAR ENDED JUNE 30, 2011

	Original Budget	Final Budget	Actual Amounts (Budgetary Basis)	Variance with Final Budget Positive (Negative)
Revenues and other sources:				
Taxes	$ 21,942,063	$ 21,942,063	$ 21,942,063	$ -
Excise	1,030,000	1,030,000	1,329,604	299,604
Interest, penalties, and other taxes	65,000	65,000	79,647	14,647
Charges for services	241,068	241,068	304,728	63,660
Intergovernmental	2,264,241	2,264,241	2,611,632	347,391
Licenses and permits	150,000	150,000	230,339	80,339
Fines and forfeits	40,000	40,000	53,725	13,725
Investment income	28,700	28,700	26,954	(1,746)
Miscellaneous	-	-	4,000	4,000
Transfers in	13,513	13,513	18,573	5,060
Use of fund balance	363,469	363,469	363,469	-
Total Revenues and Other Sources	26,138,054	26,138,054	26,964,734	826,680
Expenditures and other uses:				
General government	1,621,142	1,535,715	1,350,729	184,986
Public safety	2,089,402	2,136,217	2,114,912	21,305
Education	17,146,083	17,173,253	16,893,514	279,739
Public works	1,422,339	1,425,142	1,695,497	(270,355)
Health and human services	241,911	243,027	233,913	9,114
Culture and recreation	430,544	431,745	403,958	27,787
Insurance and benefits	1,822,001	1,852,001	1,742,682	109,319
Debt service	1,002,242	1,002,242	1,002,183	59
Intergovernmental	197,980	174,302	153,130	21,172
Snow/ice deficit raised	164,410	164,410	164,410	-
Total Expenditures	26,138,054	26,138,054	25,754,928	383,126
Excess of revenues and other sources over expenditures and other uses	$ -	$ -	$ 1,209,806	$ 1,209,806

See notes to financial statements.

TOWN OF BOXFORD, MASSACHUSETTS

FIDUCIARY FUNDS

STATEMENT OF FIDUCIARY NET ASSETS

JUNE 30, 2011

	Private Purpose Trust Funds	Agency Funds
ASSETS		
Cash and short-term investments	$ -	$ 79,630
Investments	41,658	71,090
Total Assets	41,658	150,720
LIABILITIES AND NET ASSETS		
Deposits held in escrow	-	107,613
Student activity funds	-	26,821
Other liabilities	-	16,286
Total Liabilities	-	150,720
NET ASSETS		
Restricted for:		
Endowment	12,500	-
Unrestricted	29,158	-
Net assets	$ 41,658	$ -

See notes to financial statements.

TOWN OF BOXFORD, MASSACHUSETTS

FIDUCIARY FUNDS

STATEMENT OF CHANGES IN FIDUCIARY NET ASSETS

FOR THE YEAR ENDED JUNE 30, 2011

	Private Purpose Trust Funds
Additions:	
Interest earnings	706
Contributions	13,200
Total contributions	13,906
Deductions:	
Education	14,186
Total deductions	14,186
Net increase (decrease)	(280)
Net assets:	
Beginning of year	41,938
End of year	$ 41,658

See notes to financial statements.

1. Summary of Significant Accounting Policies

The accounting policies of the Town of Boxford (the Town) conform to generally accepted accounting principles (GAAP) as applicable to governmental units. The following is a summary of the more significant policies:

A. *Reporting Entity*

The government is a municipal corporation governed by an elected Board of Selectmen. As required by generally accepted accounting principles, these financial statements present the government and applicable component units for which the government is considered to be financially accountable. In fiscal year 2011, it was determined that no entities met the required GASB 39 criteria of component units.

B. *Government-Wide and Fund Financial Statements*

Government-Wide Financial Statements

The government-wide financial statements (i.e., the statement of net assets and the statement of activities) report information on all of the nonfiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. Program revenues include (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues.*

Fund Financial Statements

Separate financial statements are provided for governmental funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements.

C. *Measurement Focus, Basis of Accounting, and Financial Statement Presentation*

Government-Wide Financial Statements

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as are the fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

Amounts reported as *program revenues* include (1) charges to customers or applicants for goods, services, or privileges provided, (2) operating grants and contributions, and (3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as *general revenues* rather than as program revenues. Likewise, general revenues include all taxes and excises.

Fund Financial Statements

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers property tax revenues to be available if they are collected within 60 days of the end of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

The government reports the following major governmental funds:

- The *general fund* is the government's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

- The *Community Preservation Fund* is used to account for revenues and expenditures related to the levy of a three percent property tax surcharge that is authorized by the Community Preservation Act. This fund was established by the Town for the purpose of acquiring

open land for conservation, developing affordable housing, and preserving historical property.

- The *Cole School Roof Fund* is a capital project fund used to account for all the resources and expenditures associated with the reconstruction of the Cole School roof.

The private-purpose trust fund is used to account for trust arrangements, other than those properly reported in the permanent fund, under which principal and investment income exclusively benefit individuals, private organizations, or other governments.

D. *Cash and Short-Term Investments*

Cash balances from all funds, except those required to be segregated by law, are combined to form a consolidation of cash. Cash balances are invested to the extent available, and interest earnings are recognized in the General Fund. Certain special revenue and fiduciary funds segregate cash, and investment earnings become a part of those funds.

Deposits with financial institutions consist primarily of demand deposits, certificates of deposits, and savings accounts. A cash and investment pool is maintained that is available for use by all funds. Each fund's portion of this pool is reflected on the combined financial statements under the caption "cash and short-term investments". The interest earnings attributable to each fund type are included under investment income.

E. *Investments*

State and local statutes place certain limitations on the nature of deposits and investments available. Deposits in any financial institution may not exceed certain levels within the financial institution. Non-fiduciary fund investments can be made in securities issued by or unconditionally guaranteed by the U.S. Government or agencies that have a maturity of one year or less from the date of purchase and repurchase agreements guaranteed by such securities with maturity dates of no more than 90 days from the date of purchase.

Investments for the Community Preservation Fund and the Trust Funds consist of bank certificates of deposit, corporate bonds, marketable securities, and U.S. Treasury/Agency securities. Investments are carried at market value.

F. *Property Tax Limitations*

Legislation known as "Proposition 2½" limits the amount of revenue that can be derived from property taxes. The prior fiscal year's tax levy limit is used as a base and cannot increase by more than 2.5 percent (excluding

new growth), unless an override or debt exemption is voted. The actual fiscal year 2011 tax levy reflected an excess capacity of $ 373,775.

G. *Capital Assets*

Capital assets, which include land, buildings and improvements, machinery and equipment and infrastructure, are reported in the government-wide financial statements. Capital assets are defined by the government as assets with an initial individual cost that exceeds $ 5,000 to $ 100,000, depending on the asset's category, and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed.

Capital assets of the primary government are depreciated using the straight-line method over the following estimated useful lives:

Assets	Years
Buildings	40
Building improvements	20
Infrastructure	50
Vehicles	6
Office equipment	5
Computer equipment	5

H. *Compensated Absences*

It is the government's policy to permit employees to accumulate earned but unused vacation, sick pay, and retirement benefits. All vested sick, vacation, and retirement pay is accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

I. *Long-Term Obligations*

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the statement of net assets.

J. *Fund Equity*

Fund equity at the governmental fund financial reporting level is classified as "fund balance". Fund equity for all other reporting is classified as "net assets".

Fund Balance – In general, fund balance represents the difference between current assets and current liabilities. The Town reserves those portions of fund balance that are legally segregated for a specific future use or which do not represent available, spendable resources and therefore, are not available for appropriation or expenditure. Unassigned fund balance indicates that portion of fund balance that is available for appropriation in future periods.

The Town's fund balance classifications are as follows:

1) *Nonspendable funds* are either unspendable in the current form (i.e., inventory or prepaid items) or can never be spent (i.e., cemetery perpetual care).
2) *Restricted funds* are restricted to specific purposes by external constraints imposed by laws, creditors, grantors, or others outside of the Town's organization. The Town reports restricted fund balance in the capital projects fund for the encumbered, unspent proceeds of bond issues, and in the special revenue funds for funds that have been created by statute or have other external constraints on how the monies held in these funds may be expended.
3) *Committed funds* can only be used for specific purposes pursuant to constraints imposed by formal action of the Town's highest decision making authority, which is the annual Budgetary Town Meeting. These commitments can only be established, modified, or rescinded by majority Town Meeting vote. The Town reports committed fund balance in the general fund for the encumbered, unspent portion of non-lapsing capital appropriations, as well as for stabilization funds set aside by Town Meeting vote to offset future revenue shortfalls.
4) *Assigned funds* are intended to be used for specific purposes as established by management. The Town reports assigned fund balance in the general fund for year-end departmental encumbrances for goods and services that have been ordered but not yet received. The Town also reports assigned fund balance for general fund surplus fund balance that has been appropriated as a funding source for the subsequent fiscal period.
5) *Unassigned funds* are available to be spent in future periods.

When expenditure is incurred that would qualify for payment from multiple fund balance types, the Town uses the following order to liquidate liabilities: restricted, committed, assigned and unassigned.

Net Assets - Net assets represent the difference between assets and liabilities. Net assets invested in capital assets, net of related debt, consist of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used for the acquisition, construction or improvement of those assets. Net assets are reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the Town or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. All other net assets are reported as unrestricted.

K. *Use of Estimates*

The preparation of basic financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures for contingent assets and liabilities at the date of the basic financial statements, and the reported amounts of the revenues and expenditures/expenses during the fiscal year. Actual results could vary from estimates that were used.

2. Stewardship, Compliance, and Accountability

A. *Budgetary Information*

At the annual town meeting, the Finance Committee presents an operating and capital budget for the proposed expenditures of the fiscal year commencing the following July 1. The budget, as enacted by town meeting, establishes the legal level of control and specifies that certain appropriations are to be funded by particular revenues. The original budget is amended during the fiscal year at special town meetings as required by changing conditions. In cases of extraordinary or unforeseen expenses, the Finance Committee is empowered to transfer funds from the Reserve Fund (a contingency appropriation) to a departmental appropriation. "Extraordinary" includes expenses which are not in the usual line, or are great or exceptional. "Unforeseen" includes expenses which are not foreseen as of the time of the annual meeting when appropriations are voted.

Departments are limited to the line items as voted. Certain items may exceed the line item budget as approved if it is for an emergency and for the safety of the general public. These items are limited by the Massachusetts General Laws and must be raised in the next year's tax rate.

Formal budgetary integration is employed as a management control device during the year for the General Fund. Effective budgetary control

is achieved for all other funds through provisions of the Massachusetts General Laws.

At year-end, appropriation balances lapse, except for certain unexpended capital items and encumbrances which will be honored during the subsequent year.

B. *Budgetary Basis*

The general fund final appropriation appearing on the "Budget and Actual" page of the fund financial statements represents the final amended budget after all reserve fund transfers and supplemental appropriations.

C. *Budget/GAAP Reconciliation*

The budgetary data for the general fund is based upon accounting principles that differ from generally accepted accounting principles (GAAP). Therefore, in addition to the GAAP basis financial statements, the results of operations of the general fund are presented in accordance with budgetary accounting principles to provide a meaningful comparison to budgetary data.

The following is a summary of adjustments made to the actual revenues and other sources, and expenditures and other uses, to conform to the budgetary basis of accounting.

General Fund	Revenues and Other Financing Sources	Expenditures and Other Financing Uses
Revenues/Expenditures (GAAP basis)	$ 27,617,804	$ 26,533,988
Other financing sources/uses (GAAP basis)	18,573	-
Subtotal (GAAP Basis)	27,636,377	26,533,988
Adjust tax revenue to accrual basis	(37,837)	-
Reverse beginning of year appropriation carryforwards from expenditures	-	(353,097)
Add end of year appropriation carryforwards to expenditures	-	394,456
To record use of free cash	363,469	-
To reverse the effect of non-budgeted State contributions for teachers' retirement	(984,829)	(984,829)
To record raising of prior year's snow and ice deficit	-	164,410
Reverse effects of combining general fund and stablization funds (GASB 54)	(12,446)	-
Budgetary basis	$ 26,964,734	$ 25,754,928

D. *Deficit Fund Equity*

The following funds had deficit balances as of June 30, 2011:

Communications Equipment Grant	$ (15,469)
Cole School Roof Project	$ (446,580)
Chapter 90 Road Improvements	$ (1,050)

The deficit in these funds will be eliminated through future intergovernmental revenues and bond proceeds.

3. Cash and Short-Term Investments

Custodial Credit Risk - Deposits. Custodial credit risk is the risk that in the event of a bank failure, the Town's deposits may not be returned. Massachusetts General Law, Chapter 44, Section 55, limits the Town's deposits "in a bank or trust company or banking company to an amount not exceeding sixty percent of the capital and surplus of such bank or trust company or banking company, unless satisfactory security is given to it by such bank or trust company or banking company for such excess." The Town's policy is to minimize custodial credit risk by limiting unsecured bank deposits to no more than 5% of an institution's assets and no more than 10% of the Town's total cash.

As of June 30, 2011, none of the Town's bank balance of $ 7,548,169 was exposed to custodial credit risk as uninsured or uncollateralized.

4. Investments

A. *Credit Risk*

Generally, credit risk is the risk that the issuer of an investment will not fulfill its obligation to the holder of the investment. Investments are governed by Massachusetts General Laws, Chapter 44, Sections 54 and 55, and by the Town's investment policy, which is in full compliance with these laws. The Town's investment policy allows unlimited investment in United States Treasury and Agency obligations, as these investments carry an Aaa rating. All other investments must be in investment grade securities, a high concentration of which must be rated A or above. As of June 30, 2011, all of the Town's investments are in compliance with these policies.

Presented below is the actual Moody's rating as of June 30, 2011 for each investment type of the Town (in thousands):

Investment Type	Fair Value	Minimum Legal Rating	Exempt From Disclosure	Rating as of Year End Aaa	Aa2	A1	A2
Certificates of deposits	$ 753	N/A	$ 753	$ -	$ -	$ -	$ -
Corporate bonds	299	N/A	-	-	159	80	60
Corporate equities	229	N/A	229	-	-	-	-
Federal agency securities	1,683	N/A	-	1,683		-	
Mutual funds	175	N/A	175	-	-	-	-
Total investments	$ 3,139		$ 1,157	$ 1,683	$ 159	$ 80	$ 60

B. *Custodial Credit Risk*

The custodial credit risk for investments is the risk that, in the event of a failure of the counterparty (e.g., broker-dealer) to a transaction, the Town will not be able to recover the value of its investments. The Town reviews its investment firms' financial statements and the background of its sales representatives, which limits exposure to only those institutions with proven financial strength, capital adequacy, and an overall affirmative reputation in the municipal industry. The Town's investment policy also requires that all securities be held in the Town's name and federal tax identification number by a third party custodian approved by the Treasurer and evidenced by safekeeping receipts showing individual CUSIP numbers for each security. In addition, as of June 30, 2011, all of the Town's investments were held in financial institutions that are members of the Securities Investor Protection Corporation (SIPC).

As of June 30, 2011, none of the Town's investments were subject to custodial credit risk.

C. *Concentration of Credit Risk*

The Town's investment policy includes a diversification concept that prohibits the over-concentration of investments in a specific instrument-type and issuer by limiting investments (other than U.S. Treasury and U.S. Agency obligations or investments fully collateralized by U.S. Treasuries or U.S. Agencies) to no more than 5% of an institution's assets and no more than 10% of the Town's cash.

As of June 30, 2011, the Town had no investments in any one issuer that exceeded these limits.

D. *Interest Rate Risk*

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The Town's investment policy includes a diversification concept that prohibits the over-concentration of investment

maturities; however, the Town places no limit on the length of maturity from date of purchase for Community Preservation, Stabilization, and Trust funds that are invested in U.S. Treasuries or U.S. Agency obligations that may be sold prior to maturity. As of June 30, 2011, the Town's investments are in compliance with these policies.

Information about the sensitivity of the fair values of the Town's investments to market interest rate fluctuations is as follows (in thousands):

		Investment Maturities (in Years)			
Investment Type	Fair Value	Less Than 1	1-5	6-10	More Than 10
Debt Related Securities:					
Corporate bonds	$ 299	$ 101	$ 198	$ -	$ -
Federal agency securities	1,683	-	634	999	50
Total	$ 1,982	$ 101	$ 832	$ 999	$ 50

5. Taxes Receivable

Real estate and personal property taxes are levied and based on values assessed on January 1st of every year. Assessed values are established by the Board of Assessors for 100% of the estimated fair market value. Taxes are due on a quarterly basis and are subject to penalties and interest if they are not paid by the respective due date. Real estate and personal property taxes levied are recorded as receivables in the fiscal year they relate to.

The Town typically issues demand bills to delinquent taxpayers within one week of the original bill due date. Fourteen days after the demand notice has been sent, the tax collector may proceed to file a lien against the delinquent taxpayers' property. The Town has an ultimate right to foreclose on property for unpaid taxes. Personal property taxes cannot be secured through the lien process.

Taxes receivable at June 30, 2011 consist of the following:

Real estate	$ 153,376
Personal property	154
Tax title	52,857
Community preservation	2,962
Total	$ 209,349

6. Allowance for Doubtful Accounts

The receivables reported in the accompanying entity-wide financial statements reflect the following estimated allowances for doubtful accounts:

	Governmental
Excises	$ 15,958

7. Due From Other Governments

This balance represents reimbursement requested from the Federal Emergency Management Agency (FEMA) for expenditures incurred in fiscal 2011.

8. Capital Assets

Capital asset activity for the year ended June 30, 2011 was as follows (in thousands):

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental Activities:				
Capital assets, being depreciated:				
Buildings and improvements	$ 19,674	$ 107	$ -	$ 19,781
Machinery, equipment, and furnishings	4,369	111	-	4,480
Infrastructure	31,392	336	-	31,728
Total capital assets, being depreciated	55,435	554	-	55,989
Less accumulated depreciation for:				
Buildings and improvements	(6,393)	(501)	-	(6,894)
Machinery, equipment, and furnishings	(2,591)	(290)	-	(2,881)
Infrastructure	(9,146)	(830)	-	(9,976)
Total accumulated depreciation	(18,130)	(1,621)	-	(19,751)
Total capital assets, being depreciated, net	37,305	(1,067)	-	36,238
Capital assets, not being depreciated:				
Land	19,231	-	-	19,231
Construction in progress	921	701	(60)	1,562
Total capital assets, not being depreciated	20,152	701	(60)	20,793
Governmental activities capital assets, net	$ 57,457	$ (366)	$ (60)	$ 57,031

Depreciation expense was charged to functions of the Town as follows (in thousands):

Governmental Activities:	
General government	$ 160
Public safety	213
Education	272
Public works	914
Human services	10
Culture and recreation	52
Total depreciation expense - governmental activities	$ 1,621

9. Warrants Payable

Warrants payable represent 2011 expenditures paid by July 15, 2011 as permitted by law.

10. Accrued Liabilities

Governmental activities: This balance represents the amount accrued in the current period for interest on the Town's outstanding general obligation bonds, as well as accrued employee payroll.

Governmental funds: This balance represents accrued employee payroll.

11. Deferred Revenue

Government-wide financial statements report *deferred revenue* in connection with the Town's unapportioned betterment receivables.

Governmental funds report *deferred revenue* in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period.

The balance of the General Fund deferred revenue account is equal to the total of all June 30, 2011 receivable balances, except real and personal property taxes that are accrued for subsequent 60-day collections.

12. Tax Refunds Payable

This balance consists of an estimate of refunds due to property taxpayers for potential abatements. These cases are currently pending with the state Appellate Tax Board and the State courts.

13. Notes Payable

The Town had the following notes outstanding at June 30, 2011:

	Interest Rate	Date of Issue	Date of Maturity	Balance at 6/30/11
Cole school roof	1.50%	07/30/10	07/29/11	$ 510,000
Total				$ 510,000

The following summarizes activity in notes payable during fiscal year 2011:

	Balance Beginning of Year	New Issues	Maturities	Balance End of Year
Cole school roof	$ -	$ 510,000	$ -	$ 510,000
Total	$ -	$ 510,000	$ -	$ 510,000

14. Long-Term Debt

A. *General Obligation Bonds*

The Town issues general obligation bonds to provide funds for the acquisition and construction of major capital facilities. General obligation bonds currently outstanding are as follows:

Governmental Activities:	Amount of Original Issue	Serial Maturities Through	Interest Rate(s) %	Amount Outstanding as of 6/30/11
Bonds payable - Inside the Debt Limit				
Lockwood/Lord/Haynes land - refunding	$ 943,000	06/15/17	2.21%	$ 683,000
Fire truck	255,000	08/15/17	3.67%	115,000
Police station	3,230,000	04/15/21	4.55%	1,600,000
Town Hall construction	4,270,000	08/15/22	4.04%	2,655,000
Sawyer/Richardson land	3,000,000	08/15/22	4.05%	1,880,000
Spofford Pond Road drainage	300,000	08/15/22	4.04%	145,000
Haynes land	1,900,000	06/15/27	3.94%	1,600,000
Anvil Farm land	850,000	06/15/26	3.90%	700,000
Lincoln Hall building renovations	675,000	06/15/27	3.93%	560,000
Bonds payable - Outside the Debt Limit				
School construction - refunding	310,500	06/15/16	2.12%	227,500
Landfill closure - refunding	456,500	06/15/17	2.24%	329,500
Title V MWPAT - Loan 1	200,000	08/01/18	0.00%	86,956
Title V MWPAT - Loan 2	48,524	02/01/21	0.00%	26,990
Total Governmental Activities:	$ 16,438,524			$ 10,608,946

B. *Future Debt Service*

The annual payments to retire all general obligation long-term debt outstanding as of June 30, 2011 are as follows:

Governmental	Principal	Interest	Total
2012	$ 1,018,565	$ 411,575	$ 1,430,140
2013	1,013,566	377,268	1,390,834
2014	998,565	341,636	1,340,201
2015	983,562	306,011	1,289,573
2016	973,561	270,360	1,243,921
2017 - 2021	3,866,127	820,661	4,686,788
2022 - 2026	1,620,000	169,925	1,789,925
2027	135,000	5,569	140,569
Total	$ 10,608,946	$ 2,703,005	$ 13,311,951

The following governmental funds have been designated as the sources to repay the governmental-type general obligation long-term debt outstanding as of June 30, 2011:

General fund	$ 6,568,946
Community preservation fund	4,040,000
Total	$ 10,608,946

C. *Changes in General Long-Term Liabilities*

During the year ended June 30, 2011, the following changes occurred in long-term liabilities (in thousands):

	Total Balance 7/1/10	Additions	Reductions	Total Balance 6/30/11	Less Current Portion	Equals Long-Term Portion 6/30/11
Governmental Activities						
Bonds payable	$ 11,632	$ -	$ (1,023)	$ 10,609	$ (1,019)	$ 9,590
Other:						
Compensated absences	366	38	(13)	391	(39)	352
Landfill postclosure	1,224	-	(38)	1,186	(40)	1,146
OPEB[1]	3,220	1,120	-	4,340	-	4,340
Totals	$ 16,442	$ 1,158	$ (1,074)	$ 16,526	$ (1,098)	$ 15,428

[1]OPEB is discussed further in Note 22 and additional information is reported in required supplementary information.

15. Landfill Closure and Postclosure Care Costs

The Town's landfill was closed and capped in the spring of 2001. State and Federal laws and regulations require the Town to perform certain maintenance and monitoring functions at the site of its capped landfill for thirty years after closure. These *postclosure care* costs are reported as a long-term liability in the government-wide financial statements, and a portion of the liability is expensed each year. The amount of the postclosure care liability and the portion of costs expensed each year are based on estimates provided by management. In 1999, the Town issued $ 1,050,000 in general obligation bonds to fund estimated closure and monitoring costs.

16. Restricted Net Assets

The accompanying entity-wide financial statements report restricted net assets when external constraints from grantors or contributors are placed on net assets.

Permanent fund restricted net assets are segregated between nonexpendable and expendable. The nonexpendable portion represents the original restricted principal contribution, and the expendable represents accumulated earnings which are available to be spent based on donor restrictions.

17. Governmental Funds - Balances

Fund balances are segregated to account for resources that are either not available for expenditure in the future or are legally set aside for a specific future use.

In fiscal year 2011, the Town implemented GASB Statement No. 54 (GASB 54), *Fund Balance Reporting and Governmental Fund Type Definitions*, which enhances the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying existing governmental fund type definitions.

The following types of fund balances are reported as of June 30, 2011:

Nonspendable - Represents amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. This fund balance includes nonmajor governmental fund reserves for the principal portion of permanent funds.

Restricted - Represents amounts that are restricted to specific purposes by constraints externally imposed by creditors, grantors, contributors, or laws and regulations of other governments, or constraints imposed by law through constitutional provisions or enabling legislation. This fund balance classification includes various special revenue funds, capital projects funded

by bond issuances and state grants, and the income portion of permanent funds.

Committed - Represents amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Town's highest decision making authority. This fund balance classification includes general fund encumbrances for non-lapsing, special article appropriations approved at Town Meeting, stabilization funds set aside by Town Meeting vote (now reported as part of the general fund per GASB 54), and various special revenue funds.

Assigned - Represents amounts that are constrained by the Town's intent to use these resources for a specific purpose. This fund balance classification includes general fund encumbrances that have been established by various Town departments for the expenditure of current year budgetary financial resources upon vendor performance in the subsequent budgetary period, and general fund surplus fund balance that has been appropriated as a funding source for the subsequent fiscal period.

Unassigned – Represents amounts that are available to spend in future periods. This fund balance classification includes general fund surplus fund balance and various special revenue and capital project deficit fund balances.

Following is a breakdown of the Town's fund balance as of June 30, 2011:

	General Fund	Community Preservation Fund	Cole School Roof Fund	Nonmajor Governmental Funds	Total Governmental Funds
Nonspendable					
Nonexpendable permanent funds	$ -	$ -	$ -	$ 5,000	$ 5,000
	$ -	$ -	$ -	$ 5,000	$ 5,000
Restricted					
Special revenue funds	$ -	$ -	$ -	$ 1,302,632	$ 1,302,632
Bonded capital projects	-	-	-	827,812	827,812
Expendable permanent funds	-	-	-	11,242	11,242
	$ -	$ -	$ -	$ 2,141,686	$ 2,141,686
Committed					
Community preservation funds	$ -	$ 2,667,334	$ -	$ -	$ 2,667,334
Stabilization fund	750,604	-	-	-	750,604
Article carryforwards	128,442	-	-	-	128,442
	$ 879,046	$ 2,667,334	$ -	$ -	$ 3,546,380
Assigned					
Encumbrances	$ 266,014	$ -	$ -	$ -	$ 266,014
Designated fund balance	171,729	-	-	-	171,729
Appropriated fund balance	466,124	-	-	-	466,124
	$ 903,867	$ -	$ -	$ -	$ 903,867
Unassigned					
General fund	$ 2,731,995	$ -	$ -	$ -	$ 2,731,995
Special revenue fund deficits	-	-	-	(15,469)	(15,469)
Capital project fund deficits	-	-	(446,580)	(1,050)	(447,630)
	$ 2,731,995	$ -	$ (446,580)	$ (16,519)	$ 2,268,896

18. General Fund Unassigned Fund Balance

The unassigned general fund balance reported on the balance sheet is stated in accordance with generally accepted accounting principles (GAAP), which differs in certain respects from the Massachusetts Uniform Municipal Accounting System (UMAS). The following paragraphs summarize the major differences.

Massachusetts general laws include provisions to allow municipalities to over-expend certain appropriations if they are incurred in an emergency situation and for the safety of the public. The most common example involves the "snow and ice" appropriation. All such overexpenditures, however, must be funded in the subsequent year's tax rate.

The accompanying financial statements include an estimate for future potential tax refunds, which is not recognized under UMAS.

The following summarizes the specific differences between GAAP basis and budgetary basis of reporting the general fund unassigned fund balance:

GAAP basis balance	$ 2,731,995
Snow and ice deficit	224,825
Appelate tax board cases	441,111
Statutory (UMAS) Balance	$ 3,397,931

19. Subsequent Events

Debt

Subsequent to June 30, 2011, the Town has incurred the following additional debt:

	Amount	Interest Rate	Issue Date	Maturity Date
Bond anticipation note	$ 220,000	1.05%	07/29/11	07/27/12

20. Commitments and Contingencies

Outstanding Legal Issues - There are several pending legal issues in which the Town is involved. The Town's management is of the opinion that the potential future settlement of such claims would not materially affect its financial statements taken as a whole.

Grants - Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government.

Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount of expenditures which may be disallowed by the grantor cannot be determined at this time, although the Town expects such amounts, if any, to be immaterial.

21. Pension Plan

The Town follows the provisions of GASB Statement No. 27, (as amended by GASB 50) *Accounting for Pensions by State and Local Governmental Employers*, with respect to the employees' retirement funds.

A. *Plan Description*

The Town contributes to the Essex Regional Retirement System (the "System"), a cost-sharing multiple-employer, defined benefit pension plan administered by the Essex Regional Retirement Board. The System provides retirement, disability and death benefits to plan members and beneficiaries. Chapter 32 of the Massachusetts General Laws assigns the System the authority to establish and amend benefit provisions of the plan and grant cost-of-living increases. The System issues a publicly available financial report that can be obtained through the Essex Regional Retirement Board at 491 Maple Street, Building 200, Suite 202, Danvers, Massachusetts 01923-4025.

B. *Funding Policy*

Plan members are required to contribute to the System at rates ranging from 5% to 11% of annual covered compensation. The Town is required to pay into the System its share of the remaining system-wide actuarially determined contribution plus administration costs which are apportioned among the employers based on active covered payroll. The contributions of plan members and the Town are governed by Chapter 32 of the Massachusetts General Laws. The Town's contributions to the System for the years ended June 30, 2011, 2010, and 2009 were $ 734,331, $ 673,891, and $ 570,057, respectively, which were equal to its annual required contributions for each of these years. The payroll for employees covered by the System for the year ended June 30, 2011 was not available.

C. *Massachusetts Teacher Retirement System (MTRS) - Plan Description*

As required by State Statutes, teachers of the Town are covered by the Massachusetts Teachers' Retirement System (MTRS), a contributory retirement system governed by Chapter 32 of the Massachusetts General Laws. The MTRS was established under Chapter 15, Section 16 of the Massachusetts General Laws, however, Chapter 32 assigns the System the authority to establish and amend benefit provisions of the plan, and the State legislature has the authority to grant cost-of-living increases.

The MTRS is funded by contributions from covered employees and the Commonwealth of Massachusetts. The Town is not required to contribute.

D. *Teachers*

As required by State statutes, teachers of the Town are covered by the Massachusetts Teachers Retirement System (MTRS). The MTRS is funded by contributions from covered employees and the Commonwealth of Massachusetts. The Town is not required to contribute.

All persons employed on at least a half-time basis, who are covered under a contractual agreement requiring certification by the Board of Education are eligible, and must participate in the MTRS.

Based on the Commonwealth of Massachusetts' retirement laws, employees covered by the pension plan must contribute a percentage of gross earnings into the pension fund. The percentage is determined by the participant's date of entry into the system and gross earnings, up to $ 30,000, as follows:

Before January 1, 1975	5%
January 1, 1975 - December 31, 1983	7% *
January 1, 1984 - June 30, 1996	8% *
July 1, 1996 - June 30, 2001	9% *
Beginning July 1, 2001	11%

*Effective January 1, 1990, all participants hired after January 1, 1979, who have not elected to increase to 11%, contribute an additional 2% of salary in excess of $ 30,000.

The Town's current year covered payroll for teachers and administrators was not available.

In fiscal year 2011, the Commonwealth of Massachusetts contributed $ 984,829 to the MTRS on behalf of the Town. This is included in the education expenditures and intergovernmental revenues in the general fund.

22. Post-Employment Healthcare and Life Insurance Benefits

GASB Statement 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions,* requires governments to account for other post-employment benefits (OPEB), primarily healthcare, on an accrual basis rather than on a pay-as-you-go basis. The effect is the recognition of an actuarially required contribution as an expense on the Statement of Activities when a future retiree earns their post-employment benefits, rather than when they use them. To the extent that an entity does

not fund their actuarially required contribution, a post-employment benefit liability is recognized on the Statement of Net Assets over time.

A. *Plan Description*

In addition to providing the pension benefits described in Note 21, the Town provides post-employment medical and prescription drug benefits for eligible retirees. The benefit levels, employee contributions and employer contributions are governed by Chapter 32 of the Massachusetts General Laws. As of July 1, 2009, the actuarial valuation date, approximately 46 retirees and 198 active employees meet the eligibility requirements. The plan does not issue a separate financial report.

B. *Benefits Provided*

The Town provides comprehensive medical insurance to all eligible retirees through a variety of plans from Blue Cross Blue Shield of Massachusetts. The plan is administered by MIIA Health Benefits Trust. All active employees who retire from the Town and meet the eligibility criteria can receive these benefits.

C. *Funding Policy*

Retirees contribute 21% for Individual non-Medicare plans and 34% for Family non-Medicare plans. Medicare eligible retirees contribute 34% for Individual or Family *Managed Blue* plans and 50% for Individual and Family *Medex 3* plans. The Town contributes the remainder of all retiree health plan costs on a pay-as-you-go basis.

D. *Annual OPEB Costs and Net OPEB Obligation*

The Town's fiscal 2011 annual OPEB expense is calculated based on the annual required contribution of the employer (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement No. 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover the normal cost per year and amortize the unfunded actuarial liability over a period of thirty years.

The following table shows the components of the Town's annual OPEB cost for the year ending June 30, 2011, the amount actually contributed to the plan, and the change in the Town's net OPEB obligation based on an actuarial valuation as of July 1, 2009.

Annual Required Contribution (ARC)	$ 1,464,772
Interest on net OPEB obligation	-
Adjustment to ARC	-
Annual OPEB cost	1,464,772
Contributions made	(344,644)
Increase in net OPEB obligation	1,120,128
Net OPEB obligation - beginning of year	3,219,634
Net OPEB obligation - end of year	$ 4,339,762

The Town's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation for the 2011 fiscal year and the two preceding years were as follows:

Fiscal year ended	Annual OPEB Cost	Percentage of OPEB Cost Contributed	Net OPEB Obligation
2009	$ 1,382,868	25.14%	$ 1,035,217
2010	$ 2,837,534	23.02%	$ 3,219,634
2011	$ 1,464,772	23.53%	$ 4,339,762

The Town's net OPEB obligation as of June 30, 2011 is recorded as a component of the "other liabilities, net of current portion" line item in the Statement of Net Assets.

