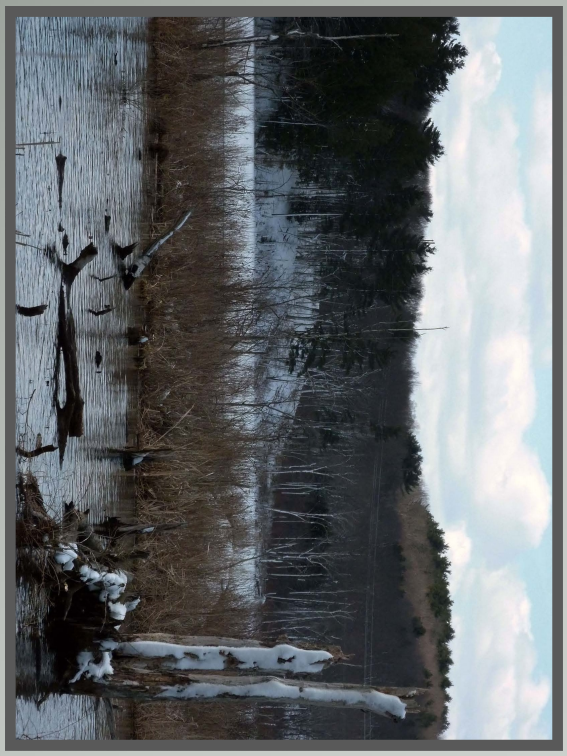
Town of Boxford Annual Report

2013



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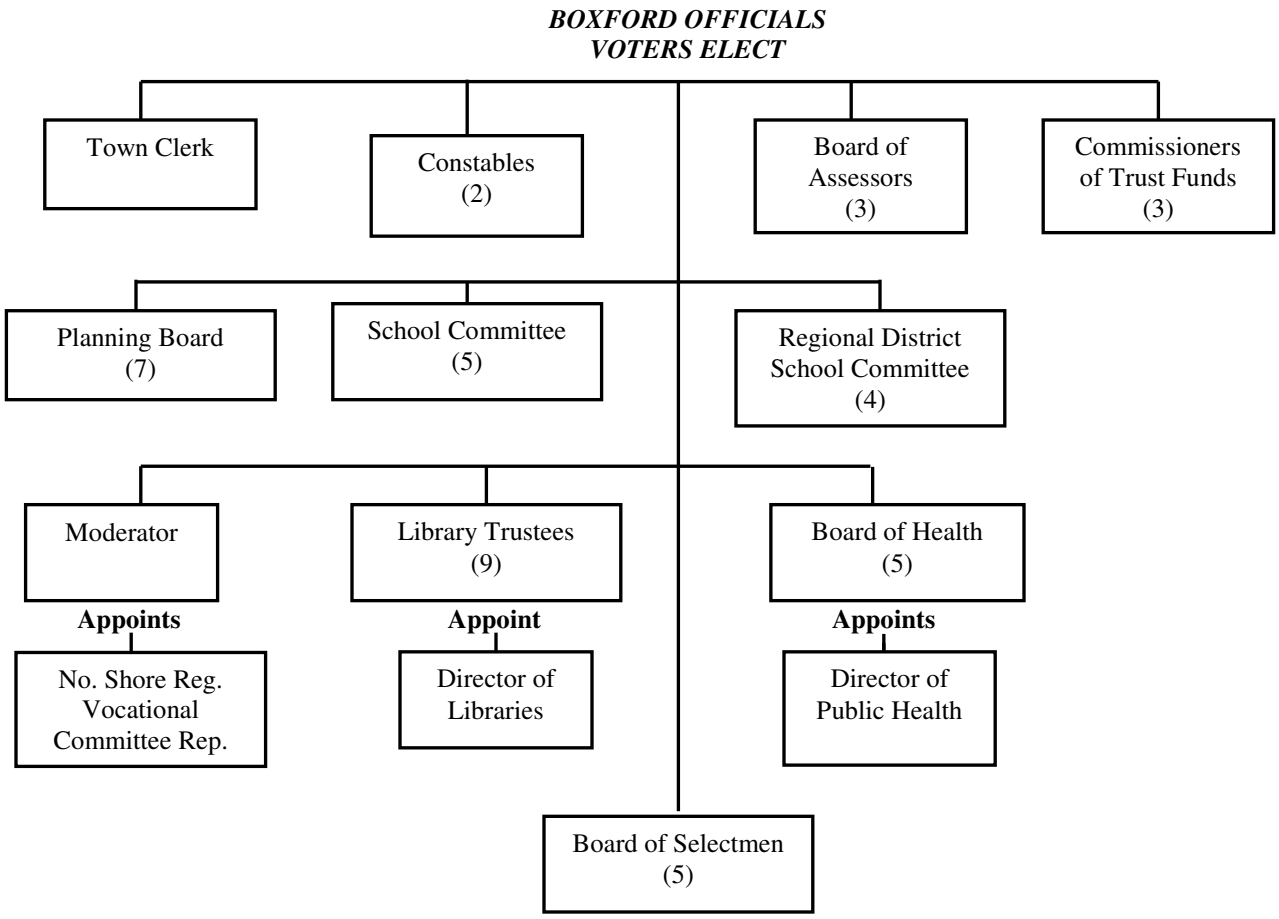
BOXFORD

ANNUAL TOWN REPORT

2013

Boxford, Massachusetts



APPOINTS

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
2013

Judith F.Carr (1926-2013)

Judith F. (Perkins) (Barr) Carr passed away on September 4, 2013 in Boxford. A lifelong believer in community service, Judith was an active member at Trinity Episcopal Church, a school and scouting volunteer, a twenty-plus year Director on the Board of Northern Essex Elder Transport, a driver for Meals on Wheels, a member of the Boxford Council on Aging, a commissioner of the Boxford Trust Funds, and a member and chair of the Boxford Board of Health. In 1997, she was honored by the West Boxford Grange with their Community Citizen Award, and in 2004 she received the Town of Boxford Moderator's Award for Outstanding Community Service at the annual town meeting. Judith had a sincere sense of place, insuring that her family's land legacy was protected when she and her siblings facilitated the transfer of the parcel now known as Perkins Wood to the Boxford Trail Association/Boxford Open Land Trust in 2001.

Susan Davis (1958-2013)

Susan (Susie) Haynes Davis passed away September 30, 2013. Born in Maracaibo, Venezuela on March 13, 1958, Susie was a gifted artist and craftsperson. She was devoted to the arts and with friends in Boxford helped to develop the Boxford Arts Council, which brought regional and local musicians to perform at the Apple Festival and in other local venues.

Stephen Chew (1946-2013)

Stephen H. Chew, 67, of Boxford, passed away December 21, 2013. Mr. Chew was a local sports legend of the early 60's when he played football on the famous 1963 Masconomet football squad. Chew and his teammates clinched Masco's renowned and only undefeated season to date, in their final game of the 1963 season against Pentucket. Chew was that year's Mass State football scoring champion, racking up 142 points. Chew graduated in 1965 with an impressive 424 career rushing yards on the gridiron.

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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 (2015) Stephen A. Davis (2014) Peter C. Perkins (2016) Charles E. Killam (2015) Mary Anne Nay (2016)
TOWN CLERK	Robin Phelan (2016)
BOARD OF ASSESSORS	David F. Benson, Chair (2016) Paul Dettorre (2015) Resigned Judy Murray-Magill (2014)
BOXFORD SCHOOL COMMITTEE	Pamela Messenger, Chair (2014) Marc C. Mercier (2015) Heather N. Vaz (2014) David Rivers.(2015) Christine Bolzan (2016)
MASCONOMET REGIONAL DISTRICT SCHOOL COMMITTEE	Daniel J. Volchok (2014) Paula Fitzsimmons (2015) Kathleen Tyler (2014) Ben Messenger (2016)
PLANNING BOARD	Robert C. Gore, Chair (2015) Angela Steadman (2016) Jeff Kruck(2014) Holly Langer (2017) Ellen Nestervich (2015) J. Steve Merriam, Jr. (2016) Patrick G. Canonica (2017)
BOARD OF HEALTH	Alexander Constan, Chair (2014) Louise Kress (2016) Richard Taylor (2014) Malcolm Kinnaird (2015) Rick Fahrner (2015)

TRUSTEES OF THE BOXFORD PUBLIC LIBRARIES	Heidi Ellard, Chair (2014) Pauline Jenkins, (2014) Jane M. Moody (2015) Susan E. Daley (2015) Carole Davis (2015) George A. Fischer (2016) Jullian Troake (2016)
CONSTABLES	
- *EAST PARISH*	Mark J. Balding (2014)
- *WEST PARISH*	David Smallman (2014)
COMMISSIONERS OF TRUST FUNDS	Anthony C. DiNanno, Chair (2016) Judith A. Stickney (2015) 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	Michael J. Murphy
FIRE CHIEF	Kerry C. Stickney
INSPECTOR OF BUILDINGS	Robert F. Camacho –Resigned Robert Aldenberg
DIRECTOR OF COMMUNICATIONS	Warren E. Gould
DIRECTOR OF PUBLIC HEALTH	Kendell Longo
DIRECTOR BOXFORD EMERGENCY MANAGEMENT	Robert D. Hazelwood
DIRECTOR OF PUBLIC LIBRARIES	Patty Dittulio
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 H. Cronin
NORTH SHORE REGIONAL VOCATIONAL SCHOOL DISTRICT REPRESENTATIVE	Michael S. Crowe (Resigned)
ESSEX NORTH SHORE AGRICULTURAL AND TECHNICAL SCHOOL REPRESENTATIVE	Michael S. Crowe (Resigned)
DIRECTOR OF ASSESSMENT	Kristin Hanlon
ASSISTANT TREASURER	Kelley Coye
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 (2016) Elizabeth Murphy (2016) Stephen A. Harvey (2015)
AGRICULTURAL COMMISSION	Randolph Johnson, Chair (2014) Laura Sapienza-Grabski, Vice-Chair (2015) Chuck Kornely (2014) Dr. Changnong Lui (2016) Louis Athanas (2016)
BOARD OF APPEALS	Paula Fitzsimmons, Chair (2014) Barbara Jessel (2016) Kathleen O'Sullivan-Fortin, Esq. (2015)
BOARD OF APPEALS (*Alternates)*	Peter Angle (2016) David Peterson (2015)
CAPITAL BUDGETING COMMITTEE	Joyce Ricklefs, Chair (2014) Susan Fowler (2014) Michael E. White (2014) Robert W. Conroy (2015)
COMMUNITY PRESERVATION COMMITTEE	Peter Delaney, Chair (2014) J. Steven Merriam, Jr. (2014) Natasha Grigg (2014) Virginia Havey (2014) Barbara G. Jessel (2014) Barbara Shade (2014) F. Richard Shaw (2014) Gerard A. Papin (2014)
COMPUTER MANAGEMENT	Paul Dettorre (2014) Resigned David Manzi (2015)

CONSERVATION COMMISSION

Bankson C. Riter, Jr.,(2014)Resigned
Peter Delaney (2014)
Alan S. Fowler (2016)
Lana Spillman (2015)
Francis A. DiLuna (2014)
Mark P. Mitsch (2016)
Natalie Grigg (2016)
Paris Beckett (2015)

BOXFORD CULTURAL COUNCIL (ARTS COUNCIL)

Lynn Afrow-Ellis(2013) Resigned
Diane Annunziato, Co-chair (2014)
Michele Delfino, Co-chair (2015)
Sarah Arrigo (2015)
Anna Barbieri (2015)
Denise Galligan (2015)
Judy Miller Bailey (2014)
Vacancy (2016)

ELECTION OFFICERS

Judith Andersen
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
Ann Knight
Stephen Knowles
Mary (Holly) Langer
Charlene Mead
Nancy Merrill
Robyn Muetterties
Beverly Perkins
Sandra C. Pinkham
Barbara Ross
Janet Silva
Jayne E. Smallman
Judith A. Stickney
Marianne Strong
Joseph Zaryski

FENCE VIEWERS	Board of Selectmen
FINANCE COMMITTEE	Geoffrey E. Buswick, Chair (2014) Peter Bernardin (2014) Michael E. White (2016) Susan G. Fowler (2016) G. Carl Noblitt, III (2015) Christopher Wakeman (2015) Bill Shickolovich (2015) Marc C. Mercier (2013)Resigned Robert R. Fanning, Jr. (2015)Resigned
TOWN FOREST COMMITTEE	Harold E. Garside, Chair (2014) Paul R. French (2016) Thomas Thomassen (2015)
HISTORIC DISTRICT COMMISSION	Gwendolen Perkins, Chair (2014) Virginia Havey (2014) Andrew Gori (2016) Matthew Juros (2016) R. Lisa DiLuna, M.Ed.J.D. (2015)
HISTORIC DISTRICT COMMISSION ***(Alternates)***	Nancy N. Merrill (2016) Vacancy (2014) Vacancy (2015)
INSPECTORS:	
ANIMALS *(Alternate)*	Allison A. Hayes (2014) Nancy E. Drago (2014)
BUILDING	Robert F. Camacho (2013)Resigned Robert Aldenberg (2014)
DIRECTOR OF HEALTH	Kendell Longo (2014)
GAS/PLUMBING *Gas/Plumbing (Alternate)*	Stephe*n Galinsky (2014)* *Ray Abbott* (2014)
ELECTRICAL *Electrical (Alternate)*	Douglas Small (2014) Peter Murphy (2014)
LAKES, PONDS & STREAMS COMMITTEE	Brooks Tingle (2015) Peter Morbeck (2014) Gregory Murrer (2014) Karen Melanson (2015)

	Timothy M. Smith (2014) Mark P. Mitsch (Conservation Rep.) Vacancy (2015) Vacancy (2015)
LAND COMMITTEE	Peter Delaney, Chair (2015) Peter Bernardin (2016) Robert C. Gore (2016) Natasha Grigg (2016) Stuart Saginor (2014)
MASCONOMET REGIONAL SCHOLARSHIP COMMITTEE	Diane E. Gori (2014) Jane R. Ferrara (2014) Barbara G. Jessel (2014) Carole Davis (2014) Martha Maysek (2014)
PERMANENT NON-SCHOOL BUILDING COMMITTEE	Margaret Chow-Menzer, Chair (2014) Frank Quackenbush (2014) Robert Hazelwood (2014) Garth Tolman (2014) Miika Ebbrell (2014)
PERMANENT BUILDING COMMITTEE SENIOR CENTER MEMBERS	F. Richard Shaw (2014) Judith Andersen (2014)
PERMANENT BUILDING COMMITTEE LIBRARY MEMBERS	Heidi Ellard (2014) Pauline Jenkins (2014)
PERSONNEL BOARD	Timothy Feeney (2015) Nancy Galarneau (2014) Stephanie Moody (2016)
POLICE DEPARTMENT **Chief of Police**	Michael J. Murphy (2014)
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 David Barker Brian Neeley (2014)
Reserve Police Officers	Attillio Paglia (2014) Paul E. Polonsky (2014) Scott Bucuzzo (2014) Peter Cheverie (2014) Tyler Dechene (2014) Michelle Nowak (2014) Garry Abraham (2014) Brian Hertel (2014) Brooke Dechene (2014) Kurtis Anderson (2014) Michael Ferraro (2014) Eric Renda, Jr. (2014)
RECREATION COMMITTEE	Jim Gikas, Chair (2015) John A. Rowen (2014) Bernard H. Belle (2015) Michele Mathers (2014) Christina Eckert (2015) Vacancy (2016) Vacancy (2016)
RECYCLING COMMITTEE	Karen Sheridan, Chair (2016) Nancy C. Woolford (2015) Linda H. Shea (2015) Patty Hojnowski-Diaz (2015) Georgia Cameron (2014)
REGISTRAR OF VOTERS	Robin Phelan, Town Clerk (2016) Anne C. Mannheim (2015) Karen L. Sheridan (2014) Bradley A. Sweet (2016)
ASSISTANT REGISTRAR	Kimberly Clemson (2014)
VETERANS' GRAVES OFFICER	Javier G. Morales (2015)
VETERANS' AGENT	Edward Vincent Mitchell (2015)
WEIGHER OF COMMODITIES	Officer Thomas J. Nentwig (2014) Officer Brian Williams (2014) Officer Robert Corliss (2014)