E. *Funded Status and Funding Progress*

The funded status of the plan as of July 1, 2009, the date of the most recent actuarial valuation was as follows:

Actuarial accrued liability (AAL)	$ 15,838,649
Actuarial value of plan assets	-
Unfunded actuarial accrued liability (UAAL)	$ 15,838,649
Funded ratio (actuarial value of plan assets/AAL)	0%
Covered payroll (active plan members)	$ N/A
UAAL as a percentage of covered payroll	N/A

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of events far into the future. Examples include assumptions about future employment, mor-

tality, and healthcare cost trends. Amounts determined regarding the funded status of the plan and the employer's annual required contributions are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multiyear trend information that shows whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

F. Actuarial Methods and Assumptions

Projections of benefits for financial reporting purposes are based on the plan as understood by the Town and the plan members and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the Town and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the July 1, 2009 actuarial valuation, the Projected Unit Credit actuarial cost method was used. The actuarial value of assets is equal to the market value of the plan's assets. The actuarial assumptions included a 4.0% investment rate of return (pay-as-you-go scenario) and an initial healthcare trend rate of 10.0% graded down to 5.0% over five years. The UAAL is amortized over a period of thirty years with annual compensation increases of 4.5% per year and a general inflation assumption of 3.5% per annum. As of July 1, 2009, the most recent actuarial valuation date, the Town's remaining amortization period was 28 years.

23. Risk Management

The government is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the government carries commercial insurance. There were no significant reductions in insurance coverage from the previous year and have been no material settlements in excess of coverage in any of the past three fiscal years.

24. Beginning Fund Balance Reclassification

The Town's major governmental funds for fiscal year 2011, as defined by GASB Statement 34, have changed from the previous fiscal year. Accordingly, the following reconciliation is provided:

	Fund Equity 6/30/10 (as previously reported)	Reclassification	Fund Equity 6/30/10 (as restated)
General fund	$ 2,674,361	$ 738,158	$ 3,412,519
Nonmajor funds	2,164,316	(738,158)	1,426,158
Total	$ 4,838,677	$ -	$ 4,838,677

TOWN OF BOXFORD, MASSACHUSETTS

SCHEDULE OF FUNDING PROGRESS

REQUIRED SUPPLEMENTARY INFORMATION

June 30, 2011

(Unaudited)

Other Post-Employment Benefits (in thousands)

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) - Entry Age (b)	Unfunded AAL (UAAL) (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll [(b-a)/c]
07/01/07	$ -	$ 16,188	$ 16,188	0.0%	N/A	N/A
07/01/09	$ -	$ 15,839	$ 15,839	0.0%	N/A	N/A

See Independent Auditors' Report.

FINANCE COMMITTEE

The Great Recession may have technically ended in 2009, but our primary revenue source is property taxes and housing values remain stagnant. Adding to revenue uncertainty is inconsistent collections at the state level causing local aid to remain below peak year levels. Years of conservative measures have left us in a better position than many towns to deal with the national recession and its impact on our local budget. We have adequate reserves to manage the short term, and the Finance Committee will maintain the town policy to use recurring revenues to fund recurring expenses, so that long term needs can also be addressed. The Finance Committee policies encourage living within the revenues at hand, and this is a conservative measure.

The budget for Fiscal Year 2012 (July 1, 2011 through June 30, 2012) was presented at the May 2011 Town Meeting and thanks to the mild winter and favorable bond refinancings, we remain on track for a surplus at the end of the year (even while paying for the October snowstorm clean-up). Free Cash certified in the fall of 2011 at $3.043 million was the highest in town history and Special Town Meeting reserved most of it for future appropriations. The town currently faces a projected funding deficit for other post employment benefits (OPEB) in the tens of millions and seeding a trust fund with Free Cash to help pay these future obligations could be a competing use of these funds with the more traditional capital requests.

Our early budget recommendations for Fiscal 2013 asked the town departments and the school committees to present a budget taking full advantage of our Proposition 2 1/2 growth. This 2.5% funding line increase for each budget component was the largest starting point for growth in many years. Even so, as we receive first submittals early in the budget process a potential for an override remains a reality.

We appreciate the diligent work of Finance Director Kathleen Benevento in monitoring and reporting on the town's fiscal condition on a meeting-by-meeting basis. The Finance Committee will continue to work with the Board of Selectmen, all departments, and the elementary and Masconomet school committees to present the town with a budget that is fiscally responsible, offering choices to the taxpayer and supported with the facts necessary to make tough choices as necessary.

Respectfully Submitted,

Geoffrey Buswick, Chair

Michael White, Vice-Chair
Susan Fowler
Robert Fanning

Peter Bernardin
Marc Mercier
John Powell

BOARD OF ASSESSORS

The total property valuation of $1,612,221,131 includes $13,210,504 in new growth this past fiscal year, which is an increase of $6,020,904 from the prior year. The increase was due in large part to the creation of the Weathered Walls subdivision (located between Middleton Rd. and Burning Bush Dr.), but also represents a combination of new construction, additions, renovations, etc. After the review of home sales that occurred during 2010, the Board determined that property valuations would decrease about one percent from the prior year. The average residential property assessment is $570,000. The tax rate was set at $14.09 per thousand of assessed value, an increase of about three percent from last year. A total of 3,062 real and personal property tax bills were issued for Fiscal Year 2012.

New home construction is a major contributor to new growth. However, the number of new home permits has declined over the past several years:

Fiscal Year	New Home Permits
2000	38
2001	19
2002	15
2003	12
2004	11
2005	12
2006	9
2007	4
2008	5
2009	3
2010	3
2011	2

As in previous years, the selectmen voted a multiplier of 1 for all commercial and industrial properties, meaning their tax rate stays the same as residential. The town relies heavily on individual homeowners for tax revenues as residential properties account for over 96 percent of all properties.

The assessors recognize that following state revaluation regulations creates a hardship for many residents, particularly the senior population. The assessors continue to work with the Council on Aging to ensure that all seniors are familiar with the tax lowering programs that are available to them.

In Fiscal Year 2011 (prior year), of the 3,047 real and personal property tax bills that were issued, 39 resulted in abatement filings. The percentage of abatement filings was 1%. Approved abatements resulted in a $16,639.25 reduction in taxes. The board granted 82 personal exemptions totaling $131,469 in reduced taxes to qualified homeowners based on age, financial condition, blindness or veteran's service connected

disability. The board also granted 50 Community Preservation Surcharge abatements due to age and financial status, which totaled a $7,660 reduction in taxes. An additional $14,751 was abated due to the Senior Tax Work-Off Program.

Auto excise taxes resulted in approximately $1,300,000 in income to the town from over 7,500 vehicles, but impose a considerable workload of corrections, transfers, vehicle sales, address changes and delinquencies. Vehicle owners should be aware that in order to receive an abatement, the vehicle must be disposed of (i.e. sold, traded, junked, etc.) as well as the plates being cancelled or transferred to another vehicle.

Data collection and maintenance of current and accurate property inventory data is a critical element in the development of uniform, fair market value. The department continued our Cyclical Inspection Project, in accordance with the Massachusetts Department of Revenue's recommendation that each property be inspected once in every nine-year cycle. The inspections are being conducted by retired Ipswich Assessor, Frank Ragonese. The board is grateful for his assistance in helping the department to meet its requirement to have the town wide inspection project completed by Fiscal Year 2015.

The department experienced some staffing changes during the course of the year. Judy Murray-Magill joined the Board of Assessors in January. Judy has ten years experience as a licensed realtor in the local area, which has proved to be a significant asset to the Board. Lauren Woekel, who joined the department in 2000, left to take a position with the Tyngsborough Assessor's office. The Board would like to express their gratitude for her time and dedication to the department and wish her success in her new position. In addition, the Board welcomed Kristin Hanlon in November, who joined the department as the Director of Assessment. She formerly worked in the City of Salem's Assessor's office.

The Board of Assessors would like to thank Jan Silva, our Assessing Clerk, for her assistance in our ongoing efforts to maintain fair and equitable assessments. The Board members and office staff also appreciate the help and support received from other town departments and all the townspeople.

Respectfully submitted,

David F. Benson, Chairman
Paul Dettorre
Judy Murray-Magill

TREASURER/COLLECTOR OF TAXES

To the Director of Municipal Finance, Town Administrator, Board of Selectmen, Finance Committee and Residents of the Town of Boxford:

The Treasurer is required to issue an annual report that lists cash account balances, investment types, earnings and compliance with the terms of the town's Investment Policy. The **Report on Investments** provides that information for the $10,597,500 in cash held by the town on June 30, 2011. The last section contains comparative data for the current and previous fiscal year and a brief explanation of significant changes.

General Fund monies are all invested as provided by state statutes in money market bank accounts, the state investment pool (MMDT) or in Certificates of Deposit with maturities of one year or less. Trust Funds and Community Preservation Funds may be deposited into longer term accounts and are invested in money markets, CDs, bonds and those equities on the Massachusetts Legal List for Public Investments.

The town's General Fund cash balance of $6.9 million on 6/30/11 is $2 million greater than at the end of the previous fiscal year. The increase is due to the receipt of the first installment of the State Library Grant of $835,000 and the accumulation of unspent Free Cash. Higher invested cash balances produced less earnings than in FY 2010 due to the continued decrease in the rates of interest paid on fully collateralized account balances.

Trust Fund earnings were greater than the previous fiscal year despite the fact that realized investment losses exceeded investment gains. FY 2011 earnings on the Community Preservation Fund were approximately 13% lower than in the previous year primarily because of lower yields on investments; realized gains offset what would have been even lower earnings.

Despite the fact that both the Trust Fund and Community Preservation Fund accounts included securities invested in the bond and equity sectors of the market, the conservative and appropriately diversified asset allocations assured the maintenance of the market value of the portfolios. Trust Funds posted a net yield of 1.6% for FY 2011; Community Preservation Funds yielded 2.0% for the same period. Market values of both portfolios as of 6-30-11 were about 1-2 % greater than book value.

The **Report of Trust, Gift and Restricted Funds** provides account activity by fund for Fiscal Year 2011.

Respectfully submitted,

Ellen S. Guerin
Town of Boxford

Town of Boxford
Report on Investments
Year Ended 6/30/11

Depository Institution	Purpose	Balance 6/30/11	FY 2011 Earnings	Rate of Return 6/30/11	% of G/F Cash	Investment Policy Guideline/ Collateralization
General Fund (Short Term):						
Cash on Hand	Petty Cash/COA Advance Fund	$ 2,575	$ -	0%	0.0%	Minimum required; properly secured
TD Bank	Payroll/Vendor Account	$ 397,910	$ 970	0.16%	5.8%	FHLB Irrevocable Letter of Credit
TD Bank	Municipal Money Market	$ 3,298,336	$ 9,863	0.25%	47.8%	FHLB Irrevocable Letter of Credit
TD Bank	Escrow Checking	$ 5,640	$ 12	0.10%	0.1%	FHLB Irrevocable Letter of Credit
TD Bank	Gift Fund	$ 479	$ 2	0.25%	0.0%	FHLB Irrevocable Letter of Credit
TD Bank	School Lunch	$ 187,877	$ 158	0.10%	2.7%	FHLB Irrevocable Letter of Credit
TD Bank	Student Activity--Cole	$ 17,733	$ 64	0.25%	0.3%	FHLB Irrevocable Letter of Credit
TD Bank	Student Activity-Spofford Pond	$ 11,553	$ 33	0.25%	0.2%	FHLB Irrevocable Letter of Credit
Unibank	State Aid/Grant Receipts	$ 192,623	$ 708	0.30%	2.8%	FDIC and DIF
Unibank	On-line Tax Collections	$ 7,583	$ 426	0.20%	0.1%	FDIC and DIF
Unibank	Fire Department	$ 9,925	$ 5	0.20%	0.1%	FDIC and DIF
Century Bank	Municipal Money Market	$ 9,775	$ 727	0.35%	0.1%	FDIC
Century Bank	Tax Payment Lockbox	$ 43,873	$ 771	0.15%	0.6%	FDIC
Mass Municpl Depository Trust	State Investment Pool	$ 1,270,281	$ 2,556	0.29%	18.4%	G.L. Ch. 29, Sec. 38A
Eastern Bank	Municipal Money Market	$ 117,507	$ 293	0.25%	1.7%	FDIC
First Trade Union Bank	Municipal Money Market	$ 106,520	$ 1,033	0.75%	1.5%	FDIC
Citizens Bank	Certificate of Deposit	$ -	$ 521	0.00%	0.0%	FDIC
Reliance Trust (CDARS)	Certificates of Deposit	$ 1,220,659	$ 7,540	0.53%	17.7%	FDIC (CDs < $250K @ various banks)
LPL Financial (Flynn Financial)	Certificates of Deposit	$ -	$ 1,367	0.00%	0.0%	FDIC (CDs < $250K @ various banks)
Total General Fund		**$ 6,900,851**	**$ 27,050**		**100%**	
Trust Funds (Long Term):						
Commonwealth Financial	Trust Funds	$ 975,225	$ 15,891	1.5%		G.L. Ch. 44, Sec. 54
Commonwealth Financial	Community Preservation Fund	$ 2,684,901	$ 52,132	1.2%		G.L. Ch. 44, Sec. 54
Developer's Performance Bonds:						
TD Bank	Reddington Ridge	$ 27,870	$ 14	0.10%		G.L. Ch. 41, Sec. 81U
North Shore Bank	Meadowwood	$ 5,310	$ 23	0.30%		G.L. Ch. 41, Sec. 81U
Eastern Bank	Burning Bush	$ 3,343	$ 8	0.25%		G.L. Ch. 41, Sec. 81U
Total Cash		**$ 10,597,500**	**$ 95,117**			

Town of Boxford
Changes in Cash and Earnings
FY 2010 - 2011

	Fiscal Year Ended 6/30/10		Fiscal Year Ended 6/30/11	
	Cash Balance	Earnings	Cash Balance	Earnings
General Fund	$ 4,834,202	$ 49,985	$ 6,900,851	$ 27,050
Community Preservation Fund	$ 2,472,163	$ 60,031	$ 2,684,901	$ 52,132
Trust Funds	$ 986,976	$ 12,116	$ 975,225	$ 15,891
Performance Bonds	$ 86,394	$ 191	$ 36,523	$ 45
Totals	**$ 8,379,734**	**$ 122,323**	**$ 10,597,500**	**$ 95,117**

Analysis of significant changes in cash balance and earnings:

--G/F Cash balance increased $2 million from library construction state grant, FEMA reimbursement and unspent Free Cash

--Reduced earnings on larger deposits caused by lowest historical short-term rates; all deposits were fully collateralized

--Lower earnings on CP fund in FY11 were primarily due to lower overall yields on investments

--Low earnings on Trust Funds in FY11 were primarily a result of decreasing yields on investments coupled with realized loss on sale of FHLMC preferred shares

	Book Value	Market Value	inc./(dec.)	% inc./(dec)	
Community Pres Fund 6-30-10	$ 2,472,163	$ 2,510,534	$ 38,371	1.6%	Losses in value of financial sector equities
Community Pres Fund 6-30-11	$ 2,684,901	$ 2,741,500	$ 56,599	2.1%	offset by gains in other investment classes
Trust Funds 6-30-10	$ 986,976	$ 994,362	$ 7,386	0.7%	Strong domestic bond values account
Trust Funds 6-30-11	$ 975,225	$ 983,196	$ 7,971	0.8%	for most of the market value increase

TOWN OF BOXFORD
TRUST, GIFT AND RESTRICTED FUNDS
Fiscal Year Ended 6/30/11

FUND #	FUND NAME	RESPONSIBLE BOARD	BALANCE 7/1/2010	FY 2011 RECEIPTS	FY 2011 PAYMENTS	FY 2011 INTEREST	BALANCE 6/30/2011
	RESTRICTED FUNDS:						
8078	Arts Cultural Council	Arts Council	$ 6,011.33	$ 3,870.00	$ 3,493.77	$ 80.30	$ 6,467.86
8079	Unemployment Fund	Selectmen	$ 17,286.69	$ 10,371.31	$ 24,414.06	$ 147.44	$ 3,391.38
8083	Stabilization Fund	Town Meeting	$ 730,748.32	$ -	$ -	$ 11,884.99	$ 742,633.31
8084	Conservation Fund	Conservation Comm	$ 1,530.46	$ -	$ 725.00	$ 14.30	$ 819.76
8085	Insurance Fund	Commission	$ 37,610.72	$ -	$ -	$ 611.69	$ 38,222.41
	ConsCom Development Deposits :						
2301	Cons Bond Walker DEP # 114-762	Conservation Comm	$ 1,975.51	$ -	$ -	$ 32.14	$ 2,007.65
2302	Cons Bond M. Hill DEP # 114-750	Conservation Comm	$ 940.06	$ -	$ -	$ 15.29	$ 955.35
2303	Cons Bond Weathered Walls	Conservation Comm	$ -	$ 5,779.23	$ 5,803.68	$ 36.60	$ 12.15
2304	Cons Bond E&F DEP # 114-643	Conservation Comm	$ 14,660.70	$ -	$ -	$ 238.44	$ 14,899.14
2305	Cons Bond Maritime DEP # 114-822	Conservation Comm	$ 12,445.61	$ -	$ -	$ 202.43	$ 12,648.04
2306	Cons Bond Wildmeadow DEP # 114-1037	Conservation Comm	$ 146.26	$ -	$ -	$ 2.40	$ 148.66
	Consultants' Fees: Planning Board						
2200	Consultants: Village Estates	Planning Board	$ 241.13	$ -	$ -	$ 3.91	$ 245.04
2201	Memorial Hill Developer Deposit	Planning Board	$ 21,897.02	$ -	$ -	$ 356.14	$ 22,253.16
2202	Consultants: Aldershot Estate	Planning Board	$ 2,431.53	$ -	$ -	$ 39.53	$ 2,471.06
2203	Consultants: Lauren Woods	Planning Board	$ 5,991.07	$ -	$ -	$ 97.42	$ 6,088.49
2204	Consultants: Johnsons Pond	Planning Board	$ 90.15	$ -	$ -	$ 1.50	$ 91.65
2205	Consultants: Spofford Road	Planning Board	$ 310.08	$ -	$ -	$ 5.04	$ 315.12
2206	Consultants: Eagle's Nest Definitive Plan	Planning Board	$ 12,791.49	$ -	$ 12,930.02	$ 138.53	$ -
2207	Consultants: Glendale Road	Planning Board	$ 3,752.65	$ -	$ -	$ 61.04	$ 3,813.69
2212	Consultants: Weathered Walls	Planning Board	$ 5,385.77	$ 5,532.68	$ 6,069.00	$ 68.64	$ 4,918.09
2213	Consultants: Budnick Development	Planning Board	$ -	$ 4,940.00	$ 4,719.23	$ 2.24	$ 223.01
	Restricted Funds Sub-Total		**$ 876,246.55**	**$ 30,493.22**	**$ 58,154.76**	**$ 14,040.01**	**$ 862,625.02**
	TRUST FUNDS:						
8212	East Parish Library Fund	Library	$ 825.02	$ -	$ -	$ 13.44	$ 838.46
8213	West Parish Library Fund	Library	$ 12.18	$ -	$ -	$ 0.19	$ 12.37
8214	Emma S. Cote Library Fund--Expendable	Library	$ 3,170.70	$ -	$ -	$ 67.83	$ 3,238.53
8215	Mary Stacy Holmes Library Fund	Library	$ 1,096.65	$ -	$ -	$ 17.82	$ 1,114.47
8219	Emma S. Cote Library Fund--Non-Expend.	Library	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00
8231	Barker Trust Fund	Elementary School	$ 205.45	$ 5,000.00	$ 2,405.00	$ 56.38	$ 2,856.83
8401	Town School Fund--Non-Expendable	Commission	$ 4,000.00	$ -	$ -	$ -	$ 4,000.00
8422	Town School Fund--Expendable	Commission	$ 7,811.49	$ -	$ -	$ 192.09	$ 8,003.58
8423	Tri-Centennial Memorial Park Fund	Commission	$ 13,690.59	$ 210.00	$ -	$ 223.44	$ 14,124.03
8424	Michelle Wilson Fund--Expendable	Commission	$ 11,471.50	$ -	$ -	$ 186.58	$ 11,658.08
8425	COA Memorial Van Fund	Commission	$ 18,437.86	$ -	$ 1,769.10	$ 271.85	$ 16,940.61
8426	Ackerman Playground Maintenance Fund	Commission	$ 7,940.23	$ -	$ -	$ 114.49	$ 7,154.72
	Trust Funds Sub-total		**$ 68,761.67**	**$ 5,210.00**	**$ 4,174.10**	**$ 1,144.11**	**$ 70,941.68**
	PRIVATE PURPOSE FUNDS						
8221	Scholarship Fund	Scholarship Comm.	$ 177.61	$ 40.00	$ 100.00	$ 3.32	$ 120.93
8222	Education Fund	Scholarship Comm.	$ 1,629.15	$ 40.00	$ -	$ 26.94	$ 1,696.09
8232	Griffin Fund--Expendable	Elementary School	$ 900.61	$ -	$ 400.00	$ 134.79	$ 635.40
8233	Griffin Fund--Non-Expendable	Elementary School	$ 7,500.00	$ -	$ -	$ -	$ 7,500.00
8403	Sarah Perley Trust Fund--Non-Expendable	Commission	$ 5,000.00	$ -	$ -	$ -	$ 5,000.00
8411	Boxford Visiting Nurse Fund	Commission	$ 13,949.16	$ -	$ -	$ 226.86	$ 14,176.02
8412	Perley Parkhurst Cole Fund	Commission	$ 3,462.18	$ 13,119.90	$ 13,686.00	$ 81.62	$ 2,977.70
8413	Sarah Perley Trust Fund--Expendable	Commission	$ 4,888.23	$ -	$ -	$ 160.79	$ 5,049.02
8414	Curtis Killam Burial Fund	Commission	$ 4,431.06	$ -	$ -	$ 72.11	$ 4,503.17
	Private Purpose Funds Sub-total		**$ 41,938.00**	**$ 13,199.90**	**$ 14,186.00**	**$ 706.43**	**$ 41,658.33**
	TOTAL FUNDS		**$ 986,946.22**	**$ 48,903.12**	**$ 76,514.86**	**$ 15,890.55**	**$ 975,225.03**

OFFICE OF THE TREASURER/COLLECTOR OF TAXES
REPORT OF OUTSTANDING DEBT
FISCAL YEAR 2011, ENDED JUNE 30, 2011

Outstanding debts as of June 30, 2011 were as follows:

Purpose	Principal Balance June 30, 2011	Rate of interest payable through remaining term	Year of Issue	Year Callable	Year of Maturity
Short-term (Notes): Cole School Roof	$ 510,000	1.50%	2010	N/A	2011
Long-term (Bonds):					
Police Station Construction	$ 1,600,000	4.25% - 4.875%	2001	2011	2021
Mass Water Pollution Abatement Loans	113,946	0%	2001	2021	2021
Municipal Purpose Loan # 1 (see below)	4,795,000	3.50% - 4.45%	2003	2013	2023
Municipal Purpose Loan # 2 (see below)	2,860,000	3.25% - 4.125%	2008	2018	2027
Municipal Purpose Loan # 3 (see below)	1,240,000	2.00% - 3.00%	2009	2017	2017
Total Outstanding Debt	**$ 11,118,946**				

Municipal Purpose Loan # 1

Town Hall Construction	$ 2,655,000
Wunnegan Land Acquisition	1,880,000
Spofford Road Drainage	145,000
Fire Truck	115,000
Total Loan # 1	**$ 4,795,000**

Municipal Purpose Loan # 2 :

Haynes II Land Acquisition	$ 1,600,000
Lincoln Hall Renovation	560,000
Anvil Farm Land Acquisition	700,000
Total Loan # 2	**$ 2,860,000**

Municipal Purpose Loan # 3 : Bond Refunding 4-15-09

Lord, Lockwood, Haynes Land Acquistn	$ 683,000
Landfill Closure	329,500
School Construction '96	227,500
Total Loan # 3	**$ 1,240,000**

BOARD OF COMMISSIONERS OF TRUST FUNDS
AWARDS MADE FOR 2011 FROM THE
PERLEY-PARKHURST-COLE MEMORIAL TRUST FUND

Organizations:

BSA Troop 51, Boxford	$1,500.00
BSA Troop 35, Hamilton	$1,614.00
Funds to procure one (1) Smartboard B.E.S.T, Boxford	$4,572.00
2011 Total Payments to Organizations	**$7,686.00**

Two (2) Scholarships for Masconomet Students Residing in Boxford

Jackson Augustus Fiore Hamburger	$1,000.00
Eric Joseph Burbank	$1,000.00
2011 Total Payments for Masconomet Scholarships	**$2,000.00**

Four (4) Boxford Scholarships awarded to the following from the Perley-Parkhurst-Cole Memorial Trust Fund in the amount of $1,000 each:

Whitney Hendrickson	$1,000.00
Melanie Jessel	$1,000.00
Nicholas Dinanno*	$1,000.00
Anthony Dinanno*	$1,000.00
2011 Total Payments for PPC Scholarships	**$4,000.00**
TOTAL 2011 PPC AWARDS & SCHOLARSHIPS	**$13,686.00**

*A separate motion was made and passed by unanimous voice vote for these applicants with A. Dinanno not voting.

Respectfully submitted,

Anthony C. Dinanno, Chair
Samuel N. Shields, Clerk
Francis Brickelmaier, Sr.

GUIDELINES FOR PERLEY-PARKHURST-COLE TRUST FUND

GENERAL GUIDELINES:

1. This fund was established by the Will of Marguerite Bond to aid the children of Boxford and Hamilton for the following purposes:

   - To provide loans and scholarships for the purpose of assisting worthy and needy young persons residing in the said Town of Boxford who have completed their high or secondary school education to attend the college, junior college, post graduate school, vocational training school or other school of advanced training of their choice.

   - To encourage and assist any program undertaken by any organization, public or private, in the Town of Boxford, for the benefit or general welfare of all children and young persons residing in the Town of Boxford.

   - To provide financial or other assistance to or for the benefit of individual needy and worthy children, and young adults residing in the Town of Boxford, for such special purposes as the Commissioners of Trust Funds may, from time to time deem necessary and proper to promote the health, education, or general welfare of such individual children or young adults.

   - To assist and encourage private or public organizations in the Towns of Boxford and Hamilton, which sponsor, encourage, and assist in the formation, operation and maintenance of Boy Scout or Girl Scout Troops in these towns. Such awards for support may be made from time to time as the Commissioner of Trust Funds of the Town of Boxford deem necessary.

2. Any organizations requesting funds must specify that the funds will benefit ONLY children from Boxford, or Scout Troops from **BOXFORD OR HAMILTON**. Funds may not be spent on adults at any time.

3. Applications to the PPCMTF should be in the form of a letter to the Commissioner of Trust Funds. Requests for funds will be accepted through March 15 of the award year. The Commissioners of Trust Funds will conduct interviews as necessary through March 15, and will notify all applicants of their award status in late March and April.

   Requests received after March 15 will not be accepted, but will be considered for the next award period, providing the request is not withdrawn before the following year, March 1.

4. Any request, which, in the opinion of the Trustees or the Board of Selectmen, does not fall within the scope or intent of the Will, will be rejected and returned.

5. All requests for funds, as well as any questions, should be directed to:

PERLEY-PARKHURST-COLE MEMORIAL TRUST FUND
Commissioner of Trust Funds
Boxford Town Hall
7A Spofford Road
Boxford, MA 01921
(978) 887-6000 ext. 202

GUIDELINES FOR INDIVIDUALS

1. The sum of $2,000 will be donated each year to the Masconomet Scholarship Fund to be distributed to Boxford Students according to the following formula:

   $1,000.00 scholarships distributed to (2) students

   Scholarships to be paid to the student's post-secondary school in one (1) installment - at the beginning of the first year.

   Any student who does not continue in his/her post-secondary education shall retain rights to his/her scholarship one year. At the end of that year, the scholarship reverses back to the Boxford Trust Fund Commission - to the Perley Parkhurst Cole Memorial Trust Fund.

   Masconomet scholarships are to be distributed based on need and academic performance.

   All applicants <u>who are high school seniors at Masconomet, must apply directly to</u>:

   MASCONOMET SCHOLARSHIP FUND
   Masconomet Regional District High School
   RFD
   Topsfield, MA 01983

2. A small sum of money will be reserved by the Commissioners of Trust Funds each year to be distributed to Boxford students graduating from private schools, and Boxford High School graduates entering or currently enrolled in the college, junior college, post graduate school or other school of advanced training and learning of their choice. The grants will be in the form of scholarships.

   All individual students applying to the Commissioner of Trust Funds for a scholarship, should submit the following information:

   High School Transcript (if you are in your first or second year of college).
   Current College Transcripts (all years)
   Breakdown of your costs for the school year
   Breakdown of your income toward college costs

List of activities, within the Town of Boxford or at your school, which you have been involved in.

The Perley Parkhurst Cole Memorial Trust Fund is to be distributed based on need, academic performance and community service to the Town of Boxford.

GUIDELINES OF ORGANIZATIONS AND SCOUT TROOPS

1. Scout Troops are requested to provide the following information:

   Leader's name, address and telephone number
   Number of Scouts in troop
   Number of non-Boxford resident scouts
   Specific request for funds: include amount requested, detail of equipment, activity, reason, etc. and date by which funds are needed.

2. Scout Troops are requested to apply individually.

3. All organizations and Scout Troops must, before December 1 of the award year, submit an accounting of how the funds were used. A report of all purchases made should be included at this time.

4. Although the Commissioner of Trust Funds would prefer awards for capital or lasting equipment, they also recognize the need for educational trips which are required for badges and advancement. The Commissioners will take these concerns into consideration in their review of pertinent applications.

Anthony C. Dinanno, Chair
Commissioner of Trust Funds
Town of Boxford

CAPITAL BUDGETING COMMITTEE

The Committee again reviewed capital projects by grading each as to its long-term return and essential need to the town. These rankings and results were presented to the Town in our Five Year Capital Forecast which was made available at the Annual Town Meeting. It is a comprehensive listing of known Town Capital requirements for the Town's review in decision making.

We continue to be concerned about support for capital structures and support recommendations for maintenance of the existing Town facilities. As the general economic picture becomes more precarious we urge the Town to weigh carefully the longer-term costs of maintenance of new projects. Our 'new" elementary schools are now 15 years old and will be requiring more capital investment. Additionally, prior investments have yet to be brought on line (Haynes Land, New Library), which are expected to carry additional expense loads. We need to support infrastructure and be mindful of the longer-term costs of increasing investments.

Joyce Ricklefs, Chair
Robert Conroy
Michael White
Robert Fanning
Carl Noblitt

Public Safety

Communications

Police

Fire

Animal Control Officer

COMMUNICATIONS DEPARTMENT

The Communications Department serves the residents of Boxford as the 911 and Public Safety Communications Center handling emergency and non-emergency phone calls and radio communications for the Town of Boxford Public Safety Departments. The Department is staffed 24 hours a day, 365 days a year by professional Fire and Police Signal Operators (PFSO's). The Department answers all calls for the Police Department and Animal Control Officer as well as most calls for the Fire Department and Highway Department (unless the call is made directly to those department offices).

Equipment:
Most of the Police and Fire radio equipment was purchased new in the year 2000 and is starting to show it's age as the life expectancy for most pieces of equipment is in the 10 year range for non-infrastructure items and 15 to 20 years for infrastructure items. We currently have a yearly replacement program for the pagers that the on-call firefighters use as well as for the cellular phones used by various town departments that replaces a portion of the existing units based on expected unit life.

2011 was the fourth year of a multi-year radio replacement program where we have budgeted for the replacement of 5 portable (hand-held) radios, three for the Police Department and 2 for the Fire Department. We hope to increase this by one unit per year to a maximum of 6 units per year so that every radio would be replaced on a rotating cycle within a period of 12 to 15 years. This was also the third year of a similar replacement program for the Mobile (Vehicular) Radio's where we budgeted for the replacement of 3 units this year and hope to increase this by 1 additional unit per year up to a maximum of 4 units per year.

Town Meeting voted to approve our request to replace the 1980's vintage County Fire Mutual Aid radio base station and this was installed during 2011 and is working great.

Through the State 911 Department we applied for and received a grant for the following items: A new Instant Recall Recording System for phone lines and radio transmissions replacing a 1990's vintage unit; a new copier to replace a 10+ year old unit; 2 new computers for the Computer Aided Dispatch system which allowed us to re-purpose 2 existing computers to replace the 2 – 10 year old computers that ran the operating system for the Radio interface; as well as various 911 related maintenance items, including maintenance on the humidifier system which was purchased last year with 911 grant funds.

Telephone Notification System:
Since January 2007 we have been using an internet based Telephone Notification System for urgent or time sensitive relaying of messages to the Citizens of Boxford. Our current vendor is Emergency Communications Network which operates the "Code Red" alert system. This system automatically includes all published residential and business phone numbers in the Town of Boxford. If a resident has a non published phone number or

wishes to add cell phone numbers or email addresses they should print a copy of the phone number update form available on the Town website or you can pick up forms at the Communications Center located in the Police Station at 285 Ipswich Rd. or at Town Hall. The system has been used very successfully during the storm events of 2011 to keep residents informed of the current status of the town. It was used as well as during an adult kidnapping incident from another town that ended in Boxford after an alert resident who had received the notification message called police resulting in a safe ending. Similarly when a young adult went missing in town a resident who had received the notification reported seeing the missing individual in another town again resulting in a safe ending.

Power Outages:
If you should lose power to your residence it is extremely important to notify National Grid as they prioritize their response based on the number of power outage calls received from the residents in a community. Please locate the power outage reporting number for National Grid on your electric bill and keep this in a handy location.

House Numbers:
Please POST YOUR HOUSE NUMBER in a manner that is visible day or night to any responding emergency units regardless of what direction they may be coming from. This is vitally important to your safety and the safety of everyone in your house. Please choose LARGE, reflective numbers.

Training:
We continue to have all employees attend continuing education training programs both on site and off. We are also members of the Massachusetts Communications Supervisors Association (MCSA) and benefit greatly from shared experiences of Dispatchers from across the state at monthly meetings. We have also benefitted from a grant from the State 911 Department to supplement training funds provided through the regular budget in order to be able to send Dispatchers to Continuing Education courses.

Alarm Systems:
If you have a home alarm system I would encourage you to provide us with a list of contact #'s in the event that we need to reach you regarding any emergency situation that may arise at your home. Alarm update forms can be picked up at the Communications Center on any day of the week at any time. Information provided is used solely by the Communications Department in assisting the Police, Fire and other Public Safety agencies in town during emergencies. L.W. Bills Co. of Georgetown maintains the equipment at the Communications Center for alarm monitoring of residences and town buildings. Residents interested in connecting directly to the Communications Center can contact me or L.W. Bills Co. directly, please note that there is a yearly maintenance fee for this connection.

False Alarm Fines:
Please be aware that there is a fine of $50 for each false alarm other than those caused by faulty telephone service, electrical storms or the town's main monitoring console. New alarm systems and new residents are allowed a two month grace period during which a

penalty fine will not be assessed. This fine applies to all alarms regardless of how they come into the Communications Center.

911:
The 911 equipment currently in use was installed in July 2007 by Verizon, under contract with the State 911 Department and at no cost to the town. For more information on the 911 system in Massachusetts please visit the State 911 Department website at www.mass.gov/e911 .