AD HOC COMMITTEES

BORDER TO BOSTON TRAIL COMMITTEE	Steve Davis (2014) Carole Davis (2014) Nancy Merrill (2014) Andrzej Plucinski (2014) Anthony Brogna (2014) Peter Perkins (2016) Susan Long (2014)Resigned Vacancy (2014)
FRIENDS OF THE ACKERMAN PLAYGROUND COMMITTEE	Marc C. Mercier (2014) Samantha Mercier (2014)Resigned Kimberly Alberta (2016) Kelly Blanchette (2016) Vacancy (2015) Vacancy (2014)
HAYNES LAND ADVISORY COMMITTEE	William Brown, Chair (2014) Howie Emmons (2014) Joseph Callahan (2014) Martin Jessel (2014) Peter Delaney (2014) Vacancy (2014) Vacancy (2014)
HOUSING PARTNERSHIP COMMITTEE	Joseph C. Hill, Chair (2014) Peter Delaney (2014) Joseph Callahan (2014) Gridley C. Losee, Jr. (2014) Louise Kress (2014)
SENIOR CENTER STUDY COMMITTEE	Mary Anne Nay (2014) Miika Ebbrell (2014) Elizabeth Murphy (2014) James Russo (2014) David Smallman (2014)

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
Michelle Hughes, 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)
Laurie Hodgdon, High School Principal (X 6107) (Fax: 887-7243)
Peter Delani, Assistant High School Principal (X 6269)
Katherine DiNardo, Assistant High School Principal (X 6349)
Susan Givens, Chief Financial Officer (X 6112)
Patricia Bullard, Director of PPS (x6114)
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) (RESIGNED)

INDEPENDENT SERVICES FOR THE TOWN OF BOXFORD

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

Scott Dahlgren
President

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

Natasha Grigg
President
(978) 887-7031

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

Anthony DiPietro
Executive Director (Interim)
(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

.Lisa Teichner
Executive Director
(978) 887-6512

MEETING SCHEDULE
TOWN BOARDS/COMMITTEES

Board of Selectmen – Meets every Monday at 7:00 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 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 monthly. in the Town Hall. (Check Town Website and bulletin board in Town Hall for postings)

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

Once again in 2013, the Board of Selectmen was faced with many continuing issues from previous years, plus new opportunities to improve services provided to our residents.

In 2013, the Board of Selectmen continued to navigate the challenges related to the Town's Library needs. The current Elm Street Library staff moved to two locations for part of 2013 – the West Branch Facility and Town Hall Meeting Room #2 as the mold remediation project was underway at the current 10 Elm Street location. While the commitment to building a new facility has not been overshadowed, we are pleased to say that the project led to a successful reopening of the library on Elm Street.

In addition, there was resolution in favor of the Town on the ongoing MassDOT salt contamination of our residents' drinking water wells. The court ordered a permanent injunction prohibiting the storage of salt and other snow and ice control chemicals at the MassDot shed at 100 Topsfield Road. The court's decision did allow MassDOT a prospective ability to seek a modification to the order if it reasonably complies with public health and environmental laws in the future. While the Board would have preferred a decision without conditions, unless amended, this permanent injunction closes the State salt shed forever.

Similar to all Massachusetts' municipalities, Boxford previously began a long-term funding plan for its Other Post Employment Benefits (OPEB) liability. The Town has continued its commitment to funding its OPEB liability with a transfer to the OPEB Trust Fund of $250,000.

In the 2013 year, nine positions were advertised and filled in the non-school portion of the Town of Boxford. The positions included the Library Director, the Inspector of Buildings, the Assistant Treasurer, the Account Clerk in the Treasurer's Department, the Building Department Secretary, the BOH Secretary, the DPW Part-time Clerical Assistant, Head of Circulation at the Library and the Library Assistant. In 2013 the New Personnel Classification & Compensation Plan was approved at town meeting, a movement that has required training and implementation by all town boards and non-union personnel who have been affected by resulting changes. The Personnel Board invested significant time during FY2013 to ensure Boxford's personnel are properly compensated, evaluated and rewarded for their efforts and dedication. Accountability and job performance feedback have been an integral part of the new system, along with development of meaningful annual performance objectives.

Other activities during the year included the adoption of many Town Meeting warrant articles to fund capital purchases including a Police Cruiser, DPW Truck, Brush Cutter Attachment, replacement of several town systems including the Fire Alarm System at the

Police station, the Emergency Generator at the Main St. Fire Station, radio control units at Fire Station, Desktop radio at Police station, voting machines, phone system at Cole/Spofford Schools and improvements to school security systems. The town continues to develop its multi-year plan for culvert repair and maintenance; along with its planning for renovation of Route 133.

The Town has faced important decisions in 2013 that would preserve the rural character, charm and lifestyle of Boxford. The following represent some of the decisions made by the Town's people and supported by the Board.

- The town took advantage of a change in State law and voted in support of the utilization of CPC funds to replace the Cole School Playground.
- The project involving the town's purchase of the Colby property on Washington Street was completed in 2013 with great result. Our Lincoln Hall now has 19 additional spaces to park in the new lot on the plot where the old house once stood. Old House Parts, a salvage company from Maine, made good use of parts of the Colby House in an attempt to reuse some of the architectural pieces of history from the home in other locations in the Northeast. As a result of the rasing of the Colby house, the cost to the Town was substantially reduced. The company also visited our Library to give a well-received presentation of their work in historic preservation.
- The Town made the decision to exercise its right of first refusal under 61A to purchase 46 acres of pristine conservation land made available by the Nason Family; completion of this transaction was required within a certain time frame. In an attempt to assist the town to meet this timeline while still enabling the application for grants to fund this purchase, the town granted its right of first refusal to Greenbelt, Essex County's Land Trust, in an agreement that Greenbelt would buy the land and own the land until the Town received feedback on its grant applications. The Town has since confirmed it will receive one of two grants applied for, this in addition to donated funds, will result in the Town's purchase of the Nason Land from Greenbelt for a fraction of its original price. The Board supported this initiative in an effort to keep Boxford's rural beauty intact for years to come.
- The Board of Selectmen agreed in 2013 to adopt the Boxford Park Program as a Town Supported program, funded by a Revolving Fund intended to be self-sustained with fees paid by attendees of the program. The union between the program and the Town has been successful enabling this program to continue its positive contribution to the Town of Boxford.
- At the May Town meeting, the Town adopted a temporary moratorium on the use of land or structures for a Medical Marijuana Treatment Center, including the cultivation of marijuana. The moratorium is in effect through November 30, 2014.

- The Senior Center Study Committee was formed to understand the current and future space needs of the Council on Aging so that they may continue to effectively deliver services to our senior population now and in the future. A final written report was presented to the Board of Selectmen and Council on Aging with the completed charge set by the Board of Selectmen.

While preservation of our open space and reverence to our historical charm are never far from our minds, the administration of the town is moving toward all the benefits of modern systems for management and protection of data. In regard to technology upgrades, the Town has continued to implement the projects approved at the 2013 Town Meeting. New computer systems have been deployed, and the virtualization of the server infrastructure in the town buildings has been completed. The wireless project is in its final stages of completion as we move forward to mount the wireless access points throughout the four buildings. We expect this to be completed before the summer of 2014. Our partnership with HiQ, the town's new IT vendor, continues to results in successful implementation of the technology plans of the Town of Boxford.

In an effort to increase the transparency in all forms of public administration of the Town of Boxford, we also strive to expand our use of technology to better inform the public. The Library Project continues to be -- as it has been for over 40 years – a hot topic. Our office has created a "Library Project Website" to keep the public in-the-know about all that relates to the project and its passage through the regulatory boards. Please visit the site at http://www.town.boxford.ma.us/Pages/BoxfordMA_libraryproject/index to be better informed of the decisions at hand.

In the May election, Board members Peter Perkins and Mary Anne Nay were re-elected to the Board of Selectmen. 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.

Stephen A. Davis, Chair

Charles J. Costello, Clerk

Peter C. Perkins

Mary Anne Nay

Charles Killam

2013 ANNUAL REPORT OF TOWN COUNSEL

1. Chief of Police of the Town of Boxford v. Haverhill District Court and Anthony Fiorillo
   Essex Superior Court, C.A. No. ESCV2012-02370

   Resolved

2. Crete, et al. v. Town of Boxford, et al.
   Land Court No. 13MISC477237-KCL

   Resolved.

3. Enes v. Boxford Conservation Commission
   Essex Superior Court, C.A. No. ESCV2014-00168

   Pending – anticipate filing motion to dismiss.

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

   Resolved.

5. Grant v. Boxford Zoning Board of Appeals
   Land Court MISC 345667

   Resolved.

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

   Plaintiff has filed a Notice of Appeal.

7. Silverman v. Boxford Planning Board
   Land Court, Misc. No. 294134

   Plaintiff has failed to act on this matter for 10 years.

8. 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

   Favorable decision received, no appeal filed.

9. Town of Boxford v. Cargill, et al.
Essex Superior Court, C.A. No. ESCV2011-2222C

Dismissed.

10. Town of Boxford v. Saquer Darhammouda
Essex Superior Court C.A. No. ESCV2013-00989

Ongoing enforcement action.

PERSONNEL BOARD ANNUAL REPORT

FY2013 proved to be a pivotal year for the Personnel Board (the "Board") with respect to reassessing (and modifying) how the town of Boxford compensates, evaluates and rewards its town employees.

Highlights of initiatives and accomplishments include the following:

1. Completion of a comprehensive Compensation Survey and Analysis Report (issued September 2012) by Human Resources Services, Inc. with specific focus on non-union benefit eligible employees.

2. Realignment of certain key employee salaries (requiring immediate attention based on the above noted Compensation Report) via a one-time FY2013 salary adjustments (approved at October 23, 2012 Special Annual Town meeting):

Animal Control Officer	$	3,030.00
Board of Health Agent	$	5,130.00
COA Director	$	4,170.00
Library Director	$	2,420.00

3. Comprehensive review of non-union benefit eligible employee files including performance reviews/evaluations resulting in approximately $76,000 of salary adjustments approved for FY2013 and FY2014 (approved at May 2013 Annual Town meeting):

Position	Current FY'13 Rate	FY'13 Rate	FY 2013 Retro Pay	FY'14 Rate	FY 2014 Yr.-to-Yr. Incr.
Animal Control Officer	$ 33,270	$ 33,270	$ -	$ 34,934	$ 1,664
Career Full Time Firefighters (2)	$ 89,315	$ 99,840	$ 10,525	$ 101,836	$ 12,521
Admin Assistant to Town Admin.	$ 45,270	$ 47,270	$ 2,000	$ 49,770	$ 4,500
COA Director	$ 45,874	$ 45,874	$ -	$ 49,874	$ 4,000
Director of Communications	$ 49,912	$ 49,912	$ -	$ 54,912	$ 5,000
Town Clerk	$ 52,766	$ 52,766	$ -	$ 55,979	$ 3,213
Director of Assessment	$ 52,299	$ 54,391	$ 2,092	$ 56,567	$ 4,268
Director of Public Health	$ 56,430	$ 56,430	$ -	$ 64,430	$ 8,000
Treasurer/Collector of Taxes	$ 63,612	$ 66,156	$ 2,544	$ 68,803	$ 5,191
Director of Municipal Finance	$ 87,236	$ 90,725	$ 3,489	$ 94,345	$ 7,109
			$ 20,650		$ 55,466
				$ 76,116	

In addition, the Board proposed approximately $23,000 of additional compensation adjustments for certain town employees in FY2015.

4. Design and implementation of a new Non-Union Classification and Compensation Plan (effective July 1, 2014) summarizing grade levels and their respective Minimum-Middle-Maximum salary levels for hourly, weekly and annual compensation levels (approved at May 2013 Annual Town meeting).

5. Design and implementation of a Uniform Performance Evaluation and a Performance Objectives Planning document to be completed annually by town employees and their respective supervisor(s). Implemented in October 2013 for the three (3) month period ended December 31, 2013.

The Board has invested significant time during FY2013 to ensure Boxford's most critical assets (i.e. people) are properly compensated, evaluated and rewarded for their efforts and dedication. The Board is committed to ensuring accountability of town employees and their supervisor(s) to provide timely and constructive job performance feedback while also developing meaningful annual performance objectives.

Finally, the Board encourages an "open door" policy and opportunity for town employees to discuss matters impacting their performance compensation and/or ability to perform their duties and responsibilities for the town of Boxford.

Respectfully submitted,

Personnel Board:

Timothy Feeney (Chair)
Nancy Galarneau
Neil O'Lansky

BOXFORD HOUSING PARTNERSHIP
OVERVIEW OF PROPOSED AFFORDABLE, ACCESSIBLE SENIOR DEVELOPMENT

The Partnership's directive is to address the housing needs in the community. During the research for a previous proposal, it was determined that the Town is lacking in senior housing that is compliant with the American Disabilities Act (ADA). This means that senior residents who have limited mobility have difficulty finding accessible accommodations in Boxford are forced to leave the Town.

During 2012, a consultant was engaged in a 3 phase program to (1) determine the need for affordable, accessible senior housing, (2) assess the financial viability of such a development and (if viable) to (3) generate sketches of such a proposed development.

It is intended that the proposed development be built on a parcel that is zoned as an Elderly Housing District. As such, a 40B development would NOT be required, allowing for greater flexibility in the use and designation of the development for Boxford residents. The parcel under consideration, parcel 3 of the Haynes land, was purchased with CPC funds and so is restricted to owners whose income is at or less than 100% of the AMI. (A 40B is overly restrictive for a senior development in that assets are considered in eligibility and 25% of the units must be available to people at 80% of the AMI. This would reduce the pool of eligible candidates and make the project not viable.)

The survey of Boxford residents was completed in December of 2012. It was determined that there is a need for accessible senior housing for people who are income qualified to purchase such housing. 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 level of accessible housing that is not currently available.

During 2013 specifications for such a development were generated. Representatives of the construction industry were solicited to obtain representative costs for construction, fees, contingencies, etc. Based upon these numbers, cost model was set up to determine a range of selling price for 1 bedroom units (without a garage) and 2 bedroom units (with a garage). This selling price was then compared to the purchasing power of buyers who were income qualified at 100% of the AMI and was it found to be acceptable.

The final phase will be to generate representative drawings and present the concept to the Town for approval.

Town Clerk

Special Town Meeting February 26, 2013

Annual Town Meeting May 14-15, 2013

Annual Town Election May 21, 2013

Licenses, Permits and Vital Statistics

A quorum being present, the Town of Boxford Special Town Meeting was called to order at 7pm by Town Clerk Robin Phelan in the absence of Moderator Gerald Johnston. The Clerk asked for nominations to serve as Temporary Moderator.

Peter Perkins nominated Robert Was. The nomination was duly seconded and passed by unanimous voice vote.