Residents are encouraged to verify with the Communications Department that the information contained in the state 911 database for your landline phone is correct. To do this, call the Communications Department any time, day or night, at 978-887-8136, and ask to conduct a 911 test to verify the correct information for your residence. This should be done for every phone # on your property (not including cell. phones), especially if you have a home office or in-law apartment. If you have any questions, please do not hesitate to call.

Remember, 911 should only be used for an emergency situation. An emergency is any situation where your call would "SAVE A LIFE, STOP A CRIME, REPORT A FIRE" or for testing purposes as described above.

I would like to thank all the Town Departments and their employees for their assistance and cooperation throughout the year, it is a pleasure to work with professional and dedicated public servants as we serve the residents of Boxford.

We wish Police Chief Gordon Russell all the best in his retirement and thank him for his years of dedicated service to the Town of Boxford!

I am indebted to the work performed on a daily basis by the dedicated Police and Fire Signal Operators who serve the residents of Boxford. Of special note we had one employee, Barbara French, retire in early July of this year. We wish Barbara all the best in her retirement and thank her for the years served with the Communications Department!

The following PFSO's were employed during the year 2010 along with their date of hire: Richard Corsetti (2005), Tyler Dechene (1999), Peg Decoteau (2004), Ron Dole (1998), Jim Fernandes (2005), Kara Fitzpatrick (1996), Barbara French (1997), Michael Powers (2004), Ted Riter (2002), Andrew Ulman (2002) and Kathleen Zolla (1988).

Statistics for the year are shown on the chart on the next page.

Respectfully submitted by

Warren Gould (1986)
Director of Communication

2011 COMMUNICATIONS DEPARTMENT STATISTICS

Telephone Calls (Incoming/Outgoing)

Type of Call		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Animal Control	IN	79	70	138	116	139	105	121	82	98	49	105	76	**1178**
	OUT	49	40	74	50	79	61	57	61	53	24	77	67	**692**
Ambulance	IN	1	1	5	1	1	4	2	6	2	0	3	6	**32**
	OUT	18	32	24	23	40	27	31	27	27	26	29	25	**329**
Communications	IN	239	197	195	198	196	254	205	234	199	965	298	170	**3350**
	OUT	40	34	69	35	51	60	37	70	55	70	45	42	**608**
DPW	IN	28	42	13	17	12	23	13	18	14	14	27	23	**244**
	OUT	24	25	13	7	9	25	13	22	16	13	16	22	**205**
Fire	IN	216	232	671	1755	283	158	170	214	164	193	202	141	**4399**
	OUT	27	25	22	34	26	33	44	49	20	22	54	19	**375**
Alarm Panel	KEL	12	20	42	57	43	49	56	74	23	41	35	25	**477**
Police	IN	998	925	954	1017	1027	1096	1092	1312	1047	1293	1094	923	**12778**
	OUT	97	105	83	85	99	127	120	166	121	117	123	81	**1324**
Wrecker	IN	2	0	1	2	1	4	2	2	3	0	0	0	**17**
	OUT	15	13	8	17	12	16	12	16	9	18	8	4	**148**
Walk-in	IN	267	251	287	310	340	373	367	398	314	302	303	302	**3814**
TOTAL 2011		2112	2012	2599	3724	2358	2415	2342	2751	2165	**3147**	2419	1926	29970
TOTAL 2010		2232	**2859**	**4841**	3988	2523	2335	2701	2671	2379	2228	2210	2442	33409
TOTAL 2009		2301	2193	3670	4095	2325	2268	2705	2577	2500	2893	2153	2343	32023
TOTAL 2008		2533	2298	3097	**4454**	2654	2752	2737	2523	2390	2693	2320	**2980**	33431
TOTAL 2007		**2785**	2422	2975	4314	2985	2757	**2812**	**2934**	2508	2657	**2567**	2292	**34008**
TOTAL 2006		2401	2502	3051	4092	**3177**	**2790**	2805	2615	**2697**	2999	2186	2171	33486

Radio Transmissions by month (all Departments)

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
2011	3410	3150	3119	3307	3260	3264	3443	3828	3184	3500	4042	3068	40575
2010	3695	**4080**	**4940**	4112	4043	4240	**4969**	4592	3617	3668	3727	4346	**50029**
2009	3603	3117	3437	**4320**	4095	4008	4652	4598	3356	3767	4039	3949	46941
2008	**3767**	3326	3613	4078	4108	3961	4642	**4848**	**4285**	**3946**	**4305**	**4465**	49344
2007	3197	3066	3665	3974	3872	**4274**	4023	4370	4146	3767	4117	3702	46173
2006	2634	2799	2823	3147	**4470**	3725	3779	3811	3742	3796	3114	3125	40965

BOXFORD POLICE DEPARTMENT

The Police Department's activity continued to increase as our community commitment will increase. With the tight budgets of today, the quality of services provided by the Boxford Police Department cannot diminish. Our mission is to enhance the police department's ability to provide needed services and to maintain the quality of life that this community enjoys.

The Executive Office of Public Safety (EOPS) is unable to award Community Policing Grants to the cities and towns of the Commonwealth in 2011 due to the lack of discretionary monies. EOPS grants help police departments provide and facilitate additional services to communities outside of the scope of their annual department budgets. We will apply for Policing Grants that may become available in 2012. Through our participation in the Click It or Ticket Program, the department is qualified to receive future Governor's Highway Safety grants as they become available.

The department is a member of the Massachusetts Police Accrediting Commission (Mass-PAC). The stated goal is for the Boxford Police Department to become a certified agency first and finally an accredited police agency with policies that meet the highest established professional standards by 2012. Lieutenant Robert D. Hazelwood is the accreditation manager for this high priority project.

The Governor's Alliance against Drugs is unable to fund the Drug Abuse Resistance Education Program (DARE) due to revenue shortfalls at the state level. The DARE program continued in 2011 with monies donated by the Boxford Parent Teacher's Organization (PTO). Officer Michele Nowak is our DARE Officer and graduated her third class in June. We congratulate Officer Nowak on her dedication and hard work.

The Boxford Police Domestic Violence Unit continues necessary intervention services in domestic abuse situations. Lieutenant Hazelwood leads this unit comprised of officers Lieutenant James Riter, John Iannazzo, and Louann Bonny. These officers receive extensive specialized training. A member of this unit is always available should intervention be necessary.

The Boxford Police Department has provided Rape Aggression Defense (RAD) training classes in 2011 to dozens of women in the community. These classes are free of charge. Officer Matthew Dupont and Officer Louann Bonny are the RAD instructors. I highly recommend this training and commend Officers Bonny and Dupont for their tireless efforts to make this program a success.

The Truck Enforcement Team performs specialized enforcement directed at citing unsafe and overweight commercial vehicles operating on our Town roadways. This program is funded solely by Community Policing Grants the Department is awarded. Officer Thomas Nentwig, Officer Brian Williams, and Officer Brian Neeley are the team members who participate in this important highway safety program. The Truck Team

performs specialized enforcement directed at citing unsafe and overweight commercial vehicles operating on our Town roadways. The team stopped commercial vehicles for weight and safety issues.

Lieutenant James Riter continues in the role of Juvenile Officer and School Resource Officer working closely with the Essex County District Attorneys office in administrating the Juvenile and Youthful Offender Diversion Programs. Officer David Barker is assisting Lieutenant Riter in this role. The Middleton Police and Topsfield Police each assigned a school resource officer to augment our efforts at Masconomet. The program is a part-time initiative that is has tapped into the talents of the Tri-Town's Police Departments.

In 2012, you will have a new Chief of Police, Captain Michael Murphy, formerly a member of the Revere, Massachusetts Police Department with twenty-nine years of service in law enforcement. I wish him all the best in his first command as Chief of Police. Chief Murphy will become the fourth full time Boxford Police Chief since the Department's formation in 1946.

I thank all the residents of Boxford for the privilege of serving as Chief of Police for the past eighteen and one half years. My career began in 1970 as a rookie patrol officer. Forty-one and one- half years of police service, have passed quickly, but the honor to have served all of you will remain with me forever.

I also thank the Town of Boxford department heads, past and present, for their cooperation and assistance. Their help has been greatly appreciated through these many years. I wish them well in all their future endeavors.

Respectfully,

Gordon A. Russell
Chief of Police

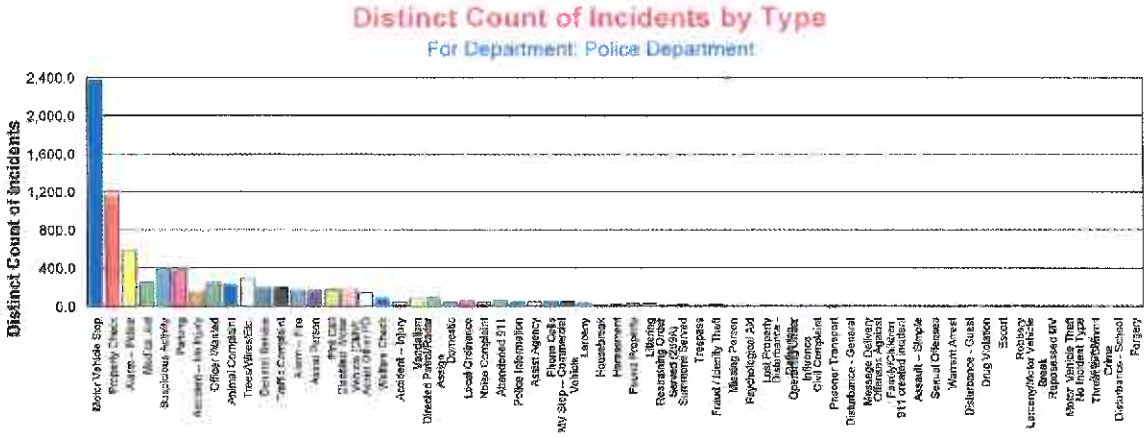
Boxford Police Department
Incidents by Type

Printed: 4/5/2012 10:34 am

From Date:01/01/2011 to:12/31/2011

Jurisdiction: Boxford

Department: Police Department



Distinct Count of Incidents for - Motor Vehicle Stop :	2,370
Distinct Count of Incidents for - Property Check :	1,183
Distinct Count of Incidents for - Alarm -- Police :	585
Distinct Count of Incidents for - Medical Aid :	256
Distinct Count of Incidents for - Suspicious Activity :	390
Distinct Count of Incidents for - Parking :	372
Distinct Count of Incidents for - Accident -- No Injury :	156
Distinct Count of Incidents for - Officer Wanted :	254
Distinct Count of Incidents for - Animal Complaint :	228
Distinct Count of Incidents for - Trees/Wires/Etc. :	290
Distinct Count of Incidents for - General Service :	196
Distinct Count of Incidents for - Traffic Complaint :	193
Distinct Count of Incidents for - Alarm -- Fire :	165
Distinct Count of Incidents for - Assist Person :	164
Distinct Count of Incidents for - Fire Call :	167
Distinct Count of Incidents for - Disabled Motor Vehicle (DMV) :	181
Distinct Count of Incidents for - Assist Other PD :	139
Distinct Count of Incidents for - Welfare Check :	88
Distinct Count of Incidents for - Accident -- Injury :	35
Distinct Count of Incidents for - Vandalism :	83
Distinct Count of Incidents for - Directed Patrol/Radar Assign :	95
Distinct Count of Incidents for - Domestic :	37
Distinct Count of Incidents for - Local Ordinance :	60
Distinct Count of Incidents for - Noise Complaint :	38
Distinct Count of Incidents for - Abandoned 911 :	58
Distinct Count of Incidents for - Police Information :	46
Distinct Count of Incidents for - Assist Agency :	49
Distinct Count of Incidents for - Phone Calls :	52
Distinct Count of Incidents for - MV Stop -- Commercial Vehicle :	56

XXPIncidentsbyType 02/15/09

Boxford Police Department
Incidents by Type

Printed: 4/5/2012 10:34 am

From Date:01/01/2011 to:12/31/2011

Jurisdiction: Boxford

Department: Police Department

Distinct Count of Incidents for - Larceny :	33
Distinct Count of Incidents for - Housebreak :	13
Distinct Count of Incidents for - Harassment :	23
Distinct Count of Incidents for - Found Property :	31
Distinct Count of Incidents for - Littering :	30
Distinct Count of Incidents for - Restraining Order Served (209A) :	17
Distinct Count of Incidents for - Summons Served :	20
Distinct Count of Incidents for - Trespass :	15
Distinct Count of Incidents for - Fraud / Idenity Theft :	21
Distinct Count of Incidents for - Missing Person :	10
Distinct Count of Incidents for - Psychological Aid :	9
Distinct Count of Incidents for - Lost Property :	17
Distinct Count of Incidents for - Disturbance - Gathering :	2
Distinct Count of Incidents for - Operating Under Influence :	4
Distinct Count of Incidents for - Civil Complaint :	9
Distinct Count of Incidents for - Prisoner Transport :	9
Distinct Count of Incidents for - Disturbance - General :	5
Distinct Count of Incidents for - Message Delivery :	3
Distinct Count of Incidents for - Offenses Against Family/Children :	2
Distinct Count of Incidents for - 911 created incident :	6
Distinct Count of Incidents for - Assault -- Simple :	2
Distinct Count of Incidents for - Sexual Offenses :	1
Distinct Count of Incidents for - Warrant Arrest :	5
Distinct Count of Incidents for - Disturbance - Guest :	2
Distinct Count of Incidents for - Drug Violation :	2
Distinct Count of Incidents for - Escort :	4
Distinct Count of Incidents for - Robbery :	1
Distinct Count of Incidents for - Larceny/Motor Vehicle Break :	3
Distinct Count of Incidents for - Reposessed MV :	1
Distinct Count of Incidents for - Motor Vehicle Theft :	1
Distinct Count of Incidents for - No Incident Type Assigned :	2
Distinct Count of Incidents for - Threat to Commit Crime :	1
Distinct Count of Incidents for - Disturbance - School :	1
Distinct Count of Incidents for - Forgery :	1
Distinct Count of Incidents for - Department: Police Department :	8,236
Distinct Count of Incidents for - Jurisdiction: Boxford :	8,236
Grand Distinct Count of Incidents for Entire Report :	8,236

BOXFORD FIRE DEPARTMENT

The Boxford Fire Department is pleased to make the following report to the citizens of Boxford.

NEW MEMBERS

The Fire Department added one new members in 2011; Firefighters Matt Dyer. Matt was the former Chief of the Fire Explorer and is currently responding out of East Station.

NEW EMTs

In the past year, firefighters Nicholas Beardsley, Patricia Carnevale, Michael Harrington, Richard Lucius, Andrew Nicols and Erik Slocum successfully completed the State Certification for Emergency Medical Technician. Today, 33 members or 69% of the Fire Department are now certified as Emergency Medical Technicians in the Commonwealth of Massachusetts.

MASSACHUSETTES CALL/VOLUNTER ACADEMY: CLASS 039

The Massachusetts Fire Academy Call/Volunteer program was designed to increase the training of firefighters. The program lasts twenty-six weeks consisting of Monday/Wednesday nights plus eight hours ever other Saturday. This year Boxford had four firefighters complete the program; Firefighters Michael Harrington, John Leary, Andrew Nichols and Michael Soltys. All four firefighters graduated on January 4, 2012. To date, 19 members, or 39% of our department have attended the Massachusetts Fire Academy's Call/Volunteer Training Program.

RESIGNATION

The Boxford Fire Department would like to thank Firefighter Michael Geiger on his contributions to the department. For the past six years Firefighter Geiger responded out of the East Station to assist the residents in their time of need. We would like to wish Firefighter Michael Geiger the best in his future endeavors.

30 YEARS OF SERVICE

The Boxford Fire Department would like to acknowledge Firefighter Warren Gould for his 30 years of service to the Town. Firefighter Gould has serviced uninterrupted for 30 years out of the East Station. We would like to thank Firefighter Gould and his family for his continued support and participation.

BOXFORD FIRE DEPARTMENT PERSONNEL

**** Chief Kerry C. Stickney (E)***

EAST OFFICERS

*Captain Stickney, Shawn G. (***E***)

*Lieutenant Hertel, Richard J. (**E**)

*Lieutenant Philbin, John (**A, E**)

WEST OFFICERS

*Captain Michael Madden (**E**)

*Lieutenant Aghoian, Tamara (**A, E**)

*Lieutenant Sawyer, Kevin (**A, E**)

Firefighters

East

Bailey, Thomas (**A, E**)
*Carnevale, David
Carnevale, Patricia (**E**)
Cleveland, Joseph (*June 2011*)
Collamore, Andrew
*Dechene, Tyler (**A, E**)
Dettorre, Paul (**E**)
Dyer, Matthew
*Ferraro, Michael (**A, E**)
*Foster, Kevin (**E**)
Fradenburgh, Michael (**A**) (*Jan. 2011*)
*Geiger, Brian (**A, E**) *(Career Firefighter)*
*Geiger, Michael (**A, E**) (*July 2011*)
*Gould, Warren
*Greelish, Daron (**A**)
*Hertel, Brian (**A, E**)
Howard, Peter
McSorely, Kevin
*Merrigan, Sean (**A, E**) *(Career Firefighter)*
Morehouse, Jessica (**E**)
*Nee, Thomas
*Rowen, John (**A, E**)
Thorpe, James (**A, E**)

West

*Arba, Nicholas (**A**)
Balding, Mark
Beardsley, Nicholas (**E**)
Benas, Jill (**E**)
*Bissell, Alfred (**E**)
Clark, Mira
Clark, Paul
*Clay, Bruce (**E**)
Corderio, Edward (*Oct. 2011*)
*Fiedler, Arthur
Harrington, Michael (**A, E**)
*Holland, Peter (**E**)
*Leary, John (**A, E**)
*Lucius, Richard (**A, E**)
Madden, Wendy (**E**)
Nicols, Andrew (**A, E**)
Prescott-Hopping, Lynne (**E**)
Slocum, Erik (**E**)
Soltys, Michael (**A, E**)
*Stickney, Scott
Vandette, Arielle (**A, E**)
*Yako, Michael

*** = Pump Operator**
A = Academy Trained
E = EMT

2011 YEAR END CALL STATISTICS

TYPE OF ALARM	TOTAL
ALARM ACTIVATION *(HOME)*	**56**
ALARM ACTIVATION *(OTHER)*	**42**
ALARM ACTIVATION *(SCHOOL)*	**21**
CO DETECTOR ALARM	**21**
INVESTIGATION *(OTHER)*	**26**
INVESTIGATION *(SMOKE IN AREA)*	**8**
INVESTIGATION *(SMOKE IN HOUSE)*	**4**
MUTUAL AID	**14**
STRUCTURE FIRES	**7**
CHIMNEY FIRES	**2**
COOKING FIRES *(CONTAINED)*	**13**
BRUSH, GRASS, WOODS	**8**
VEHICLE FIRE	**8**
VEHICLE ACCIDENT	**53**
MEDICAL AID	**293**
ELECTRICAL	**32**
APPLIANCE or HEATING EQUIPMENT	**13**
MISCELLANEOUS	**53**
TOTAL	**674**
*STILL ALARMS	**141**

*Boxford Fire had a total of 674 calls with 141 of those calls handled as Still Alarms. Any call not needing a full response is handled as a Still Alarm. These calls are not dispatched to the entire department, but rather handled by the Chief, Officers, Full-Time staff.

FIRE PREVENTION

The Fire Prevention office is open Monday through Friday 8:00am to 4:00pm. The Fire Prevention office can assist you with questions regarding oil burner instillations, propane storage, plan reviews, smoke/carbon monoxide detectors or any other general question you may have. The Fire Prevention office also issues smoke/carbon monoxide detector certificates needed before the sale of any residential property. All smoke certificate inspections are held on Thursdays. If you have any questions, call 978-887-5725 and ask for Fire Prevention.

FIRE PREVENTION STATISTICS

Number and Type of Inspections Performed:

1. Oil Burner/Oil Tanks	96
2. Propane Tanks	44
3. Smoke/Heat Detector Permits Issued (New, Remodel or Resale)	65
Number and Type of Field Inspections of Public And Commercial Buildings:	55

Fire Reports Issued:

1. Burned Car/Truck Reports	5
2. Insurance Company Requests	2
3. Other	7

Fees Collected:

1. Burning Permits (745 permits)	$14,890.00
2. Smoke Detector Permits (107 permits) (New, Remodel, Resale)	$3,350.00
3. Oil Burners, Propane, and Tanks,	$7,000.00
4. Other Fees	$1,545.00
Total Fees Collected:	**$26,785.00**

GRANTS

In the past year, the Fire Department was awarded two grants. The first grant awarded was in the amount of $4,665.00 from The Commonwealth of Massachusetts Executive Office of Public Safety and Security in conjunction with the Department of Fire Services. This grant money will be used to purchase supplies needed to teach elementary school-aged children about fire safety/prevention. The second grant awarded was a matching grant in the amount of $2,000. We received this grant from The Department of Conservation and Recreation. This grant will be used to purchase forestry gear such as wild land helmets and wild land shirts.

BOXFORD FIRE FIGHTERS GIFT FUND

The Boxford Fire Department, through the Boxford Fire Fighters Gift Fund, was the recipient of many memorial gifts in 2011. We continue to receive gifts donated in the memory of family members and friends. These funds, along with other generous gifts donated throughout the year, allow us to purchase life saving medical and fire fighting equipment not usually covered in our annual budget. Donations to the Boxford Fire fighters Gift Fund are always welcome and appreciated, as the ultimate beneficiaries are the residents of Boxford.

EXPLORING: THE YOUNG ADULT DIVISION OF THE BOY SCOUTS

Explorer Post 911
I would like to thank John Rowen for compiling this report.

The Boxford Fire Explorer Post #911 is up and running with 8 local young people eager to learn Firefighting/EMS skills. The Explorers meet every two weeks at either East or West station. All members participate in supervised training that mirrors the Boxford Fire Departments schedule.

Members at least 14 years of age and in high school are eligible to participate in this Learning for Life co-ed program through the Boy Scouts of America. Sponsored and administered by Fire Department personnel, Explorers receive instruction, form their own chain of command, and in 4 years, upon graduation, can complete the minimum requirements to join the Boxford Fire Dept.

Explorers assist Firefighters at structure and woodland fires, natural disasters, civic emergencies and Fire Department training drills. Explorers perform detail work at the Boxford Apple Festival, help at the 4th of July Parade and Fire Department Open House. Their attendance and participation fulfills their Public Service obligation at Masconomet Regional High School.

BOXFORD FIRE/RESCUE EXPLORERS POST 911 2009 ROSTER

Advisor: John Rowen

Chief: Brendan Tenney

Captain: Jamieson Stone Lieutenant: Ben Madden

Explorers

Ross Balding
Jessica Clinton
Jacob Itz
Jennie Breen
Peter Howard

I would like to thank firefighters Kevin Foster, Peter Howard, Mark Balding, Matt Dyer and former firefighter Kathy Zolla for their continued support during the Explorer program.

BOXFORD RESIDENTS

The Boxford Fire Department always welcomes individuals who are interested in becoming members of the Fire Department. If you are over the age of 18 and interested in joining the department, please contact Chief Stickney at 978-887-5725 or stop in at the East Fire Station, located at 6 Middleton Road. All interested parties will be added to a "reserve list". As soon as positions are available, the Chief will contact individuals on the "reserve list" to begin Department Recruit training that lasts approximately twenty weeks.

The Fire Department appreciates the support of all Town Boards, Communications, Inspectional, Police and Department of Public Works. I especially want to thank the fire fighters, and the officers of our department, for their endless dedication.

In conclusion I would like to express my sincere gratitude and appreciation to the wives, husbands and families for their support and understanding throughout the year. Your support helps make the Boxford Fire Department one of the best fire department in the area. Many thanks!

Respectfully submitted,

Kerry C. Stickney, Chief

ANIMAL CONTROL

Each year I begin this Report with the admonition to all persons who may read it to please remember to update all their animals' Rabies Vaccination for the pets' sake as well as for the protection of all humans in the household. This vaccination reminder also includes all applicable livestock, most of which require annual vaccinations, and do not fall into the 3 year schedule as do domestic dogs and cats. We should be especially mindful this year aft her unfortunate news that a man in Massachusetts suffered a fatal encounter with Rabies virus diagnosed too late; most likely contacting from a Bat.

A further adjunct to the above information involves the fact that annually I run into several parties who have unvaccinated animals and their excuse often is that the animal in question "never goes out of the house" (usually referring to cats). We my standard response is…But!...Bats do fly IN!! Therefore, enter our unfortunate Massachusetts rabies victim serving as a potential example of infection and potential deadly results, although his specific circumstances were a bit uncertain. The point is that housebound cats chase, pounce and exercise their genetically irrevocable hunting instincts on anything that moves – what better entertainment/prey than a swooping, diving fluttering Bat! Extrapolate an unvaccinated cat who has possible caught and eaten his "trophy" who then bites or scratches a human. If the bat is carrying Rabies virus, you have an instant exposure to disease which undetected can have the aforementioned deadly consequences. To encapsulate the state protocol on Rabies awareness/prevention, if you find a bat in your premises and you do not have an exact timeline for knowing when it arrived, such as overnight, if you are sleeping, etc. you should not release it. Instead call Animal Control or an exterminator if necessary to capture and have the bat sent for testing to the Massachusetts Bureau of Health in Jamaica Plain. If you see one fly into your house and can "shoo" it out a door or window or remove it easily without contact, you are free to do so. Remember to take into account whether or not any household pets may have come into any contact.

A most rewarding and production business activity for the Animal Control Department this year was our coordination wit the "new" Town Clerk Robin Phelan in pursuing unlicensed dogs and their owners. Utilizing available software in her program, Robin put on a full force assault with multiple follow-up letters sent at strategic intervals. These resulted in the most productive reduction in unlicensed dogs achieved to date. I followed up some of the more difficult cases with in-person visits and/or phone calls and the combined effort yielded great results. We look forward to teaming up again for the new licensing period with ever higher goals. Under consideration is a proposal to install the entire Dog List program into the Police Communications Department software for much increased efficiency and convenience for the Communication Center operators. And while we are at it, let's not forget the increased revenue $$ which will accrue to the town.

In other business, we had two notable "dumped" dogs abandoned in town this year. Both were Pit Bull or Pit Bull Crosses and both required medical expenses which we were fortunate to keep within bounds. They turned out to be nice individuals and were able to be placed. One required the use of an outside rescue group to expand our adoption pool. Due to the tricky economic times it is a matter of some concern that we not become a dropping off point should there be the perception of some level of affluence perhaps leading some parties to view Boxford as prime territory to irresponsibly abdicate their personal responsibilities and indulge in heinous methods of dealing with their animals' disposition.

Each year we still have too many dogs who run loose and are picked up with no applicable license tags, even though a fair number actually turn out to be licensed. When you are responsibly paying for licensing, why not use it? Particularly because if your animal is picked up without "tags", there is an automatic fine of $25.00 under Massachusetts General Laws which you will avoid paying, and I will enjoy your not being angry with me when I lawfully enforce it as part of my job. Without a Leash Law, dogs are picked up almost exclusively on the basis of complaints relayed to Animal Control by and through the Police Communications Center. We do not "troll" for dogs to capture of ill any (nonexistent) quotas. Most referrals are from passers-by or good Samaritans whose sole intent is towards seeing dogs removed from potentially dangerous or harmful situations (usually traffic related). We are then dispatched to intercept and/or remove them from harm. This is a humanitarian measure saving owners literally hundreds of dollars in medical bills along with any attendant pain and suffering. The $15.00 Pick Up Fee incurred by a properly licensed/vaccinated animal at pick-up is used to defray the expense of the call-out for the personnel and vehicle. Hopefully people might take a moment to reassess their irritation with the Animal Control department over the fines and fees and embrace the benefits. All fees are submitted to the Town Treasurer and added to the Town's revenue.

A highly unusual and useful donation is gratefully accepted recently by Boxford Animal Control. A set of high-tech Large Animal Rescue "Sleds" was donated by the Ipswich Human Group, Inc. by President Heidi Best. These high tech plastic and metal sheets, approximately the size of 4x8 sheets of plywood are specifically fabricated and engineered to be placed under large animals such as houses or cattle who may be trapped in mud or incapacitated by reason of injury or disease in confined spaces such as barns or trailers They have multiple attachment points for hoisting and pulling apparatus and sling straps and can be used with lifting equipment such as bucket loaders as well as highly technical sling frameworks available from the MSPCA. The reputed value of this desirable and somewhat esoteric equipment is approximately $1,500. Members of the Boxford Fire Department and Animal Control took MSPCA rescue workshop training a couple of years ago sponsored by the Ipswich Humane Group and were very impressed with its efficacy. The equipment will be stored at the East Fire Station through the generosity of Chief Kerry Stickney for ready access and response.

We which to thank the outstanding ongoing cooperation of the Police Communications Department who dispatch our calls and Our thanks go to the staff at Best Friends Kennel who help us with the temporary holding and safekeeping of our dogs. Thanks to Reed Wilson, Assistant ACO for his efforts. Appreciation to Robin Phelan for her innovation and assistance!

Respectfully submitted,

Helen L. Phillips, ACO
Boxford Animal Control

Education Reports

Trustees of the Boxford Town Libraries

Elementary School Report

Masconomet Regional District High School

North Shore Regional Vocational School Committee

BOXFORD TOWN LIBRARY SYSTEM

The primary function of the Trustees of the Boxford Town Libraries is to ensure provision of the highest quality library service in order to meet community needs. The Board of Trustees was established as a town agency by vote of a special town meeting on December 7, 1965. It is governed by Massachusetts General Law Chapter 78 and other pertinent statutes.

Operations

The Town of Boxford, as all other state and local governmental units has faced unprecedented declines in revenues over the past two years. Due to budget cuts the Library needed to apply to the MA Board of Library Commissioners for a waiver of their municipal appropriation requirement for the third year in a row.

Nanci Milone Hill started as our new Library Director in January. Nanci most recently worked as Head of Reader Services at the Nevins Memorial Library in Methuen. She has also served as the Assistant Director of the Lucius Beebe Memorial Library in Wakefield, and the Cary Memorial Library in Lexington, as well as Director of the Georgetown Peabody Library in Georgetown, MA.

We were sorry to lose Assistant Director, Deb Hiett in October. Deb left to take a position as Library Director of the Hampstead Public Library in Hampstead, New Hampshire. While we miss her greatly, we wish her the best of luck in her new venture.

Instead of replacing Deb, the Director and Board of Trustees chose instead to hire a Head of Reference & Information Services. Anna Call comes to us from Rome, New York, where she most recently worked as a research librarian for a private company that provides library services to the air force. Among her chief responsibilities will be acting as a liaison to the home business owners in town, outreach to Masconomet Middle and Senior High Schools, cataloging and promoting our local history collection, and providing reference and research assistance to our patrons. Anna begins on March 19, 2012.

Facilities

Services and Programs

The Boxford Town Library continues to be one of the highest functioning libraries in the Commonwealth. We circulated a total of 76,837 items, 59,538 directly to Boxford residents. 5,230 residents have library cards. At the end of FY2011, the library held 60,463 items in its collection, including downloadable audiobooks and eBooks.

In addition to an annual staff development day, the staff continued to participate in many professional development opportunities.

The Library was busy with established and new programs this year. Josh Kennedy, the Children's Librarian, planned and implemented 114 programs including story times, the summer reading program and special events such as stained glass and puppet-making workshops, a live birds of prey show, and a teddy bear picnic. The Friends of the Library sponsor Children's Holiday parties as well as a reading incentive program called "Boxford Celebrates Reading." Children's events brought 2,055 visitors to the Library this year.

Library Assistant, Darsana Barua, planned and implemented 16 popular programs for teens, such as electronic gaming, movie nights, and cultural events, bringing 111 teens into the library. The Teen Advisory group, led by Darsana, gave input on teen services and programs offered by the library. The teen summer reading program was held completely online this year with teens reading 43 books for a total of 95 hours reading.
Adult programs and events are planned and implemented by staff members and volunteers. The knitting program, led by staff members Elizabeth McCullom and Judith Corsetti, continue to be a popular draw and meets weekly. Alice Holden facilitated the long-running monthly Poetry Circle. Carole Davis, Library Trustee and Friend of the Library coordinated many new and popular adult programs this year. 39 adult programs brought in 302 attendees. The adult summer reading program is planned and implemented by library staff members with support from the Friends of the Boxford Town Library. Library Assistant, Diane Annunziato, provided book club kits to the 15 book clubs in Boxford and mediated our inter-library loan services. Book and material displays are planned and implemented by library staff monthly. Appreciation is also extended to Library Trustee, Susan Daley for creatively decorating the display window each month and Kathy Kinney who coordinates the monthly art display. Both creative displays are enjoyed by both the staff and library visitors. The annual book sale during Boxford's Apple Festival is run entirely by library staff and volunteers. The volunteer program continues to provide much-needed support for Library operations. 13 adults regularly volunteered to give over 360 hours to the library and students volunteered hours to satisfy academic or community service needs.

The Barbara Perley Scholarship Fund continues to generously provide supplemental funding to improve the library's collections. Specifically the grant was used to purchase 5 nook e-Readers, a Wii game console and controllers, large print books and Kindle books. We thank them for their generosity. We also want to thank Susan Daley for the donation of a flat screen television for use with the Wii console. In addition to being used for teen gaming programs, the television has been and will continue to be used for armchair travel programs, teen, adult, and family movie nights, and computer training.

We also wish to thank the following groups who support Library programs throughout the year: Barbara Perley Scholarship, Benson's Ice Cream, Boxford Cultural Council, Boxford Community Store and West Boxford Provisions. Also, BTA/BOLT has co-sponsored Walks in the Woods as well as summer nature camps; the Cole School and the Spofford Pond School promote library events and welcome library staff in as guest speakers and members of their site councils; and the Boxford Historic Document Center works closely with the Library to provide local historical and genealogical assistance.

Due to our partnership with this group, the Library remains a warm and welcoming destination to many members of the community. We extend sincere appreciation to the many people who have assisted the library in planning and providing high –quality programs and events for Boxford residents.

We look forward to providing excellent library services and programs for you in 2012. Please feel free to contact any member of the Board of Library Trustees with your comments.

Boxford Town Library Board of Trustees

Heidi Ellard, Chair
Susan Daley, Vice Chair
Carole Davis
Pauline Jenkins
George Fischer
Jane Moody
Arthur Sibbach

SCHOOL COMMITTEE REPORT

School Committee

Pamela Messenger, Chairperson, Term Expires 2014
Cynthia Murphy, Vice Chairperson, Term Expires 2012
Roger Chadwick, Term Expires 2012
Susan Philpott, Term Expires 2013
Heather Fecteau, Term Expires 2014
Rebecca Lundrigan, Term Expired 2011

The School Committee's Mission Statement, Core Values and Goals for 2009-2012 are posted at www.tritownschoolunion.com.

MISSION STATEMENT

The mission of the Boxford Elementary Schools is to pursue educational excellence by creating and sustaining a learning community that challenges its members to reach their full intellectual, social, creative, emotional, and physical potential.

CORE VALUES

High Expectations for Academic Excellence: All students strive for a high level of academic achievement. Our schools provide educational opportunities that challenge students to their individual potential while encouraging all students to take academic risks and engage in critical thinking. All school staff members are dedicated to the consistently high level of performance necessary to support our students' academic achievement. The hard work by students and staff necessary to achieve these goals is expected, recognized and celebrated.

Personal Integrity: Consistent honesty, respect and personal responsibility regarding all our words and actions are fundamental principles. The common bonds within the school community are expressed through mutual cooperation, empathy and support.

Clear and Consistent Curriculum Implementation: Equitable learning opportunities for all are provided through an academic curriculum, which is clearly understood by all and consistently implemented to meet grade level benchmarks.

Welcoming Environment: All members of the community strive to make our school environment safe, nurturing and welcoming so as to foster the achievement of our shared Mission and Core Values. The connections between the schools and the Boxford community are valued and continuously renewed.

DISTRICT GOALS 2009-2012

Goal #1: Student Achievement - All students will achieve to their academic and personal potential.

Goal #1A: All students will achieve their academic and personal potential in English Language Arts, Mathematics, Science Technology and Engineering and History/Social Studies as measured by local assessment measures and the Massachusetts Comprehensive Assessment System.

Goal #1B: All students will achieve their academic and personal potential in Art, Music, Physical Education, Foreign Language, Library Media Science, Health and Wellness as measured by local assessments.

Goal #2: Clear Consistent Curriculum - Curriculum will be implemented consistently within each grade level.

Goal #3: Learning Needs of Children - All children will have the opportunity to learn in ways that match their abilities and needs.

Goal #4: Welcoming Environment - All children, staff, parents and community members will experience a friendly supportive environment that recognizes, respects, plans for and rewards personal integrity, hard work and civic responsibility.

Goal #5: Physical Plant and Space Needs - All students, staff, parents and community members will work in a respectful environment that includes well maintained schools that provide appropriate space for all approved programs and will incorporate green initiatives whenever possible.

Goal #6: Staff Recruitment and Retention - We will continue to plan to address current and future needs regarding the recruitment, development and retention of teaching and leadership personnel and the future structure of the school district.

Goal #7: Technology - We will provide and maintain updated technology to support the educational and administrative needs across the curriculum.

Goal #8: Health and Wellness - We will work to ensure that school curriculum, programs, procedures, and policies incorporate aspects of physical and emotional health and the wellness of the school community.

School Committee Operation

The Boxford School Committee meets twice per month with a formal agenda on the second and fourth Thursday at Town Hall. All meetings are posted at Town Hall and are open to the public as described in the State Open Meeting Law. The School Committee also meets jointly with the Middleton and Topsfield School Committees as part of the Tri-Town School Union.

The School Committee has all the powers conferred on it by state law and must perform those duties mandated by the state. Its responsibilities are varied, but relate primarily to policy determination. Some of the duties of the School Committee include:

*Preparation of an annual budget *Program evaluations
*Approval of curriculum and materials *Planning school services
*Collective bargaining *Public relations

While the School Committee acts directly as the policymaking body relative to general educational policy, it does not operate in a vacuum. The School Committee actively seeks the counsel and support of the administration, staff, School Councils, the Parent Teacher Organization (PTO), Boxford Elementary School Trust (B.E.S.T.), the Special Education Parent Advisory Council, parents and the community. This input is generated through written and verbal communication within the school community, and working closely with other Town Boards and committees. Additional information about the School Committee and its operation as well as the Cole and Spofford Pond Schools can be found on the school district web sites at www.boxfordschools.org and www.tritownschoolunion.com.

Individuals and groups wishing to address the School Committee at a meeting may do so as part of the agenda under "Remarks from the Public" or contact the chairperson by telephone or in writing.

School Management

Principals are responsible for the daily operation of each school. The responsibilities of school-based administrators include curriculum implementation, instruction, personnel matters, student issues and the physical plant. School Site Councils are in place in each school. Members include the principal, parents (elected), teachers (elected), and a community member (appointed by the principal). The role of the School Site Council is to advise the principal on areas of school improvement. Meetings are generally held on the second Monday of each month and are open to the public.

The Superintendent is appointed by the Tri-Town School Union Committee (Superintendency Union 58). The School Union Committee jointly employs the Superintendent (PK-6), Director of Finance and Human Resources, Director of Special Education, and Director of Facilities and Operations as well as the secretarial and

bookkeeping staff of the Central Office. The Superintendent acts as the Chief Executive Officer of the School Committee in the operation of the schools.

Milestones

In April 2011, upon her family's move out of Boxford, Rebecca Lundrigan resigned her position just prior to completing three years of service on the School Committee. Pamela Messenger and Heather Fecteau were elected to serve three year terms. Mrs. Deborah Mahoney retired from her position as a multiage teacher at the Harry Lee Cole School after 34 years of service to the community. Mrs. Jean Carosi retired from her position as a sixth grade teacher at the Spofford Pond School after 16 years of service to the community. Mr. Robert Sparkes retired from his position at the Spofford Pond School after 35 years of service to the community as a physical education teacher and interim principal.

Staff Anniversaries

Twenty-seven staff members celebrated five-year anniversaries of service in our schools. Five-year service pins were presented to Deborah Bates, Valerie DeGeorge, Mary Dodge, Lori Martin, Alison Salerno, Donna Ellis, Bonnie Ashmore-Davis, Wendy Burns, Karen Careri, Stephen Duffy, Carol Foster, Crystal Liacos, Rosemarie Lawrence, and Duane Carbone. Ten year pins were presented to Shannon Estella, Gayle MacElhiney, Jessica Rogers, Mojgan Olia, Mary Thomas, Steven Greenberg and Stephen Clifford. Fifteen year pins were presented to Diane Mattesen, Deb Connery, Susan Koniares, Lisa Salisbury, Lisa Simmons, and Alison Barton. Twenty year pins were presented to Deborah Cahill, Peg Russell, Debra Dyer, and Terry Craig. Susan Giovannacci, Heather Walker, Susan Whitney and Mary Ellen Sorensen were recognized for twenty-five years of service to the Boxford Elementary Schools.

New Staff Appointments and Leadership Transition

Kathryn Nikas assumed the Principalship of the Spofford Pond School after six years of service as Principal of the Harry Lee Cole School. Mr. Brian Middleton-Cox was appointed to serve as Principal of the Harry Lee Cole School.

Five new members were welcomed to the professional staff in 2011 including Courtney Eckhoff as a School Psychologist at the Spofford Pond School, Andrea Sheldon and Jamie Maltz as Grade 4 teachers and Alexandra Johnson as a Special Needs Teacher at the Spofford Pond School. Valerie DeGeorge in Grade 2, Pamela Scherbak in Kindergarten, and Arlene Amendolara as a Reading Specialist at the Harry Lee Cole School.

Achievements of Note in 2011

Olweus Bullying Prevention and Intervention Program Implementation: The six schools in the Tri-Town School Union have engaged in the implementation of the Olweus Program this year. The goals of this prevention program are to reduce existing bully/victim problems among school children, prevent the development of new bully/victim problems, improve peer relations and improve school climate. All professional and support staff including lunch and playground supervisors and bus drivers. The Olweus Bullying Prevention Program is backed by thirty-five years of research and is a long-term, system-wide program for change involving school level, individual level, and classroom level and community level components.

Extended Studies Program (ESP): We are in our first year of an Extended Studies Pilot at the Spofford Pond School. The goal of the Extended Studies Program (ESP) is to meet the unique needs of advanced learners in order for them to realize their intellectual, creative and academic potential.

These students consistently demonstrate high ability, creativity, and task commitment in regular educational settings and benefit from challenging, enriched learning opportunities with a group of their peers.

These opportunities provide students with a broader and more varied curriculum that goes beyond the instruction they receive in standards-based, grade level subjects in regular classroom settings. Students participate in 8-week long enrichment units covering a variety of topics during the regular school day. They meet with members of the Extended Studies staff in small groups of student peers who are interested in the same topics. Extended Studies classes meet once a week for 60 minutes.

The main emphasis in the ESP units is higher order thinking skills, such as creating, evaluation, and analyzing. These are the necessary skills for students of the 21st century. Students in ESP are strongly guided to put together ideas or elements and to develop originals ideas, to engage in creative thinking, and to judge the value of ideas. The higher order thinking skills will be realized through topics that will depend on the children and where their interests lie.

In addition to our specialists, guest speakers from the community share their passions and knowledge with these students. There is a strong technology component in most Enrichment Units.

Extended Learning Opportunities: We continue to work to recognize and challenge our students in Boxford with opportunities open to all students. The Online Math League program continues to intellectually stimulate math brains for students in grades 2-6 through contests throughout the school year.

The Math Olympiad is another program that continues to develop an enthusiasm and deep understanding of mathematical problem solving skills. We have teams in grades 4-6 who compete with nearly 150,000 students worldwide in a series of five monthly contests and weekly practice sessions. We had one student who earned a gold pin. This extraordinary recognition means that the student scored in the 98 percentile of all students. We also had eleven students earn silver pins, which are awarded only to those scoring in the 90-97 percentile. Our Grade 6 Team earned a certificate and was named to the National High Achievement List. This means that as a team, they scored in the second ten percent of all teams in the division.

Students in our schools have also continued to enjoy and learn from cultural enrichment activities provided by funds from the PTO including Curious Creatures, Windows on Wildlife, Techsploration, World of Owls, Earthview from Bridgewater State College, the Museum of Science Animal Adaptation program and the New England Aquarium Water Properties program. Students also participated in an outdoor learning experience with the Audubon Society provided by B.E.S.T.

A new experience that PTO provided for our students was to bring in a well-known West African Drumming group called Mama Doup. All general music classes study small portions of world music including drumming traditions from West Africa, and the General Music Curriculum heavily incorporates music from the West African tradition. Sixth Graders applied their learned knowledge of drumming circles by performing their own during general music classes and this AMAZING assembly gave students the opportunity to see true and raw talent straight from Ghana. Because this was an interactive assembly, students were given time to play handmade instruments from all over West Africa, many of which we could only talk about and study in General Music. West African drumming also ties directly to the Grade 6 Social Studies curriculum that focuses on world cultures.

Students also participate in after school learning through the Tri-Town Council's Horizons program throughout the school year. Classes in art, sewing, and dance are examples of the types of classes offered to our students. This is a highly popular program and is hosted in our schools.

Harry Lee Cole and Spofford Pond Schools Earn Designation As An EPA "Energy Star" Facility: Notification was received in November from www.energystar.gov that the application prepared and submitted by DPW Director John Dold and Director of Facilities Steve Clifford for Cole School was accepted. The "Energy Star" is the mark of superior energy performance and identifies the Cole and Spofford Pond Schools as among the most efficient buildings in the nation as recognized by the Energy Star program.

Capital Improvements made to Spofford Pond School: Water Supply and Treatment Plant: After several years of diminishing water supply to the well at the Spofford Pond School, an engineering study recommended a two phase plan to increase supply. The first phase involved cleaning the pump and hydrofracturing the well to increase supply.

This work was performed over the summer and was successful in restoring ample water to the school, allowing a schedule of evening activities to be restored to the campus. The second phase involves renovation of the onsite water treatment plant to increase the storage capacity. This work was supported by the community at the Fall Town Meeting and at the polls. Contracts are being drafted for the work to be done in the summer of 2012.

HVAC Work: A second vote at the Fall Town Meeting and at the polls in support of our schools enabled the planning for the replacement of the heating unit ventilators in the fifth grade wing of the Spofford Pond School. This 1968 equipment was no longer functioning as designed, and will be replaced in the summer of 2012.

Change of Polling Place From the Spofford Pond School to Town Hall: The School Committee is most appreciative of the change in polling place location for Town, State and Presidential Elections in 2012. The action of the Board of Selectmen in making this change will enable a safer and more efficient operation of the Spofford Pond School.

Response to Intervention: Teachers and staff at both the Harry Lee Cole School and Spofford Pond School continue to support students through the Response to Intervention (RTI) process in Reading, Writing, and Mathematics. The RTI program uses district and state assessments, as well as teacher recommendations and observations, to identify struggling learners. Students with identified needs are supported with additional targeted math and language arts intervention either by a math coach or reading/literacy specialist in addition to instruction from the classroom teacher. Each grade level has an assigned RTI liaison. Math, Reading and Writing Specialists meet with classroom teachers at regular intervals throughout the year to discuss progress and revise student goals and plans. This fall, the RTI program was remodeled to include AIMS Web to screen and monitor student progress.

Staff Curriculum and Professional Development Projects: Each summer our teachers engage in a number of professional development and curriculum development initiatives designed to enhance the teaching and learning process in our schools. This past summer saw eighteen Cole and Spofford Pond teachers and staff enrolled in a graduate course, *Incorporating the 6 Traits of Writing into Writers' Workshop* taught by consultant Penny Clare. Thirteen additional Boxford teachers participated in an on-line version of the course and eleven teaching assistants have completed a version of the course designed specifically to match their role supporting students. This training was instrumental in the implementation of our new writing model and curriculum which began in September. Teachers at each grade level also participated in follow up professional development in the fall when consultant Penny Clare returned to model lessons in classrooms at every grade level from Pre-K to 6.

In addition to the writing course, Paula Klipfel from Topsfield taught two sessions of graduate level courses, *Using Interactive Technology with a Projector and/or SMART*

Board and *Taking SMART Board Technology to the Next Level,* during the summer and into the fall. The sessions were targeted to meet the ability level of the participants and the focus was on integrating the technology into the curriculum. Twenty one Boxford teachers participated in these courses.

Eleven Boxford teachers also participated in ESL Category 1 and 3 courses offered by Melissa Shoer and Lynn Clark of Topsfield during the summer and fall.

A number of teachers also worked with their colleagues from Middleton and Topsfield on "Teacher to Teacher" projects during the summer and throughout the school year. Ongoing projects have included curriculum development in Writing and Science, training in AIMS web, and developing math intervention materials.

The Math Committee continued its work in selecting the pilot programs Math In Focus and Math Expressions and began piloting in the fall. They participated in various professional development opportunities and site visits throughout the summer and fall to support the pilot, evaluate the two programs, and will be prepared to recommend a new K-6 math curriculum in early 2012.

School Enrollment, October 1, 2011

	PS	K	1	2	3	4	5	6	Total
Harry Lee Cole School	54*	92	100	108					**304**
Spofford Pond School					104	114	130	120	**468**
Total K-6 Enrollment		**92**	**104**	**106**	**104**	**114**	**130**	**120**	**768**

** An Integrated Pre-School program is offered at Cole School. Fifty-four (54) students are enrolled in this program. These students are not included in the 768 official October 1, 2011enrollment total. The Pre-School is a tuition-based nearly self-sustaining program.*

Fiscal Management

The School Department operating budgets for the years 2010-2011 and 2011-2012 approved at the Annual Town Meeting are as shown in the table below. The figures used present the required local contribution after the application of revenue from State and Federal Grants and Local Revolving Accounts (Pre-School, Kindergarten Tuition, Special Education Tuition, School Food Service and Facility Rental).

Category	FY 2011	FY 2012	FY 2011 to FY 2012 Increase/ Decrease	FY 2011 to FY 2012 Percentage Increase/ Decrease
Total Salaries	$6,943,505	$7,067,886	$124,381	(1.80%)
Instructional Materials and Textbooks	$290,723	$281,236	($9,487)	(3.3%)
Equipment	$48,816	$47,640	$4,048	(0.25%)
Professional Development	$63,132	$78,743	$15,611	24.7%
Regular and Special Education Transportation	$379,450	$428,386	$48,936	12.9%
Utilities	$289,145	$273,314	($15,831)	(5.48%)
Operations and Maintenance of Facilities	$202,758	$210,768	$8,010	3.95%
Special Education Tuition and Services	$486,936	$554,573	$67,637	13.89%
Health Insurance	$1,111,756	$1,140,725	$28,969	2.6%
Less: Applied Income from Grants & Revolving Funds	($683,468)	($785,434)	$101,966	14.92%
TOTAL Local Appropriation	**$9,135,753**	**$9,297,837**	**$162,084**	**1.77%**

Educational Reform: Massachusetts Comprehensive Assessment System (MCAS)

As Educational Reform in Massachusetts heads into its sixteenth year, school district accountability continues to be at the forefront of the reform effort. The Boxford School Committee's goal is to increase the number and percentage of our students achieving at the Advanced and Proficient Levels in each grade and in each subject tested. The Department of Education has rated each school district and school in terms of its performance and improvement over the past three years. Detailed information about the School District Accountability System Cycle IV ratings including determinations regarding the requirement to achieve Adequate Yearly Progress (AYP) under the federal No Child Left Behind (NCLB) law can be found on the Massachusetts Department of Education web site, which can be reached through a link on our school district web site.

Grade and Subject	Proficient or Higher		Advanced		Proficient		Needs Improvement		Warning/ Failing		Students Included	CPI	SGP	Included in SGP
	DISTRICT	STATE	DISTRICT	STATE	DISTRICT	STATE	DISTRICT	STATE	DISTRICT	STATE				
GRADE 03 - READING	82	61	16	11	66	50	17	30	1	9	116	94.4	N/A	N/A
GRADE 03 - MATHEMATICS	88	66	15	14	73	52	11	25	1	10	115	96.5	N/A	N/A
GRADE 04 - ENGLISH LANGUAGE ARTS	70	53	14	10	56	43	26	35	4	12	125	88.4	56.0	121
GRADE 04 - MATHEMATICS	68	47	24	15	44	32	29	42	3	11	125	88.4	60.0	121
GRADE 05 - ENGLISH LANGUAGE ARTS	88	67	23	17	65	50	6	24	6	9	125	94.8	62.5	116
GRADE 05 - MATHEMATICS	76	59	45	25	31	34	16	26	8	15	125	89.6	67.5	116
GRADE 05 - SCIENCE AND TECH/ENG	62	50	21	14	41	36	32	36	6	15	125	85.6	N/A	N/A
GRADE 06 - ENGLISH LANGUAGE ARTS	84	68	21	17	63	51	13	23	3	9	145	93.6	43.0	139
GRADE 06 - MATHEMATICS	75	58	32	26	43	32	17	25	8	16	145	88.3	43.0	139
ALL GRADES - ENGLISH LANGUAGE ARTS	81	69	19	17	62	52	15	23	4	8	511	92.8	52.0	376
ALL GRADES - MATHEMATICS	76	58	29	24	47	34	18	27	5	15	510	90.5	54.0	376

Curriculum and Program Development

The Boxford Elementary Schools maintain web sites which contain detailed information about our ongoing initiatives in curriculum, instruction and professional development. These web pages can be located at www.tritownschoolunion.com and www.boxfordschools.org.

Special Education

The special education program in Boxford has always been outstanding and we continue to assess and modify our program needs each year to ensure we remain flexible enough to meet the complexity and numbers of our students with disabilities. School districts are mandated by state and federal laws to provide special education services to those students with disabilities who require specialized instruction in order to make effective educational progress and to ensure that these services occur in the least restrictive environment; we are obligated to begin providing special education services to eligible students on their 3rd birthday. We work closely with the local Early Intervention Program to gather pertinent information about children with whom they work, allowing us to plan for incoming students during the school year. Special Education programs are required to be individually tailored to ensure the individual student makes steady progress towards meeting the same curriculum standards as all students in our district. Therefore, this is an area over which the local School Committee has little control in terms of costs, which does have a major impact upon our budget. Clearly, there are diverse student needs that must be addressed through highly specialized educational programs and the School Committee asks for your continued support with the local budget to ensure all children's needs are fulfilled to the best of our ability.

As of December 1, 2011, there were 135 special education students in the Boxford Elementary Schools, grades Kindergarten through grade 6, and another 13 students of preschool age in need of special education. In 2009 we expanded one of the existing special education programs at the Spofford Pond School to become a partnership with the Middleton Public Schools. This program provides an intensive language-based and behaviorally well supported education program for special education student with unique needs. This staffing partnership has a teacher from each district and highly trained aides from each district working collaboratively with the students. The Spofford Pond School community has fully embraced and welcomed all the students and this unique program is a model of shared resources to provide effective and efficient education programs for students.

The District is deeply committed to an inclusion philosophy pursuing effective ways to integrate all our children into regular education settings. We continue to implement an inclusive Co-Teaching Model at Spofford Pond School, which combines the strengths of a classroom teacher with those of a special educator to provide intensive instruction right in the regular education classroom setting, one of the goals and requirements of the special education regulations. This structure enables us to provide the most appropriate instruction in the least restrictive setting possible. We also recognize that we need to offer a full continuum of services. Therefore, we also have Resource Room and Learning Center Program models in place in order to address the varied needs of students. We also extend our program options beyond the confines of our schools through memberships with two outstanding Collaboratives, the Greater Lawrence Educational Collaborative and Northshore Education Consortium, which enables us to provide specialized educational programs to low incidence populations of special needs students and to serve as a resource to work collaboratively with member districts to address a variety of special

education issues, as well as to provide professional development opportunities for staff. We are fortunate to have been able to lease a classroom at the Spofford Pond School to the Greater Lawrence Education Collaborative since the 2010-2011 school year; the Spofford Pond community has welcomed and embraced this classroom of very special students and we look forward to their continued membership in our school.

Last school year we had the loss of approximately $113,000 from the federal stimulus (ARRA) grant program for students with disabilities. About half of this money was used to offset the salaries of special education staff, about one-fourth (1/4th) funded our after and before school Study Skills/Homework/MCAS preparation programs, and the final one-fourth (1/4th) funded Professional Development programs and opportunities for staff. The loss of this federal grant program has impacted our ability to offer supplemental programs for students, such as the MCAS preparation and Homework/Study Skills before and after school, as well as required more local dollars to fund salaries and professional development.

Closing Statement

The School Committee endeavors to maintain a focus on teaching and learning measured by increased student achievement in a standard based environment, while increasing emphasis on the arts, culture and technology as the best way to prepare our children for a global economy. We strive to ensure that our schools are safe and supportive environments where all children feel respected and valued, and we hope to be proactive, rather than reactive, as we work towards this important goal.

The ongoing support we receive from the Parent Teacher Organization (PTO), the Boxford Elementary School Trust (B.E.S.T), and the Jonathan Tyler Barker Fund, among others, enables the School Committee to accomplish more than we could within our budget alone. We are grateful to the entire Boxford community for their support of our schools, both the curriculum and the facilities.

Respectfully submitted,

Pamela Messenger, Chairperson
Cynthia Murphy, Vice Chairperson
Roger Chadwick
Susan Philpott
Heather Fecteau

MASCONOMET REGIONAL SCHOOL DISTRICT
ANNUAL REPORT

Submitted by: Rodney Pendleton, School Committee Chairperson

To the citizens of Boxford, Topsfield and Middleton:
This report is submitted to show the achievements associated with educating 2,097 students. The dedicated teachers, support staff and administration have made this year another success. We should all be proud of what has been accomplished by our students. The goals set by the School Committee were to maintain level services, meet MCAS performance requirements, have 100% graduation rate, establish global and ethical literacy programs and improve and enhance the appropriate usage of educational technologies. We continue to make wonderful progress toward these goals.

Based upon input from town officials during deliberations last year, Masconomet revamped the budget process for the FY13 budget. A revised calendar of meetings was created in an effort to provide the town officials with budget numbers at an earlier date. The individual town assessments have changed slightly each year as student population shifts continue. Town populations have also changed which led to an amendment to the Masconomet Regional Agreement concerning representation on the School Committee. The new structure will reduce the membership from 13 to 11 members after the upcoming elections. Boxford will change from 5 to 4 members. Topsfield from 4 to 3 and Middleton will continue to have 4 members.

Our new superintendent, Dr. Darrell Lockwood was welcomed in September of 2010 and started by meeting with department heads, local town officials, school union officers and the School Committee members. One of his first acts was to revive the practice of taping the School Committee meetings for later showing in each town. An initiative to improve the website www.masconomet.org was started and is continuing to evolve.

The Communication subcommittee conducted a three-town survey asking for feedback on matters of class size, student engagement, food in the cafeteria, budget items and many other topics. Over 300 people responded including parents, town officials and business owners.

MCAS testing continues assessing the individual progress of each student. From this testing, a program is developed to help each student achieve the established learning goals. Educational honors at the high school included one National Merit Scholar Finalist/Semi Finalist. Advanced Placement [for college credit] tests were taken by two hundred eighty two juniors and seniors. Eighty seven students earned "Special Awards" in art for work submitted to the Boston Globe Scholastic Art program. We have been the state leader in winning awards in this competition for many years. In music, twenty three students earned special recognition in regional contests for their abilities in voice and/or instruments.

We had seventy five students inducted into the National Honor Society. Ninety six seniors qualified for the John and Abigail Adams State College and University Scholarships. For the second year in a row, the district was recognized by the College Board for expanding Advanced Placement opportunities to students while maintaining and improving achievement on individual AP assessments. The Masconomet Regional Scholarship Foundation awarded two hundred and twelve deserving scholars in the class of 2011 with more than $190,000 in scholarship awards.

Athletic teams had a great year. Participation in athletics continues to be excellent with over five hundred students in fall sports and four hundred in winter and spring sports. There are fifty extracurricular activities with another six hundred students participating.

Student involvement in charitable causes has been a long standing tradition and the freshman class has a "walk" that raises money for a different charity each year. Over $30,000 was raised by the freshman this past year. Grants and donations of over $60,000 played a role in reducing the overall budget. Thank you to the booster clubs, local businesses and the newly formed Masconomet Education Foundation for their support. In addition, we are appreciative of the support efforts and donations from the Masconomet Alumni Association.
The fall of 2011 saw major changes in the middle and senior high libraries. A plan was developed to change the libraries into the hub of learning. Book shelves were transformed into computer desks [by the maintenance staff]. Desks were relocated to have additional computer stations available. Two classes can now meet in each library at the same time and work online. New computers were purchased and wireless capacity was improved with a grant from the Masconomet Education Foundation.

A five year outlook for the need for textbooks and primary source materials was developed by the various department heads. This will be helpful in future budget planning. The use of technology in teaching is being reviewed to include the Tri-Town School Union [the 6 elementary schools in the three towns].

The "Greening of Masco" continues with a new single stream recycling program. The computerized lights out initiative is proven to be a cost saver. Watering of the fields from our well now costs less with the installation of the sprinkler system.

Catherine Cullinane, the Middle School Principal retired in June of 2011 after a distinguished career in the educational field. Dr. Dorothy Flaherty, a former Maconomet teacher was hired to take the reins of the Middle School as the new principal. Also retiring were David Donavel, Deborah Shapiro and James Pugh. We thank them for their dedicated service to our students.

A special thank you goes to the volunteers who served on the School Committee: Betsy McGinnity and Janice Lisiak of Middleton, Kenneth Vogel of Topsfield and Barbara Jessel of Boxford. They have volunteered many hours during their terms on the School Committee to better the education for the youth of our communities. Newly elected to

the committee are Elizabeth Dierze of Topsfield, Teresa Buono of Middleton and Benjamin Messenger of Boxford.

The schools in our towns need your continued support to maintain and enhance the educational and social experiences at Masconomet. Or to say this in another way with a quote from the vision statement of the School Committee, "Maximize opportunities for intellectual, personal and physical development. Encourage individuals to become contributing community members. Promote learning as a life-long pursuit". We appreciate your continued support of our youngsters.

Boxford Members
Paula Fitzsimmons
Thomas Mathers
Benjamin Messenger
Kathleen Tyler
Daniel Volchok

Middleton Members
Teresa Buono
Rodney Pendleton, Chairperson
Linda Richards
Vacant

Topsfield Members
Elizabeth Dierze
Lawrence Lindquist
Laura Powers
John Spencer, Vice Chairperson

NORTH SHORE REGIONAL VOCATIONAL SCHOOL DISTRICT
30 LOG BRIDGE ROAD, MIDDLETON, MA 01949-2806
www.nsths.net

ANNUAL REPORT (Short Form)
JANUARY 1, 2011 – DECEMBER 31, 2011

Michael Crowe – Boxford Representative
North Shore Regional Vocational School Committee

Daniel R. O'Connell, Superintendent-Director
North Shore Regional Vocational School District

Merger Update
The plan to build a $133 million high school that proponents say will transform vocational education on the North Shore finally became a reality in December.

The Owners Project Manager (OPM) and New District Fee Negotiation team completed design fee and scope negotiations. Negotiations resulted in a reduction from approximately 10% of total construction cost to approximately 7.9%. A Notice of Intent to Award a Contract was approved by the full School Committee and sent to the architect. The next step was to finalize the draft the Massachusetts School Building Authority's (MSBA) Construction Manager (CM) at Risk contract with the architect, OPM and MSBA legal counsel.

The OPM completed and submitted an application to the Inspector General's Office (IG) for authority to construct the project under the new CM at Risk delivery method. The application was supplemented with information provided by the Superintendents relative to their and the districts construction experience. After completion of the application, The OPM secured the signature of the School Committee Chair and a CM at Risk Application was submitted to the IG's Office. The submittal package was reviewed and approved by the IG's Office and the District will proceed under the new project delivery method. After proper advertising and notices, Request for Qualifications were solicited from CM at Risk Firms. Four firms were deemed qualified and interviewed for the project. The interviews were conducted by the OPM, Superintendents' and members of the District Committee comprising a CM at Risk Selection Committee.

The Project Team began Program Review and Early Design Development Phase. The School Superintendents have scheduled "Design Focus Group Meetings" with teacher, staff, administration, and their respective advisory boards personnel from each school. This review will allow new district representatives to have input on the previously completed schematic phase and re-introduce the project to all stakeholders.

After compiling and analyzing the Design Focus Groups data, the Architect will move into the Design Development Phase of the project where scaled layouts and building elevations will be drawn and specifications will also begin to be developed. The district

has successfully submitted a Design Development Phase package of project drawings, specifications and supporting documents required by the MSBA.

All necessary plans and specifications will be finalized into a package of documents suitable for bidding. The CM at Risk firm will assist the project team in insuring the best and most accurate plans and specs are developed lending their experience as "builders" into the design process.

Construction Phase

10/20/2011 to 01/20/2014	Construction of new buildings and playing fields
02/20/14 to 06/20/2014	Demolition old buildings and finish fields
09/01/2014	New School Year Begins

The North Shore Technical High School website (www.nsths.net) will continuously update all merger progress in the future.

Administration

The North Shore Regional Vocational School District Committee, comprised of one member appointed to represent each member community, is the governing body of the School District. The Superintendent-Director and the administrative team carry out the policies of the District School Committee and oversee the daily operation of the school.

Enrollment

Student enrollment as of October 1, 2011 is 467. Students cite the interpersonal relationships with teachers, counselors, and administrators, and the vocational/career area programs as the reasons for application. There continues to be a shortage of space for classrooms, shop areas, the media center, and the cafeteria. In addition, an auditorium is needed.

Students participate in programs in Automotive Technology, Automotive Collision Repair and Refinishing, Carpentry, Cosmetology, Culinary Arts, Design and Visual Communications, Electricity, Graphic Communications, Health Assisting, Information Technology Services, Machine Tool Technology, and Masonry and Tile Setting.

Curriculum

The mathematics department continues to improve and evolve its curriculum. Mathematics is a requirement for all four years of high school. This was implemented as part of our strategy to ensure that our students reach a proficiency level of mathematical understanding before graduation. The department has put an emphasis on integrating the curriculum with both Technology and the different Technical and career areas. Technology integration continues to evolve as SmartBoards are being used extensively in all of the math classrooms for instructional purposes. The software program called JFYNet (an interactive self paced math tutorial) continues to be a major focus of our preparation for the MCAS exam. A new elective course was added for seniors called The Joy of Mathematics. This course was modeled after a freshmen level course taught at the Community College. It is a quantitative reasoning approach to using and understanding

mathematics. Since 2008, our Advanced plus Proficiency rating in Mathematics has gone from 66% to 82% for an increase of 16%.

The science department implemented an on-going effort to develop 9th - 12th grade curriculum in a manner that supports our students' success. All of our science courses are aligned with the Massachusetts Science Frameworks, and for the 9Th and 10th grades classes, are sequenced in a manner to prepare students for the MCAS test. Since a science MCAS test is a graduation requirement, we have selected an approach for our underclassman that focuses exclusively on biology. A concerted effort on this single domain will allow for more time to cover required strands, and will provide opportunities to develop rigorous instructional strategies and methodologies in order to enhance student success. This year's junior class has achieved a passing rate of 98%, and our seniors who meet our graduation requirements, have a 100% pass rate. Since 2008, our Advanced plus Proficiency rating in Science has gone from 52% to 76% for an increase of 24%.

This year ninth grade students will have an additional one- period English class during their exploratory week. This will give teachers and students valuable extra time to focus on improving writing skills in preparation for the MCAS ELA test. Both ninth and tenth grade classes continue to emphasize writing strategies including the "Writing With Colors" program. Students continue to practice responding to multiple choice questions and expanding their open response answers in addition to working on longer essay assignments. Since 2008, our Advanced plus Proficiency rating in English has gone from 70% to 90% for an increase of 20%.

MCAS Review

North Shore Technical High School had by far its strongest year and made annual yearly progress in English and mathematics on the MCAS exam administered to the class of 2013 in the spring of 2011. North Shore Technical High School substantially outperformed the state in English, mathematics, and science with regard to students scoring in the proficient or higher range. The performance rating in English was above target and the performance rating in mathematics was on target, with only (2) failures in mathematics and (1) failure in science. However, we still have work to do. North Shore Technical High School fully realizes that as we continue to raise the bar, we challenge ourselves more, each and every year. Students must obtain a scaled score of 220 or higher on each of these three exams in order to be eligible to receive a high school diploma. Our goal, however, is to have all students score in the proficient or advanced range (scaled sore of 240 or better) by 2014, which is the goal of the No Child Left Behind Act; therefore, efforts need to be intensified to assist students in gaining the knowledge and skills they need to reach this goal.

North Shore Technical High School received a Massachusetts Department of Elementary and Secondary Education (DESE) MCAS Remediation Entitlement Grant (#632) to assist juniors who had not yet reached the minimum scaled score (220) on one or more of the MCAS exams, English Language Arts, Mathematics, and Science – required to be eligible for a high school diploma, to build their knowledge and skills required for success on the exam. All seniors have reached the minimum scaled score so it was;

therefore, unnecessary to have them participate in this program. Funds from this grant were also used to assist sophomores to attain proficiency on their first attempt at the MCAS exam. North Shore Technical High School teachers set up review classes after school three days a week for three weeks in English, mathematics, and biology in the winter and spring to prepare students for those tests. In the fall of 2010, review classes in English and mathematics were held three days a week for three weeks to prepare those students in the class of 2012 for the retests held in November. The small teacher/student ratio, one teacher to five students, allowed for individualized instruction in those areas needing remediation. The Director of Curriculum utilized the DESE Data Warehouse and/or the Test Wiz program to complete an item analysis of each junior student's MCAS exam results to pinpoint areas of strength and weakness. This information was shared with all instructors and used to guide instruction in the remediation program. The academic support program, PLATO, provided by Boston based JFYNet, is a self-paced MCAS review software that has demonstrated positive improvement in mathematics MCAS scores. All mathematics and special education teachers have been trained on the PLATO software program. The science teachers used science Moodle, also provided by Boston based JFYNet, to help students work on their areas needing improvement in biology. In addition to the after-school remediation programs, North Shore Technical High School also has a half-year Essential Strategies course in both mathematics and English during the academic week to help all freshmen and sophomore students build the knowledge and skills required for success on the sophomore MCAS exams.