Mr. Was was sworn in by the Town Clerk.

ARTICLE 1. To see if the Town will vote to appropriate the sum of **$395,000** for professional architectural, engineering and other consultant fees and other expenses incidental and related thereto, **to design plans and specifications and provide construction documents and conduct solicitation of construction bids for a proposed new Boxford Town Library at 10 Elm Street, of approximately 15,000 square feet, and associated site work, including design for demolition of the 1980s addition and for weather-tight and structural closure of the remaining Cummings House structure;** and that to meet this appropriation the Treasurer with the approval of the Board of Selectmen be authorized to borrow said sum under and pursuant to Chapter 44, Section 7, Clause (21) of the General Laws or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor, said funds to be expended under the direction of the Permanent Building Committee, or take any other action thereon.

Sponsored and supported by the Library Trustees and the Board of Selectmen

Permanent Building Committee recommends adoption of this article

Finance Committee to make recommendation at Town Meeting

Capital Budget Committee to make recommendation at Town Meeting

It was moved by Heidi Ellard, and duly seconded, to appropriate the sum of $395,000 for professional architectural, engineering and other consultant fees and other expenses incidental and related thereto, to design plans and specifications and provide construction documents and conduct solicitation of construction bids for a proposed new Boxford Town Library at 10 Elm Street, of approximately 15,000 square feet, and associated site work, including design for demolition of the 1980s addition and for weather-tight and structural closure of the remaining Cummings House structure; and that to meet this appropriation the Treasurer with the approval of the Board of Selectmen be authorized to borrow said sum under and pursuant to Chapter 44, Section 7, Clause (21) of the General Laws or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor, said funds to be expended under the direction of the Permanent Building Committee, or take any other action thereon.

After some discussion, it was moved by Heather Fecteau, and duly seconded, to move the article.

It was voted by a greater than two-thirds majority of 367 yes; 69 no, to call the question.

The motion failed to achieve the required two-thirds majority and was therefore defeated. The vote was 284 yes; 200 no.

ARTICLE 2. To transact any other business to legally come before this meeting.

Peter Perkins moved, and it was duly seconded, to dissolve the meeting. This motion passed by unanimous voice vote.

A true record,

Robin Phelan, Town Clerk

MINUTES OF BOXFORD ANNUAL TOWN MEETING
MAY 14 AND 15, 2013

A quorum being present, Annual Town Meeting was called to order by Moderator Gerald Johnston at 7:00 p.m. in the Masconomet Regional School Auditorium.

Senator Robert Buell was presented with the Moderator's Public Service Award for his many years of serving the Town of Boxford and the Commonwealth of Massachusetts.

It was moved by Selectman Charles Costello and duly seconded that the Moderator not be required to read articles and motions verbatim and further that he be authorized to summarize articles and motions as he deems appropriate. This motion passed by unanimous voice vote.

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.

Sponsored and Supported by the Board of Selectmen

Upon a motion made by Selectman Charles Costello, and duly seconded, it was voted by unanimous voice to receive and place on file the reports of the Town Officers and Committees without ratification of any action 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 2014 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 2014 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 2014 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 2014 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) **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 2014 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;

6) **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 2014 from said account for the ongoing administrative expenses, portion of cleaning expenses, utilities, building maintenance and repairs;

7) **Tick Control Product Revolving Account** under the direction of the Board of Health and used for the deposit of receipts collected for tick control products; and further to allow the Board of Health to expend fees not to exceed **$20,000** for Fiscal Year 2014 from said account for the purchase of tick control products and associated expenses;

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 authorize the establishment of the **revolving accounts as listed in Article #2 of this warrant**, 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 **ratify the recommendations of the Personnel Board to adjust the compensation retroactively for FY 2013 and to set new compensation for FY 2014 for the following selected non-union, benefit eligible positions** as shown below and to raise and appropriate, or transfer from available funds the sum of $77,710 to fund said compensation adjustments:

Position	Current FY'13 Rate	Proposed FY'13 Rate	Proposed FY'14 Rate
Animal Control Officer	$19.38/hr.	$19.38/hr.	$20.35/hr.
Career Full Time Firefighters	$21.47/hr.	$24.00/hr.	$24.48/hr.
Admin Assistant to Town Admin.	$22.91/hr.	$23.92/hr.	$25.19/hr.
COA Director	$45,874/yr.	$45,874/yr.	$49,874/yr.
Director of Communications	$49,912/yr.	$49,912/yr.	$54,912/yr.
Town Clerk	$52,766/yr.	$52,766/yr.	$55,979/yr.
Director of Assessment	$52,299/yr.	$54,391/yr.	$56,567/yr.
Director of Public Health	$56,430/yr.	$56,430/yr.	$64,430/yr.
Treasurer/Collector of Taxes	$63,612/yr.	$66,156/yr.	$68,803/yr.
Director of Municipal Finance	$87,236/yr.	$90,725/yr.	$94,354/yr.

or take any other action thereon.

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

Upon a motion made by Personnel Board Chair Tim Feeney, and duly seconded, it was voted by unanimous voice vote to **ratify the recommendations of the Personnel Board to adjust the compensation retroactively for FY 2013 and to set new compensation for FY 2014 for the following selected non-union, benefit eligible positions** as shown in Article #3 of this warrant and to transfer from Free Cash the sum of $20,650 and to raise and appropriate $55,466 for total appropriation of $76,116 to fund said compensation adjustments.

ARTICLE 4. To see if the Town will vote to adopt the expanded **Classification Plan and Compensation Plan** for FY 2014, as submitted by the Personnel Board under Chapter 23 of the Town Code; said Classification Plan and Compensation Plan as printed on pages 17 through 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 by Personnel Board Chair Tim Feeney, and duly seconded, it was voted by unanimous voice vote to adopt the expanded **Classification Plan and Compensation Plan** for FY2014, as submitted by the Personnel Board under Chapter 23 of the Town Code; said Classification Plan and Compensation Plan as shown on a handout distributed at this Town Meeting and now on file with the Town Clerk.

ARTICLE 5. 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 2014, 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: **$27,527,571.**
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 by the Finance Committee Chair Robert Fanning, it was voted by a unanimous show of hands to raise and appropriate $27,521,631, and transfer $5,940 from "Receipts Reserved for Appropriation – Septic Loan Program", for a total appropriation of **$27,527,571,** for the use of several departments for Fiscal Year 2014, 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 as shown on pages 20 and 21 of this warrant; and authorize expenditure of these funds under the direction of the appropriate listed department.

ARTICLE 6. To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **$250,000 to further fund the Other Post Employment Benefits Trust Fund** established under Article #14, of the October 22, 2011 Special Town Meeting pursuant to M.G.L. Chapter 32B, Section 20, said funds to be expended under the direction of the Board of Selectmen, 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 Geoffrey Buswick, and duly seconded, it was voted by a majority show of hands to transfer from Free Cash **$250,000 to further fund the Other Post Employment Benefits Trust Fund** established under Article #14, of the October 22, 2011 Special Town Meeting pursuant to M.G.L. Chapter 32B, Section 20, said funds to be expended under the direction of the Board of Selectmen.

ARTICLE. 7. To see if the Town will **vote to increase the number of members on the Zoning Board of Appeals from three to five** by amending its Zoning Bylaws, Town Code Chapter 196 §196-42 Organization to now read:

<u>§ 196-42. Organization.</u> There shall be a Board of Appeals consisting of five persons, citizens of the Town. The members shall be appointed by the Board of Selectmen. They shall hold office for a term of three years, except that, when the Board of first established hereunder, one member shall be appointed for term of one year; and two shall be appointed for a term of two years; and two shall be appointed for a term of three years.

Or to take any other action thereon.

Sponsored by the Board of Selectmen
Planning Board to make recommendation at Town Meeting

Upon a motion made by the Board of Selectmen Chair Peter Perkins, and duly seconded, it was voted by a majority show of hands to pass over this article.

ARTICLE 8. To see if the Town will **vote to remove the zoning requirement for site plan review of new buildings or structures in the "O" Official or Open Space District** by amending its Zoning Bylaws, Town Code Chapter 196, § 196-30(A) site plans by deleting the words indicate with a ~~strikethrough~~ as follows:

<u>§ 196-30. Site plans. A.</u> For the purpose of reasonably protecting the legitimate interests of adjoining property owners and occupants, ensuring the most advantageous use of all properties and administering the provisions of this bylaw relating to parking and loading spaces, no permit shall be issued for any new building or structure in a Business, Manufacturing, Industrial, ~~Official or Open Space~~ District; nor for an addition to or alteration of an existing building for commercial use in any district; nor for any new building or structure in an Elderly Housing District until a site plan, prepared by a professional architect, engineer or landscape architect, has been approved for a special permit by the Board of Appeals

Or to take any other action thereon.

Sponsored by the Board of Selectmen
Planning Board to make recommendation at Town Meeting

Upon a motion made by the Board of Selectmen Chair Peter Perkins, and duly seconded, it was voted by a majority show of hands to pass over this article.

ARTICLE 9. To see if the Town will vote to appropriate the sum of **$395,000** for professional architectural, engineering and other consultant fees and other expenses incidental and related thereto, **to design plans and specifications and provide construction documents and conduct solicitation of construction bids for a proposed new Boxford Town Library at 10 Elm Street, of approximately 15,000 square feet, and associated site work, including design for demolition of the 1980's addition and for weather-tight and structural closure of the remaining Cummings House structure;** and that to meet this appropriation, the Treasurer with the approval of the Board of Selectmen is hereby authorized to borrow said sum under and pursuant to Chapter 44, Section 7, Clause (21) of the General Laws or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor, said funds to be expended under the direction of the Permanent Building Committee, or take any other action thereon.

Sponsored and supported by the Library Trustees

Permanent Building Committee to make recommendation at Town Meeting

Finance Committee to make recommendation at Town Meeting

Capital Budget Committee to make recommendation at Town Meeting

Board of Selectmen does not recommend adoption of this article

Library Advisory Committee recommends adoption of this article

It was voted by a majority show of hands to allow Miika Ebbrell, a town resident, architect, Permanent Building Committee member and citizen of Canada to address Town Meeting.

It was voted by a majority show of hands to allow Matthew Juros, architect, Historic Districts Commission Member and non-resident property owner of a Boxford home, to address Town Meeting.

It was voted by a majority show of hands to allow Angela Hyatt, a non-resident architect of Silver and Schwartz, to address Town Meeting.

It was moved by Arthur Sibbach, and duly seconded, to call the question. The motion passed by a greater than two-thirds show of hands, 462 in favor, 111 opposed.

It was moved by Heidi Ellard, Chair of the Board of Library Trustees, and duly seconded, to appropriate the sum of **$395,000** for professional architectural, engineering and other consultant fees and other expenses incidental and related thereto, **to design plans and specifications and provide construction documents and conduct solicitation of construction bids for a proposed new Boxford Town Library at 10 Elm Street, of approximately 15,000 square feet, and associated site work, including design for demolition of the 1980's addition and for weather-tight and structural closure of the remaining Cummings House structure;** and that to meet this appropriation, the Treasurer with the approval of the Board of Selectmen is hereby authorized to borrow said sum under and pursuant to Chapter 44, Section 7, Clause (21) of the General Laws or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor, said funds to be expended under the direction of the Permanent Building Committee. It was voted by a greater than two-thirds show of hands, 395 in favor, 195 opposed to approve Article 9.

ARTICLE 10. To see if the Town will vote to appropriate the sum of $350,000 for professional architectural, engineering and other consultant fees and other expenses incidental and related thereto, to design plans and specifications and provide construction documents and conduct solicitation of construction bids to renovate, expand and construct a proposed new Boxford Town Library at 10 Elm Street, of approximately 12,000 SF, including the Cummings House, and including associated site work. It would include demolition of the existing 1980s addition and barn.

To meet this appropriation, the Treasurer with the approval of the Board of Selectmen is hereby authorized to borrow said sum under and pursuant to Chapter 44, Section 7, Clause (21) of the General Laws or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor, said funds to be expended under the direction of the Permanent Building Committee, or take any other action thereon.

Sponsored by Initiative Petition
Permanent Building Committee to make recommendation at Town Meeting

Library Trustees to make recommendation at Town Meeting
Finance Committee to make recommendation at Town Meeting

Capital Budget Committee to make recommendation at Town Meeting

Board of Selectmen does not recommend adoption of this article

Library Advisory Committee does not recommend adoption of this article

It was moved by Nancy Rohlfs, and duly seconded, to pass over Article 10. This motion was passed by a majority hand count.

ARTICLE 11. To see if the Town will vote to raise and appropriate or transfer from available funds **a sum of money to remediate, mediate and abate microbial contamination discovered at the Boxford Town Library 10 Elm Street**, and to restore and repair following testing and abatement, said funds to be spent under the direction of the Permanent Building Committee, or to take any other action thereon.

ESTIMATE: $50,000 to $150,000. Actual cost estimate will be presented at Town Meeting

Sponsored by the Permanent Building Committee
Finance Committee to make recommendation at Town Meeting
Library Trustees to make recommendation at Town Meeting
Board of Selectmen to make recommendation at Town Meeting
Capital Budget Committee to make recommendation at Town Meeting

It was moved by Margaret Chow Menzer, Chair of the Permanent Building Committee, and duly seconded, to transfer from Free Cash **$175,000 to remediate, mediate and abate microbial contamination discovered at the Boxford Town Library 10 Elm Street**, and to restore and repair following testing and abatement, said funds to be spent under the direction of the Permanent Building Committee.

It was moved by Robert Thompson, and duly seconded, to amend Article 11 to read "to transfer from free Cash $70,000.00 to **remediate, mediate and abate microbial contamination discovered at the Boxford Town Library 10 Elm Street**, and to restore and repair following testing and abatement, said funds to be spent under the direction of the Permanent Building Committee." The amendment failed by a majority voice vote.

It was voted by majority voice vote, to transfer from Free Cash **$175,000 to remediate, mediate and abate microbial contamination discovered at the Boxford Town Library 10 Elm Street**, and to restore and repair following testing and abatement, said funds to be spent under the direction of the Permanent Building Committee.

ARTICLE 12. To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **$137,500 to perform renovation and repair projects, including design thereof, at the Boxford Town Library located at 10 Elm Street**, including, but not limited to, exterior and interior painting, replacement of floor materials and carpets, replacement of windows and replace damaged wood, and any other related construction activities necessary to maintain Town Library services at this location until a longer term solution is determined, said funds to be spent under the direction of the Permanent Building Committee, or to take any other action thereon.

Sponsored by the Permanent Building Committee
Finance Committee recommends adoption of this article
Library Trustees to make recommendation at Town Meeting
Board of Selectmen to make recommendation at Town Meeting
Capital Budget Committee to make recommendation at Town Meeting

It was moved by Margaret Chow Menzer, Chair of the Permanent Building Committee, and duly seconded, to transfer from Free Cash **$52,800 to perform renovation and repair projects, including design thereof, at the Boxford Town Library located at 10 Elm Street**, including, but not limited to, replacement of floor materials and carpets, replacement of windows and replace damaged wood, and any other related construction activities necessary to maintain Town Library services at this location until a longer term solution is determined, said funds to be spent under the direction of the Permanent Building Committee.

ARTICLE 13. To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **$50,000 to perform interior renovations to second floor office area, including design thereof, at the Boxford Town Library located at 10 Elm Street**, including but not limited to carpentry, electrical, plumbing, fire detection, computer and telephone cabling services; for the purchase of replacement and new office furniture and equipment and any other related construction activities necessary to improve the Library Administration services office area, said funds to be spent under the direction of the Permanent Building Committee, or to take any other action thereon.

Sponsored by the Board of Library Trustees
Permanent Building Committee to make recommendation at Town Meeting
Finance Committee to make recommendation at Town Meeting
Board of Selectmen to make recommendation at Town Meeting
Capital Budget Committee to make recommendation at Town Meeting

It was moved by the Library Trustee Pauline Jenkins, and duly seconded, to pass over Article 13. The motion passed by majority voice vote.

ARTICLE 14. To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **$277,600 to perform renovation, expansion and repair projects, including design thereof, at the Boxford Town Branch Library located at 188 Washington Street**, including, but not limited to, installation of a modular addition attached to the current building, plus additional electrical, plumbing, fire detection, computer and telephone cabling services, and development of public water and upgraded septic system, structural improvements, replacement roof and any other related construction activities necessary to relocate Town Library services to this location until a longer term solution is determined, said funds to be spent under the direction of the Permanent Building Committee, or to take any other action thereon.

Sponsored by the Permanent Building Committee
Finance Committee to make recommendation at Town Meeting
Library Trustees to make recommendation at Town Meeting
Board of Selectmen to make recommendation at Town Meeting
Capital Budget Committee to make recommendation at Town Meeting

It was moved by Margaret Chow-Menzer, and duly seconded, to pass over Article 14. The motion passed by majority voice vote.

ARTICLE 15. To see if the Town will vote **to raise and appropriate or transfer from available funds the sum of $25,000 to fund investigative studies**, independent cost estimating, and environmental assessments, to assist the Permanent Building Committee to develop and present a plan with estimated costs and time lines needed to access and prepare **a site on town land bordering Spofford Road for town buildings**; said plan to include a schematic design for the site locating the roadway and building sites and an estimate of savings from any joint facilities; said schematic design to be reported back to a subsequent Town Meeting for consideration of further action including possible detailed design and construction appropriations for single or combined buildings, said funds to be expended under the direction of the Board of Selectmen, or to take any other action thereon.

Sponsored by the Council on Aging
Permanent Building Committee recommends adoption of this article
Finance Committee does not support adoption of this article
Board of Selectmen to make recommendation at Town Meeting
Capital Budget Committee: "D" Does not recommend

It was moved by Council on Aging Chair Richard Taylor to transfer from Free Cash **$25,000 to fund investigative studies**, independent cost estimating, and environmental assessments, to assist the Permanent Building Committee to develop and present a plan with estimated costs and time lines needed to access and prepare **a site on town land bordering Spofford Road for town buildings**; said plan to include a schematic design for the site locating the roadway and building sites and an estimate of savings from any joint facilities; said schematic design to be reported back to a subsequent Town Meeting for consideration of further action including possible detailed design and construction

appropriations for single or combined buildings, said funds to be expended under the direction of the Board of Selectmen.

It was moved by Stuart Saginor, and duly seconded, to pass over this Article. This motion was defeated by majority voice vote.

The article passed by a hand count.

ARTICLE 16. To see if the Town will vote to **rescind its debt authorization for an 18,500 sq. ft. Library at 10 Elm Street** approved pursuant to article #7, of the October 26, 2010 Special Town Meeting, or take any other action thereon.

Sponsored by the Board of Selectmen

Finance Committee recommends adoption of this article

It was moved by Selectman Charles Killam, and duly seconded, to **rescind the debt authorization for an 18,500 sq. ft. Library at 10 Elm Street** approved pursuant to article #7, of the October 26, 2010 Special Town Meeting.

It was moved by Selectman Charles Killam, and duly seconded, to adjourn Annual Town Meeting to a time certain, namely Wednesday, May 15, 2013 at 7:00 p.m. at the Masconomet Regional School Auditorium, 20 Endicott Road. This motion passed by unanimous voice vote.

A quorum being present, the adjourned 2013 Boxford Annual Town Meeting was again called to order at 7:00 p.m. by Moderator Gerald Johnston in the Masconomet Regional School Auditorium. The meeting was adjourned at 11:30 p.m.

ARTICLE 17. To see if the Town will vote to **establish a recreational revolving account** by adoption of M.G.L. Chapter 44, section 53D and authorize the Recreation Committee to receive recreational fees and expend funds with the written approval of the Board of Selectmen, or to take any other action thereon.

Sponsored and supported by the Board of Selectmen

Finance Committee to make recommendation at Town Meeting

It was moved by Selectman Charles Killam, and duly seconded to **establish a recreational revolving account** by adoption of M.G.L. Chapter 44, section 53D and authorize the Recreation Committee to receive recreational fees and expend funds with the written approval of the Board of Selectmen.

ARTICLE 18. To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **$3,000 to initially fund a summer recreational Boxford Park Program**, said funds to be expended by the Recreation Committee, or take any other action thereon.

Sponsored and supported by the Board of Selectmen

Finance Committee to make recommendation at Town Meeting

It was moved by Selectman Charles Killam, and duly seconded, to transfer from Free Cash **$3,000 to initially fund a summer recreational Boxford Park Program**, said funds to be expended by the Recreation Committee.

ARTICLE 19. To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **$20,000 to supplement and increase the Tree Department budget** of the Department of Public Works, said funds to be spent 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

It was moved by Selectman Mary Anne Nay, and duly seconded, to raise and appropriate **$20,000 to supplement and increase the Tree Department budget** of the Department of Public Works, said funds to be spent under the direction of the Board of Selectmen.

ARTICLE 20. To **act on the list of proposed capital purchases** for FY 2014 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 2014, and authorize expenditure of these funds under the direction of the appropriate listed department and authorize the Board of Selectmen to dispose of any equipment declared surplus if replaced; or take any other action thereon.

Sponsored the Board of Selectmen (#1 through #12)
and Elementary School Committee (#13 through #16)
Estimate**: $451,265**
Finance Committee recommends adoption of this article
Board of Selectmen recommends adoption of this article
Capital Budget Committee Recommendations as noted

Building Committee Recommendations as noted

The proposed capital budget is printed on page 16 of this warrant.

It was moved by Selectman Peter Perkins, and duly seconded, to transfer from Free Cash $451,265 to fund **the list of proposed capital purchases** for FY 2014 as shown on page 16 of this warrant, for the use of several departments for fiscal year 2014, and authorize expenditure of these funds under the direction of the appropriate listed department and authorize the Board of Selectmen to dispose of any equipment declared surplus if replaced.

This motion passed by unanimous voice vote.

ARTICLE 21. To see if the Town will vote to appropriate the sum of **$183,500** to fund the construction, engineering oversight and other expenses related to the repair, reconstruction and **replacement of floor drains and installation of subsurface tight tanks at the Fire Stations**, and that to meet this appropriation, the Treasurer with the approval of the Board of Selectmen is hereby authorized to borrow said sum under and pursuant to Chapter 44, Section 7, Clauses (3A) and (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; said funds to be expended under the direction of the Board of Selectmen, or take any other action thereon.

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

It was moved by Selectman Charles Costello, and duly seconded to appropriate the sum of **$183,500** to fund the construction, engineering oversight and other expenses related to the repair, reconstruction and **replacement of floor drains and installation of subsurface tight tanks at the Fire Stations**, and that to meet this appropriation, the Treasurer with the approval of the Board of Selectmen is hereby authorized to borrow said sum under and pursuant to Chapter 44, Section 7, Clauses (3A) and (21) of the General Laws or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor, said funds to be expended under the direction of the Board of Selectmen.

This motion was approved by unanimous voice vote.

ARTICLE 22. To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **$5,125 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

It was moved by Selectman Mary Anne Nay, and duly seconded, **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.

This motion passed by unanimous voice vote.

ARTICLE 23. To see if the Town will vote to set the **annual curbside solid waste collection fee** for each 32-gallon bag or container (each use); or take any other action thereon.

Sponsored by the Board of Health
Finance Committee to make recommendation at Town Meeting
Board of Selectmen recommends adoption of this article

Note: Current fee is $2.50; proposed fee between $2.50 and $3.50 dependent upon analysis of trash collection vendor proposals.

It was moved by Board of Health member Louise Kress, and duly seconded, to set the **annual curbside solid waste collection fee at $2.50** for each 32-gallon bag or container (each use).

This motion passed by unanimous voice vote.

ARTICLE 24. To see if the Town will vote to appropriate $25,000 in debt acquisition and legal costs, and to appropriate $925,000 in land purchase expense, for a total appropriation of **$950,000 to enable the Town of Boxford the fee simple interest or less in the land known as the "Nason Property" acquire for Open Space, Conservation and Passive Recreation purposes, shown as a portion of Parcel 1 and Parcel 2 as shown on a plan recorded with the Essex South District Registry of Deed in Plan Book 341, Plan 97,** located in West Boxford, Essex County, Massachusetts comprised of forty-six (46) acres, more or less, of undeveloped land located on Main Street, Boxford, Massachusetts, as shown on a plan on file with the Town Clerk together with all flowage rights and easements and subject to all well rights and easements; that

said land to be conveyed to the Town of Boxford under the provisions of Massachusetts General Laws, Chapter 40 § 8C, as it may hereafter be amended; said land to be managed and controlled by the Boxford Conservation Commission; and that to fund said purchase, the treasurer, with the approval of the Selectmen, be authorized to issue debt in the amount of **$950,000 as authorized under Article #37 of the Boxford Annual Town Meeting held May 14, 1997**; the total amount authorized to be borrowed for this purpose shall be reduced to the extent of any grants, gifts or other contributions received by the Town for this acquisition; and to authorize the Conservation Commission and the Board of Selectmen to receive and accept grants, donations or reimbursements for this purpose, and/or any others in any way connected with the scope of this Article, and to authorize the Land Committee, Conservation Commission and Board of Selectmen to file on behalf of the Town of Boxford any and all applications deemed necessary for grants and/or reimbursements from the Commonwealth of Massachusetts deemed necessary under the Local Acquisitions for Natural Diversity (LAND) grant program under the provisions of Massachusetts General Laws, Chapter 132A § 11, the Land and Water Conservation Fund (LWCF) grant, and/or any others in any way connected with the scope of this Article and that the Town and Conservation Commission and Board of Selectmen be authorized to grant a perpetual conservation restriction to be held by a third party or parties qualified to hold such restrictions, and to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town of Boxford to affect said purchase; or take any other action thereon.

Sponsored and supported by the Board of Selectmen, Land Committee, Conservation Commission

Finance Committee to make recommendation at Town Meeting

Capital Budgeting Committee to make recommendation at Town Meeting

Note: The total purchase price for these approximately 46 acres is $925,000 (plus $25,000 in legal and debt acquisition costs). Any and all money raised privately will offset the Town of Boxford's share.

It was moved by the Land Committee Chair Peter Delaney, and duly seconded, to appropriate $25,000 in debt acquisition and legal costs, and to appropriate $925,000 in land purchase expense, for a total appropriation of **$950,000 to enable the Town of Boxford to acquire the fee simple interest or less in the land known as the "Nason Property" for Open Space, Conservation and Passive Recreation purposes, shown as a portion of Parcel 1 and Parcel 2 as shown on a plan recorded with the Essex South District Registry of Deed in Plan Book 341, Plan 97,** located in West Boxford, Essex County, Massachusetts comprised of forty-six (46) acres, more or less, of undeveloped land located on Main Street, Boxford, Massachusetts, as shown on a plan on file with the Town Clerk together with all flowage rights and easements and subject to all well rights and easements; that said land to be conveyed to the Town of Boxford under the provisions of Massachusetts General Laws, Chapter 40 § 8C, as it may hereafter be amended; said land to be managed and controlled by the Boxford Conservation Commission; and that to fund said purchase, the treasurer, with the approval of the

Selectmen, be authorized to issue debt in the amount of **$950,000.00 as authorized under Article #37 of the Boxford Annual Town Meeting held May 14, 1997; <u>and</u> to transfer $ 501,250.00 from a donation gift fund established for this purpose;** and that the total amount authorized to be borrowed for this purpose shall be reduced to the extent of any further grants, gifts or other contributions received by the Town for this acquisition; and to authorize the Conservation Commission and the Board of Selectmen to receive and accept grants, donations or reimbursements for this purpose, and/or any others in any way connected with the scope of this Article, and to authorize the Land Committee, Conservation Commission and Board of Selectmen to file on behalf of the Town of Boxford any and all applications deemed necessary for grants and/or reimbursements from the Commonwealth of Massachusetts deemed necessary under the Local Acquisitions for Natural Diversity (LAND) grant program under the provisions of Massachusetts General Laws, Chapter 132A § 11, the Land and Water Conservation Fund (LWCF) grant, and/or any others in any way connected with the scope of this Article and that the Town and Conservation Commission and Board of Selectmen be authorized to grant a perpetual conservation restriction to be held by a third party or parties qualified to hold such restrictions, and to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town of Boxford to affect said purchase.

It was moved by Laura Sapienza Grabski, and duly seconded, to amend Article 24 to read to appropriate $25,000.00 in debt acquisition and legal costs, and to appropriate $925,000.00 in land purchase expense, for a total appropriation of **$950,000.00 to enable the Town of Boxford to acquire the fee simple interest or less in the land known as the "Nason Property" for Open Space, Conservation and Passive Recreation purposes, shown as a portion of Parcel 1 and Parcel 2 as shown on a plan recorded with the Essex South District Registry of Deeds in Plan Book 341, Plan 97**, located in West Boxford, Essex County, Massachusetts comprised of forty-six (46) acres, more or less, of undeveloped land located on Main Street, Boxford, Massachusetts, as shown on a plan on file with the Town Clerk together with all flowage rights and easements and subject to all well rights and easements; that said land to be conveyed to the Town of Boxford under the provisions of Massachusetts General Laws, Chapter 40 § 8C, as it may hereafter be amended; said land to be managed and controlled by the Boxford Conservation Commission; and that to fund said purchase, the treasurer, with the approval of the Selectmen, be authorized to issue debt in the amount of **$448,650.00 as authorized under Article #37 of the Boxford Annual Town Meeting held May 14, 1997; <u>and</u> to transfer $501,250.00 from a donation gift fund established for this purpose;** and that the total amount authorized to be borrowed for this purpose shall be reduced to the extent of any further grants, gifts or other contributions received by the Town for this acquisition; and to authorize the Conservation Commission and the Board of Selectmen to receive and accept grants, donations or reimbursements for this purpose, and/or any others in any way connected with the scope of this Article, and to authorize the Land Committee, Conservation Commission and Board of Selectmen to file on behalf of the Town of Boxford any and all applications deemed necessary for grants and/or reimbursements from the Commonwealth of Massachusetts deemed necessary under the Local Acquisitions for Natural Diversity (LAND) grant program under the provisions of Massachusetts General Laws, Chapter 132A § 11, the Land and Water Conservation Fund (LWCF) grant, and/or any others in any way connected with the scope of this

Article and that the Town and Conservation Commission and Board of Selectmen be authorized to grant a perpetual conservation restriction to be held by a third party or parties qualified to hold such restrictions, and to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town of Boxford to affect said purchase; or take any other action thereon. This amendment was defeated by majority voice vote.

The original motion was approved by unanimous voice vote.

ARTICLE 25. To see if the Town will vote to appropriate or reserve from the **Community Preservation Fund** 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 2014, with each item to be considered a separate appropriation:

Appropriations:

From FY 2014 estimated annual revenues for Sawyer-Richardson Open Space Bond expense	**$202,240**
From FY 2014 estimated annual revenues for Lincoln Hall Historic Renovation Bond expense	**$ 54,863**
From FY 2014 estimated annual revenues for Haynes Land Purchase Bond expense	**$156,750**
From FY 2014 estimated annual revenues for Committee Administrative Expenses	**$ 39,045**

Reserves:

From FY 2014 estimated annual revenues for Historic Resources Reserve	**$ 23,227**
From FY 2014 estimated annual revenues for Community Housing Reserve	**$ 78,090**
From FY 2014 estimated annual revenues for Budgeted Reserve	**$225,000**

or take any other action thereon.