School Council

The School Council is an organization of faculty, parents, students, and business community representatives who meet with the Principal every six weeks during the school year to review programs and activities at North Shore Tech. At each meeting North Shore Tech staff members inform the Council about specific school activities and programs. This year the Council updated the three-year School Improvement Plan 2010-2013 which was developed to carry us toward the new merged North Shore Technical High School and Essex Agricultural and Technical High School. The Council also examines the school budget and student handbook and reviews co-curricular activities. The Council's advice to the Principal assists in the process of program expansion and curriculum improvement. School Council's members are actively involved and very supportive of the staff and students at North Shore Tech.

Program and General Advisory Committees

The Program Advisory Committees meet twice per year to discuss suggestions for improving our vocational-technical programs. The instructors use these meetings to learn about the latest equipment, materials, techniques, and technology being used in industry. Improvement in curriculum and delivery of instruction are directly related to these suggestions and industrial standards.

The Program and General Advisory Committees also continued this year to offer input on the design of the new merged North Shore Technical High School and Essex Agricultural and Technical High School building project to ensure that both the design and space of the vocational areas will provide students with the optimal learning environment.

Vocational Career and Technical Area

The excitement abounds in the Career/Technical Education (CTE) area because of being allowed to help design the new school. Our teachers over the last year have met several times in some areas even more with the architect creating their spaces in the new building. They have been given the opportunity to recommend equipment for the shops, help plan in the location of the equipment and ensure that we have the necessary infrastructure to ensure that our students have the opportunity to learn in an educational environment that meets the needs of the 21st century. They have had the opportunity to discuss with the architect's consultants changes in their technical areas to ensure that we are creating spaces that will be viable for the next fifty (50) years.

While they plan for the future they are very involved in preparing their students to be successful members of today's society. The CTE programs continue to ensure that students are receiving the necessary training to help them be successful in their chosen fields. North Shore Technical High School students update their career/technical competencies twice a year. The summative assessment is made available to their parents through the Career Cruising software. The CTE programs continue to incorporate integration projects into their programs. Working with the science department the sophomores are currently researching how environmental considerations affect their trade areas. This allows the students to understand the important role of research, reading, writing, math, science and presentation skills play in their technical areas. CTE teachers have begun to use the Writing with Colors initiative when creating reflection sheets for their portfolios and the students are being introduced to Sean Covey's The Seven Habits of Highly Effective Teens in their professional development class to help them deal with real life challenges and the problems they will face.

In addition the CTE programs continue to enhance the integrity of their programs by having the student complete nationally recognized certifications in their trade areas.

Outside Projects

The carpentry, masonry and electrical programs are completing an addition on a house in Gloucester. In addition the students have been working in Middleton on retrofitting the police station, working at the DPW site and completing walkways, steps, garage floors, running electrical power to an outdoor shed for several citizens in our district.

Many of the students develop their technical skills by working on projects for members from our communities. Some examples include:

- Collision Repair - Painted a police van for Salem State University.
- Culinary Arts - Welcome senior citizens from the different Council of Aging organizations in our district for lunch on Wednesdays. The Log Bridge Inn is open to the public on Thursday and Fridays.
- Cosmetology – Operate a full service salon open to the public every Thursday and Friday

- Health Assisting – Continue to visit Hogan Rehab, Danvers; Brooksby's, Renaissance Village, Peabody; and Brightview, Danvers to help develop their technical skills. This allows students to receive certifications in Developmental Disabilities, Alzheimer's Care, and the Certified Nursing Assistant Exam.

Technology

North Shore Technical High School can boast 100% participation in Moodle, a Learning Management System and customizable platform for teachers and learners. The Moodle, online classroom, is used to extend the classroom beyond the four walls and the daily schedule. Students can access course work, supplemental materials, assessments, communications and outcomes anywhere, anytime. Teachers are provided with a home page and a means of setting up and distributing all of this course information. All teachers are building their curriculum, posting assignments and grades in their Moodle classroom and using this as a form of communication to students and their parents.

Google Apps for Education has been put into practice, which combines email, chat, documents and scheduling for integrated communication in and out of the building. Students and faculty can access their email and calendars from any computer or mobile device. The use of Google Apps, which is a "cloud" application of Office software and a component of our North Shore Tech Gmail, has been introduced and utilized in a variety of curricular areas.

The Science Fair continues to be one of the top projects to integrate technology. This past year the use of Noodle Tools (an online research and citation program) has been added in collaboration with the librarian. The plan is to integrate Noodle Tools in all grade levels via the Research Paper initiative.

In all four grade levels, the implementation of a variety of technology specific mini-courses has begun. The plan is to incorporate two days of technology in each grade level during their Directed Study. Grade 9 participates in a keyboarding course. Grade 10 learns Microsoft Office skills. Grades 11 and 12 use technology as they build upon skills for mastering the Accuplacer test. Adding technology to the Directed Study curriculum provides technology to all students while also giving Directed Study more focus and accountability.

The technology department and a team of teachers have formed a pilot program to research and explore the use of one-to-one computing. One freshman academy will participate in a 1-to-1 iPad study. We plan to gather data in order to track changes in student engagement and achievement. We also plan to provide much teacher professional development in this initiative in order for educational practices to integrate with the technologies. The teachers in this group will work to adapt their teaching materials and practices to make the 1-to-1 environment effective and relevant. We anticipate using the results of this study to determine future 1-to-1 computing initiatives.

Professional Development
For the past two years, professional development activities have focused on the areas of the school improvement plan which address teaching and learning as well as school safety and climate. A combination of early release time and embedded instructional consultation along with the use of common planning time was used to create a comprehensive approach to all initiatives.

Major Professional Development initiatives included were:

- Co-teaching
- Differentiated Instruction
- Integration of Academic and Vocational Curriculum
- Improving Writing/MCAS Scores
- Common Assessments
- Integration of Technology
- Curriculum Development and Alignment to the State Standards

Special Education Department
There are approximately 140 students at North Shore Technical High School who have been identified as having special needs; they represent 30% of the general student population. Programs and services are provided and administered by a staff comprised of an administrator, a full-time team chairperson, eight special education teachers, a speech/language pathologist, a certified reading specialist, a school psychologist, a behavioral consultant, four instructional aides, and one secretary. All special education staff is highly qualified in accordance with the No Child Left Behind regulations.

The special education program is inclusive in nature. Inclusion classes are offered in all grades and in every major academic subject area. These classes are co-taught by members of the general education and special education staff. In conjunction with this, many special needs students receive curriculum support services in the Curriculum Support Center, under the direction of the Special Education Administrator.

Our Speech and Language Pathologist provides both individual and small group instruction in the area of communication, including receptive and expressive language skills (both oral and written), reading, vocabulary, phonological processing, usage, social language and articulation.

The goal of the special education department is to ensure that all students have access to the general education curriculum in the least restrictive setting. High standards are maintained for students with disabilities, so that they can master the content of the Massachusetts Curriculum Frameworks. In addition, students are prepared for high stakes assessments in Math, English, and Science, as well as for vocational competency testing.

Educational Performance Systems completed a Co-teaching Program Evaluation for the 2009-2010 school year. According to this evaluation, the following major goals have been accomplished:

1. A wider range of high level instructional alternatives are now available to students with disabilities than would be possible with one classroom teacher.
2. Students with disabilities are integral members of the classroom community in the co-taught classes.
3. All students are supported by the special educators and paraprofessionals in the general education co-taught classrooms.
4. General educators are becoming more skilled in meeting the needs of students with disabilities.

In this evaluation the administrative staff at North Shore Technical High School was commended for designing quality professional development activities that support our co-teaching model of instruction.

The Department of Elementary & Secondary Education (DESE), in accordance with a federal requirement, makes an annual determination in the area of special education for each school district. There are five levels of accountability. Performance is linked to student performance indicators, district AYP reports, and special education compliance. North Shore Regional School District received the highest determination level – Level 1. We were commended by the DESE for our work to ensure high quality education for all students.

Athletic Department

The Boy's & Girl's Basketball teams continued to have a good number of participants. The boy's team won its second consecutive league championship. The boys also competed in the State Vocational Championship game, and qualified for the MIAA state tournament. The girl's team qualified for the state tournament for the 2nd consecutive year. Indoor Track had a good number of participants and the girl's team won the league championship. Sign-ups for the winter of 11-12 are through the roof with over fifty (50) participants and now have three coaches on staff.

This is the 2nd year the boy's and girl's basketball teams have merged with Essex Aggie making all of our sports co-operative. The boy's are practicing and playing at North Shore and the girl's are practicing and playing at Essex Aggie. There has been a very large turnout for both teams and we are looking forward to successful seasons.

Both Baseball and softball continue to have enough participation to support varsity, junior varsity, and freshman teams. Boy's Lacrosse, in its third year, continues to show improvement. Participation rates were high enough to again schedule a full junior varsity schedule. Girls Lacrosse, sponsored by Essex Aggie, also had a good turnout and played a varsity and junior varsity schedule. This fall, the football team finished with a 2–9 overall record and actually tied for the league championship. The non-league schedule was one of the toughest having competed against 4 teams that qualified for the state playoffs along with six upper division opponents. The Volleyball team welcomed new head coach, George LeVasseur. The team improved over the course of the season highlighted by a win over the league champions. Girls' soccer again competed in the upper division in the league. Although they did not win a league championship they did

qualify for the state and vocational tournaments again. The boy's soccer team welcomed a new coach, Tom Milaschewski and he is also a new teacher in the school. He is a welcome addition as our team did not record any red cards for the entire season with only one yellow card. The sportsmanship displayed by the team was noted several times by officials and opposing coaches. Fall Cheering continues to improve their performance levels and again qualified for State Competition. North Shore student participation increased with the Essex Aggie Cross Country team this fall. The overall number of participants for Cross Country was at an all time high this year.

Career Exploratory

The focus of the Career Exploratory Program is to familiarize all ninth grade students with North Shore Technical High School's career vocational/technical areas. Mr. Dan Connors, our ninth grade guidance counselor worked with each of our ninth graders to provide a more individual guidance program. This program includes in depth interest inventories such as the Harrington O'Shea and Career Cruising, as well as various skills and abilities assessments to help freshman become aware of their strengths and weaknesses. They are encouraged to get in touch with their values, believes, and skills to assist in choosing the best possible career path.

Currently, ninth graders explore twelve vocational programs. The exploratory program is designed so each student spends five days, four periods in shop and four periods in academics every other week. This schedule allows for smaller shop classes so that our teachers are able to evaluate student more comprehensively. Students will complete the exploratory program in the early spring and will then re-explore three shops before making their final shop selection.

Career Awareness

Throughout the year, all students participate in a variety of career planning activities in the newly established Career Center. This designated space is utilized by the Guidance Department in collaboration with the CVTE instructors to deliver activities related to career planning. A new requirement for all students to obtain a Certificate of Occupational Proficiency is the development of a Four Year Career Plan.

The following activities were presented in the Career Center:

- Career Match Maker (a component of Career Cruising software)
- Non-Traditional Career Choice Lesson
- Four Year Career Plan Decision Making
- Final Shop Choice
- Career Pathways
- Cyber bulling
- Study Skills
- Mock Interviews
- Resume Development
- Conflict Resolution
- Career Cluster Research
- Academic /Technical Success

During the second semester, the guidance department developed lesson plans and activities for grades 9, 10, 11 and 12 students to assist in their career decision making. Ms. Doherty, Ms. Montague and Mr. Connors enhanced previous lessons on Career Cruising to address goal setting and work place readiness skills. Students also began work on their portfolio's which are developed during their four years at NSTHS.

The guidance department conducts annual parent evening meetings for all grades. The agenda's are grade specific. A new elective was developed by Ms. Doherty and Ms Montague to assist seniors with college planning for seniors. Students attended this course in lieu of directed study from September – November. The College Planning course focused on the common application, deadlines, the college essay and recommendations.

Tech Prep

Tech Prep, a federally funded program, establishes articulation agreements between high school students and post-secondary institutions. This program develops career pathways that allow for seamless transition from high school to college programs of study, creating opportunities for high school students to earn college credits.

During the 2010-11 school year, articulations in ITS, Health, Culinary and Graphics were renewed. In addition, articulations were newly developed with Central Maine Community College, Southern New Hampshire Community College, Bunker Hill Community College and Mass Bay Community College.

Tech Prep coordinators meet and collaborate with NSCC discussing seamless transitions upon graduation from North Shore Technical High School to enrollment at North Shore Community College.

Dual Enrollment

Dual enrollment is a program offered to eligible high school juniors and seniors who want to earn both high school and college credits simultaneously by taking courses at publicly founded higher education institutions.

During the 2010-11 school year, two seniors from Information Technology Services participated in the dual enrollment program at Johnson and Wales. They both successfully completed this program and will continue next year at Johnson and Wales as sophomores.

Cooperative Education

Cooperative Education provides seniors the opportunity to develop academic, technical and employability skills in a work-based setting. Alternating weekly between work and classroom student, students in good academic/technical standing and discipline record may participate in this program. Students participating in this program are paid for their work in their chosen technical field. Students may also participate in internships through this program.

During the 2010-2011 school year, twenty-two (22) junior and senior students went out on co-op. These jobs resulted in full-time employment for graduates not attending post-secondary schools. Presently the Co-op position is held by the Essex Aggie CTE Co-op Coordinator who serves both schools. Ms. Leilevre is present at North Shore Technical from 8:00-11:00 Monday – Friday. There are eighteen (18) students placed in co-op jobs.

Senior Placement

The class of 2011 saw 42% of its graduates matriculate to a two year school, 22% to a four year school, 5% enlisted in the Military and 31% were placed in jobs related to their career programs.

Health Office

Health services offered at North Shore Technical High School include; first aid, health education, health promotion and prevention of illness in a caring safe environment. Emphasis is to prevent illness and injury, to minimize impairments to learning and to make community/school referrals as appropriate.

In the 2010-2011 school year students and faculty visited the health office 3,687 times, which did not include the flu clinic for faculty and staff. Headaches, general malaise, sore throats menstrual cramps and mental health issues were the most frequent complaints that brought students to the health office. Our most serious challenge was the care of three insulin dependent diabetic students.

Buildings & Grounds

The modifications and upgrades to the buildings and grounds were significant in 2011. Room configurations were made to areas within the O'Malley Media Center; the expanding Technology Department was relocated to a larger space and two conference rooms were added.

Some cost saving measures within the facilities department was to purchase equipment to line the athletic fields. After reviewing the cost in-house vs. outsource it was found to have a 40% savings to do this in-house. The third shift custodian responsibility was contracted to a private company.

Transportation Department

The Transportation Department has a fleet consisting of twenty (24) buses, thirteen -71 passenger buses, five-77 passenger buses, one-18 passenger bus, three buses dedicated to the building trades, two -35 passenger buses and also one-8 passenger van. The Transportation Department provided transportation for North Shore Technical High School students to and from school on a daily basis for approximately 445 students and provides four late buses three days a week for after school activities, and four additional sports late buses daily for sports teams. Transportation was provided for many field trips throughout the school year and all the offsite activities, sports games etc.

The Transportation Department also provided transportation to and from school for approximately ninety (90) Essex Aggie students. The Transportation Department merged all of the students within the District onto our current bus routes where it could be done and added some routes to take care of the overloads. The Transportation Department provided three shuttle buses from the Aggie in the afternoon to bring the students to North Shore to board the buses for their ride home. The Transportation Department provides three late runs daily for Essex Aggie. The Transportation Department will continue to merge and expand as the merger approaches; our goal is to be transporting all the Essex Aggie students before the merger actually takes place. Hopefully this will be complete by FY13. This will spread the expense over a few more years. The size of our fleet will continue to increase to accomplish this.

Adult Education

Adult Evening Education at North Shore is a self-supporting program that offers approximately sixty (60) vocational-technical classes that enhance the professional and personal lives of the adult members of our communities. The Program serves nearly one thousand adult students that participate in a wide variety of courses. Popular fields of study include: computers, health, construction, machine technology, culinary, automotive, business and personal finance. A number of courses have state approval for professional and trade license preparation, for example Journeyman and Masters Electrician License, and Auto Damage Appraisal License.

Last year, the Adult Education Program initiated the development of online course capabilities. It is our hope to soon market a number of professional development online options for teachers. Furthermore, our new online registration option has proven to be very popular with our adult students, now representing greater than 60% of total registrations.

The Adult Education Program continues to enjoy a reputation of providing quality vocational-technical education to a demanding clientele that faces an ever-changing work place and an uncertain economy. We have an ongoing effort to provide competitive and progressive programming. Our course offerings are continuously reviewed for either updating, or modification, and we research the local market for new offerings.

Adult Education at North Shore provides a much-needed service and is embraced by our area communities as an outstanding educational opportunity.

Business Office

The Department of Revenue has certified the amount in our unencumbered excess and deficiency funds available July 1, 2011 at $487,753.

The Fiscal 2013 Budget preparation is currently in process and will be presented to the District's Finance & Property Policy Sub-Committee in February and subsequently to the District's School Committee. At this point, we have not received financial data pertaining to fiscal 2013 from the Department of Elementary and Secondary Education. Preliminary Chapter 70 figures are expected to be released at the end of January.

In April, we had our 1st benefits fair, introducing some additional no (employer) cost benefits to the staff. Along with our usual health insurance renewal information, vendors presented material on discounted auto insurance, 529 educational savings plans, voluntary dental insurance and 403(b) plans.

We continue to work collaboratively with Essex Agricultural School in anticipation of the merger in FY 2015. We've taken over select routes of their student transportation for a fee, with anticipation of having the busing completely merged prior to the opening of the new school. We've continued to run a cooperative athletic program, sharing the cost with Essex Aggie. As we move forward, mutual items (student information software, internet access, firewalls, etc) are reviewed by both districts and a decision is made as to what will be put in place and stay in place upon the opening of the new school. All these initiatives will result in significant budget savings for our sending communities.

The fiscal year 2011 audit report is complete and in its draft stage. The final report will be available in January. If you would like to obtain a copy of the report, please contact the business office at 978-762-0001 X227 or via email at mznamierowski@nsths.net.

North Shore Regional Vocational School Committee

Beverly	Mr. Dean Porteous
Boxford	Mr. Michael Crowe
Danvers	Mr. Russell Fravel
Essex	Mr. George R. Harvey, Chairman
Gloucester	Ms. Melissa J. Teixeira
Hamilton	Mr. David W. Ketcham
Lynnfield	Dr. Paul Anderson
Manchester-by-the-Sea	Mr. Joseph Sabella
Marblehead	Mrs. Marcia Sweeney, Vice Chairman
Middleton	Mrs. Ellen Weitzler
Nahant	
Rockport	
Salem	Mr. Thomas St. Pierre
Swampscott	Mr. William Jackson
Topsfield	Ms. Trudi Perry
Wenham	Mr. William O. Nichols, Secretary

DEPARTMENT

OF

PUBLIC WORKS

DEPARTMENT OF PUBLIC WORKS

The floods from the March 2010 caused the collapse of the Glendale culvert pipe at the intersection with Main Street. It is shown the top picture. It was determined that the repair would be the elimination of the culvert and the spur road entering Glendale Road. This work was performed in September of 2011 with funds from the Federal Emergency Management Agency and is shown in the lower photo. Final paving of the new intersection will take place in May of 2012. It is anticipated that the 100 year old stone culvert which carries the flow under Main Street will be repaired in the fall of 2012.

The winter of 2010-2011 was one of the worst in a decade for Boxford. The total of snow for the year amounted to approximately 75 inches. In early February, the snow load on the roofs of the town buildings, especially the two elementary schools had reached their allowable limits. Snow had to be removed from the roofs of these buildings in order to avoid catastrophic failures. Snow removal proceeded in early February. At the Spofford Pond School, work was accomplished with many volunteers including the DPW and Fire Department members. Because of these efforts, there was no damage to roofs from the winter storms.

The DPW continued to pave roadways in accordance with the Pavement Management Plan. This year completed the five year projected plan to repave roads which were detailed in the report as being in poor condition. The roads which were paved in 2011 included a one mile portion of Ipswich road from Georgetown Road to Spofford Road, Lake Shore Road from Main Street to Washington Street and Curtis Road. A number of roads were crack sealed in order to preserve their integrity for several more years. The shoulders along these roads were reestablished with crushed gravel and brush cutting also occurred.

The Department replaced three collapsed road culvert pipes during the summer. Two were located on Ipswich Road and one on Georgetown Road. Other road culvert pipes were maintained such that debris and brush was removed at their inlets in order to provide for open flow during storm events/

The engineering company of Haley & Ward was hired to perform an inspection of all culvert pipes and catch basins throughout the Town. The results of this study will be completed in the winter of 2012 and presented to the Board of Selectmen. The report will provide a guideline for future culvert improvement work.

The DPW Parks Department continues to work to improve the 19 acres of Town recreation fields. Regular field maintenance includes fertilizing, lime application, reseeding, aerating, irrigation and mowing. We will continue to provide the best recreational fields for the many sports teams within the budget limitations. We wish to extend our appreciation to the Boxford Athletic Association for their efforts to help the DPW. We would also like to commend the Boxford Garden Club for their efforts to maintain the beautiful flowers and shrubs at many of the Town buildings and several road islands.

The DPW brush cutting tractor continues to maintain the road shoulders throughout the Town. This program helps to keep shoulder foliage in check, as well as provide the space on the shoulders for snow banks during the winter plowing season.

We welcome your comments and suggestions. You may contact the DPW at 978-352-6555 or jdold@town.boxford.ma.us.

Respectfully submitted,
John C. Dold, PE, Department of Public Works Superintendent

Health & Inspections

Board of Health Report

Animal Inspector

Building Inspector

Electrical Inspector

Plumbing & Gas Inspector

Sealer of Weights & Measures

Visiting Nurses Association

BOARD OF HEALTH

The Board of Health regulates private septic systems, food service establishments and summer camps, waste disposal issues for horse stables; provides approvals for construction of private water supplies; manages town trash collection, and hazardous waste collection day; funds elderly health care and immunization clinics; and handles issues of contagious and reportable disease. Our meeting place is the Boxford Town Hall at 7A Spofford Road on the second and fourth Wednesdays of each month at 7:30 pm. We invite you to attend and contribute to our meeting.

2011 Board of Health Members

Alexander Constan (Chair)
Louise Kress (Vice-Chair)
Richard Taylor
Thayer White
Laura Sapienza-Grabski

Board Reorganization

In May 2011 the Board elected Officers for the end of Fiscal Year 2011 and the upcoming Fiscal Year 2012.

Chair:	Alexander Constan
Vice-Chair:	Louise Kress

Board of Health Staff

In 2011, The Board of Health employed Kendell Quarles as Health Agent and Robyn Holt as the new assistant to the Board of Health Department. Janet Silva relocated to the Boxford Assessors Department and Robyn Holt replaced Janet Silva on December 13, 2010.

Kendell Quarles is serving a sixth term on the Executive Committee for the Massachusetts Public Health Emergency Preparedness, Region 3A of the Northeast Public Health Coalition and attends meetings which support local public health authorities in the development and expansion of their existing infrastructure by providing resources to be used as determined by the coalition for public health preparedness and response needs. Activities undertaken by the regional coalitions with these funds must be in accordance with the Critical Capacities outlined in the Cooperative Agreement, and would include:

Preparedness planning and readiness assessment
Surveillance and epidemiology capacity
Communications and information technology
Risk communication

Education and training

Kendell also meets with the Local Emergency Planning Committee (which spent months preparing a pandemic plan and clinics for the H1N1 flu outbreak), Stormwater Advisory Committee and the North Shore Health Agents Committee.

Health Agent Activities

The following is a summary of work performed by the Health Agent for the 2011 Calendar year:

Food Service Inspections	14
Lincoln Hall Food Permits	7
Summer Camp Inspections	7
Well Permits	8
Complaints Investigated	10
Trash Complaints	48
Disposal System Installers Licensed	66
Certificate of Compliance	40
Septic Permits Issued	29
Emergency Beaver Permits	10
Plans Submitted	41
Building Permit Sign-Offs	49
Soil Evaluations (Deep Observation Pits: 88; Percolation Tests: 47)	115
Trench Permits	17
Pump Slips Submitted	764
Title 5 Inspection Reports	85

2011 Additional Board of Health Activities

Hearings

Septic Systems
The Board of Health held 6 variance hearings on upgrades of failed septic systems.

Title 5 Repair Betterments

of the program, from 1998-2003, twenty (20) loans were made to homeowners for use in repairing or replacing out-of-compliance septic systems. Of those, 14 have been paid off in full and currently 6 loans remain outstanding. As of June 30, 2011, $53,888 is the outstanding amount of all betterment loans to be repaid by homeowners.

Tick and Lyme Disease Survey

The BoH acted on resident feedback gained at more than one Board meeting regarding Lyme Disease and other tick-borne diseases reported in town. Several suggestions were discussed, ranging from educational programs to reducing the number of deer in town. The Board decided that the first step to implement an action plan was to distribute a survey to town residents (mailed with the 2011 Spring Warrant Article) on knowledge of ticks and incidence of tick-borne diseases. Of the 3,116 surveys mailed, the Board received 208 responses (6.68% of town residents). The survey questions and responses are provided below.

Question # 1 - Has any member of your household, while a resident of Boxford, been diagnosed and treated by a physician as having Lyme Disease or any other tick-borne disease?

Question #1 Results:	
Responded "Yes"	116
Responded "No"	90
Did not respond	2

Question #2 - Are those in your household aware of precautions to be taken to minimize tick attack when outdoors such as wearing long pants/slacks, socks, light clothing, spraying with DEET, etc?

Question #2 Results:	
Responded "Yes"	203
Responded "No"	4
Did not respond	1

Question #3 - Are those in your household aware of the typical first symptom of a Lyme Disease-bearing tick bite: a red or pink ring in the skin around the bite?

Question #3 Results:	
Responded "Yes"	207
Responded "No"	0
Did not respond	1

Question #4 - Is your household in favor of a controlled reduction of the deer population in Boxford as one means of reducing the Lyme Disease bearing tick population?

Question #4 Results:	
Responded "Yes"	149
Responded "No"	50
Did not respond	9

Question #5 - Have you read the BOH information on Lyme Disease on the Town website?

Question #5 Results:	
Responded "Yes"	82
Responded "No"	121
Did not respond	5

Lyme Survey Results:
8,590 – Population of Boxford (source 2010 Boxford Town Report)
3,116 – Warrants mailed
208 – Surveys returned to the Board of Health
6.68% - Percentage of Households responding
125 – Total number of residents with tick related illness
54.63 – Average age (in years) of residents with tick related illness

Water Testing Program
The BOH resumed a water-testing program for residents this year initially started in 1983. The Board evaluated testing services and costs from three companies and picked one to carry out the testing at a reduced cost. Boxford residents had a choice of testing options and 48 responded to the program. Those that agreed also had their results incorporated into the new water test result database the BOH began building this year. The database will provide a comprehensive overview of water quality and sources across the Town, incorporating over 20 years' of water quality results in the BOH files.

Updated Well Regulations
The Board also reviewed and updated its well regulations this year. A primary focus of the review was to protect residents affected by salt contamination and requiring new wells by clarifying well installation requirements. The updated regulations can be viewed on the BOH website.

Second Annual Health and Wellness Fair at the Topsfield Fair Grounds, August 25, 2011
This free annual event was sponsored by Massachusetts College of Pharmacy and Sciences along with Beverly Hospital and the Essex Agricultural Society. A member of the Boxford Board of Health worked with Dr. R. Rebecca Couris R. Ph of MCPHS to organize, promote and operate the event.

Danvers police department provided a "medications take back" service. Beverly Hospital provided blood pressure screenings, melanoma screenings, body mass indexing and weight screens and more. Dr. Couris and MCPHS students provide pertinent health information in their presentations and in private consultations with attendees. Free healthy snacks and beverages were provided by Costco, Edible Arrangements of Danvers, Ocean Spray and a Boxford Board of Health member. Several free gift baskets were also raffled off from various sponsors.

Mosquito Control
Boxford is a member of the Northeast Massachusetts Mosquito Control District (NMMC). We participate to join in a state-wide surveillance program. At public sites like school yards and playing fields in Boxford mosquitoes are collected, identified by species and then tested for the presence of West Nile (WNV) and Eastern Equine Encephalitis (EEE) viruses. The surveillance program also looks for exotic species that could invade our region and bring other viruses into the area. The more towns that participate in this program, the better public health has a state-wide understanding of possible mosquito-borne threats to our human population.

WNV & EEE:
The Massachusetts Department of Public Health (MDPH) announced that West Nile virus (WNV) was detected in mosquitoes collected from Boxford, Massachusetts. In 2010, 3,558 mosquito samples were tested for WNV in Massachusetts and 121 samples were positive. These dates that mosquitoes tested positive were on August 9, 2011 and September 2, 2011.

At the start of the 2011 mosquito season, the BoH retained the mosquito surveillance action plan from the prior year: If the surveillance were to find a positive WNV in Boxford the Health department would issue a Press Release and provide information on the Town Web Site regarding precautions to take and details of any spraying activities or other actions to be taken by the Board. A positive EEE finding in a mosquito pool in Boxford, would prompt an emergency meeting with school and town officials to preparing for spraying of ball fields and school yards. Because of the earlier than anticipated reporting of positive WNV mosquitoes in Boxford and neighboring towns, and because of EEE reported in Massachusetts, the BoH voted to authorize the Health Agent, upon proper notification protocol, to engage NMMC to conduct barrier spraying on the sports fields in Boxford immediately upon the next WNV positive mosquito identified in Boxford, rather than wait for the next BoH meeting to approve such action.

Despite the larvaeciding of and surveillance for harmful species of mosquitoes, nuisance mosquitoes continue to annoy. This is particularly a problem for sports activities that take place at dusk. Health recommendations are to avoid being outside at dusk, but the BoH understands that these sports are important to civic life in Boxford. Barrier spraying can be effective in killing any mosquitoes in the air at the time of spraying and can reduce populations for up to two weeks. However, rainfall can shorten the period and constant hatching of new mosquitoes makes barrier spraying helpful for only a short period of time. The concern for potential harmful effects of repeated spraying, led the BoH to propose to the 2011 Town Meeting a pilot plan for installation of several mosquito traps around Johnson field with the intent of greatly reducing, or even collapsing the mosquito population in that area. These traps could reduce the need for repeated spraying of pesticides and reduced use of DEET repellant products on the skin of ball players and their spectator families, Town Meeting did not approve the expenditure.

Topsfield Road Salt Shed and Associated Aquifer Contamination

The BOH together with the Selectmen continued their joint effort to provide clean and safe water to residents along the Route 95 corridor with wells contaminated by salt. In 2008, the BOH issued a Cease & Desist Order against Mass Highway (now Mass DOT) for closure of the salt shed on Topsfield Road and all salting operations originating from that location. MassDOT refused and the issue has been proceeding in the courts. In 2010, Boxford scored major victories in the courts to continue the court-ordered closure of the Topsfield Road salt shed, including a unanimous ruling by the Supreme Judicial Court that the lawsuit could continue, striking down MassDot claims that Boxford could not sue a state agency because of sovereign immunity. In 2011, the Superior Court struck down a motion by MassDOT to divide the lawsuit in their favor. The issue remains before the court and will proceed in 2012. It is notable that because of the lawsuit, the Topsfield Road salt shed has now been closed to salt storage and salting operations for three winter seasons, yet MassDOT has been able to safely maintain Route 95 without its use. The BOH is also asking residents in the affected salt contamination area to share water test results to help confirm any lessening of salt contamination due to closure of the salt shed and support the actions against MassDOT.

On the legislative front, the study mandated by the legislature in 2010, to define the extent of the salt contamination along the Route 95 corridor and propose means to both prevent further contamination and provide a clean water supply for residents will be carried out starting in 2012.

Landfill Closure

The BOH has direct authority mandated by the Department of Environmental Protection (DEP) for continuing activities and testing at the (closed) landfill. The BOH has been working with the DEP since the landfill was capped in 2000, to secure final closure of the landfill. Final closure releases the Town from further DEP mandated changes or additional requirements for the closure. It does not release the Town from ongoing water quality and gas testing at the site. In 2011, the BOH together with our landfill engineers, Weston & Sampson, achieved a major breakthrough with the DEP by defining the final program steps and documents required to receive final closure. The first phase of the program will be completed by July, 2012. Funds for the second phase will be requested at the 2012 Annual Town Meeting and, if approved, final closure should be approved by the end of 2012. The closure program will also include a survey of the Spofford Road property to allow isolation of the actual filled areas, and release of non-filled areas for other town uses. Currently, the entire Spofford Road property is classified by DEP as a landfill and requires special permits and testing for any non-landfill use or building.

ANIMAL INSPECTOR

The Commonwealth of Massachusetts, Bureau of Animal Health, requires that each town appoint an Inspector who shall make regular and thorough inspection of each premise on which there are domestic animals, in accordance with M.G.L. Chapter 129 section 19. Such inspections are necessary to insure humane and proper care of all livestock, to guard against outbreaks of contagious disease, and to provide a census of animals in the state.

Summary of the 2011 inspections: 192 horses, 44 ponies, 11 miniature horses, 11 donkeys, 51goats, 46 sheep, 16 head of cattle, 5 llamas, 3 alpacas, 3 pigs, and 42 flocks of poultry comprised of chickens, ducks, geese, turkeys, peacocks, and/or guinea fowl.

The Town of Boxford requires Barn Licenses for residents who keep livestock on their property. Regulations and applications are available at the office of the Health Agent.

Under Massachusetts state law, all bites, whether caused by wild or domestic animals must be reported to the Animal Inspector. In 2011, 24 incidents involving domestic animals biting/scratching humans or domestic animals were reported. Ten day quarantines were completed without complication in 19 cases. Five cases were transferred to the towns of permanent residence of the animal involved.

Animal Inspectors are required to investigate and issue quarantines in cases concerning possible rabies exposure to domestic animals. Twenty two such cases were reported involving pet contact with a confirmed rabid animal, wounds of unknown origin, or exposure by proximity. Twenty one quarantines were completed without incident. One quarantine carries over into 2012. Owners please keep all pets current on rabies vaccinations – it is very important for the safety of your pet and your family.

Animal Inspectors are required to verify the identification and health certificates of certain livestock entering Massachusetts from other states. In 2011, three alpacas were inspected and their identities confirmed using microchip technology. Animal Control Officer Helen Phillips assisted with this identification.