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

It was moved by Community Preservation Committee Chair, Peter Delaney, and duly seconded, to appropriate or reserve from the **Community Preservation Fund** 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 2014, with each item to be considered a separate appropriation:

Appropriations:

From FY 2014 estimated annual revenues for Sawyer-Richardson Open Space Bond expense	**$202,240**
From FY 2014 estimated annual revenues for Lincoln Hall Historic Renovation Bond expense	**$ 54,863**
From FY 2014 estimated annual revenues for Haynes Land Purchase Bond expense	**$156,750**
From FY 2014 estimated annual revenues for Committee Administrative Expenses	**$ 39,045**

Reserves:

From FY 2014 estimated annual revenues for Historic Resources Reserve	**$ 23,227**
From FY 2014 estimated annual revenues for Community Housing Reserve	**$ 78,090**
From FY 2014 estimated annual revenues for Budgeted Reserve	**$225,00**

ARTICLE 26. To see if the Town will vote to appropriate **$222,000 from the Community Preservation Committee Undesignated Fund** to fund site preparation and construction of a new pre-school playground and a new elementary school playground at the Cole School on Middleton Road in Boxford, with any other funds required for the project to be raised from other funding sources, the appropriated 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

and the Elementary School Committee

Permanent Building Committee recommends adoption of this article

Finance Committee to make recommendation at Town Meeting

Board of Selectmen recommends adoption of this article

Capital Budget Committee: "C" Low Priority

It was moved by Samantha Mercier, and duly seconded, to appropriate **$222,000 from the Community Preservation Committee Undesignated Fund** to fund site preparation and construction of a new pre-school playground and a new elementary school playground at the Cole School on Middleton Road in Boxford, with any other funds required for the project to be raised from other funding sources, the appropriated funds to be expended under the direction of the Community Preservation Committee

This motion was approved by unanimous voice vote.

ARTICLE 27. To see if the Town will vote to appropriate **$8,500 from the Community Preservation Committee Historic Resources Reserve** to fund the design work for the historic rehabilitation of the windows and cupola of the Aaron Wood building on Middleton Road, 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
Permanent Building Committee recommends adoption of this article
Capital Budget Committee: "A" Essential

It was moved by Peter Delaney, and duly seconded, to appropriate **$8,500 from the Community Preservation Committee Historic Resources Reserve** to fund the design work for the historic rehabilitation of the windows and cupola of the Aaron Wood

building on Middleton Road, such funds to be expended under the direction of the Community Preservation Committee.

This motion passed by unanimous voice vote.

ARTICLE 28. To see if the Town will vote to amend the Town's Zoning Bylaw by adding a new Section **___, TEMPORARY MORATORIUM ON MEDICAL MARIJUANA TREATMENT CENTERS,** that would provide as follows, and further to amend the Table of Contents to add Section ___, "Temporary Moratorium on Medical Marijuana Treatment Centers:"

Section ____. PURPOSE

By vote at the State election on November 6, 2012, the voters of the Commonwealth approved a law regulating the cultivation, distribution, possession and use of marijuana for medical purposes. The law provides that it is effective on January 1, 2013 and the State Department of Public Health is required to issue regulations regarding implementation within 120 days of the law's effective date. Currently under the Zoning Bylaw, a Medical Marijuana Treatment Center, including the cultivation of medical marijuana, is not a permitted use in the Town and any regulations promulgated by the State Department of Public Health are expected to provide guidance to the Town in regulating medical marijuana, including the cultivation thereof, and Medical Marijuana Treatment Centers. The regulation of medical marijuana raises novel and complex legal, planning, and public safety issues and the Town needs time to study and consider the regulation of Medical Marijuana Treatment Centers, and to address such novel and complex issues, including the cultivation of medical marijuana in the Town which is zoned largely residential agricultural, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning Bylaw regarding regulation of medical marijuana treatment centers and other uses related to the regulation of medical marijuana. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for Medical Marijuana Treatment Centers, including the cultivation of medical marijuana, so as to allow the Town sufficient time to engage in a planning process to address the effects of such structures and uses in the Town and to enact bylaws in a manner consistent with sound land use planning goals and objectives.

Section _____ DEFINITION

"Medical Marijuana Treatment Center" shall mean a "not-for-profit entity, as defined by Massachusetts law only, registered by the Department of Public Health, that acquires, cultivates, possesses, processes (including development of related products such as food, tinctures, aerosols, oils or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to qualifying patients or their personal caregivers."

Section _____. TEMPORARY MORATORIUM

For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaw to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for a Medical Marijuana Treatment Center, including the cultivation of marijuana. The moratorium shall be in effect through July 31, 2015. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of medical marijuana in the Town, consider the Department of Public Health regulations regarding Medical Marijuana Treatment Facilities and related uses, including the cultivation of marijuana, and shall consider adopting new Zoning

Bylaws to address the impact and operation of Medical Marijuana Treatment Centers and related uses.

Or take any action relative thereto.

Sponsored and supported by Board of Selectmen

Planning Board to make recommendation at Town Meeting

It was moved by Selectman Stephen Davis, and duly seconded, to amend the Town's Zoning Bylaw by adding a new Section entitled **TEMPORARY MORATORIUM ON MEDICAL MARIJUANA TREATMENT CENTERS,** as printed in Article #28 of this warrant, and further to amend the Table of Contents to add the new Section.

This Article passed by unanimous voice vote.

ARTICLE 29. To see if the Town will vote to prohibit smoking and the use of tobacco products in all Town and School buildings and on all School property **by amending its Bylaws, Part II: General Legislation, Chapter 150. Smoking, as follows** by inserting the **bolded** text:

§ 150-1. Smoking **and use of Tobacco Products** prohibited in **all Town buildings and** schools and on school property.
Smoking **and use of Tobacco Products** shall be prohibited in all **Town buildings and** schools and on all school property.

§ 150-2. Term**s** defined.
Smoking shall be defined as smoking or possessing a lighted **or otherwise activated** cigarette, cigar, pipe**, electronic cigarette,** or other smoking article.

Tobacco Products shall be defined as products or materials which allow the stimulating components of tobacco to be absorbed through the digestive tract, including but not limited to chewing tobacco or tobacco powder; and products or materials which allow the stimulating components of tobacco to be absorbed through the mucous membrane, including but not limited to snuff.

Electronic cigarette shall be defined as a cigarette-shaped device containing a nicotine-based liquid that is vaporized and inhaled, used to simulate the experience of smoking tobacco.

§ 150-3. Violations and penalties.
A. Violators of this section shall be subject to the following fines:
(1) First offense: $25.
(2) Second offense: $50.
(3) Third and subsequent offenses: $100.
B. Said fines shall be paid to the Town of Boxford.

§ 150-4. Enforcing officials.
The enforcing officials shall be those persons designated by the School Committee in control of the applicable school and the law enforcement officials of the town.

Or take any other action thereon.

Sponsored and Supported by Board of Selectmen and
Masconomet Regional School District Committee
Elementary School Committee recommends adoption of this article

It was moved by Mary Anne Nay, and duly seconded, to prohibit smoking and the use of tobacco products in all Town and School buildings and on all School property **by Town ByLaws, Part II: General Legislation, Chapter 150. Smoking, as follows** by inserting the **bolded** text as shown in Article #29 of this warrant.

It was moved by Alison Chase, to amend Article 29 to read; to see if the Town will vote to prohibit smoking and the use of tobacco products in all Town and School buildings and on all School property except with a permission note from a medical care provider **by amending its ByLaws, Part II: General Legislation, Chapter 150. Smoking, as follows** by inserting the **bolded** text:

§ 150-1. Smoking **and use of Tobacco Products** prohibited in **all Town buildings and** schools and on school property.
Smoking **and use of Tobacco Products** shall be prohibited in all **Town buildings and** schools and on all school property.

§ 150-2. Term**s** defined.
Smoking shall be defined as smoking or possessing a lighted **or otherwise activated** cigarette, cigar, pipe**, electronic cigarette,** or other smoking article.

Tobacco Products shall be defined as products or materials which allow the stimulating components of tobacco to be absorbed through the digestive tract, including but not limited to chewing tobacco or tobacco powder; and products or materials which allow the stimulating components of tobacco to be absorbed through the mucous membrane, including but not limited to snuff.

Electronic cigarette shall be defined as a cigarette-shaped device containing a nicotine-based liquid that is vaporized and inhaled, used to simulate the experience of smoking tobacco.

§ 150-3. Violations and penalties.
A. Violators of this section shall be subject to the following fines:
(1) First offense: $25.
(2) Second offense: $50.
(3) Third and subsequent offenses: $100.
B. Said fines shall be paid to the Town of Boxford.

§ 150-4. Enforcing officials.
The enforcing officials shall be those persons designated by the School Committee in control of the applicable school and the law enforcement officials of the town.

This amendment passed by majority voice vote.
The amended Article passed by majority voice vote.

ARTICLE 30. To see if the Town will vote to prohibit public smoking of marijuana in the Town of Boxford **by amending its Bylaws, Part II: General Legislation, to include a new chapter:**

Public Consumption of Marijuana or Tetrahydrocannabinol.

Section1. No Public Consumption.

No person shall smoke, ingest, or otherwise consume marijuana or tetrahydrocannabinol (as defined in General Laws, Chapter 94C, section 1, as amended) while in or upon any street, sidewalk, public way, footway, passageway, stairs, bridge, park, playground, beach, recreation area, boat landing, public building, schoolhouse, school grounds, cemetery, parking lot, or any area owned by or under control of the Town, or in or upon any bus or other passenger conveyance operated by a common carrier within the Town, or in any place accessible to the public within the Town.

Section 2. Violation and Penalties.

Violation of Section 1 is punishable by a fine of up to $300, enforceable through criminal indictment or complaint under General Laws Chapter 40, Section 21. Any penalty imposed under this bylaw shall be in addition to any civil penalty imposed under General Laws Chapter 94C, Section 32L.

Or take any other action thereon.

Sponsored and supported by Board of Selectmen
Masconomet School District Committee recommends adoption of this article

It was moved by Stephen Davis to prohibit public smoking of marijuana in the Town of Boxford **by amending Town ByLaws, Part II: General Legislation, to include a new chapter as shown in Article #30 of this warrant.**

Louise Kress moved and it was duly seconded, to amend Article #30 and the proposed ByLaw by reducing the fine from $300.00 to $100.00. Ms. Kress further moved to amend the Article by striking the following language: "enforceable through criminal indictment or complaint under General Laws Chapter 40, Section 21."

Charles Costello moved, and it was duly seconded, to allow Police Chief Michael Murphy, who is a non-resident, to speak to Town Meeting. This motion was approved by unanimous voice vote.

Alison Chase moved, and it was duly seconded, to call the question. This motion passed by a greater than two-thirds vote.

The motion to reduce the fine from $300.00 to $100.00 was approved by a hand count of 83 yes, 55 no.

The motion to strike the words "enforceable through criminal indictment or complaint under General Laws Chapter 40, Section 21 was approved by a majority show of hands./

The amended Article passed by a majority voice vote.

ARTICLE 31. To see if the Town will vote **to amend the fees for licensing dogs and fines for unlicensed and unvaccinated dogs in compliance with recently enacted state law**, by amending its bylaws by inserting the language in Bold and deleting the language ~~struck through~~ as follows:

§ 52-11. Penalty for failure to vaccinate against rabies.
The failure of an owner or keeper of a dog six months of age or older to have said animal vaccinated against rabies by a licensed veterinarian using a vaccine approved by the Massachusetts Department of Public Health shall be subject to a noncriminal fine of not more than ~~$50~~, **$100**, pursuant to § 1-4 of the General Bylaws of the town.

§ 52-12. Penalty for failure to license.
Notwithstanding the schedule of fines set forth in MGL, c. 140, § 141, or any other provision of law to the contrary, any owner of a dog who fails to license that dog pursuant to the requirements of MGL c. 140, § 137, or who violates the provisions of §§ 137A or 137B regarding the requirements of kennel licensing and sales of dogs from kennels, or § 138 regarding a change in ownership of a licensed dog or the bringing into the Town a dog licensed in some other state may at the election of the enforcing person be subject to a noncriminal fine of ~~$25 for the first offense and~~ $50 ~~for each offense thereafter~~, pursuant to § 1-4 of the General Bylaws of the town.

§ 52-14. Annual dog licensing fees.
Notwithstanding the provisions of MGL c. 140, § 139, of said or any other provision of law to the contrary, the annual fees to be charged by the Town of Boxford for the issuance of licenses for dogs shall be:

A. All **spayed and neutered** dogs: $20.
All intact dogs: $25

B. Kennels (5 or more dogs): $125.

Or take any other action thereon.

Sponsored by the Town Clerk
Board of Selectmen recommends adoption of this article

It was moved by the Town Clerk, Robin Phelan, and duly seconded, **to amend the fees for licensing dogs and fines for unlicensed and unvaccinated dogs in compliance with recently enacted state law**, by amending Town bylaws by inserting the language in **Bold** and deleting the language ~~struck through~~ as shown in Article #31 of this warrant.

This Article passed by unanimous voice vote.

ARTICLE 32. It was moved by Charles Killam, and duly seconded, to dissolve Annual Town Meeting.

This motion passed by unanimous voice vote.

The meeting was dissolved at 9:30 p.m.

OFFICIAL

Election Results May 21, 2013

		Pct. 1	Pct. 2	Pct.3	Total
Board of Selectmen - 3 yr (vote for TWO)					
	Blanks	168	205	177	550
	Peter C. Perkins	**189**	**274**	**250**	**713**
	Mary Anne Nay	**160**	**203**	**233**	**596**
	Write-ins	8	3	11	22
	Laura Sapienza-Grabski	5	3	3	11
Town Clerk - 3 yr (vote for one)					
	Blanks	5	10	12	27
	Robin Phelan	204	243	241	688
	Judith A. Stickney	56	91	84	231
	Write-ins	0	0	0	0
Board of Assessors - 3 yr (vote for one)					
	Blanks	60	82	59	201
	David F. Benson	**204**	**261**	**277**	**742**
	Write-ins	1	1	1	3
Board of Commissioners of Trust Funds - 3 yr (vote for one)					
	Blanks	72	111	71	254
	Anthony C. DiNanno	**192**	**229**	**266**	**687**
	Write-ins	1	4	0	5
Masco School Committee - 3 yr (vote for one)					
	Blanks	48	63	52	163
	Thomas P. Mathers	74	114	118	306
	James Ben Messenger	142	167	167	476
	Write-ins	1	0	0	1

OFFICIAL

Election Results May 21, 2013

		Pct. 1	Pct. 2	Pct.3	Total
Boxford School Committee - 3 yr (vote for one)					
	Blanks	59	73	67	199
	Christine P. Bolzan	113	124	120	357
	Ivy M. Shahin	32	38	41	111
	Heather N. Vaz	61	108	109	278
	Write-ins	0	1	0	1
Board of Health - 3 yr (vote for one)					
	Blanks	86	112	87	285
	Louise B. Kress	**179**	**229**	**248**	**656**
	Write-ins	0	3	2	5
Board of Library Trustees - 3 yr (vote for TWO)					
	Blanks	183	286	230	699
	George A. Fischer	**171**	**204**	**231**	**606**
	Julian M. Troake	**169**	**193**	**212**	**574**
	Write-ins	7	5	1	13
Q #1: Fire Station Floor Drains					
	Blanks	26	15	23	64
	Yes	185	229	238	652
	No	54	100	76	230

2013 STATISTICS REPORT

DOG LICENSES TOTAL ……..…$33,440

RAFFLES ……$**25**
Total of 1 Permits

VITAL STATISTICS

BIRTHS

FEMALES……**17**

MALES…….**23**

TOTAL BIRTHS……..**40**

DEATHS……**30**

MARRIAGES……**14**

FINANCE

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

FINANCE COMMITTEE

BOARD OF ASSESSORS

TREASURER/COLLECTOR OF TAXES

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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, 2013

Town of Boxford, Massachusetts

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MELANSON HEATH & COMPANY, PC

CERTIFIED PUBLIC ACCOUNTANTS
MANAGEMENT ADVISORS

INDEPENDENT AUDITORS' REPORT

To the Board of Selectmen
Town of Boxford, Massachusetts

Report on the Financial Statements

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, 2013, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the Table of Contents.