Because barn inspections are carried out in the winter months some livestock, principally horses which winter at boarding facilities, are not included in the count. The information gathered during the annual barn inspections is important for emergency contact and planning. If you did not get a pink barn inspection form and keep horses or other livestock on your property during the summer months, please contact Animal Inspector Allison Hayes. Anyone with concerns about livestock health or welfare or questions concerning rabies and quarantine procedures, please contact Allison Hayes.

The able assistance of volunteer Alternate Animal Inspector, Nancy Drago has been greatly appreciated.

Allison Hayes, Animal Inspector

INSPECTION DEPARTMENT

There were 316 building permits issued for 2011. The following is a breakdown of type, cost of construction and fees collected. Average cost of construction for new homes was $187,466.50 and the average fee collected for 2011 for new homes was $1962.00.

TYPE OF PERMIT	QTY ISSUED	COST OF CONSTR.	FEE COLLECTED
Addition	8	978,117.00	12,002.00
Additional Fees		--	637.00
Alteration	2	22,100.00	330.00
Amendment	1	8,360.00	108.00
Attached Garage	3	274,558.60	3,428.00
Barn	2	172,100.00	1,936.00
Commercial	5	679,000.00	6,612.00
Deck/Porch/3 season	20	821,123.00	6,011.00
Demolition	1	10,000.00	50.00
Foundation	10	142,100.00	2,113.00
Garage	5	168,200.00	1,637.00
Home	2	374,933.00	3,924.00
Insulation/Weatherization	1	4,979.00	60.00
Other	1	3,490.00	50.00
Penalties/Fines		--	2,285.00
Pools	3	83,848.00	1,008.00
Renovations/Repairs	120	2,851,592.79	35,265.15
Roofing	80	963,107.36	15,379.35
Safety Inspection	9	--	500.00
Sheds/Gazebo/Storage Bldg	2	9,619.00	120.00
Sheet Metal	16	174,054.00	2,430.00
Siding	10	180,899.20	2,438.82
Sign	1	408.53	50.00
Solar	4	240,286.00	2,603.00
Solid Fuel Burning Appliance	9	24,696.38	500.00
Sunroom/Greenhouse	1	65,865.40	792.00
GRAND TOTALS	**316**	**$8,253,437.26**	**$102,269.32**

Respectfully submitted,

Robert F. Camacho,
Inspector of Buildings/Building Commissioner

INSPECTION DEPARTMENT

Electrical Inspector

There were 278 electrical permits issued for 2011. Fees collected totaled $25,034.91.

Douglas Small,
Electrical Inspector

Plumbing & Gas Inspector

There were 140 plumbing permits issued for 2011. Fees collected totaled $11,375.00. There were 198 gas permits issued for 2011. Fees collected totaled $13,675.00. Combined plumbing and gas permits issued for 2011 were 338. Total fees collected for plumbing and gas permits were $25,405.00. Of these fees $355.00 were collected for additional fees.

Richard Danforth,
Plumbing & Gas Inspector

SEALER OF WEIGHTS AND MEASURES

The Sealer of Weights and Measures made the following sealing in the year 2011:

1)	Ingaldsby Farm, Washington St., West Boxford (checked and sealed three (3) scales)	$18.00
2)	Paisley Farm, Washington Street (checked and sealed two (2) scales)	$12.00
Total turned over to the Treasurer		$30.00

Respectfully submitted,

Robert H. Cronin
Sealer of Weights & Measures

VNA CARE NETWORK
2011 ANNUAL REPORT TO THE
BOXFORD BOARD OF HEALTH

OVERVIEW

The VNA Care Network provided public health nursing services for the Boxford Board of Health. Service delivery provided in 2010 includes these elements:

1. Elder Health Clinics
2. Flu Immunizations
3. Communicable Disease Follow-up
4. Publicity

ELDER HEALTH CLINICS

These clinics are free and open to residents age 60 and over. Run by VNA Care Network community health nurses, clinic services include health assessments; blood pressure screening; weight, pulse, heart and lung monitoring; medication, diet, preventive health and disease management teaching; blood glucose testing and screening and referrals to providers and community resources. Appointments may be made by calling the VNA Care Network at **1-888-663-3688 ext. 1372.** The clinics are funded in part by the **Boxford Board of Health** (BOH), client donations, VNA Care Network funds and in-kind donations.

Four Mile Village	1st Wednesday, 9:00 - 11:00 a.m.
Four Mile Village	3rd Wednesday, 9:00 - 11:00 a.m.
Boxford Senior Center	4th Wednesday, 11:00 a.m. - 1:00 p.m.

2011 BOXFORD ELDER HEALTH CLINIC ATTENDANCE

# Clinic Visits	# Participants
4-Mile Village	164
Senior Center	83
TOTAL CLINIC ATTENDANCE	**247**

2011 INFLUENZA VACCINE ADMINISTRATION

Flu Vaccines *(given to Boxford Residents aged 9 and over)* **160**

Flu clinics were held November 1st (*130 attended*) and November 3rd (*40 attended*). Boxford residents also attended flu clinics in Topsfield as well as walk-in clinics held on Wednesday afternoons in the VNA Care Network Danvers office. Massachusetts Department of Public Health (MDPH) decreased state-supplied flu vaccine allocations for all boards of health by 50% for the 2011 flu season. Additionally, MDPH encouraged

boards of health to privately purchase seasonal influenza vaccine. MDPH initially set priorities for very limited target groups to receive state-supplied influenza vaccine. These initial target groups included children 6 months of age through 18 years of age and high-risk uninsured or underinsured adults whose health plans did not provide coverage for vaccinations. Eventually, MDPH expanded target group eligibility so that all residents could receive seasonal influenza vaccine with state supplied vaccine.

2011 BOXFORD COMMUNICABLE DISEASE FOLLOW-UP

Ehrlichiosis & Anaplasmosis	15
Campylobacter	5
Cryptosporidium	1
Hepatitis C acute	1

COMMUNICABLE DISEASE FOLLOW-UP YEAR END TOTAL 22

Overall, the number of communicable disease infections requiring local board of health follow-up has increased from 2010. Case investigations are conducted per Massachusetts Department of Public Health (MDPH) protocols; appropriate follow-up and case report forms are submitted to MDPH on an ongoing basis. Physicians are responsible for follow-up for Chronic Hepatitis B, Chronic Hepatitis C and Lyme whereas the local board of health previously did this. This report does not include those totals.

- **Tick-borne infections (Ehrlichiosis and Anaplasmosis)** totaled fifteen cases. This increased significantly over 2010 and is most likely due to increased testing by providers.
- **Enteric infections** included Campylobacter and Cryptosporidium. There were six cases in 2011. Of the six cases, none were food handlers or employed in a hospital or health care facility. None were employed or attended school, day care or a community residential program.
- **Hepatitis C acute** – Case and contacts received the appropriate follow-up.

Upcoming in 2012:

Effective March 15, 2012, the Boxford Board of Health will begin using MDPH's MAVEN (Massachusetts Virtual Epidemiological Network), a web-based surveillance system for infectious disease investigation and case management. MAVEN will eliminate paper case investigation reports and will facilitate improved communication and coordination among local boards of health, physicians, and MDPH.

PUBLICITY

The clinics are advertised on an on-going basis in the *Salem Evening News*, *Tri-town Transcript*, *Lawrence Eagle Tribune, Boston Globe* North Weekly Section, and Boxford Council on Aging Newsletter. Information is also dispersed at Health Fairs and in

internal publications such as patient admission folders, which allows for additional referral sources. Flyers are also posted at individual clinic sites. Clinic schedules are listed on our agency web site ***www.vnacarenetwork.org***.

Submitted by:
Maureen Sendrowski, RN, MPH
VNA Care Network
Manager, Preventative Health
5 Federal Street
Danvers, MA 01923
1-888-663-3688 ext. 5603

Planning & Environmental Protection

Community Preservation Committee

Conservation Commission

Land Committee

Planning Board

Tree Warden

Zoning Board of Appeals

Agricultural Commission

Lakes, Ponds & Streams Committee

Haynes Land Advisory Committee

COMMUNITY PRESERVATION ACT COMMITTEE

The Community Preservation Act (CPA) allows communities in Massachusetts to establish a fund that may be spent for certain open space, recreational, historic resource and affordable housing purposes. CPA funds are raised through a local property tax surcharge coupled with matching funds from the state. In May 2001, the voters of Boxford adopted the CPA, approving a 3% surcharge on most property taxes paid by town residents. Moderate income Senior Citizens and low-income households in Boxford may be eligible for an exemption from their Community Preservation Act tax surcharge, if they meet certain criteria. Please contact the Boxford Assessors' office at 978-887-6000 ext. 141.

In 2011, Boxford received another round of matching funds from the state. Our grant of $183,792 was equal to 35% of the amount we collected locally in Fiscal Year 2011 through the 3% CPA surcharge.

At the annual town meeting held in May 2011, the town authorized the expenditure of $24,999 to rehabilitate the kitchen at Lincoln Hall from CPC funds previously appropriated to fund the general restoration of Lincoln Hall. At a special town meeting held in October 2011, the town appropriated funding of $3,900 from the CPC Budgeted Reserve to fund a hydrologic and hydraulic assessment for the flooding and overtopping of Lowe Pond and Lowe Pond Dam.

The CPC continued to monitor and approve payment on invoices for various ongoing projects during 2011, including the historic rehabilitation of Lincoln Hall, the historic rehabilitation of the East Village Library, the planning and design of the Borders to Boston Trail project, and the planning and design of the Haynes Land project.

The Committee:
Peter Delaney, Chair, Boxford Housing Partnership Committee representative
Barbara Jessel, At Large member
Barbara Shade, At Large member
F. Richard Shaw, At Large member
Natasha Grigg, Conservation Commission representative
Virginia Havey, Historic Districts Commission representative
Steve Merriam, Planning Board representative
Gerry Papin, At Large member
Vacant, Recreation Committee representative
Staff: Ross Povenmire, CPC Administrator
Phaedra Doucette, Minutes Secretary

CONSERVATION COMMISSION

The Boxford Conservation Commission is composed of seven volunteer members appointed by the Board of Selectmen for renewable three-year terms, and is supported by a full-time Director, a part-time Assistant Administrator, and a Minutes Secretary.

The Commission holds public meetings on the first and third Thursdays of each month, or as otherwise announced. Meetings normally begin at 7:30 p.m. The Commission's office is located at Town Hall, 7A Spofford Road, Boxford, MA 01921, and the telephone number is (978) 887-6000, extension 506.

The Commission has a primary role in administering the following statutes and regulations:
Massachusetts Wetlands Protection Act, M.G.L. Chapter 131, Section 40;
Massachusetts Wetlands Protection Act Regulations at 310 CMR 10.00;
Town of Boxford Wetlands Protection Bylaw, Town Code Chapter 192; and
Boxford Wetlands Protection Bylaw Regulations at Town Code Chapter 375.
Boxford Stormwater Management Bylaw, Town Code Chapter 160
Boxford Stormwater Management Bylaw Regulations, adopted September 20, 2007, Town Code Chapter 295

The Conservation Commission administers several types of permit review processes under the Massachusetts Wetlands Protection Act and the Town of Boxford Wetlands Protection Bylaw. Most projects involving proposed disturbance within a Wetland Resource Area, associated Buffer Zone, or Riverfront Area will require the filing by the project sponsor of a Notice of Intent (NOI). This process involves a comprehensive review of potential project impacts to protected areas, and eventually results in the issuance by the Conservation Commission of an Order of Conditions or an Order of Denial. An Abbreviated Notice of Resource Area Delineation (ANRAD), for review of Wetland Resource Areas, is generally utilized for large tracts of undeveloped land, and results in an Order of Resource Area Delineation. Applicants proposing projects with limited potential impact may be advised to submit a Request for a Determination of Applicability (RDA). The RDA process is generally less demanding upon the applicant than the NOI process. Projects with insignificant potential impacts may be reviewed under a Bylaw Determination of Negligible Impact (DNI).

The Commission is also involved, in coordination with other governmental bodies, in numerous other regulatory activities including the following:
Management of conservation properties in Boxford;
Stormwater Management under the National Pollutant Discharge Elimination System Permit (NPDES) "Phase II" program;
Administration of the Massachusetts Public Waterfront Act, M.G.L. Chapter 91 and associated Public Waterfront Act Regulations at 310 CMR. 9.00;
Review and comment on forest land and agricultural land purchase options under M.G.L. Chapters 61 and 61A;
Review and comment on housing development plans under M.G.L. Chapter 40B;

Review and comment on forest management plans under M.G.L. Chapter 132;
Review and permitting of beaver activity controls in Wetlands Resource Areas under M.G.L. Chapter 131.

In addition to the statutes and regulations listed above, the Conservation Staff reviews permit applications received by the Planning, Building Inspection, and Public Health matters within the jurisdiction of the Conservation Commission. In many cases, this "sign-off" process involves a visit to the site to ascertain whether jurisdictional areas are present.

Regulatory Activities in 2011

In 2011 the Boxford Conservation Commission experienced a drop in the number of permit filings, possibly reflecting a reduced level of construction activity related to the general economic downturn.

In August 2010 the Permit Extension Act was signed by the Governor. This Act extends by two years the effective date of wetland permits and other land use permits "in effect" during the period from August 15, 2008 through August 15, 2010. The lack of permit extension activity by the Conservation Commission in 2011 reflects the effects of the Permit Extension Act.

Summary of Permits and Enforcement Activity					
2007	2008	2009	2010	2011	Type of Activity
39	29	26	17	18	Orders of Conditions or Denial Issued
4	6	1	3	2	Amended Orders of Conditions Issued
2	1	1	1	0	Orders Resource Area Delineation Issued
13	14	25	19	15	Determinations of Applicability Issued
58	50	53	40	34	COMBINED PERMIT SUBTOTAL
12	9	15	23	6	Determinations of Negligible Impact Issued
36	14	32	27	19	Certificates of Compliance Issued
10	6	8	13	0	Permit Extensions Issued
1	5	5	1	1	Violation Notices Issued
6	9	9	9	3	Enforcement Orders Issued
3	0	0	1	0	Tickets Issued
1	1	5	2	2	Emergency Certification - Beaver Related
10	9	8	11	10	Emergency Certification - Non Beaver Related

The Commission spent considerable time in 2011 reviewing a Stormwater Management Bylaw application for the construction of a new library at the site of the existing East Village Library. Due to the complexity of the project, the Commission engaged a professional engineer to assist with a review of the proposed stormwater management plan. The proposed plan was approved by the Commission following various revisions made in response to issues raised during the review process.

The Commission also spent considerable time reviewing a proposed 11-lot subdivision project called "Weathered Walls." The Commission engaged a professional engineer to assist in the review of the stormwater management aspects of the project. The proposed plan was approved by the Commission following various revisions made in response to issues raised during the review process.

The Commission updated its policies regarding various recurring administrative and procedural matters, including its soil testing policy and complaint policy, and also instituted new fees for various permits and services. The Commission sponsored a successful warrant article at Special Town Meeting in October, 2011 to reduce the distance of abutter notification required in the Stormwater Management Bylaw from 500 feet to 250 feet, thereby making it consistent with the corresponding wetland protection regulations.

Conservation Management Activities in 2011

The Conservation Commission is directly responsible for the management of 806 acres of Town-owned conservation land in Boxford, as well as an additional 70 acres of privately owned land upon which the Town holds conservation restrictions. The Commission manages these open spaces and conservation properties with significant volunteer assistance from the Boxford Trails Association/Boxford Open Land Trust (BTA/BOLT), for which the Conservation Office is tremendously grateful.

The management of selected conservation areas as agricultural land continued on parcels known as Haynes Field, Peabody Field, Mill Brook Farm Field, Hovey's Pond Meadow, Cargill Fields and Witch Hollow Farm Field. Licenses were issued in 2009 to Pieter Muntendam to use the Mill Brook Farm Field, Hovey's Pond Meadow and Peabody Field for cow pasture. A license was issued in 2009 to Larry Morris to continue the use of Witch Hollow Farms Field for ground nesting bird habitat. Licenses were issued in 2009 to Laura Grabski and associates for the use of Haynes Field and Cargill Fields for hay meadow. All licenses issued in 2009 will expire on December 31, 2015.

The Conservation Office continued to provide staff support to the Lakes, Ponds and Streams Committee (see separate report from this committee elsewhere in this Annual Report). In addition, the Conservation Commission worked with and provided assistance to other Town Boards and Committees, including the Planning Board, the Land Committee, the Haynes Land Committee, and the DPW, as well as to BTA/BOLT and Boy Scouts (Eagle Scout projects).

Conservation Commissioners and Staff

The Conservation Commission membership was unchanged in 2011. Peter Delaney was re-appointed as an Associate Member, and was also re-appointed Conservation Commission liaison to the Land Committee.

Commission members devote numerous volunteer hours in the review of proposed projects, site visits, meetings, training, and attendance at conferences, including the fall and spring MACC Conferences. Several Commission members also have joint appointments on other Town boards. Joint appointments include Natasha Grigg on the Community Preservation Committee, Mark Mitsch as a liaison to the Lakes Ponds and Streams Committee and Ted Riter as liaison to the Boxford Housing Partnership.

The Conservation Office staff consists of Ross Povenmire as Director of Conservation, Chuck Tirone as Assistant Conservation Administrator, and Judi Stickney as the Commission's Minutes Secretary. Ross is a retired attorney and a licensed landscape architect. He has a Master's Degree in Forestry and years of experience in environmental consulting and regulatory work. He is a past member of the City of Haverhill Conservation Commission and a former Board Member of the Massachusetts Association of Conservation Commissions (MACC). In addition to his position in Boxford, Chuck is the acting Conservation Agent for the town of Reading, and is a member of the Arlington Conservation Commission and a frequent volunteer with MACC.

Conservation Commission members (term ends): Ted Riter, Chair (6-30-14); Lana Spillman, Vice-Chair (6-30-12); Frank DiLuna (6-30-14), Natasha Grigg (6-30-12), Robert Koenig (6-30-13), Alan Fowler (6-30-13), Mark Mitsch (6-30-13).

LAND COMMITTEE

The Land Committee consists of five members: one from the Conservation Commission, one from the Planning Board, one from the Finance Committee, and two Members at Large. Our charge is to categorize and prioritize parcels of land for open space, conservation, active recreation, and municipal needs, conforming to the Master Plan and the Open Space Plan whenever possible.

The Committee has reviewed various parcels for acquisition or perpetual restriction, which are still under review. Again this year the committee spent the majority of the time discussing the Colby property. The town meeting successfully voted to acquire the property at the Fall special town meeting. Again, the economic climate has the committee exercising extreme caution bringing any land deals forward. We thank the citizens of Boxford for their continued support.

The Land committee encourages landowners contemplating the sale of their property to contact our committee so we can evaluate how your parcel affects our open space and municipal needs. The Land Committee will always incorporate the Open Space and Master Plan when prioritizing parcels for protection.

For 2012 the Committee will meet on the second Wednesday of each month at the Town Hall. This upcoming year the Committee hopes to focus on Community needs and work with other town committees to determine how best to meet the long and short term needs of the town.

Current members;

Peter Delaney Chairman (Cons Com)
Bob Gore (Planning Bd.)
Peter Bernardin (Fin Com)
Natasha Grigg (Member at Large)
Stuart Saginour (Member at Large)

PLANNING BOARD

Approvals Not Required
The ANR process allows for all lots with sufficient frontage on existing roads and which meet other conditions under the zoning bylaws to be approved without having to go through the subdivision approval process.

The Board reviewed one application under the process of "Approval Not Required" (ANR). The project involved the modification of a shared boundary between two lots on Silvermine Road.

Subdivision Activity
An eleven lot subdivision named Weathered Walls was approved in April, 2011. The Board engaged a consultant to monitor the construction of the project. Construction has proceeded rapidly over the course of the year, and in December the applicant submitted a request for approval of a proposed Tri-partite Agreement allowing the transfer of certain lots. The Board is currently in the process of reviewing the Tri-partite agreement.

The Lauren Woods Subdivision, also known as Budnick Way, is a three lot subdivision originally approved by the Board in 2001. Lots #1 and #3 are now owned by New England Bank. The Planning Board reached agreement with the Bank on items to be completed prior to the release of a covenant restricting transfer of Lot #1. Significant work was completed in 2011 on the identified items.

Zoning Board of Appeals
The Town's Zoning Bylaw requires that the Planning Board make a recommendation to the Zoning Board of Appeals (ZBA) for each appeal, application, or petition that comes before them. The Planning Board appointed Pat Canonica to act as a liaison between the Planning Board and the ZBA. In this capacity, Mr. Canonica attends ZBA hearings and facilitates communication between the ZBA and the Planning Board.

The Planning Board reviewed a total of 10 ZBA cases in 2011. A favorable recommendation was issued by the Planning Board in each case with one exception. In the matter of the Special Permit request for the demolition and construction of the East Village Library, the Board voted to recommend denial of the Special Permit for the following reasons: 1) the design and appearance of the structure is not in harmony with the general purpose and intent of the Boxford Zoning Bylaw because it is too large for the site; 2) insufficient information was presented to ensure that the use complies with all requirements of the Boxford Zoning Law with regard to exterior lighting of the parking lot area and storm water management and; 3) insufficient information was presented to ensure that the design of the proposed project adequately conserves energy and prevents pollution in conformance with the general purpose of the Zoning Code.

Official/Open Space Recommendations to the Board of Selectmen
The Town's Zoning Bylaw requires that any project requiring a Building Permit within an Official or Open Space District obtain a recommendation from the Planning Board directed to the Board of Selectmen.

The Planning Board reviewed two projects requiring an "O" District recommendation, namely the proposed demolition and construction of the East Village Library, and the proposed construction of a temporary structure at the West Village Library. The Board recommended the Board of Selectmen not approve the proposed demolition and construction of the East Village Library for the following reasons: the external appearance of the proposed building is not in harmony with the general purpose and intent of the Boxford Zoning Bylaw because it is too large for the site, and that insufficient information was presented to ensure that the use complies with all the requirements and general purposes of the Boxford Zoning Bylaw with regard to exterior lighting of the parking lot area, storm water management, the conservation of energy, and the prevention of pollution. The Board recommended approval of the proposed temporary structure at the West Village Library.

Driveway Permits
In 2008 a new Bylaw was adopted to regulate the installation, construction and relocation of driveways. Normal maintenance, repair and repaving are exempt from the Bylaw.

In 2010 three driveway applications were reviewed by the Planning Board. A favorable recommendation was issued in two cases. The third case involved the application to build an "access road" to an undeveloped lot where the future use of the road and the future development of the adjoining lot were both left undetermined. The Board found that the Driveway Bylaw did not authorize the Board to approve such access roads, and directed the applicant to the town's Subdivision Regulations.

Other Activities
The Board worked extensively on a proposed Large Scale Solar Voltaic Generation Facility Bylaw and a proposed rezoning of a number of parcels to Zone "O". These proposals were presented as warrant articles for approval at Town Meeting in May, 2011. The Solar Bylaw was not adopted. The proposed rezoning was adopted.

Board Membership
The members of the Planning Board are elected to five year overlapping terms of office as follows:

Bob Gore	Chairman, Boxford Land Committee Representative (term expires May 2015)
Holly Langer	Subdivision Committee (term expires May 2012)
Ellen Nestervich	Clerk (term expires May 2015)
Joseph Hill	Boxford Housing Partnership Committee, ZBA Alternate (term expires May 2014)
Pat Canonica	ZBA liaison (term expires May 2012)

Steve Merriam	Community Preservation Committee Representative (term expires May 2016)
Angela Steadman	(Term expires May 2016)

Respectfully submitted,
Robert C. Gore, Chairman

BOXFORD TREE WARDEN

The annual Arbor Day celebration was held on May 6, 2011 at the Masconomet Regional Middle School Auditorium. The Middle School Band, led by William Gray, played a number of musical selections during the event. The Pledge of Allegiance was led by 8th grade students Nicole Simon and Mark Daniels. The History of Arbor Day was presented by three 8th grade students, i.e., Michael Gibeley, Grace Kelly and Janice Hagerman. Boxford Selectman, Preston Galarneau read the Proclamation for Arbor Day. The State Proclamation of Arbor Day was read by Representative Brad Hill. Ryan Kress, an MA licensed Arborist for National Grid presented a lesson to the students on the maintenance of trees. At the end of the ceremony, Middle School Student Councilors' Nicole Simon and Mark Daniels planted a cherry tree in the front of the school.

The DPW budget continues to fund the removal hazardous, dead or diseased trees along the town roadways. The Tree Warden, John C. Dold, PE, determines this work by preparing a removal list. Work on this list is based on a priority basis. Once a tree is removed, the stump is disposed of via a grinding process. There were a total of 30 tree removals in 2011.

During the last weekend of August 2011, Hurricane Irene struck Boxford with winds in excess of 60 mph. Many town trees were damaged or fell into roadways. These trees were cut up and removed. The Halloween storm of October 29 and 30 dropped 6 inches of very heavy wet snow. This snow added significant weight to many trees which had not lost their leaves. Many trees and branches fell into roadways. These trees were removed and/or trimmed as needed. From these two storms alone, it is estimated that over 300 trees were damaged and removed.

National Grid continued its maintenance practice of trimming trees within the regulated limits of overhead electric wires. National Grid also worked with Town crews during the hurricane and snow storm emergencies.

Respectfully submitted,
John C. Dold, PE
Tree Warden

ZONING BOARD OF APPEALS

The Zoning Board of Appeals heard 10 new petitions in 2011 and 3 continued hearings from 2010. Their case load was down 7 new hearings over the prior year of 2010. The applications that were filed with the Board represented 9 special permits and 1 variance.

Of the 9 special permits, 7 were granted, 1 withdrawn prior to legal notice for the hearing and 1 denied which has been appealed in Superior Court and is currently pending. The Variance that was filed was granted along with a special permit filing for the trailer at 188 Washington Street which was not acted upon due the denial of the special permit request for the Boxford Library 10 Elm Street.

In addition to regular petitions received in 2011 there were 3 continuances from the previous year which were all special permits and were granted by the Board.

The 2011 case load was down by 7 new cases. The continued sluggish building market and poor economy continues to be the driving force behind the reduction of petitions being filed. The Great Recession that began back in 2008 continues to affect the building market and real estate market therefore causing few petitioners from requesting relief on specific zoning issues.

The Board heard from the courts on five cases that have been pending: Below is the current status from Town Counsel.

1. Grant, et al. v. Boxford Zoning Board of Appeals
   Essex Superior Court, C.A. No. 06-1027
   03800-0077-KID

   This action involves a complaint filed in June, 2006 appealing the grant of a special permit to demolish a nonconforming residence at 361 Main Street and construct a new residence. See Grant v. Zoning Board of Appeals below.

2. Grant v. Boxford Zoning Board of Appeals
   Land Court MISC 345667
   03800-0077-KID

   This action involves a complaint filed in April 2007 appealing the Zoning Board of Appeals' decision upholding the issuance of a building permit for property at 361 Main Street to construct a new house in place of existing nonconforming house. A notice of appearance was filed May 30, 2007. The Town is maintaining a passive defense in this matter. PNC Bank has now purchased the property at foreclosure auction. Pre-trial conference is tentatively scheduled for March 12, 2012.

3. Murphy, et al. v. Boxford Zoning Board of Appeals
   Essex Superior Court C.A. No. 2010-878

03800-0086-KID

This action involves an appeal of a March 25, 2010 decision of the Zoning Board of Appeals affirming a cease and desist order issued by the Building Inspector regarding a storage tent at 23 Partridge Lane. The complaint was filed on April 27, 2010. The Court dismissed the Complaint at the request of the plaintiff in November, 2011.

4. Nissenbaum v. Town of Boxford (II)
Essex Superior Court, C.A. No. 08-541-B
03800-0096-KID

This action involves a complaint which was filed in March of 2008 pursuant to G.L. c.40A, §17, appealing the Zoning Board of Appeals' February 21, 2008 Remand Decision, which upheld the decision of the Building Inspector that the Ingaldsby Farm Stand, located at 14 Washington Street, is in compliance with the Town's Zoning Bylaw and the agricultural use exemption under G.L. c.40A, §3. As this is an appeal pursuant to G.L. c.40A, §17, the Board is not required to file an Answer. A Notice of Appearance was, however, entered with the Court. A trial was scheduled to commence on January 31, 2011, but on the morning of the trial, the Town's co-defendants, the landowners and operators of Ingaldsby Farm Stand, informed Town Counsel that they would not proceed with the trial and would concede that they did not have records to demonstrate compliance with G.L. c.40A, §3. The Court entered an order finding that the Town's co-defendants had conceded the issue and that they would have to demonstrate to the Town that they complied with G.L. c.40A, §3 either in the past year or the upcoming year prior to operating pursuant to the Town's Farm Stand Zoning Bylaw.

5. Town of Boxford v. Cargill, et al.
Essex Superior Court, C.A. No. ESCV2011-2222C
03800-0109-KID

The Town appeals the Board of Appeals' failure to grant Site Plan Approval for the renovation of the Town of Boxford Public Library Project at 10 Elm Street. On October 27, 2011, the Board of Appeals voted to approve with conditions the Site Plan Approval of the proposed renovation. The motion failed to carry. The Complaint was filed November 17, 2011. Discovery is ongoing.

The Board is proud of its success in the Massachusetts court system. We constantly strive to interpret the bylaw conservatively and its intent and the courts for the most part are agreeing with our decisions. The townspeople should feel confident that the Board will continue to uphold its bylaws that we all took an oath of office to uphold.

As in past years, the Board continues to meet outside its normal once a month meeting to accommodate petitioners and in 2011 that involved approximately 15 additional hours for

special meetings and several site walks outside of the normal meeting hours. The Board continues to enjoy 6:30 PM call to orders as it allows the Board additional time to handle minutes and other housekeeping issues. In 2011 the average meeting time was held to 3 ¾ hours.

As Chairman for the last 12 years I am once again honored to serve with my fellow board members. Each and everyone are dedicated people who give unselfishly their time and effort to continue to preserve the true qualities of Boxford that we all have grown to appreciate. At their July 2011 meeting a roll call was taken for the slate of officers for the 2012 fiscal year. Members voted to serve the Board were as follows: William R. Cargill, Jr., Chairman, Paula Lia Fitzsimmons, Vice Chair and Robert W. Conroy, Clerk. It is with much sadness and regret that we lost three alternates during the 2011 calendar year. Kenneth Bruker left the Board due to personal issues. At its October 27th, 2011 meeting regarding the Boxford Library vote both alternates Richard Corsetti and Kathleen O'Sullivan-Fortin resigned their positions due to the actions of Chairman William R. Cargill, Jr. denying a special permit for the Boxford Library project.

Currently the Board is seeking replacement of the 3 alternates they lost during the year and are in hopes that qualified people will apply for these open positions. The Board continues to be blessed by the dedicated service of our long time secretary Paula Meagher. She truly acts as a Board Administrator rather than her title of secretary. As Chairman I value her dedication and determination and I could not serve the town as effectively without her presence.

In closing, we as a Board are committed to uphold the integrity of the office and zoning bylaws that the town has appointed us to be stewards of. We thank all of our citizens in the Town of Boxford and appreciate the confidence you hold in us. Rest assured that we will continue to make every effort to keep Boxford the beautiful town that it has been for so many years by strictly enforcing the laws.

Respectfully submitted,

William R. Cargill, Jr., Chairman
Paula Lia Fitzsimmons, Vice Chairman
Robert W. Conroy, Clerk

Alternate Members:
3 Vacancies

AGRICULTURAL COMMISSION

The Boxford Agricultural Commission is composed of five members recommended by the Commission for appointment by the Board of Selectmen. Membership consists of two commercial agricultural enterprise operators (landowner or lessee) or individuals from related professions and industries, with the primary goal of promoting commercial agriculture. One of the remaining positions must be representative of Boxford's recreational farming community and the two remaining positions are appointed at-large. The Commission must represent diversity of farming within the Town of Boxford. The terms are staggered and are three year appointments. The right to recommend further members of the Agricultural Commission is reserved to the Commission with the intent to be representative of the diversity and scale of agriculture within the Town of Boxford. In addition, up to five nonvoting associate members shall be selected by the Commission for a term of one year to represent Town boards and farming interests.

The Commission holds monthly meetings, generally on the first Tuesday of the month at 7:30PM. The public is welcome to attend.

The Boxford Agricultural Commission again had another active year both at the Town level and at the State level. The Vice Chair of the Commission, Laura M. Sapienza-Grabski serves as Vice President of Advocacy of the statewide Massachusetts Association of Agricultural Commissions (MAAC) and the Chairperson, Randolph Johnson, serves as the Chairperson of the statewide Nominating Committee.

Several Commissioners participated in Ag Day at the Statehouse, meeting with legislators concerning legislative bills vital to Boxford's farms. The Vice chair personally presented Governor Duval Patrick, a proclaimed "foodie", with a dozen of colorful Boxford eggs.

Early in the year, the Commission, through the Selectmen, was approached by an organization promoting the use of agricultural land in Boxford by a group of recent immigrants to this country. After several months of meeting with the leadership of the organization, conducting independent investigation and inquiry of others statewide, the Commission voted not to participate in endorsing the organization's efforts, but rather promote the use of skilled agriculturalists on local farms.

The Commission continued advancing its charge with educational discussions, conducted by local farmers and agricultural specialists, concerning soil management, pest management, GMOs, fall planting schedules, seed selections, water and irrigation issues and forest management of Town and State owned land in Boxford.

For the first time ever, the Commission solicited tractor entries in the Fourth of July Parade. Although only a small showing (only four), the tractors were a colorful and well applauded entry. A goal of the Commission is to grow this Fourth of July event.

In July, A. Gordon Price, an original member of the Commission and farmer well respected throughout the Commonwealth, stepped down from the Commission leaving a vacancy for the commercial farmer membership position.

The Commission continues to work with the USDA-NRCS to develop Farm Conservation Plans for all Town owned agricultural land. Chairperson Johnson and Commissioner Smolak continue attend to this matter.

Respectfully Submitted,

By: Randolph Johnson, Chair
Laura Grabski, Vice Chair
Michael Smolak
Louis Athanas
Chuck Kornely

LAKES, PONDS, AND STREAMS COMMITTEE

The Lakes Ponds and Streams Committee is an ad-hoc committee whose seven volunteer members are appointed by the Board of Selectmen to staggered two-year terms. The Lakes Ponds and Streams Committee has no independent regulatory or spending authority; its main purpose is to assist the Conservation Commission and the Selectmen in the management of Boxford's lakes, ponds and streams. The Committee is charged with identifying lake, pond and stream management issues for public discussion and study, such as: lake and pond drawdown, minimum discharge stream flow, management of invasive species, nutrient inputs, regulations relating to the use of lakes ponds and/or streams, beaver control, beach management, and public access. Other committee objectives include: the coordination of public outreach and education regarding lake, pond and stream issues, and to report to the Conservation Commission and Board of Selectmen with its findings and recommendations regarding such issues.

The Committee holds public meetings on the second Monday of each month or otherwise announced. Meetings normally begin at 7:00 p.m. The Committee works out of the Conservation Commission office, which is located at Town Hall, 7A Spofford Road, Boxford, MA 01921, and the telephone number is (978) 887-6000, extension 182.