Management's Responsibility for the Financial Statements

The Town's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions 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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opin-

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ion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

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, Massachusetts, as of June 30, 2013, and the respective changes in financial position and the respective budgetary comparison for the general fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that management's discussion and analysis and Schedule of Funding Progress be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the *Governmental Accounting Standards Board*, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with evidence sufficient to express an opinion or provide any assurance.

Melanson, Heath + Company P.C.

Andover, Massachusetts
December 11, 2013

MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of the Town of Boxford, Massachusetts we offer readers this narrative overview and analysis of the financial activities of the Town of Boxford for the fiscal year ended June 30, 2013.

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

The Statement of Activities presents information showing how the Town's net position changed during the most recent fiscal year. All changes in net position 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 Governmental Funds Balance Sheet and the Governmental Funds 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 $48,335,155 (i.e., net position), a change of $(1,154,183) in comparison to the prior year.
- As of the close of the current fiscal year, governmental funds reported combined ending fund balances of $9,991,644, a change of $786,231 in comparison to the prior year.
- At the end of the current fiscal year, unassigned fund balance for the general fund was $3,280,465, a change of $(404,670) in comparison to the prior year.
- Total long-term debt (i.e., bonds payable) at the close of the current fiscal year was $10,056,815, a change of $561,434 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.

NET POSITION

	Governmental Activities	
	2013	2012
Current and other assets	$ 11,100,882	$ 12,057,171
Capital assets	56,379,454	56,585,487
Total assets	67,480,336	68,642,658
Long-term liabilities outstanding	16,948,941	15,331,792
Other liabilities	2,154,231	3,773,579
Deferred inflows	42,009	47,949
Total liabilities and deferred inflows	19,145,181	19,153,320
Net position:		
Net investment in capital assets	47,057,418	47,576,313
Restricted	4,486,087	3,841,535
Unrestricted	(3,208,350)	(1,928,510)
Total net position	$ 48,335,155	$ 49,489,338

CHANGES IN NET POSITION

	Governmental Activities	
	2013	2012
Revenues:		
Program revenues:		
Charges for services	$ 1,194,239	$ 1,342,776
Operating grants and contributions	3,251,235	3,229,356
Capital grants and contributions	431,408	313,219
General revenues:		
Property taxes	24,190,418	22,967,458
Excises	1,372,972	1,302,202
Interest, penalties, and other taxes	86,739	75,951
Grants and contributions not restricted to specific programs	944,344	942,855
Investment income	47,473	92,004
Other	562,805	223,773
Total revenues	32,081,633	30,489,594

(continued)

(continued)

Expenses:		
General government	2,016,687	1,811,195
Public safety	2,460,596	2,376,666
Education	21,903,774	20,476,572
Public works	2,699,964	2,467,501
Human services	303,341	265,005
Culture and recreation	907,390	470,380
Insurance and benefits	2,179,952	2,031,907
Interest on long-term debt	316,981	465,419
Intergovernmental	197,131	166,133
Total expenses	32,985,816	30,530,778
Change in net position	(904,183)	(41,184)
Transfers in (out)	(250,000)	-
Change in net assets	(1,154,183)	(41,184)
Net position - beginning of year	49,489,338	49,530,522
Net position - end of year	$ 48,335,155	$ 49,489,338

As noted earlier, net position 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 position was $48,335,155, a change of $(1,154,183) from the prior year.

The largest portion of net position $47,057,418 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 position $4,486,087 represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position is a deficit balance of $(3,208,350), which was primarily caused by unfunded OPEB costs.

Governmental activities. Governmental activities for the year resulted in a change in net position of $(1,154,183). Key elements of this change are as follows:

General fund operations, as discussed further in Section D	$ (166,528)
Community Preservation fund change in fund balance	240,623
Nonmajor funds change in fund balance (accrual basis)	235,811
Depreciation expense in excess of principal debt service	(624,227)
Capital acquisitions funded with operating funds	333,086
Change in OPEB liability	(1,154,609)
Other	(18,339)
Total	$ (1,154,183)

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 $9,991,644, a change of $786,231 in comparison to the prior year. Key elements of this change are as follows:

General fund expenditures and other financing uses in excess of revenues and other financing sources	$ (166,528)
Community Preservation fund revenues over expenditures	240,623
Nonmajor fund revenues and other financing sources in excess of expenditures and other financing uses	712,136
Total	$ 786,231

The general fund is the chief operating fund. At the end of the current fiscal year, unassigned fund balance of the general fund was $3,280,465, while total fund balance was $5,003,510. 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	6/30/13	6/30/12	Change	% of Total General Fund Expenditures
Unassigned fund balance [1]	$ 3,280,465	$ 3,685,135	$ (404,670)	11.3%
Total fund balance	$ 5,003,510	$ 5,170,038	$ (166,528)	17.2%

[1] Includes general stabilization fund of $756,702

The total fund balance of the general fund changed by $(166,528) during the current fiscal year. Key factors in this change are as follows:

Use of free cash as a funding source	$ (1,156,805)
Change in estimated tax refunds payable and 60-day accrual	387,189
Revenues in excess of budget	404,778
Expenditures less than budget	143,488
Expenditure of prior year encumbrances in excess of current year encumbrances	(29,506)
Change in stabilization fund balance	(1,894)
Prior year snow/ice deficit raised	36,467
Other	49,755
Total	$ (166,528)

As a result of the implementation of GASB 54, the Town's stabilization fund is now included in the total general fund unassigned fund balance. Information on the stabilization fund equity balance is as follows:

	6/30/13	6/30/12	Change
General stabilization fund	$ 756,702	$ 758,596	$ (1,894)

E. GENERAL FUND BUDGETARY HIGHLIGHTS

Differences between the original budget and the final amended budget resulted in an overall change in appropriations of $20,650. This increase to adjust compensation for select non-union, benefit eligible positions was funded by free cash.

F. CAPITAL ASSET AND DEBT ADMINISTRATION

Capital assets. Total investment in capital assets for governmental activities at year end amounted to $56,379,454 (net of accumulated depreciation), a change of $(206,033) 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 included the following:

- $130,000 for the purchase of Spofford Road land.
- $404,282 for various road improvements and culvert work.
- $424,687 for various projects, including Spofford Pond School renovations.
- $477,791 for various vehicles, machinery and equipment, including a Fire truck and a DPW truck.
- Current year depreciation expense of $(1,642,793).

Additional information on capital assets can be found in the Notes to Financial Statements.

Credit rating. During the fiscal year, the Town's Moody's credit rating remained unchanged at Aa1.

Long-term debt. At the end of the current fiscal year, total bonded debt outstanding was $10,056,815, all of which was backed by the full faith and credit of the government.

Additional information on long-term debt can be found in the Notes to 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 POSITION

JUNE 30, 2013

	Governmental Activities
ASSETS	
Current:	
Cash and short-term investments	$ 5,851,208
Investments	4,895,148
Receivables, net of allowance for uncollectibles:	
Taxes	229,684
Excises	82,114
Betterments	5,940
Noncurrent:	
Receivables, net of allowance for uncollectibles:	
Taxes	719
Betterments	36,069
Land and construction in progress	21,217,764
Capital assets, net of accumulated depreciation	35,161,690
TOTAL ASSETS	67,480,336
LIABILITIES	
Current:	
Warrants payable	157,498
Accrued liabilities	279,624
Tax refunds payable	242,556
Due to external parties	20,563
Other	260,983
Current portion of long-term liabilities:	
Bonds payable	1,108,565
Other liabilities	84,442
Noncurrent:	
Bonds payable, net of current portion	8,948,250
Other liabilities, net of current portion	1,433,537
Other post-employment benefits	6,567,154
DEFERRED INFLOWS OF RESOURCES	42,009
TOTAL LIABILITIES AND DEFERRED INFLOWS OF RESOURCES	19,145,181
NET POSITION	
Net investment in capital assets	47,057,418
Restricted for:	
Community preservation funds	3,063,406
Grants and other statutory restrictions	1,409,447
Permanent funds:	
Nonexpendable	5,000
Expendable	8,234
Unrestricted	(3,208,350)
TOTAL NET POSITION	$ 48,335,155

The accompanying notes are an integral part of these financial statements.

TOWN OF BOXFORD, MASSACHUSETTS

STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED JUNE 30, 2013

		Program Revenues			Net (Expenses) Revenues and Changes in Net Position
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
Governmental Activities:					
General government	$ 2,016,687	$ 152,137	$ 12,648	$ -	$ (1,851,902)
Public safety	2,460,596	289,815	58,395	-	(2,112,386)
Education	21,903,774	470,992	3,124,040	-	(18,308,742)
Public works	2,699,964	250,774	639	431,408	(2,017,143)
Health and human services	303,341	28,320	41,486	-	(233,535)
Culture and recreation	907,390	2,201	13,530	-	(891,659)
Insurance and benefits	2,179,952	-	497	-	(2,179,455)
Interest expense	316,981	-	-	-	(316,981)
Intergovernmental	197,131	-	-	-	(197,131)
Total Governmental Activities	$ 32,985,816	$ 1,194,239	$ 3,251,235	$ 431,408	(28,108,934)

General Revenues:	
Taxes	24,190,418
Excises	1,372,972
Interest, penalties, and other taxes	66,759
Grants and contributions not restricted to specific programs	944,344
Investment income	47,473
Miscellaneous	562,805
Transfers, net	(250,000)
Total general revenues	26,954,751
Change in Net Position	(1,154,183)
Net Position:	
Beginning of year	49,489,338
End of year	$ 48,335,155

The accompanying notes are an integral part of these financial statements.

TOWN OF BOXFORD, MASSACHUSETTS

GOVERNMENTAL FUNDS

BALANCE SHEET

JUNE 30, 2013

	General Fund	Community Preservation Fund	Nonmajor Governmental Funds	Total Governmental Funds
ASSETS				
Cash and short-term investments	$ 3,881,096	$ 163,164	$ 1,806,948	$ 5,851,208
Investments	1,874,997	2,898,865	121,286	4,895,148
Receivables:				
Taxes	225,940	4,463	-	230,403
Excises	97,282	-	-	97,282
TOTAL ASSETS	$ 6,079,315	$ 3,066,492	$ 1,928,234	$ 11,074,041
LIABILITIES				
Warrants payable	$ 157,498	$ -	$ -	$ 157,498
Accrued liabilities	190,169	-	3,506	193,675
Tax refunds payable	242,556	-	-	242,556
Due to external parties	20,563	-	-	20,563
Other liabilities	259,820	1,163	-	260,983
TOTAL LIABILITIES	870,606	1,163	3,506	875,275
DEFERRED INFLOWS OF RESOURCES	205,199	1,923	-	207,122
FUND BALANCES				
Nonspendable	-	-	5,000	5,000
Restricted	-	3,063,406	1,867,280	4,930,686
Committed	401,846	-	65,979	467,825
Assigned	1,321,199	-	-	1,321,199
Unassigned	3,280,465	-	(13,531)	3,266,934
TOTAL FUND BALANCES	5,003,510	3,063,406	1,924,728	9,991,644
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES	$ 6,079,315	$ 3,066,492	$ 1,928,234	$ 11,074,041

The accompanying notes are an integral part of these financial statements.

TOWN OF BOXFORD, MASSACHUSETTS

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

JUNE 30, 2013

Total governmental fund balances	$ 9,991,644
• Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.	56,379,454
• Revenues are reported on the accrual basis of accounting and are not deferred until collection.	191,954
• In the statement of activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due.	(85,949)
• 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.	(18,141,948)
Net position of governmental activities	$ 48,335,155

The accompanying notes are an integral part of these financial statements.

TOWN OF BOXFORD, MASSACHUSETTS

GOVERNMENTAL FUNDS

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES

FOR THE YEAR ENDED JUNE 30, 2013

	General Fund	Community Preservation Fund	Nonmajor Governmental Funds	Total Governmental Funds
Revenues:				
Taxes	$ 23,684,021	$ 553,947	$ -	$ 24,237,968
Excises	1,329,179	-	-	1,329,179
Interest, penalties, and other taxes	85,881	859	-	86,740
Charges for services	303,442	-	545,091	848,533
Intergovernmental	3,607,780	188,630	778,921	4,575,331
Licenses and permits	261,664	-	-	261,664
Fines and forfeitures	73,897	-	-	73,897
Investment income	12,789	34,685	(1,462)	46,012
Other	2,326	-	582,048	584,374
Total Revenues	29,360,979	778,121	1,904,598	32,043,698
Expenditures:				
Current:				
General government	1,887,954	113,213	40,553	2,041,720
Public safety	2,230,977	-	248,656	2,479,633
Education	19,519,983	-	1,629,324	21,149,307
Public works	1,797,237	-	609,648	2,406,885
Health and human services	272,364	-	64,738	337,102
Culture and recreation	407,878	-	458,410	866,288
Insurance and benefits	1,833,569	-	-	1,833,569
Debt service	893,238	424,285	-	1,317,523
Intergovernmental	197,131	-	-	197,131
Total Expenditures	29,040,331	537,498	3,051,329	32,629,158
Excess (deficiency) of revenues over expenditures	320,648	240,623	(1,146,731)	(585,460)
Other Financing Sources (Uses):				
Bond proceeds	-	-	1,580,000	1,580,000
Bond premium	41,691	-	-	41,691
Transfers in	6,133	-	285,000	291,133
Transfers out	(535,000)	-	(6,133)	(541,133)
Total Other Financing Sources (Uses)	(487,176)	-	1,858,867	1,371,691
Change in fund balance	(166,528)	240,623	712,136	786,231
Fund Equity, at Beginning of Year (as restated)	5,170,038	2,822,783	1,212,592	9,205,413
Fund Equity, at End of Year	$ 5,003,510	$ 3,063,406	$ 1,924,728	$ 9,991,644

The accompanying notes are an integral part of these 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, 2013

Net changes in fund balances - total governmental funds	$ 786,231
• 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, net	1,436,760
Depreciation	(1,642,793)
• 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.	(3,757)
• 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 position:	
Repayments of debt	1,018,566
Issuance of debt	(1,580,000)
• In the statement of activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due.	(18,025)
• 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.	(1,151,165)
Change in net position of governmental activities	$ (1,154,183)

The accompanying notes are an integral part of these 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, 2013

	Original Budget	Final Budget	Actual Amounts (Budgetary Basis)	Variance with Final Budget Positive (Negative)
Revenues and other sources:				
Taxes	$ 23,252,031	$ 23,252,031	$ 23,252,031	$ -
Excise	1,086,000	1,086,000	1,329,179	243,179
Interest, penalties, and other taxes	60,000	60,000	85,881	25,881
Charges for services	265,000	265,000	303,442	38,442
Intergovernmental	2,325,687	2,325,687	2,341,255	15,568
Licenses and permits	250,000	250,000	261,664	11,664
Fines and forfeits	50,000	50,000	73,897	23,897
Investment income	10,000	10,000	11,937	1,937
Miscellaneous	-	-	2,326	2,326
Transfers in	5,940	5,940	6,133	193
Use of fund balance	1,136,155	1,156,805	1,156,805	-
Other sources	-	-	41,691	41,691
Total Revenues and Other Sources	28,440,813	28,461,463	28,866,241	404,778
Expenditures and other uses:				
General government	2,042,509	2,030,061	1,932,881	97,180
Public safety	2,264,185	2,281,410	2,270,112	11,298
Education	18,278,543	18,278,543	18,236,953	41,590
Public works	1,572,929	1,582,087	1,709,592	(127,505)
Health and human services	288,749	288,750	285,316	3,434
Culture and recreation	396,778	409,553	407,878	1,675
Insurance and benefits	1,927,462	1,927,462	1,833,407	94,055
Debt service	1,180,444	1,180,444	1,158,238	22,206
Intergovernmental	202,747	196,686	197,131	(445)
Snow/ice deficit raised	36,467	36,467	36,467	-
Transfers out	250,000	250,000	250,000	-
Total Expenditures	28,440,813	28,461,463	28,317,975	143,488
Excess of revenues and other sources over expenditures and other uses	$ -	$ -	$ 548,266	$ 548,266

The accompanying notes are an integral part of these financial statements.