Committee Activities in 2011

The Committee hosted guest Kevin Correa, local chapter president of Trout Unlimited, to provide an overview of the organization and some of the local projects they have been focusing on early in the year. Also in attendance was Jim MacDougall from Ipswich River Watershed Association. LPS member Greg Murrer, worked throughout the year with TU on a project involving Crooked Pond Brook to enable passage of native species including trout throughout the Fish Brook Watershed. Approvals were sought and gained to remove rocks blocking the stream junction and replacing these rocks along deteriorated portions of the rock wall along Longmeadow Brook. Further work was done to seek funding through grants to replace culverts on Crooked Pond. This is progressing favorably.

Much of the year revolved around an issue with Lowe Pond Dam and the Committee's charge from the Selectmen to recommend some solutions to the overtopping of the dam during severe storms. After much discussion and brainstorming, the committee determined the most appropriate next step would be to obtain a hydraulic/hydrological study to determine whether the problem was the dam, the culvert, or downstream flow. The Committee successfully sought engineering bids, selected a firm, obtained funding from the Community Preservation Committee and support from the Finance Committee, and finally achieved approval at Town Meeting to move forward with the study. The study completed by year's end and further recommendations are anticipated.

The Committee participated in the town's annual Earth Day and Apple Fest events providing various brochures, guides, and educational material. Efforts to engage residents in the Pond Steward program continue to be encouraged.

Later in the year, the Committee was charged with a few challenges concerning Spofford Pond. A recommendation to the Conservation Committee regarding a weir board in the culvert was requested. Keeping regulations and pond health in mind, the Committee concluded that a weir board must not remain in the culvert. An issue with low water levels and potential solutions remains a work in progress and a recommendation will be forthcoming to the Selectmen once further investigation is completed.

Future Committee Plans

The Committee will continue its charge from the Selectmen to address specific issues on both Lowe and Spofford Ponds as well as any other waterway issue that may arise.

In 2012 the Committee plans to continue to bring useful information to the community regarding its ponds and streams. The Committee will continue to publish brochures as well as host informational sessions, Pond-of-the-Month Forums, and guest speakers. The Committee also plans to contribute to Boxford's 2012 Earth Day and Apple Fest. As a result of these efforts, the committee hopes to develop lasting pond and stream stewardship programs.

Lakes, Ponds, and Streams Committee members: Chair: Brooks Tingle; Peter Morbeck; Karen Melanson; Greg Murrer; Joe Herlihy; Tim Smith; Mark Mitsch; Charles Tirone, Assistant Conservation Administrator.

HAYNES LAND ADVISORY COMMITTEE

Onsite engineering and survey work was delayed in the Spring of 2011 due to a heavy snowfall during the 2010-2011 Winter season.

In late Spring and Early Summer 2011, Huntress Associates, the Towns Landscape Architect, in conjunction with Neve-Morin Group, the consulting civil engineer on the project, completed onsite land survey work and developed grading and storm water management design hydrology plans.

The Charles M. Rollins Company installed (2) 8" diameter steel irrigation well casings on the site in the Summer of 2011. The yield of the wells would only be adequate to service 3 fields if a water storage tank system were installed. Rollins was authorized to install a 3rd irrigation well in the hopes that a tank system could be eliminated from the project scope.

Geotechnical engineering was completed on the site by Geotechnical Services, Inc. to identify the various types of soil present, locations and depths as well as to document the seasonal high groundwater elevations onsite as well as provide geotechnical design information for the installation of the bridge associated with the wetlands crossing. Fourteen test pits were excavated and thirteen borings were drilled onsite. A 43 page geotechnical report was issued on September 8, 2011.

A traffic study was completed for the project in 2011.

Through the end of December 2011, design development was 40% complete and production of construction documents had not yet started.

The building committee continues to hold regular public meetings with the landscape architect and their consultants as the design progresses. Additionally, the Committee has provided project update presentations to the Board of Selectman and the Community Preservation Committee.

The project is on track to begin the Town permitting process in the Spring of 2012.

The Board members appreciate the help and support received from town departments and all the townspeople.

Respectfully submitted,

Sean Fennell, Chairman

Community Services

Border to Boston Path Committee

Boxford Cultural Arts Council

Council on Aging

Boxford Historic Districts/
Historical Commission

Recreation Committee/
Recreational Path Subcommittee

Recycling Committee

Veterans' Services

THE BOXFORD BORDER TO BOSTON PATH COMMITTEE

The Border to Boston (BtoB) project is progressing.

National Grid is poised to give Boxford and Georgetown a license now and will be ready to give both towns a lease (99 years) when the 25% design is done.

Mass DOT (Department of Transportation) now has responsibility for the entire design study and construction of the rail-trail for the four northern BtoB towns: Salisbury, Newbury, Georgetown, and Boxford. An open meeting with FST and Massachusetts Department of Transportation (Mass DOT) was held in Lincoln Hall in November for the four towns of Salisbury, Newbury, Georgetown, and Boxford.

The Four northern towns: Boxford, Georgetown, Byfield, and Salisbury reached a Memorandum of Understanding (MOU) for transferring the Federal Transportation monies that Senator Tierney negotiated for the BtoB Trail project to the Merrimack Valley Planning Commission (MVPC). Boxford's portion of this money is allocated by MVPC to Boxford as the FST's design bills come in. Boxford's own 20% contribution to the design project comes from CPC funds. This committee (Boxford BtoB) approves Boxford's portion from the 20% CPC funds when a portion of FST's engineering bill is received each month.

There will be more open meetings for the public to review the 25% design by FST. After that, it will take another year for the remaining 75% design to be completed by Mass DOT engineers for a total of two years. More public meetings will be held to review the design.

Newburyport and part of Salisbury BtoB bike path is already built. Please enjoy these two finished bike/walking paths, now. The southern tier of the BtoB is now almost complete: Topsfield Linear path, Wenham's path, and Danvers' path. Danvers has a muddy section, signs and a cattail swamp boardwalk still to finish. Do explore the finished sections of the BtoB, both northern and southern.

When this committee receives the National Grid license, the public is welcome to use the Boxford portion of the rail-trail. BTA/BOLT, Inc. has been and will continue to mow the Boxford rail-bed. Please enjoy walking and biking this path.

This committee appreciated the volunteer effort that Marsha Blythe-Brown gave to this project. She resigned early in 2011.

Respectively submitted:

Chuck Adam	Tony Brogna
Carole Davis	Steve Davis
Nancy Merrill, Chair	Andrew Plucinski

BOXFORD CULTURAL COUNCIL

The Boxford Cultural Council (BCC) is the local panel supported through the Massachusetts Cultural Council, which endeavors to support and promote art, humanities and music locally. The BCC is made up of community members who vote on grants submitted to us on an annual basis. We believe that a strong presence of art, science and the humanities build a strong community and are essential to a thriving educational system. Our primary objective is to develop and fund projects that involve an educational component. The BCC actively encourages local teachers, artisans and school organizations to submit grants for consideration to the Cultural Council.

For 2012, the Council has approved grants for The Friends of the Council on Aging (music for their parties), art programs for young and old at the Village library (Zentangles for all, Henna for teens and a popular pastel program for all.) The Fourth Grade class at Spofford Pond will attend the Lexington Symphony, giving Miss Galardi (the Spofford music teacher) an opportunity to share live classical music with the entire level. We were also able to grant the Spofford Pond Band Parents a grant for much needed equipment (clarinet lyres and drum straps) for their marching band through a special provision from the Massachusetts Cultural Council. The Spofford Pond Band will also get a chance to play at the State House in Boston. Also granted are lectures and demonstrations at the library (local herbs) and Lincoln Hall (Bread & Roses - History of Lawrence mills.) Ending the year, we were able to grant a wonderful storytelling act (Mother Goose) to the West Boxford Winter Festival in December.

This year we held our first "Open House" at the library, over 40 people attended, and we were able to recruit new council members as well as answer questions from Boxford residents on how to apply for funding. We have an extremely talented and varied population, and we wanted local residents to apply! We had 23 grant applications, of which 15 were granted for 2012.

The BCC also administrates local funds which facilitate the hiring of local musicians for the 4th of July parade and the Apple Festival performances.

To learn more about the Massachusetts Cultural Council, or apply for a grant, check out www.massculturalcouncil.org. ***Our grant cycle deadline is mid-October every year for the following year.***

We encourage Boxford residents to join the council, we meet monthly. Contact Michele Delfino (BCC secretary) at delfino@spinningdog.net or the Selectmen's office for more information.

Council Members:

Lynn Afrow Ellis, Co-Chair
Lucia Clark, Co-Chair
Denise Galligan, Finance
Michele Delfino, Secretary
Diane Annunziato
Sally Arrigo
Anna Barbieri

COUNCIL ON AGING

The mission of the Council on Aging is to improve the quality of life and encourage maximum independence for older adults by meeting their health, economic, social and cultural needs. Our goal is to make it possible for residents to remain in their homes, in a community setting for as long as possible. To fulfill our goal the Council on Aging will assist residents and their families in any way possible using both our own resources and those of other agencies.

The COA continues to explore solutions to answer the pressing and growing need for space. Our current facilities at the Community Center are overtaxed and constantly challenge our staff and volunteers in their efforts to provide the services our Seniors want. Demand for our lunches far exceeds what we can provide except in a few cases each year when we rent the function hall and kitchen of the First Church. We cannot provide all the exercise, health, and recreational activities our seniors want because of space limitations. When we have our Visiting Nurse, podiatrist, or other professional help on site, we must vacate one of our two offices since there is no other space available. Our main office, about 60 square feet in size (about the size of the entryway at Town Hall), must accommodate our administrative assistant and from 2 to 4 volunteers. No other Department in the Town works under these conditions.

The COA Board continues to support a plan to renovate and expand the former West Boxford library building into a new Senior Center once it is vacated by the library. Until such time as that plan may be approved, we need to immediately address other means to provide additional space. Two plans are being proposed as temporary stopgaps. First, renovation of the second floor of the Community Center to provide a new function/dining space, health-code approved kitchen, and bathroom. Second, the rental of the function hall, kitchen and an office at the First Church. Either or both of these plans will be presented at the 2012 Annual Town Meeting. Either is critical if the COA is to continue to meet the needs of our growing Senior population.

The COA wishes to extend a heartfelt thanks to our tireless volunteers that donate their time and talents enabling us to provide all of our current services. During the past year volunteers donated 4770 hours of their time. We also wish to thank the Friends of the COA for their generous support. If the town was asked to pay for the work hours of our volunteers and the donations of the Friends to COA activities and needs, we would need to double the COA budget.

The following are statistics for fiscal year 2011.

General Information Services: 35275 units of service to elders 3967 units to non-elders
General information services, encompasses a vast array of informational services. It could be as short as a two minute telephone call or as long as an hour walk in client.

Meals on Wheels: 1596 units of service
This program serves hot nutritious meals Monday through Friday to homebound elders who have difficulty preparing their own meals. This number reflects a decrease from previous years due to funding constraints causing higher qualifiers.

Congregate Meals: 4324 units of service to elders 650 units to non-elders
Congregate meals are served at the Senior Center on Tuesdays and Thursdays during the school year. Weekly cookouts are held on Wednesdays from June through September.

Transportation: 497 units of service 42 units to non-elders
With the addition of our 16 passenger wheelchair lift equipped van we are fortunate to offer two options for transporting our residents. Through our membership in Northern Essex Elder Transport, (NEET) our volunteer drivers transport residents to medical and other necessary appointments using their own vehicles. Our van is used for handicap medical transport, for shopping, for social and cultural activities and trips to the Senior Center.

Health Services: 1051 units of service to elders 14 units to non-elders
The Council on Aging prides itself on being a wellness center. The VNA conducts blood pressure clinics three times a month. Monthly podiatrist appointments are scheduled, bi-monthly hearing screenings and weekly seated massage. We have begun offering evidence based programs including a 6 week series on managing chronic illness. In addition to these services health experts are routinely scheduled to speak to our various groups.

Fitness/ Exercise: 2435 units of service to elders 93 units to non elders
Weekly offering include Yoga, CORE Exercise, two sessions of line dancing, hiking and walking groups.

Health Benefits Counseling: 42 units of service
The Council provides information and application assistance to those exploring their insurance options. Assistance is offered to those applying for Medicare A, B, D, Mass Health, Prescription Advantage as well as available supplements.

Handicap Equipment: 331 units of service to elders 28 to non elders
During the past year 162 pieces of handicap equipment were loaned to 45 seniors and 7 non-seniors.

Cultural Activities: 1560 units of service elders 121 units to non elders
Included in this category are the Spofford Pond Concert and other events of a cultural nature.

Social Events: 1365 units of service to elders 355 units to non elders
Included in this category are the parties sponsored and co-sponsored by the Friends of the Council on Aging including the Holiday Party, St Patrick's Day, the June cookout, Mardi Gras, Chinese New Year , Valentine's Day and Halloween.

Intergenerational Programming: 687 units of service
During the past year four events were held that involved interaction between our seniors and young adults or children.

Outreach: 5447 units of service
Included in this category are Telephone Reassurance, Friendly Visitor, Case Management and well being checks.

Newsletter: 16152 units of service to elders
Our monthly newsletter is mailed to 1346 homes. The newsletter informs residents of special events as well as ongoing classes and activities. The newsletter is used to inform seniors of health, economic and other information pertinent to them.

Other Services: 2243 units of services to elders 1019
Other services include all services that do not fall into any of the above categories.

Respectfully Submitted,

The Council on Aging Board
Richard Taylor / Chairman
Richard Shaw / Vice Chairman
Judith Anderson / Secretary
Elizabeth Murphy
Christine Northrup
Joan Tarleton

Staff
Pam Blaquiere / Director
Joan Rollins / Outreach
Elaine Spiro / Secretary
Jack Hawkswell / Driver

HISTORIC DISTRICTS COMMISSION

The Boxford Historic Districts Commission was established in 1971. Our jurisdiction is the Boxford Village Historic District and the Howe Village Historic District. We follow the Massachusetts General Law C.40C., the purpose of which is to promote the distinctive characteristics of buildings and historic places, as they relate to and profile the history of the cities and towns of the Commonwealth.

In our continuing effort to make it easier for applicants to apply and go through the process of being granted a Certificate of Appropriateness, we have placed copies of the current Design Guidelines (revision/updating due in 2012) at the Town Clerk's office, on the new Town of Boxford website and at the library. They have also been sent to the real estate offices in Boxford and in the major markets surrounding the towns. The fee for applications for a Certificate of Appropriateness is $10.00, payable to the Town of Boxford.

In 2011 we had the following spectrum of hearings: temporary signs for various community projects, a variety of restoration and renovation projects in both historic districts and finally several meetings regarding the addition to the library and on December 14, 2011 the hearing with the final plans. Although it was a vote of 3-2 - not in favor of the current plan, the Historic Districts Commission has always favored a new library in the Boxford Village Historic District. That new library would become a part of the fabric of the village and blend into the streetscape of the District. It is the hope of the Commission that the proposed library would also be inspirational in design, yet sensitive to the past, and would be a beautifully scaled civic building that would be admired for generations.

With the specific assessment criteria in reference materials in mind, and actually being designed to, the library architect should be able to provide such a conforming, creative, imaginative functional library design. The Historic Districts Commission continues to have a strong willingness to work with the Library Trustees, the Permanent Building Committee and the Board of Selectmen towards achieving that appropriate design: one that meets the evaluation criteria and becomes an integral part of the Boxford Village Historic District.

This year the Commission regretfully accepted the resignation of Faith Regan who had served both commissions for several years. We wish to thank Faith for her input on the various projects that came before the commission that was augmented by her background of growing up in Concord, Massachusetts and with the recent restoration of her historic Boxford home.

At this time, the Commission has two openings for alternate members. To fill one of these openings, an attorney is needed to volunteer. If interested in either position, please call get in touch with any one of the members of the commission.

The Historic Districts Commission meets on the fourth Wednesday of every month at 7:30 PM in the Community Center. The purpose of the meetings is to hear and act on requests for Certificates of Appropriateness, Certificates of Non-Applicability or Certificates of Hardship. We encourage and welcome all interested residents and guests to attend.

Respectfully Submitted,

Wendy Perkins, Chairman

Members:
Virginia Havey, Vice Chairman
Andrew Gori
Matthew Juros
Nancy Merrill
Guy Simmons

HISTORICAL COMMISSION

The Boxford Historical Commission is responsible for overseeing community-wide preservation planning and the overall care of the town's historic assets. This past year we have been involved in the following projects:

Little Red School House
The Commission has two members on the Board of the Little Red Schoolhouse: Virginia Havey and Wendy Perkins. We are delighted to report that Historical Commission member, Nancy Merrill, has continued to work on taking the restoration project to the next level. The commission is encouraging members of the community, who wish to get involved in this exciting project, to inform us of your interest. The building would lend itself to a multiple of activates for the children of Boxford.

Community Preservation Committee.
Virginia Havey represents the Commission on the Community Preservation Committee. The 2011 projects that were reported back to the joint commissions for input included: the Colby property that was acquired by the town in December of 2012 largely due to the efforts of Nancy Merrill, who serves on the commission, but who worked on this project on her own..

Inventory of Historic Properties
In 2012 we once again hope to send out another Request for Proposal for a Preservation Specialist to inventory our historic properties. In order for homeowners, that do not reside in either of the historic districts, to be listed in the National Register of Historic Places, the property must be listed in a current Massachusetts Historical Commission inventory. Since Boxford has not had an inventory done since the 70's, homeowners are prevented from being listed in the resister and, more importantly, are restricted from applying for restoration grants and placement on the National Registry of Historic Places.

Open House & Preservation Awards
In the fall of 2012 the Historic Districts Commission and the Historic Commission will hold an Open House at the annex of the Holyoke-French House. There will be a speaker (TBA) and the 2012 Preservation Awards will be presented.

Respectfully submitted,

Wendy Perkins, Chairman

Members:
Virginia Havey, Vice Chairman
Andrew Gori
Matthew Juros
Nancy Merrill
Guy Simmons
Brian Gregory – Honorary Member
Susan Peterson – Honorary Member

RECREATION COMMITTEE

CAMP SACAJAWEA/ STEPPINSTONE

The Recreation Committee continues its relationship with our tenant, the Greater Lawrence Educational Collaborative. Their summer day camp program for severely handicapped children operates during July and August. In exchange, Boxford benefits as GLEC has maintained and improved the property. Boy Scout and Girl Scout groups use the facilities during weekend and off-season periods and are regularly involved in trail maintenance at the camp and for spring cleaning chores. Boxford organizations and individuals may enjoy the Stiles pond waterfront at the camp for picnics and outings by applying to the Recreation Committee for availability and use conditions.

John A. Rowen

TRAILS

Everyone who enjoys the Boxford trails system owes a special "Thank you" to the many volunteers and BTA/BOLT, Inc. trails committee. These volunteers are the maintainers of the trail system. Trail users often return after a walk/run, as a volunteer, to remove a downed tree from the trail or cut back brush that is growing into the trail. Boxford is a "volunteer town."

This year thanks are given to Boy Scout Troop 57 for their many trail projects. A Troop 57 scout completed his Eagle project: building a pedestrian boardwalk over the stream that runs through the BTA/BOLT Dorman parcel which is within the 100 Acre Woods.

Memberships and donations to BTA/BOLT's IRS tax-exempt 501c3 organization are always appreciated so that all Boxford children and adults may develop a love of the outdoors through utilization of our well-maintained trail system.

"The Boxford Bay Circuit Guide To Walks in and around Boxford," a children's trail/nature activities book, and the Boxford Trail Map are available through BTA/BOLT (978-887-7031), the Boxford Town Hall, Boxford Library, and Wayne's Community Store.

Nancy Merrill

PARADES

The Town Budget provides funds to the Recreation Committee to hold the Memorial Day and July 4th parades.

The Memorial Day Parade was coordinated by the James L. Melvin Post #379 American Legion. Ron Holmgren planned the event and was assisted by other members of the Post.

Again this year the Campbell Highlanders and the Spofford Pond School Band provided music for the parade and ceremony. The Memorial Day Address was given by Lt. Brooke (Bagge) Millard, U.S. Coast Guard. Brooke grew up in Boxford, graduated from Masconomet High School and received a B.S. degree from the United States Coast Guard Academy. She was the commanding Officer of the Cutter GRAND ISLE based in Gloucester. Capt. Ed Bryant, U.S.C.G. (Ret), a member of the Post who recruited Brooke to the Coast Guard Academy, introduced her. Crew members from the Cutter GRAND ISLE also participated in the ceremony.
John Geisel

John Rowen and the BAA (Boxford Athletic Association) organize the Annual July 4th Parade.

The Recreation Committee needs a few more volunteers.

Respectively submitted,

Nancy Merrill
John Rowen
Howie Emmons
John Geisel, member of the James L. Melvin Post #379 American Legion

RECYCLING COMMITTEE

Our comprehensive Recycling Program in Boxford continues to flourish. In 2011 our town recycled approximately 40% of our trash. DEP who used to calculate each Town's recycling/diversion rate (taking into account tonnages for composting, HHW and auto waste) has suspended this service due to budget cuts. The charts on the following pages show what items can be recycled, how to prepare them, whether they are collected at the curb or at the Drop-Off Center and any fees.

There is no direct cost to residents for the curbside collection of recyclables; the trash sticker fee covers this expense. However, there is a charge for some of the items at the Drop-Off Center, 7 Spofford Road. Residents are encouraged to pay any fee at the Drop-Off Center by checks made out to the Town of Boxford. We remind residents that they may ONLY drop off recycling items on Saturdays from 8 AM to 3:30 PM when an attendant is present to supervise and collect fees.

Residents can drop off their used motor oil which will be hauled away and recycled. If we collect and store over 500 gallons at a time, there is no charge for bulk removal and recycling of uncontaminated used motor oil. Motor oil and oil filters may only be dropped off on the first Saturday of every month between 8 AM and Noon.

This year we made preparations to begin collecting and disposing of unwanted prescription medications from residents in 2012. The Alternative Vocational School in Topsfield made us a medication collection box which will be housed in the lobby of the Boxford Police Station. Residents can drop off capped bottles of prescription medications 24 hours/day, seven days a week. No syringes, needles or sharps can be accepted at this drop off. (Note* The Board of Health in conjunction with HHW Drop Off Day will be holding a sharps, syringes, needles collection on the same date and place, Nov. 10, 2012 at Masconomet High School.)

Cooperative, successful, and continuing events this past year included an April Earth Day celebration in conjunction with the Boxford Village Garden Club and our twenty-fifth annual Household Hazardous Waste collection day with the towns of Topsfield and Middleton in November. Our 2012 HHW collection will be held on Nov. 10th. Residents are urged to take advantage of this opportunity to properly dispose of any household toxic product.

Through an agreement with the Town of Topsfield's Road Commissioners, Boxford residents continue to have access to Topsfield's composting site. For a $5 fee per visit payable by first purchasing a compost ticket in Boxford, residents can drop-off brush and yard waste at Topsfield's Highway Facility, 267 Boston St., between April 1 and Nov. 15 from 9 AM to 1 PM on Saturdays.

Please note that our vendor, Got Books, will pay our town if we collect over one ton in a 30 day period for acceptable items collected in their bin at the Drop-Off Center. Items accepted include: hardcovers and paperbacks, CDs, DVDs, audio books, records, textbooks. They no longer collect encyclopedias or home made recorded or taped media.

Volunteers are the lifeblood of our town. The Recycling Committee is extremely gratified by the volunteer efforts of neighborhood groups, Scout troops, families and individuals who picked up litter and recyclables from roadways on Earth Day; and by community residents and League of Women Voters members who helped out on Household Hazardous Waste Day. The Recycling Committee acknowledged the service of former member Kristina Benson who resigned from the Committee due to personal commitments.

For easy access to timely recycling information residents can visit www.cleanup.org or the Town's website's recycling pages at www.town.boxford.ma.us. Check out www.freecycle.org. Remember to "Buy Recycled": buying recycled products is critical to making recycling cost-effective for our town by creating markets for the materials we collect.

Please find below the total amount of materials recycled in Boxford during calendar year 2011:

MATERIALS	TONS		UNITS
Mixed Paper & Cardboard	668		
Commingled	479		
(Plastics #1, #2, #3, #4, #5, #6 #7; Glass; Aluminum cans; Tin cans)			
TOTAL CURBSIDE	1147		
Corrugated Cardboard	47	Tires	200 car
Scrap Metal & Appliances	50	Auto Batteries	60
Computers/TV	18	Motor Oil	809 gallons
Got Books	5	Oil Filters	1 (55-gal)
Salvation Army bins	2	Propane Tanks	47 tanks
EST. DROP-OFF	122		
Combined Tons Diverted(Recycled)	1269		
Disposed Trash	1917		
Estimated Diversion Rate	40 %		

Karen Sheridan, Chair
Patty Hojnowski-Diaz
Linda Shea
Nancy Woolford

CURBSIDE RECYCLING
Preparing Recyclables

MATERIAL	WHAT TO RECYCLE	PREPARATION	DO NOT INCLUDE
ALUMINUM	Only pure aluminum cans.	Rinse clean.	No bottle/jar lids, pie plates, foil, cans with paper or plastic parts.
GLASS	Bottles and jars that have been used for food or drink.	Rinse clean, remove caps or corks. O.K. to leave paper labels on.	No broken glass, dishes, ceramics, mirrors, plate glass, light bulbs, metallic coverings.
METAL CANS	Steel or tin & mixed metal tin cans.	Rinse clean.	No cans with paper parts No paint cans. No automotive product cans. No scrap metal.
NEWSPAPER and CORRUGATED CARDBOARD	Newspaper, corrugated cardboard, brown paper bags, magazines, catalogs, telephone books, junk mail, paperboard (i.e., cereal & tissue boxes)	Place in paper bags or tie with string. Cardboard needs to be in 2' x 2' squares or smaller and can be commingled with mixed paper and paperboard. Remove cereal box liners.	No waxed/coated paper. No plastic bags.
PLASTIC	Only rigid containers marked: #1 – PETE, #2 – HDPE, #3 – PVC, #4 – LDPE, #5 – PP, #6 – PS, or #7 – OTHER	Rinse clean. Commingle Styrofoam large packing pieces, cups & trays in recycling bin.	No item that is not marked with the numbers listed inside the recycling logo. No packing peanuts. No plastic bags. No containers of motor oil, paint, aerosol or hazardous materials
Use it up, wear it out, make it do, or do without. New England Proverb			

These items can only be recycled at curbside, NOT drop-off.
The reverse holds true for the drop-off items, only drop-off NOT curbside.

12/31/11

Drop-Off Recycling Center

Located behind DPW Garage, 7 B Spofford Road
Open Saturdays from 8:00 A.M. to 3:30 P.M.

Checks made payable to
Town of Boxford

Material	What To Recycle	Preparation	Do Not Include
Aluminum	Pans, foil	Rinse clean.	
Batteries Motor Vehicle *Fee $5 Button Ni-Cd Rechargeable	Car, truck, motorcycle, open cell Small buttons used in watches, hearing aids, pacemakers, cameras Batteries in power tools, computers, camcorders	Place in marked bin. Place in marked container. Place in marked container.	No alkaline household batteries.
Bulky Items *Fee based on volume	Mattresses, sofas, rugs	Place in marked bin.	
C&D-Construction&Demolition Debris Wood *Fee based on volume	Wood, lumber, doors, windows, plate glass, mirrors, plaster, plumbing fixtures, tiles-ceramic, linoleum, shingles, cabinetry, brush	Place in marked bin.	No bricks, mortar, cement, blocks, stones, rubble, hazardous wastes: lead, asbestos, toxic chemicals.
Corrugated Cardboard	Heavy cardboard, usually brown with ridged layer sandwiched between two flat sheets	Must be flattened. Keep dry.	No cereal or gift boxes, frozen food boxes, milk or juice boxes, other types of cardboard.
Got Book Items	Books, videos, CDs, DVDs, records, LPs, sport cards, comic bk	Place in Got Books marked container	No Magazines, catalogs, directories
Metal Appliances Large Appliances *Fee based on volume	Washers, dryers, stoves Refrigerators, freezers, air conditioners, dehumidifiers	Doors off.	No TVs, wood, cement, tires, plastic parts.
Mecury-bearing Items *Fee: $1 most items $2- 8 ft. bulbs, broken bulbs	Fluorescent bulbs, thermometers, thermostats	Place in shed.	
Salvation Army Items Large item pick-up, call (617) 231-0803	Clothes, shoes, blankets, sheets Small appliances Household items, Toys	Clean, reusable. Boxed or bagged, must fit in container.	No soiled, torn, broken, unusable, or items too big to fit in bins.
Scrap Metal *Fee based on volume	Pipes, wire, cast iron, mixed heavy metals, light iron, scrap aluminum	Place in metal bin. Containers must be empty & free of residue.	No closed containers.
Televisons & Computer Monitors *Fee: $10 – under 22 inch $15 – 22 - 31 inch $20 – 32- 46 inch $25- 47 in +, console	TVs, Computers, Monitors, CPUs, VCRs, DVDs, Stereos, Scanners, Fax Machines, Printers	Place in CRT marked bin	
Tires *Fee: $5.00 each car tire $10.00 each truck tire	Small truck or car	Rims okay.	
Waste Motor Oil & Oil Filters 1st Saturdays of Month **Only 8 AM to Noon**	Crank case oil, diesel oil, transmission fluid	Capped containers.	No gasoline, anti-freeze, brake fluid, PCBs, etc. Anything other than what is specifically allowed.

12/31/11

QUICK FEE SCHEDULE

DROP-OFF RECYCLING CENTER

Residents must check in with Recycling Attendant who will determine and collect fees. Only checks made out to the Town of Boxford are encouraged.

APPLIANCES & METAL ITEMS

Refrigerators	$20.00
Dishwashers	$10.00
Washers/Dryers	$10.00
Humidifiers/ Dehumidifiers	$10.00
Ovens/Stoves	$10.00
Water Tanks	$10.00
Microwave Ovens	$ 5.00
Gas Grills	$ 5.00
Lawnmowers	$ 5.00
Propane Tanks (20lb)	$ 5.00
Propane Tanks (30.b)	$20.00
Bicycles	$ 1.00

LARGE BULKY ITEMS

Mattress or Box Spring	
Single/double	$15.00
Queen/king	$20.00
Sofas	$30.00
Sleep Sofas	$35.00
Stuffed Chairs	$20.00
Recliners	$25.00

MERCURY & FLOURESCENTS

Mercury Items	$ 1.00
Bulbs under 8 ft.	$ 1.00
Bulbs 8 ft. & over	$ 2.00
Broken glass bulbs	$ 2.00

CONSTRUCTION & DEMOLITION

Depending on volume ranges from:
$10.00 per 32-gallon barrel
$20.00 per car trunk
$30.00 per cubic yard
$55.00 per station wagon
$75.00 per minivan
$75.00 per ½ ton pick up truck
$100.00 per pick up truck load

Includes: wood furniture, shingles, piping, tiles, brush, plumbing fixtures, plate glass, doors, windows, sheet rock.

TIRES

Car Tires	$ 5.00
Truck Tires	$10.00
Auto Batteries	$ 5.00

TELEVISION/COMPUTER MONITORS

Up to 21 inches	$10.00
22 to 31 inches	$15.00
32 to 46 inches	$20.00
47 & over, console	$25.00
Monitors	$ 5.00
CPUs	$ 5.00

DEPARTMENT OF VETERANS SERVICES
NORTH ANDOVER/BOXFORD DISTRICT

The Department of Veterans' Services is to advocate on behalf of all the Commonwealth's Veterans and provide them with quality support services and to direct an emergency financial assistance program for those Veterans and their dependents who are in need of benefits and services. In 1946, the Selectmen of the Towns of North Andover and Boxford voted to form a district and appointed a District Director of Veterans' Services to carry out the provisions of Chapter 115 of the General Laws. The Veterans Service Officer **(VSO)** is located at the North Andover Town Hall on Main Street. Walk-ins are always welcome however; we recommend calling first to ensure a representative is present.

OFFICE HOURS, Monday thru Thursday 8:30 AM to 4:30 PM
(978) 688-9525 or for urgent matters, call (978) 807- 7286, or e-mail us at veteranagent@comcast.net
*If necessary the VSO will make home visits.

SERVICES PROVIDED AS DIRECTED BY THE COMMONWEALTH OF MASSACHUSETTS

Financial assistance
Medical Services
Educational & Burial Benefits
Property Tax Exemptions
Veterans War Bonus
Gold Star Mothers & Fathers Annuities
Obtaining copies of discharges
Replacement of Service Medals
Burial Internment for Veteran and Spouse
V.A. Home Loans and education benefits
Life Insurance and Widows Pensions
Veterans Disability Comp & Pensions
V.A. Hospitals / Clinic Enrollment & Prescription plan

All of these programs are subject to eligibility according to State and Federal Guidelines.

Expenditures: The Veterans Services salary and office expenses for FY2011 total $51,802.00. The Town of Boxford apportionment for salary and office expenses total $11,707.25 with an additional $20,588.36 being paid out for emergency / financial assistance with 75% being reimbursed by the Commonwealth of Massachusetts.

NORTH ANDOVER / BOXFORD VETERANS SERVICES DISTRICT BOARD MEMBERS:

Edward V. Mitchell	Alan Benson	Andrew W. Maylor
Director of Veterans Services	Boxford Town Manager	North Andover Town Manager

Are you a veteran or a widow(er) of a veteran?
Is your income less than $ 1,805 per month (single applicants)
with cash assets below $3,200?

Married Veterans, is your combined income below $2,428 month &
cash assets below $7,000?

Primary residence and automobiles <u>are not</u> counted as assets

If so you may be entitled to
REIMBURSEMENT of your MEDICAL EXPENSES
and/or
FINANCIAL ASSISTANCE
Under Massachusetts General Law Chapter 115

Call your Veteran's Service Officer for more information
(978) 688-9525

VETERANS' GRAVES OFFICER

All Veterans' Graves were decorated for 2011 with a flag before Memorial Day. The graves were inspected and are all in good order with the exception of the Perkins lot. The number of Veterans' Cemetery lots for **2011** are as follows:

Boxford Village Cemetery Georgetown Road East Boxford Village	99	Brookside Cemetery Main Street West Boxford Village	67
Harmony Cemetery Ipswich Road	36	Mt. Vernon Cemetery Mt. Vernon Road	106

Flags were replaced at all Veterans' Monuments this year: (3) The Melvin Green Monument, (1) the Fireman's Monument in the East Village, (1) the Veteran's Morse-Parker House Memorial Park Monument on Washington Street , (1) The Ancient Cemetery , (1) The Round Top Memorial Site , (1)Perkins Lot Behind 99 Great pond Road, (3) at The Civil War Monument at the corner of Main Street and Washington Street And (3) at Killam / Curtis Cemetery behind Masconomet Ball fields.

Javier G. Morales
Veterans' Graves Officer

Independent Services for the Town of Boxford

Boxford Cable Access Television
(BCATv)

Boxford Trails Association/
Boxford Open Land Trust
(BTA/BOLT)

Help for Abused Women and
Their Children
(HAWC)

Historic Document Center

Tri-Town Council on
Youth & Family Services, Inc.

BOXFORD CABLE ACCESS TELEVISION (BCATv)
501(c)(3) Non- Profit

Boxford Cable Access Television Corporation, Inc (BCATv) is a registered 501(c)(3) non-profit public charity, which was formed to strengthen our community through increasing and enhancing communication amongst its residents.

BCATv exists to provide Boxford residents and organizations with the tools and training needed to effectively communicate with one another and with our schools and governmental bodies through the use of television and other electronic media.

Our resources provide community members with a non-commercial open forum for ideas, opinions, information and creative expression originating at the grassroots level.

The BCATv Board of Directors is an un-paid board, independent of Boxford town government, which works diligently to provide the cable subscribers of Boxford with the best local government and public access coverage on the North Shore. We are very proud of our accomplishments and especially the 24 by 7 level of television coverage we provide every day of the year . Funding is provided via a small local access fee on your cable bill.

An up to the minute schedule of broadcasts can be found at www.BoxfordCableTv.com. Recorded government meetings can also be viewed free of charge over the internet from anyone's computer using a web browser at http://BoxfordCableTv.PegCentral.com. This is a handy service for those who travel frequently or simple cannot attend a meeting. Lance Cluster, our Studio Manager, spends a majority of his time making sure that most government meetings at Town Hall are recorded, scheduled for broadcast and uploaded to the internet.

In addition to providing live and recorded coverage of government meetings, and recorded coverage of many Masco athletic, cultural and local community events, BCATv is committed to "enhancing communication". This year, as well as the past few years, we have donated funds to purchase several police radios as part of the police department's multi-year initiative to upgrade all police radios to units which will work in areas of town with marginal reception.

We also picked up the cost of installing Verizon FIOS internet service at both Spofford and Cole schools this past year. On an ongoing basis we are picking up half of the monthly fee for this service, which has dramatically improved internet response time for those students and teachers who using the internet throughout the day at each school.

Up until recently the public access arm of BCATv did not have a traditional brick and mortar studio due the limited availability of commercial space within Boxford. The government access arm does have space at Boxford Town Hall that is dedicated to digitally recording meetings and playing back these meetings on COMCAST Ch 22 and

Verizon Ch 39. A very small part of this space is also used to play back public access events on COMCAST Ch 10 and Verizon Ch 45.

This year we got lucky in that three commercial condo units at 256 Georgetown Rd came on the market in the late Spring. After several months of negotiations and mortgage applications, our non-profit purchased 2,100 square foot unit at the end of August. After renovations and build-out we received an occupancy permit in late November.

Our new studio consists of an acoustically conditioned recording space, which is wired for 4 high definition cameras, 24 audio channels, and 8 monitor channels. There is enough space to record a multi-instrument band, provide theatre style lighting and accommodate an audience of up to 25 people. In addition to musical recording, our recording space has a large fireplace that provides an excellent backdrop for a talk show, lecture series, or original theatrical production. There is even a wall suitable for "green screen" productions.

Supporting the recording space is a control room with a commercial 24 channel digital audio mixer, an 8 camera HD video switcher, and the computers necessary to record multi-track audio and render video suitable for playback. Two editing rooms with high powered Windows 7 PCs and easy to use video editing software allow the residents of our community convenient access to video editing equipment that can easily create virtually any video project.

Rounding out our space is an open area that is can be setup for classroom instruction, meetings and conferences for groups up to 30 people in size.

We invite every resident interested in making use of our space to send an email to mailto:StudioOne@BoxfordCableTv.com with your ideas and contact information. The ideal finished product is a 25 to 90 minute program that can be played on Ch 10/45, but a project of any scope is always worth discussing.

At our new studio we have recorded several concerts for broadcast featuring: Charlie Sawyer blues band, Don't Call Me Shirley, Pink Couch, and singer songwriter Craig Sonnenfeld. We have also recorded on location several Masco and Spofford School concerts, as well as several medical lectures sponsored by Beverly Hospital, and other community events.

This past year we have increased our coverage of local community events and Masco activities.

Most recently, we finished coverage of the Masco Girl's Basketball 24 win and 4 loss season at the Tsongas Arena, where Masco came the closest of any team this year to defeating state champion Andover. Amanda Tapparo and Ted Davis covered virtually every game this year along with Brad Sweet who helped out in many games.

Erik Onufry taped several games of youth basketball every Saturday at Masco and he also

taped several youth soccer games every Saturday this past Spring and Fall as well.

Danielle Staub, Alex Pappas, Erik Onufry, Jenna Sweet and Sam Schwartz helped cover Boys Varsity Basketball this Winter. Sam Schwartz and Danielle Staub also covered Masco's successful wrestling season, while Scott Dahlgren covered most of the home Varsity Boys Hockey games.

In the Fall, Carrie and Ken Peterson covered Masco Volleyball, while Ethan Grammar, a 6th grader, and Dave Brennan covered most of the Varsity Boy's Soccer games, including the state championship game against Ludlow in Worcester. Brad Sweet and Kim Gaudette covered Masco Football with occasional help from Chris Nowak.

During the Summer, several crews consisting of Kevin Dillon, Dan Simeone, Jonathan Rivers, Danielle Staub, Matt Spataro, Ford Fischer, Mike Dillon, Alex Pappas, and Katie Kreider covered 3-4 BAA Men's Softball every week, while Brad Sweet, Rick Rivers and Kim Gaudette covered some Boston Braves Over 40 soccer games and other Over The Hill Soccer League games.

College freshmen Dan Simeone and Matt Spataro produced several episodes of "Pets for Adoption", which featured dogs and cats from the North East Animal Shelter in Salem. Although this project was originally Matt's idea for his Masco Senior Internship at Boxford Cable Tv last Spring, he has continued to produce episodes while in college. In addition to this project Matt also covered several youth baseball games with Dan Simeone and several Masco Ultimate Frisbee games this past Spring with Dan as well.

Dan Simeone also produced a summer and fall series called "Students in Your Community" which gave students the opportunity to discuss their interests and accomplishments in a manner similar to that of a college interview. This series is created by college students for future college students. To Dan's credit, this show was his idea and he took full responsibility for finding the talent, producing the show as well as managing the financial aspect of this project.

"Gina's Everyday Gourmet" continues to be a favorite show in Boxford. Plans are in the works to increase the number of episodes and to branch out by expanding the scope of this series.

Needless to say there is always a lot going on at BCATv. Our board invites any interested town residents or students to contact us at mailto:StudioOne@BoxfordCableTv.com with your ideas or interests.

Respectfully submitted,
Scott Dahlgren, President
Rick Rivers, Treasurer
Brad Sweet, Secretary

BTA/BOLT, INC.

BTA/BOLT, Inc. produced our annual BTA/BOLT Dressage & Horse Show event in July. The Horse Show raises monies to help with BTA/BOLT's trail maintenance program. The competitors, trainers, and parents always compliment the show's organizers for running an enjoyable event where everyone has fun competing in Dressage, Pleasure classes, Trails classes, Games, and Jumping classes.

Carole and Ben Moore once again hosted our Dog Show on their beautiful field where our horse show is also held. The Moores' generosity is boundless! We were also assisted by Nevins Farm, the MSPCA shelter in Methuen. We hope to continue producing this dog show. Our annual pumpkin hunt on the Cargill field was snowed out, the first time in 5 years! This storm was devastating to many trees in Boxford. The October trail ride in West Boxford, hosted by the Grigg family, had beautiful weather and excellent participation with over 35 people and horses enjoying the trails designed by Angela Steadman and Joyce Copland, long time organizers of this event.

Along with the Georgetown Conservation Commission, we continued the two year grant from the Massachusetts Environmental Trust to study the Blandings turtles organized by the Parker River Clean Water Association.

We also hosted two wonderful speakers who taught us and entertained us with wildlife adventures and stories. One was on the life and habits of coyotes who are well established in our midst and the other was on owls, with 6 live owls brought to Lincoln hall for us to admire and interact with. Both occasions were standing room only and free to the public!

BTA/BOLT, Inc. granted $4,800 for nature education to take place on Boxford open spaces with the participation of Mass. Audubon and our Elementary Schools. We hope that this program will continue.

In 2010, the Boxford Bay Circuit Program Committee decided to combine with the BTA/BOLT Trails Committee since the same people volunteer for both. Meetings are posted and everyone is welcome to attend and volunteer as needed.

Every fall, winter and spring, BTA/BOLT sponsors a Tuesday morning scheduled walk/hike or snow shoe/cross country ski. This year, as in many past years, these walks have been scheduled and led by Steve Davis. Thursday mornings are reserved for light trail maintenance, with the group meeting at the commuter parking area behind the COA building and then proceeding to the trail needing light maintenance or a look-see. We have a large, active group of volunteers who are helping to keep our trails accessible.

Since deer ticks wait on the undergrowth along the trails for a warm blooded creature (humans included) to pass by, it is imperative that the Boxford trails are cleared wider than previously.
Last summer, college students were hired as trail maintenance contractors under the guidance of the BTA/BOLT trails committee.

Eagle Scouts have earned their Eagle Awards building and improving trails and installing trail markers on the many trails in Boxford. The town owes these young people a vote of thanks!

The BTA/BOLT, Inc. website, www.btabolt.org, is updated monthly by Jenny Tartaglia of Windrush Farm. Its scope has broadened, we have updated its offerings and are working to make it more interesting and user friendly! Check it out. We are also able now to reach all of you who have given us your emails with a mini-newsletter announcing various activities. Modernizing!

Thank you to all our members who help make all this possible!

Natasha Grigg

Officers:
Nancy Merrill, Chair
Natasha Grigg, President
Judy Gore, Vice President
David Ingalls, Treasurer
Bev Ingalls, Secretary

Directors:
Alison Chase
Jean Dewberry
Barbara Shade
Bonnie Lucas
Paul French
Mary Ellen Iorio
Andrew Plucinski
Nancy Rohlfs
Angela Steadman
Priscilla Welch

HAWC (HEALING ABUSE WORKING for CHANGE)
FY 2011 REPORT TO TOWN OF BOXFORD

Founded in 1978, the mission of HAWC is to create social change by taking action against personal and societal patterns of violence and oppression. HAWC provides services and support to victims of domestic abuse residing in the 23 cities and towns on the North Shore in order that they may make informed, independent decisions about their futures.

HAWC provides free, comprehensive services to victims of domestic violence and their children including: a 24-hour hotline, emergency shelter, advocacy in courts, police departments and healthcare settings; trauma recovery counseling for adults and children; support groups; economic stability services; relocation and rental assistance; prevention education in schools and communities. HAWC has five office locations (Lynn, Salem, Gloucester, Beverly and Ipswich) with HAWC staff out-stationed in hospitals, police departments, courts and schools. HAWC's 24 paid staff and 80 volunteers (after 40 hours of training) provide the following free and confidential services:

HAWC's staff, Board, volunteers and community-wide partners envision a world where relationships are built upon mutual respect and partnership and where home is a place of nurturing and renewal. Our work is rooted in an empowerment model and we view domestic violence in the context of other social oppressions (racism, classism, sexism, heterosexism, etc.) with the goal of altering social norms and public policies that support them. HAWC staff members reflect the racial, ethnic, sexual orientation, gender and linguistic backgrounds the diverse communities we serve. All staff and volunteers have been trained in best practices for serving clients in same sex relationships.

Community-wide knowledge about the tactics of perpetrators prepares everyone to recognize the warning signs of abuse and how to get help. Domestic abuse takes many forms but its goal is always the same: to control one's partner. Tactics of control include emotional, physical, economic, social and sexual abuse. Name-calling, belittling, stalking, isolating one from family and friends, intimidation, and threats of harm are all abusive whether they involve physical violence or not.

In Fiscal Year 2011, HAWC began tracking both services and unduplicated individuals served:

- Hotline Calls: 385 individuals called 1,455 times for information, support and referrals
- Counseling and support: 530 individuals received short-term one-on-one counseling; a total of 1,075 services.
- Support Groups: 199 people attended 7 weekly support groups; a total of 1,045 services
- Parent/child trauma recovery: 45 children counseled, 92 services provided
- Legal Services: 2,463 clients received legal assistance; a total of 4,136 services provided
- Family Law and Immigration Law Attorneys: during first four months of program

(April – June 2011) we served 48 victims (28 family law, 17 immigration, 4 protective orders); and 15 cases were referred by attorneys to HAWC's pro bono law clinic

- High risk teams: 170 cases were accepted by 4 high risk teams for on-going safety planning to prevent homicide. The team reviewed cases 724 times.
- Emergency Shelter: HAWC's shelter assisted 31 families with 24 children
- Housing and economic stability: 28 clients received rental down payment, utilities payments, arrears payments, temporary housing in hotels, and/or short-term rental assistance along with support to find long-term housing and employment
- Education and training: 1,798 youth received education and training at 32 events; another 765 individuals attended 33 community outreach events.
- The Crossroads Program at NSMC: 127 clients received 336 services focused on safety planning, legal advocacy, counseling, urgent care and other resources.

Boxford residents served by HAWC in FY 2011
2 Boxford residents received legal advocacy and court accompaniment
2 Boxford residents received police and court advocacy post arrest

If you or someone you know is living in fear of their partner, please call HAWC's 24-hour, toll-free hotline at 800-547-1649. Contact and understanding from a person outside the abusive relationship is often the one most important lifeline for a person getting free from abuse. The more you know the more you see. You can become part of the solution.

BOXFORD HISTORIC DOCUMENT CENTER

"What's new at the Document Center?" The joke plays on the idea that the Boxford Historic Document Center, like other archives, only collects old things. While we are always interested in items relating to Boxford's historical past, it is important to remember that history is continuously being created. What will we want to remember about Boxford in the 21st century and how are we preserving that information? Perhaps the question we should really ask is, "What would you save to remember living in Boxford today?"

With this in mind, please remember that the Document Center is always looking to acquire new collections. Materials do not need to be "old" or "valuable" as long as they document the history of the town and its people. Among the donations we enthusiastically accept are photographs and postcards of buildings or town events, memorabilia and records from local organizations, schools, and churches, newspaper articles, scrapbooks, and files recording personal involvement in town government.

The Boxford Historic Document Center is located in West Boxford village, in the brick building next to the Second Congregational Church. Since its establishment in 1976, the Center has served as an archives and local history resource for the town. It is run under the auspices of the Ingalls Memorial Library Association. Last year over 200 people, including students, genealogists, historians, and curious people, visited the BHDC. Many others attended the open house held in conjunction with the West Boxford Winter Fest or stopped by our table at the Apple Festival.

Among the Document Center's activities in 2011 was the development of a new exhibit looking at 19th century one-room schoolhouses in Boxford. The exhibit was previewed at the Apple Festival in the Holyoke French House and is currently available for viewing at the Center. Records of the Second Congregational Church, on deposit at the BHDC, were used extensively during the church's celebration of their 275th anniversary. On the grounds of the Boxford Historic Document Center we welcomed the addition of a monument recognizing the achievement of Col. Thomas Knowlton, a Boxford native who served under Gen. George Washington and was killed at the Battle of Harlem Heights. Our thanks go to Michael Merriam, who undertook this project as his Eagle Scout Leadership Service Project.

The Boxford Historic Document Center is open for researchers and visitors on Wednesdays, from 9 until 4, and Wednesdays evenings, 7:30 to 9:30. We are also open the first two Saturdays of each month, 10-3. Appointments may be made with the archivist if these hours are not convenient. Books about Boxford's history are available for sale at the Center, along with sweatshirts and T-shirts printed with the town seal.

Martha Clark

TRI-TOWN COUNCIL
WORKING TOGETHER FOR KIDS

For more than four decades, Tri-Town Council has actively served the community working with thousands of youth and families providing prevention services and support. From its grassroots beginning as the *Tri-Town Council on Drugs* formed by concerned citizens to address youth drug and alcohol abuse; to the development of a strong working relationship with the Masconomet School District and Tri-Town Elementary Schools providing social and emotional wellness programs; to its expanded role in parent support and education; **Tri-Town Council continues to proactively respond to the needs and concerns of the Tri-Town community through collaboration with schools, parents, youth, law enforcement, community organizations and area resources.**

This past year, Tri-Town Council impacted thousands of students, parents and educators with more than 50 proactive programs and workshops including bullying/cyber bullying education; alcohol and drug prevention education; social skills workshops; stress management and substance-free events. We focus on programs and services which support and empower youth to make healthy and safe decisions

Last year, Tri-Town Council established the **Tri-Town Youth Substance Abuse Prevention Coalition** which provides local coordination, education and advocacy toward the ultimate goal of reducing youth substance abuse in the Tri-Town community. In addition, we staff a 24/7 counseling hotline **Project Safety Net** (978-771-4619) providing night, weekend and holiday support for youth and families in need.

The Town of Boxford benefits from the following Tri-Town Council (TTC) programs and services:
EDUCATIONAL PROGRAMS & WORKSHOPS

Community Presentations

- **November 2010 – "Supporting Social Success and Online Safety"** Presented by Dr. Elizabeth Englander, Director of Massachusetts Aggressive Reduction Center. This presentation, open to all Tri-Town parents/guardians and educators, focused on trends and data about how adolescents and teens are using social networking sites and communications technology as well as information on the new Massachusetts Bullying law including offering recommendations for parents to work more effectively with schools to reduce bullying, cyber bullying, and increase online safety.

  January 2011 – "Race to Nowhere" Film and Facilitated Discussion. "A concerned mother turned filmmaker aims her camera at the high-stakes, high-pressure culture that has invaded our schools and our children's lives. **Race to Nowhere** is a call to action for families, educators, and policy makers to challenge current assumptions on how to best prepare the youth of America to become healthy, bright, contributing and leading citizens." Attended by more than 350 community members, this program provides the platform for future

small group workshops and discussions.
http://www.wickedlocal.com/boxford/news/education/x687474235/Are-Tri-Town-children-over-booked

- **February 2011 "Boy Sense"** Developed for the Tri-Town Council for parents/guardians and educators of boys in grades pre-K through 6th grade, this program focused on understanding the developmental needs and nurturing the resiliency of boys at home and at school.
- **March 2011 – "Just Let the Kids Play: Addressing the Latest Trends in Youth Sports"** Presented by Bob Bigelow for all adults (parents, educators and coaches) involved in youth sports. Mr. Bigelow addressed the latest trends in youth sports including parental over-involvement, overuse leading to injuries, excessive travel and coaching techniques. This event was co-sponsored with the Topsfield, Boxford and Middleton PTO's.
- **April 2011 "Bullying Prevention and the Bystander"** This program focused on the bullying dynamic, the role of the Bystander and offered specific strategies to help parents and educators support the social and safety needs of elementary and middle school aged children.

Student Workshops

- **October and November 2010 "Internet Safety & Cyber Bullying"** Presented by Massachusetts Aggression Reduction Center staff in collaboration with Tri-Town Elementary School and Masconomet Principals, the student workshops addressed Internet safety, social networking, gaming and cyber bullying. Workshops were provided for all Tri Town students in 5th, 6th, 7th, 8th, 9th and 10th grades.
- **November 2010 "Peer Leadership Bullying Prevention Training"** Facilitated small group training for Masconomet Middle and High School students. As a result of this training an Anti-Bullying Task Force was established under the guidance of teacher mentors to identify activities and events addressing school culture and safety.
- **November 2010 "Sexual Harassment"** Presented to Boxford 6th grade students in conjunction with Spofford Pond School Guidance. This workshop provided students with information about what constitutes sexual harassment, the negative impact it has and how to seek help.
- **November 2010 & May 2011 "Making Good Decisions" by Teen Challenge** Classroom presentations for Masconomet High School students in 9th and 10th grade health education classes focused on preventing drug and alcohol use and addiction.
- **December 2010 & June 2011 "Teen Dating Violence"** Classroom presentation for Masconomet High School students in 9th and 10th grade health education classes focused on personal safety and warning signs of abuse.
- **May 2011 "Wellness Fair"** In conjunction with the Masconomet School Health Advisory Council (SHAC). This event, available to all Masconomet middle and high school students, focuses on student health and wellness utilizing local community resources.

- **May 2011 "Navigating through College & Beyond"** – Presented by transition expert Gail Jones, this program for Masconomet High School seniors, offers constructive guidance on what seniors need to know about moving on towards an independent life after high school.
- **June 2011 "6th Grade Student Transition"** – Facilitated by Masconomet Middle School Guidance Counselor Rob Beardsell, select Masco Middle School students were transported for hour-long visits to 6th grade students at the Tri-Town elementary schools to answer questions and address concerns about their upcoming transition to Masconomet. Boxford students were selected to visit Spofford Pond School.

Parent Workshops (Multiple Sessions)

- **January-February 2011 "Girl Talk"** A series of workshops designed to increase and nurture positive communication about growth and development between young girls and their mother/special adult female in their life.
- **March 2011 "Strengthening Social Skills"** by author/educator Stephanie Meegan. A four-part series designed for parents, guardians and educators interested in expanding children's social competence and confidence.
- **March 2011 "Transitioning Parents and Teens for Life Beyond High School"** A four-part workshop facilitated by transition expert Gail Jones designed to help parents/guardians understanding the internal process of this major life change as their senior transitions from high school to college.

Professional Development for Tri-Town Educators & Administrators

- **September 2010 Educator Bullying Prevention Professional Development** – TTC provided local training for Tri-Town elementary school administrators and select staff which focused on school-based response and intervention protocols.
- **October 2010 MARC Bullying Prevention Training** – two staff members from Masconomet attended the MARC Bullying Prevention Train-the-Trainer program receiving Massachusetts certification to provide training to other staff members.
- **January 2011 "Boy Sense"** - Tri-Town Council facilitated speaker Stephanie Meegan to present two workshops during the Tri-Town Elementary School Professional Development Day. This program focused on understanding the developmental needs, social dynamics and how to nurture the resiliency of elementary school aged boys at school.

KEYSTONE PROGRAMS

- **Tri-Town Youth Substance Abuse Prevention Coalition** - Tri-Town Council established the Tri-Town Youth Substance Abuse Prevention Coalition, a community-wide partnership including membership from schools, law enforcement, public health, mental health professionals, churches and parents, whose focus is to reduce and prevent substance use and abuse in the Tri-Town. Currently in its strategic planning stage, the Coalition will provide local coordination, collaboration, education and advocacy toward the ultimate goal of reducing youth substance use and abuse ensuring and sustaining a healthy Tri-

Town Community.

- **Horizons After-School Program** - Horizons is available to elementary school children in Boxford and Topsfield during the academic school year. Classes include (but not limited to) art, science, physical activity, chess, Lego engineering, sewing and media workshops. Classes are offered in 4, 6 and 8 week sessions during the fall, winter and spring and taught by experienced adults. There are also community service opportunities for local high school youth. Tri-Town Council also runs a 6-week ski program for Spofford Pond students at Bradford Ski Mountain.
- **Tri-Town Council Student Youth Club** – Led by high school students, the TTC Student Club engages in fun, social activities; facilitates programs and workshops for peers; participates in community service programs and supports special projects.
- **All-Night Graduation Party** - Tri-Town Council sponsors and coordinates this annual event in conjunction with parents of graduating Masconomet seniors. This event, running since our inception 40+ years ago, takes place in June on the night of graduation with an expected participation of approximately 90% of seniors. The students enjoy a full night (8PM-6:30AM) of fun, chaperoned (by parents of juniors and TTC staff) activities with busses transporting them to and from each location keeping them safe on a night renowned for tragedies.
- **Tri-Town Council Scholarship Program**- established in 2010 and granted for the first time in June 2011, scholarships were awarded to three graduating Masconomet seniors recognized for their academic performance, community service within the Tri Town and being exemplary role models to peers during their high school years.
- **Project Safety Net 24/7 Hotline** - Providing a 24 hour, seven days a week telephone access to a licensed mental health counselor (978-771-4619) for parents/guardians, youth and/or concerned community members for information, referral and crisis counseling.
- **Tri-Town Families In Need – Community Resources** - Tri-Town Council, in conjunction with local support, developed a community-based resource list which highlights the efforts of local organizations helping families in need during the holidays and year-round. Resource partners include Invest in People, the St. Vincent de Paul Society, St. Rose of Lima Church, Christian Angel Smile Foundation and the Boxford Food Pantry. In conjunction with the Masconomet School Health Council a comprehensive list including these local resources as well as mental health, substance abuse, safety and more has been developed and is accessible on-line and in print. http://www.tritowncouncil.org/wp-content/uploads/2011_CommunityResources_Shac.pdf
- **Youth Risk Behavior Survey (YRBS)** – the YRBS is a data collection tool which focuses on the major risk behaviors that threaten the health and safety of young people. This anonymous survey includes questions about tobacco use, alcohol and other drug use, sexual behaviors that might lead to unintended pregnancy or sexually transmitted disease, dietary behaviors, physical activity, and behaviors associated with intentional or unintentional injuries. Data from the YRBS provide accurate estimates of the prevalence of risk behaviors among our

middle and high school students and are important for planning health education and risk prevention programs within the schools and in the community. This survey is administered bi-annually with the most recent data collected in November 2010.

- **Adult Perception Survey May 2011**– Designed and implemented by the Tri-Town Youth Substance Abuse Prevention Coalition, Tri-Town parents, educators, and concerned adults were asked to participate in a survey about their perception of alcohol and drug use among local youth. 500 adults participated in this survey and the feedback has helped the Coalition to identify community understanding of the issues and concerns.

AFFILIATED ORGANIZATIONS

The Tri-Town Council has several affiliated organizations which benefit from our non-profit status, administrative support and fiscal sponsorship affording them the opportunity to serve the Boxford community including:

- **D.A.S.H.** (Disability Awareness Starts Here) runs in the Boxford, Topsfield and Middleton elementary schools. D.A.S.H. is an important educational program relying on more than 250+ community volunteers a year to experientially teach in excess of 800 second through fifth graders about physical and emotional disabilities such as blindness, hearing impairments and learning styles and individual learning differences.
- **Sponsor-A-Child** Boxford Elementary School Program which facilitates the donation of hundreds of gifts (clothing and essentials), with the help of over 95 classroom volunteers, to approximately 50 needy children in Salisbury, MA during the December holiday season.
- **Boxford Summer Park Program** This program runs for five weeks during the summer at either the Cole or Spofford Pond School. The Park Program employs and trains more than 20 young adults (under 18) as well as hires several adult coordinators to supervise. Over 100 Boxford children attend during each program week. Activities include arts and crafts, sports, free play and games.

TRI-TOWN COUNCIL LEADERSHIP

The Tri-Town Council Board of Directors provides leadership, governance, fiscal oversight and long-term strategic planning in support of the organizational mission. Led by an Executive Board consisting of a President, Treasurer and Secretary, sub-committees and an advisory board, the Tri-Town Council Board is engaged in the vital and on-going process of identifying and achieving the goals and objectives of the organization.

The Tri-Town Council employs a part-time Director of Programs and Operations who is responsible for the development and implementation of programs and services, provides organizational leadership and Council management; and a part-time Business Manager responsible for daily office operations and business functions.

OUR FUNDING

We are grateful for the support from the Town of Boxford whose residents voted to provide Tri-Town Council with $27,614 in FY11. This funding amounted to 16% of our total annual operating budget and is vital to the financial health and organizational stability of the Tri-Town Council.

Our municipal funding contributions from Boxford, Topsfield and Middleton represent 42% of Tri-Town Council's operating budget. The balance of our income comes as a result of private donations, corporate donations, foundation contributions, grants and fundraising events.

IN SUMMARY

Through our educational programs, sponsored programs and organizational affiliations, the Tri-Town Council proactively responds to the needs and concerns of the Tri-Town community. We collaborate with schools, parents, youth, law enforcement, community organizations and area resources to insure the highest impact and most cost effective delivery of our services. We maintain high visibility in the community through our website: www.tritowncouncil.org , our monthly E-newsletter and through school newsletters, in local media resources such as the Tri-Town Transcript and Salem Evening News, local phone books and other organizational websites including Masconomet and the Tri-Town School Union. Our website and E-newsletter contain
timely information for parents/guardians, educators and youth on topics such as bullying and cyber bullying, Internet safety, stress management, and alcohol and drug abuse as well as updates regarding Tri-Town Council events and activities.

The Tri-Town Council actively participates in and collaborates with several Tri-Town committees including; the Masconomet School Health Advisory Council (SHAC)- whose mission is to promote health and wellness in all students; the K-12 Umbrella Group which consists of local volunteer leadership and school superintendents meeting monthly to share projects and ideas; the school Parent-Teacher Organizations; the public libraries; faith-based institutions; and membership in the Massachusetts Council of Human Services Providers; and the Massachusetts Bay United Way. We work with these organizations and agencies sharing ideas, co-sponsoring programs and events to both broaden our impact as well as sharing the costs whenever possible and appropriate.

The Tri-Town Council depends on the on-going support we receive from the ***Town of Boxford*** *– it is as a result of Municipal and community support and involvement that we are able to pursue our mission educating youth, parents and educators providing pro-active solutions which support, engage and empower Tri-Town youth to make informed, healthy, safe and compassionate decisions while strengthening their social and emotional well-being.*

TRI-TOWN COUNCIL BOARD OF DIRECTORS

Christine Rothman, President
Rhonda Fogel, Vice President
Jeanne Richards, Treasurer
Sally Dahlgren, Secretary
Susan Block
Robin Wildman
Donna Davis

TRI-TOWN COUNCIL ADVISORY BOARD

Dana Webster
Rodney Pendleton
Leslie Levenson
Mark Landgren
Diane Frampton
Guy Simmons
Jan Pazar
Joan Murphy
Adam Thurlow

BOXFORD TELEPHONE NUMBERS

COMMUNITY SERVICES

Council on Aging 978-887-3591
Town Beach at Stiles Pond-Emergency Only 978-352-7033
Historic Document Center 978-352-2733
Sealer of Weights & Measures 978-887-4101
HAWC (Help for Abused Women & Children) 978-744-8552
Tri-Town Council on Youth and Family Services 978-887-6512
Veteran's Agent 978-688-9525

DEPARTMENT OF PUBLIC WORKS (Fax: 352-5558)

Highway Garage 978-352-6555
(24 Hour contact via the Communications Dept) 978-887-8135

EMERGENCY (Police and Fire) **911**

PUBLIC SAFETY (Fax: 978-887-8138)

Animal Control Officer 978-887-8136
Communications Department 978-887-8136
Fire Department 978-887-5725
Police Department. 978-887-8135

LIBRARY (Fax: 978-887-6352)

East Boxford Village 978-887-7323

POST OFFICES

East Boxford Village (01921) 978-887-0837
West Boxford Village (01885) 978-352-6632

TOWN HALL OFFICES 978-887-6000
Office of the Selectmen/Town Administrator (Fax: 887-5361) ..... Extension 502
Accounting/Finance Director (Fax: (978) 887-3151) 503
Assessor's (Fax: 978-887-3546) 504
Town Clerk (Fax: 978-887-3546) 501
Treasurer/Tax Collector (Fax: (978) 887-3546) 505
Buildings Inspector (Fax: 978-887-1236) 508
Electrical Inspector 508
Plumbing Inspector 508
Conservation Commission (Fax: 978-887-3466) 506
Board of Health (Fax: 978-887-3466) 507
Planning Board (Fax: 978-887-3466) 509
Animal Inspector (Fax: 978-352-5238) 978-352-6336

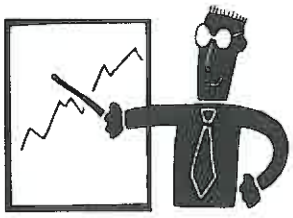
SCHOOL DEPARTMENT

Tri-Town School Union (Fax: 978-887-8042)..... 978-887-0771
Harry Lee Cole School. (Fax: 978- 887-0703)..... 978-887-2856
Spofford Pond School. (Fax: 978-352-7855)..... 978-352-8616
Masconomet Regional High School (Fax: 978-887-3573)..... 978-887-2323
Superintendent – Masconomet (Fax: 978-887-3573)..... 978-887-2323
Superintendent - North Shore Vocational. (Fax 978-777-8403).....978-762-0001

BOXFORD INFORMATION

THE TOWN OF BOXFORD WAS INCORPORATED ON AUGUST 12, 1685

POPULATION – 8590
NUMBER OF RESIDENCES (2011) - 2359
REGISTERED VOTERS - 6011
AREA - 24.39 square miles
POPULATION DENSITY (2011) – 352 Persons per sq. mile
AVERAGE HOUSE VALUE - $574,400
MILES OF ROADS – 96.5
NUMBER OF NAMED STREETS - 179
TAX RATE (FY 2011) - $14.09 per thousand



STATE AND FEDERAL REPRESENTATION

U. S. SENATORS
Scott P. Brown (R)
United States Senate
317 Russell Senate Office Building
Washington, D.C. 20510
Tel: (617) 722-1555(Boston)
Fax: (617) 711-1045 (Boston)

John F. Kerry (D)
United States Senate
218 Russell Senate Office Building
Washington, D.C. 20510
Tel: (617) 565-8519 (Boston)
Fax: (617) 248-3870 (Boston)

U. S. CONGRESSMAN
John F. Tierney (D)
2238 Rayburn House Office Building
U. S. House of Representatives
Washington, DC 20515
Tel: (202) 225-8020
Fax: (202) 225-5915

6th DISTRICT OFFICE
17 Peabody Square
Peabody, MA 01960
Tel: (978) 531-1669
Fax: (978) 531-1996

GOVERNOR
The Honorable Deval L. Patrick (D)
State House, Room 280
Boston, MA 02133
Tel: (617) 725-4005
Fax: (617) 727-9725

STATE SENATOR
(First Essex & Middlesex Districts)
Bruce E. Tarr (R)
State House, Room 308
Boston, MA 02133
Tel: (617) 722-1600
Email: Bruce.Tarr@masenate.gov

STATE REPRESENTATIVES:
Bradford Hill (R) 4th Essex District
State House Room 128
Boston, MA 02133
Tel: (617) 722-2100
Email: Brad.Hill@mahouse.gov
Home: 16 Birch Lane
Ipswich, MA 01938

James J. Lyons, Jr.(R) 18th Essex District
State House Room 39
Boston, MA 02133
Tel: (617) 722-2014
Email: james.lyons@mahouse.gov
Home: 12 High Vale Lane
Andover, MA

VOLUNTEER APPLICATION
TO SERVE ON A TOWN BOARD/COMMITTEE

If you are interested in serving on an appointed town committee, or if you have expertise in an area which you would like to share with a town board or committee, please complete the following and forward to:

Boxford Town Hall

Office of the Selectmen

7A Spofford Road
Boxford, MA 01921
978-887-6000, Ext. 502

Name_____

Address_____

_____

Telephone: Home_____Office_____Fax:_____

COMMITTEE INTEREST:

Brief summary of your background: (you may enclose a separate letter if desired)

_____

_____

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THANK YOU FOR YOUR INTEREST IN SERVING THE TOWN