TOWN OF BOXFORD, MASSACHUSETTS

FIDUCIARY FUNDS

STATEMENT OF FIDUCIARY NET POSITION

JUNE 30, 2013

	Other Post Employment Benefits Trust Fund	Private Purpose Trust Funds	Agency Funds
ASSETS			
Cash and short-term investments	$ -	$ 5,989	$ 79,760
Investments	283,207	36,892	69,008
Due from other funds	20,563	-	-
Total Assets	303,770	42,881	148,768
LIABILITIES AND NET POSITION			
Deposits held in escrow	-	-	116,767
Student activity funds	-	-	26,250
Other liabilities	-	-	5,751
Total Liabilities	-	-	148,768
NET POSITION			
Restricted for:			
Endowment	-	12,500	-
Unrestricted	303,770	30,381	-
Total net position held in trust	$ 303,770	$ 42,881	$ -

The accompanying notes are an integral part of these financial statements.

TOWN OF BOXFORD, MASSACHUSETTS

FIDUCIARY FUNDS

STATEMENT OF CHANGES IN FIDUCIARY NET POSITION

FOR THE YEAR ENDED JUNE 30, 2013

	Other Post Employment Benefits Trust Fund	Private Purpose Trust Funds
Additions:		
Interest earnings	$ 11,968	$ 303
Contributions	41,802	13,195
Total additions	53,770	13,498
Other financing sources:		
Transfers in	250,000	-
Total other financing sources	250,000	-
Deductions:		
Education	-	12,590
Total deductions	-	12,590
Net increase	303,770	908
Net position:		
Beginning of year	-	41,973
End of year	$ 303,770	$ 42,881

The accompanying notes are an integral part of these financial statements.

1. Summary of Significant Accounting Policies

The accounting policies of the Town of Boxford, Massachusetts (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 Town 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 2013, 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 Position 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 Town 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 Town 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 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 2013 tax levy reflected an excess capacity of $950,973.

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 Town 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 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 Town'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 Position.

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 position".

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 there-

fore, 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.
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 Position - Net position represents the difference between assets/ deferred outflows and liabilities/deferred inflows. Net investment in capital assets, consists 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 position is 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. The remaining net position is 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)	$ 29,360,979	$ 29,040,331
Other financing sources/uses (GAAP basis)	47,824	535,000
Subtotal (GAAP Basis)	29,408,803	29,575,331
Adjust tax revenue to accrual basis	(431,990)	-
Reverse beginning of year appropriation carryforwards from expenditures	-	(748,482)
Add end of year appropriation carryforwards to expenditures	-	718,976
To record use of free cash	1,156,805	-
To reverse the effect of non-budgeted State contributions for teachers' retirement	(1,266,525)	(1,266,525)
To record raising of prior year's snow and ice deficit	-	36,467
Reverse effects of combining general fund and stablization funds (GASB 54)	1,895	-
Reverse other activity	(2,747)	2,208
Budgetary basis	$ 28,866,241	$ 28,317,975

D. *Excess of Expenditures Over Appropriations*

Expenditures exceeding appropriations during the current fiscal year were as follows:

Public Works	$(127,505)
Intergovernmental	$(445)

E. Deficit Fund Equity

The following funds had deficit balances as of June 30, 2013:

Communications Equipment Grant	$(3,116)
Chapter 90 Road Improvements	$(2,142)
Special Education Grant	$(6,241)
Emergency Management Planning Grant	$(2,032)

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

3. Cash and Short-Term Investments

Custodial credit risk for deposits is the risk that in the event of a bank failure, the deposits may not be returned. 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, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party.

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, 2013, none of the Town's bank balance of $6,128,583 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, 2013, all of the Town's investments are in compliance with these policies.

Presented below is the actual Moody's rating as of June 30, 2013 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	A1	A3	Baa1
Certificates of deposits	$ 2,889	N/A	$ 2,889	$ -	$ -	$ -	$ -
Federal agency securities	555	N/A	-	555	-	-	-
Corporate bonds	619	N/A	-	-	310	25	284
Corporate equities	325	N/A	325	-	-	-	-
State pool	283	N/A	283	-	-	-	-
Mutual funds	613	N/A	613	-	-	-	-
Total investments	$ 5,284		$ 4,110	$ 555	$ 310	$ 25	$ 284

B. *Custodial Credit Risk*

The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g. broker-dealer) to a transaction, a government will not be able to recover the value of its investments. The Town reviews its investment firms' financial statements and the background of 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, 2013, 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, 2013, 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, 2013, 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, 2013, 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
Debt Related Securities:			
Corporate bonds	$ 619	$ 232	$ 387
Federal agency securities	555	-	555
Total	$ 1,174	$ 232	$ 942

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, 2013 consist of the following:

Real estate	$ 223,631
Personal property	870
Tax title	1,439
Community preservation	4,463
Total	$ 230,403

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	$ 15,168

7. Interfund Fund Receivables/Payables

The following is an analysis of the June 30, 2013 balances in interfund receivable and payable accounts:

Fund	Due From Other Funds	Due To Other
General Fund	$ -	$ 20,563
Other Post Employment Benefits Trust Fund	20,563	-
Total	$ 20,563	$ 20,563

8. Capital Assets

Capital asset activity for the year ended June 30, 2013 was as follows (in thousands):

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental Activities:				
Capital assets, being depreciated:				
Buildings and improvements	$ 19,914	$ 679	$ -	$ 20,593
Machinery, equipment, and furnishings	3,546	490	-	4,036
Infrastructure	32,069	404	-	32,473
Total capital assets, being depreciated	55,529	1,573	-	57,102
Less accumulated depreciation for:				
Buildings and improvements	(7,401)	(527)	-	(7,928)
Machinery, equipment, and furnishings	(2,080)	(265)	-	(2,345)
Infrastructure	(10,816)	(851)	-	(11,667)
Total accumulated depreciation	(20,297)	(1,643)	-	(21,940)
Total capital assets, being depreciated, net	35,232	(70)	-	35,162
Capital assets, not being depreciated:				
Land	19,506	130	-	19,636
Construction in progress	1,847	828	(1,093)	1,582
Total capital assets, not being depreciated	21,353	958	(1,093)	21,218
Governmental activities capital assets, net	$ 56,585	$ 888	$ (1,093)	$ 56,380

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

Governmental Activities:	
General government	$ 180
Public safety	209
Education	257
Public works	947
Human services	7
Culture and recreation	43
Total depreciation expense - governmental activities	$ 1,643

9. Warrants Payable

Warrants payable represent 2013 expenditures paid by July 15, 2013 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. 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.

12. Notes Payable

The following summarizes activity in notes payable during fiscal year 2013:

	Balance Beginning of Year	New Issues	Maturities	Balance End of Year
Cole School Roof	$ 220,000	$ -	$ (220,000)	$ -
Colby Land Acquisition	200,000	-	(200,000)	-
Spofford Pond School Water	455,000	-	(455,000)	-
Spofford Pond Ventilation	410,000	-	(410,000)	-
Total	$ 1,285,000	$ -	$ (1,285,000)	$ -

13. 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 6/30/13
Bonds payable - Inside the Debt Limit				
Lockwood/Lord/Haynes land - refunding	$ 943,000	06/15/17	2.21%	$ 430,000
Fire truck	255,000	08/15/13	3.67%	15,000
Fire truck refunding	60,000	08/15/17	0.91%	60,000
Police station refunding	1,367,000	08/15/20	1.18%	1,202,000
Town Hall construction	4,270,000	08/15/13	4.04%	225,000
Town Hall construction refunding	1,955,000	08/15/22	1.36%	1,955,000
Sawyer/Richardson land	3,000,000	08/15/13	4.05%	160,000
Sawyer/Richardson land refunding	1,393,000	08/15/22	1.38%	1,393,000
Spofford Pond Road drainage	300,000	08/15/13	4.04%	20,000
Spofford Pond Road drainage refunding	85,000	08/15/22	1.35%	85,000
Anvil Farm land	850,000	06/15/26	3.90%	600,000
Haynes land	1,900,000	06/15/27	3.94%	1,400,000
Lincoln Hall building renovations	675,000	06/15/27	3.93%	490,000
School remodeling	355,000	09/15/27	1.60%	355,000
Land acquisition	190,000	09/15/27	1.55%	190,000
Fire truck	430,000	09/15/27	1.70%	430,000
Dump truck	205,000	09/15/22	1.24%	205,000
Bonds payable - Outside the Debt Limit				
School construction - refunding	310,500	06/15/16	2.12%	140,000
Landfill closure - refunding	456,500	06/15/17	2.24%	215,000
Title V MWPAT - Loan 1	200,000	08/01/18	0.00%	65,212
Title V MWPAT - Loan 2	48,524	02/01/21	0.00%	21,603
Water treatment plant	400,000	09/15/27	1.70%	400,000
Total Governmental Activities:	$ 19,648,524			$ 10,056,815

B. *Future Debt Service*

The annual payments to retire all general obligation long-term debt outstanding as of June 30, 2013 are as follows:

Governmental	Principal	Interest	Total
2014	$ 1,108,565	$ 309,073	$ 1,417,638
2015	1,108,562	260,156	1,368,718
2016	1,088,561	228,781	1,317,342
2017	1,008,562	196,319	1,204,881
2018	858,561	164,569	1,023,130
2019 - 2023	3,709,004	453,320	4,162,324
2024 - 2028	1,175,000	94,451	1,269,451
Total	$ 10,056,815	$ 1,706,669	$ 11,763,484

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, 2013:

General fund	$ 6,613,815
Community preservation fund	3,443,000
Total	$ 10,056,815

C. *Changes in General Long-Term Liabilities*

During the year ended June 30, 2013, the following changes occurred in long-term liabilities (in thousands):

	Total Balance 7/1/12	Additions	Reductions	Total Balance 6/30/13	Less Current Portion	Equals Long-Term Portion 6/30/13
Governmental Activities						
Bonds payable	$ 9,495	$ 1,580	$ (1,018)	$ 10,057	$ (1,109)	$ 8,948
Other:						
Compensated absences	376	40	(2)	414	(41)	373
Landfill postclosure	1,145	-	(41)	1,104	(43)	1,061
OPEB	5,413	1,660	(506)	6,567	-	6,567
Totals	$ 16,429	$ 3,280	$ (1,567)	$ 18,142	$ (1,193)	$ 16,949

14. Landfill 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.

15. Deferred Inflows of Resources

Deferred inflows of resources are the acquisition of net assets by the Town that are applicable to future reporting periods. Deferred inflows of resources have a negative effect on net position, similar to liabilities.

The following is a summary of deferred inflow of resources balances as of June 30, 2013:

	Entity-wide Basis	Governmental Funds	
	Governmental Activities	General Fund	Community Preservation Fund
Septic betterments	$ 42,009	$ -	$ -
Deferred revenues	$ -	$ 205,199	$ 1,923

16. Restricted Net Position

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

Permanent fund restricted net position is 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.

The Town has 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, 2013:

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 Community Preservation funds, various special revenue funds, capital projects funded by borrowing 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 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, 2013:

	General Fund	Community Preservation Fund	Nonmajor Governmental Funds	Total Governmental Funds
Nonspendable				
Nonexpendable permanent funds	$ -	$ -	$ 5,000	$ 5,000
Total Nonspendable	-	-	5,000	5,000
Restricted				
Community preservation funds	-	3,063,406	-	3,063,406
Special revenue funds	-	-	1,361,800	1,361,800
Capital projects funded by borrowing	-	-	438,211	438,211
Expendable permanent funds	-	-	67,269	67,269
Total Restricted	-	3,063,406	1,867,280	4,930,686
Committed				
Special revenue funds	-	-	65,979	65,979
Article carryforwards	401,846	-	-	401,846
Total Committed	401,846	-	65,979	467,825
Assigned				
Encumbrances	317,131	-	-	317,131
Designated fund balance	41,878	-	-	41,878
Appropriated fund balance	962,190	-	-	962,190
Total Assigned	1,321,199	-	-	1,321,199
Unassigned				
General fund [1]	3,280,465	-	-	3,280,465
Special revenue fund deficits	-	-	(11,389)	(11,389)
Capital project fund deficits	-	-	(2,142)	(2,142)
Total Unassigned	3,280,465	-	(13,531)	3,266,934
Total Fund Balances	$ 5,003,510	$ 3,063,406	$ 1,924,728	$ 9,991,644

(1) Includes general stabilization of $756,702

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	$ 3,280,465
Stabilization fund	(756,702)
Snow and ice deficit	159,965
Appellate tax board cases	242,556
Statutory (UMAS) Balance	$ 2,926,284

19. Subsequent Events

Debt

Subsequent to June 30, 2013, the Town has incurred the following debt:

	Amount	Interest Rate	Issue Date	Maturity Date
Bond anticipation note	$ 1,027,150	1.25%	10/04/13	10/03/14

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, 2013, 2012, and 2011 were $785,596, $752,054, and $734,331, 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, 2013 was not available.

C. 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 2013, the Commonwealth of Massachusetts contributed $1,266,525 to the MTRS on behalf of the Town. This is included in the intergovernmental revenues and education expenditures 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 Position 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, 2011, the actuarial valuation date, approximately

88 retirees and 199 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 between 21% and 50% for Individual and Family medical 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 year 2013 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, 2013, 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, 2011.

Annual Required Contribution (ARC)	$ 1,552,265
Interest on net OPEB obligation	216,502
Adjustment to ARC	(300,969)
Amortization of actuarial (gains) / losses	192,895
Annual OPEB cost	1,660,693
Contributions made	(506,084)
Increase in net OPEB obligation	1,154,609
Net OPEB obligation - beginning of year	5,412,545
Net OPEB obligation - end of year	$ 6,567,154

The Town's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation for the 2013 fiscal year and the two preceding years were as follows:

Fiscal Year Ended	Annual OPEB Cost	Percentage of OPEB Cost Contributed	Net OPEB Obligation
2011	$ 1,464,772	23.53%	$ 4,339,762
2012	$ 1,546,937	30.65%	$ 5,412,545
2013	$ 1,660,693	30.47%	$ 6,567,154

The Town's net OPEB obligation as of June 30, 2013 is recorded as a noncurrent liability in the Statement of Net Position.

E. *Funded Status and Funding Progress*

The funded status of the plan as of July 1, 2011, the date of the most recent actuarial valuation was as follows:

Actuarial accrued liability (AAL)	$ 16,318,053
Actuarial value of plan assets	-
Unfunded actuarial accrued liability (UAAL)	$ 16,318,053
Funded ratio (actuarial value of plan assets/AAL)	0.0%
Covered payroll (active plan members)	$ 34,392,073
UAAL as a percentage of covered payroll	47.4%

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, mortality, 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, 2011 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 8.0% graded down to 5.0% over three years. The UAAL is amortized over a period of thirty years with annual compensation increases of 3.0% per year and a general inflation assumption of 2.5% per annum. As of July 1, 2011, the most recent actuarial valuation date, the Town's remaining amortization period was 26 years.

23. Risk Management

The Town 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 Town 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 2013, as defined by GASB Statement 34, have changed from the previous fiscal year. Accordingly, the following reconciliation is provided:

	Fund Equity 6/30/12 (as previously reported)	Reclassification	Fund Equity 6/30/12 (as restated)
Spofford Pond School Renovations	$ (40,156)	$ 40,156	$ -
Nonmajor funds	1,252,748	(40,156)	1,212,592
Total	$ 1,212,592	$ -	$ 1,212,592

25. Implementation of New GASB Standards

The GASB has issued Statement No. 68, *Accounting and Financial Reporting for Pensions*, which is required to be implemented in fiscal year 2015. Management's current assessment is that this pronouncement will have a significant impact on the Town's basic financial statements by recognizing as a liability and expense, the Town's applicable portion of the Essex Regional Retirement System's actuarially accrued liability.

TOWN OF BOXFORD, MASSACHUSETTS

SCHEDULE OF FUNDING PROGRESS

REQUIRED SUPPLEMENTARY INFORMATION

June 30, 2013
(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
07/01/11	$ -	$ 16,318	$ 16,318	0.0%	$ 34,392	47.4%

ESSEX COUNTY RETIREMENT SYSTEM
REQUIRED SUPPLEMENTARY INFORMATION
(Unaudited)

Employees' Retirement System
Schedule of Funding Progress

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]
01/01/11	$ 278,332,006	$ 536,115,536	$ 257,783,530	51.9%	$ 119,707,156	215.3%
01/01/08	$ 301,420,965	$ 445,171,554	$ 143,750,589	67.7%	$ 111,726,856	128.7%
01/01/06	$ 261,327,047	$ 376,034,621	$ 114,707,574	69.5%	$ 98,641,094	116.3%

See Independent Auditors' Report.

FINANCE COMMMITTEE

The Finance Committee saw some turnover in volunteers in 2013. Two members left and both seats were not filled again until early 2014. Regardless of the committee make-up, the Finance Committee maintains the Town policy of using recurring revenues to fund recurring expenses. It is our belief that this balanced budget policy engenders a Town Meeting expectation of conservative financial management of Town resources, regardless of who presents the spending ideas.

The budget for Fiscal Year 2014 (July 1, 2013 through June 30, 2014) was presented at the May 14, 2013 Annual Town Meeting, and passed unanimously. Free Cash was certified in the fall of 2013 at $2,308,940

Kathleen Benevento, Town of Boxford's Finance Director, continues to provide detailed, high quality financial reports and supporting materials to the Committee for consideration. It is our opinion that the town is fortunate to have her working for the residents of Boxford.

Looking back over 2013, the Finance Committee dealt with a difficult winter situation and a tight budget year. Looking forward to 2014 and beyond, the Finance Committee expects major capital items to lead the financial discussion. With major capital improvement projects, including a new library, new playing fields, updated elementary school equipment and improved space for the senior center, the affordability of each will be considered carefully.

An additional consideration in the affordability question remains the state of the pension and other post employment benefit (OPEB) costs. With both having sizable unfunded liabilities, how the town addresses these needs today, could have long standing financial implications for the quality of life provided by the local government.

Lastly, I would like to extend my appreciation to Bob Fanning for his leadership as Chair of the Finance Committee over the past year. His resignation from the Committee was a disappointment to many of us, as his senior management skills developed in the healthcare field were a tremendous asset to the community. His wit, expertise and focus will be missed.

Respectfully submitted,
Geoffrey Buswick, Chair
Michael White, Vice Chair
Peter Bernardin
Susan Fowler
Carl Noblitt
Christopher Wakeman
Bill Shickolovich

BOARD OF ASSESSORS

ANNUAL REPORT

Boxford's Fiscal Year 2014 total property valuation of $1,556,386,995 includes $9,433,877 in new growth this past fiscal year, which is an increase of $1,105,249 over the prior year. This increase is due to a combination of home improvements, as well as the completion of a few single family homes that have been in progress for several years.

New home construction is a major contributor to new growth. The number of new home permits has remained stable over the last couple of years, but is still historically low compared with permits issued during the last decade.

Fiscal Year	New Home Permits
2003	12
2004	11
2005	12
2006	9
2007	4
2008	5
2009	3
2010	3
2011	2
2012	4
2013	4

After a review of home sales that occurred during 2012, the Board determined that property valuations decreased approximately one and a half percent from the prior year. The average residential property assessment for Fiscal Year 2014 is $549,000, a decrease from the Fiscal Year 2013 average residential property assessment of $558,000. The 2014 tax rate was set at $15.47 per thousand of assessed value, an increase of about four percent from last year. A total of 3,051 real and personal property tax bills were issued for Fiscal Year 2014.

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 the requirement to follow specific state revaluation regulations creates a hardship for some residents, particularly the senior population. The assessors continue to work with the Council on Aging to ensure that all seniors are familiar with any and all tax lowering programs that are available to them.

In Fiscal Year 2013 (prior year), of the 3,051 real and personal property tax bills that were issued, 35 resulted in abatement filings. The percentage of abatement filings was 1%. Approved abatements resulted in 24 valuation changes and a $23,069 reduction in taxes. The board granted 65 personal exemptions totaling $100,899 in reduced taxes to qualified homeowners based on age, financial condition, blindness or veteran's service connected disability. The board also granted 31Community Preservation Surcharge abatements due to age and financial status, which totaled a $4,573 reduction in taxes. An additional $12,987 was abated due to the Senior Tax Work-Off Program.

Auto excise taxes resulted in approximately $1,329,000 in income to the town from over 7,700 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 requirement 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 continue to meet this requirement.

The Board accepted the resignation of member, Paul Dettorre in November. Paul served on the Board of Assessors for the past five years. His contributions have been greatly appreciated and the Board wishes him well in his future endeavors.

The Board of Assessors would like to thank Kristin Hanlon, Director of Assessment, and Jan Silva, Assessing Clerk, for their 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 to the town 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 $11,046,925 in cash held by the town on June 30, 2013. Comparative data is provided 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 $6.66 million on 6/30/13 is $0.86 million less than at the end of the previous fiscal year. The decrease represents the spending of short-term borrowings for Spofford Pond School renovation projects during the summer months of 2012.

Trust Fund earnings in FY 2013 were $5,000 less than earned in the previous fiscal year due to overall lower yields on very conservative investments. FY 2013 earnings on the Community Preservation Fund were approximately 5% lower than in the previous year primarily due to the lower interest rate environment offset by slightly higher equity dividends.

The market value of the Community Preservation Fund is 2.2% greater than book value primarily due to appreciation of the equity portion of the portfolio. The absence of equities in the Trust Fund portfolio is the primary reason why market and book value are nearly equal.

The **Report of Trust, Gift and Restricted Funds** provides account activity by fund for Fiscal Year 2013.

Respectfully submitted,
Ellen S. Guerin, Treasurer/Collector of Taxes
Town of Boxford

Town of Boxford
Report on Investments
Year Ended 6/30/13

Depository Institution	Purpose	Balance 6/30/13	FY 2013 Earnings	Rate of Return 6/30/13	% 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	$ 295,269	$ 94	0.01%	4.4%	FHLB Irrevocable Letter of Credit
TD Bank	Municipal Money Market	$ 3,386,450	$ 7,051	0.20%	50.8%	FHLB Irrevocable Letter of Credit
TD Bank	Escrow Checking	$ 5,644	$ 1	0.01%	0.1%	FHLB Irrevocable Letter of Credit
TD Bank	School Lunch	$ 353,206	$ 26	0.01%	5.3%	FHLB Irrevocable Letter of Credit
TD Bank	Student Activity--Cole	$ 17,246	$ 40	0.20%	0.3%	FHLB Irrevocable Letter of Credit
TD Bank	Student Activity-Spofford Pond	$ 9,911	$ 27	0.20%	0.1%	FHLB Irrevocable Letter of Credit
Unibank	State Aid/Grant Receipts	$ 469,689	$ 693	0.25%	7.0%	FDIC and DIF
Unibank	On-line Tax Collections	$ 51,248	$ 305	0.15%	0.8%	FDIC and DIF
Unibank	Fire Department	$ 20,289	$ 38	0.15%	0.3%	FDIC and DIF
Unibank	Town Clerk	$ 1,940	$ 3	0.15%	0.0%	FDIC and DIF
Century Bank	On-line Tax Collections	$ 34,676	$ 47	0.05%	0.5%	FDIC
Century Bank	Tax Payment Lockbox	$ 22,236	$ 257	0.05%	0.3%	FDIC
Mass Municpl Depository Trust	State Investment Pool	$ 543,061	$ 1,774	0.19%	8.1%	G.L. Ch. 29, Sec. 38A
Eastern Bank	Municipal Money Market	$ 117,879	$ 157	0.10%	1.8%	FDIC
First Trade Union Bank	Municipal Money Market	$ 107,453	$ 349	0.26%	1.6%	FDIC
Commonwealth Financial	Certificates of Deposit	$ 1,225,274	$ 1,141	0.49%	18.4%	FDIC ins. Money Mkts@ various banks)
Total General Fund		**$ 6,664,046**	**$ 12,003**		**100%**	
Trust Funds (Long Term):						
Commonwealth Financial	Trust Funds	$ 1,020,728	$ 6,981	0.26%		G.L. Ch. 44, Sec. 54
Commonwealth Financial	Community Preservation Fund	$ 3,044,547	$ 44,639	1.14%		G.L. Ch. 44, Sec. 54
STBTF @ PRIT	OPEB Fund	$ 281,019	$ 9,780	12.7%		G.L. Ch. 32, Sec. 23(2A)
Developer's Performance Bonds:						
TD Bank	Reddington Ridge	$ 27,898	$ 14	0.05%		G.L. Ch. 41, Sec. 81U
North Shore Bank	Meadowwood	$ 5,334	$ 11	0.26%		G.L. Ch. 41, Sec. 81U
Eastern Bank	Burning Bush	$ 3,354	$ 4	0.20%		G.L. Ch. 41, Sec. 81U
Total Cash		**$ 11,046,925**	**$ 73,432**			

Town of Boxford
Changes in Cash and Earnings
FY 2012 - 2013

	Fiscal Year Ended 6/30/12		Fiscal Year Ended 6/30/13	
	Cash Balance	Earnings	Cash Balance	Earnings
General Fund	$ 7,524,547	$ 18,044	$ 6,664,046	$ 12,004
Community Preservation Fund	$ 2,794,569	$ 46,784	$ 3,044,547	$ 44,639
Trust Funds	$ 1,007,360	$ 11,979	$ 1,020,728	$ 6,980
OPEB Trust Fund	$ -	$ -	$ 281,019	$ 9,780
Performance Bonds	$ 36,523	$ -	$ 36,585	$ 29
Totals	**$ 11,362,999**	**$ 76,807**	**$ 11,046,925**	**$ 73,432**

Analysis of significant changes in cash balance and earnings:

--G/F Cash balance decreased $0.86 million because funds used to pay for Spofford Pond School renovations were borrowed in FY2012 but not spent until FY2013.

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

--Slight decrease in earnings on CP fund in FY13 were primarily due to lower interest rate environment offset by slightly higher equity dividends

--Lower earnings on Trust Funds in FY13 were primarily a result of lower interest rate environment. No equity exposure during the fiscal year.

	Book Value	Market Value	inc.(dec.)	% inc.(dec)	
Community Pres Fund 6-30-12*	$ 2,856,446	$ 2,932,300	$ 75,854	2.7%	While there was a reduction in overall income for FY13, the
Community Pres Fund 6-30-13*	$ 3,051,280	$ 3,117,181	$ 65,901	2.2%	account actually increased in value due to favorable equity exposure
Trust Funds 6-30-12*	$ 1,012,418	$ 1,022,001	$ 9,583	0.9%	The difference between market and book value decreased due to an
Trust Funds 6-30-13*	$ 1,020,728	$ 1,020,781	$ 53	0.0%	increase in interest at year-end as well as an absence of equities

*Amounts include transfers in transit at 6/30

TOWN OF BOXFORD
TRUST, GIFT AND RESTRICTED FUNDS
Fiscal Year Ended 6/30/13

FUND #	FUND NAME	RESPONSIBLE BOARD	BALANCE 7/1/2012	FY 2013 RECEIPTS	FY 2013 PAYMENTS	FY 2013 INTEREST	BALANCE 6/30/2013
	RESTRICTED FUNDS:						
8078	Arts Cultural Council	Arts Council	$ 4,030.16	$ 3,870.00	$ 1,764.90	$ 27.09	$ 6,162.35
8079	Unemployment Fund	Selectmen	$ 33,761.36	$ -	$ -	$ 232.65	$ 33,994.01
8083	Stabilization Fund	Town Meeting	$ 751,483.75	$ -	$ -	$ 5,178.95	$ 756,662.70
8084	Conservation Fund	Conservation Comm	$ 1,834.37	$ -	$ 300.00	$ 10.65	$ 1,545.02
8085	Insurance Fund	Commission	$ 38,677.94	$ -	$ 5,000.00	$ 264.58	$ 33,942.52
	ConsCom Development Deposits :						
2301	Cons Bond Walker DEP # 114-762	Conservation Comm	$ 2,031.58	$ -	$ -	$ 14.01	$ 2,045.59
2302	Cons Bond M. Hill DEP # 114-750	Conservation Comm	$ 966.73	$ -	$ -	$ 6.64	$ 973.37
2304	Cons Bond E&F DEP # 114-643	Conservation Comm	$ 15,076.70	$ -	$ -	$ 103.93	$ 15,180.63
2305	Cons Bond Maritime DEP # 114-822	Conservation Comm	$ 12,798.78	$ -	$ -	$ 88.18	$ 12,886.96
2306	Cons Bond Wildmeadow DEP # 114-1037	Conservation Comm	$ 150.43	$ -	$ -	$ 1.06	$ 151.49
2308	Cons Bond Willowdale/Decoulos Parcel A	Conservation Comm	$ 1,972.42	$ 1,225.00	$ 2,075.04	$ 10.97	$ 1,133.35
2310	Cons Bond Pine Ridge	Conservation Comm	$ -	$ 5,000.00	$ 4,972.21	$ 4.58	$ 32.37
	Consultants' Fees: Planning Board						
2200	Consultants: Village Estates	Planning Board	$ 247.94	$ -	$ -	$ 1.73	$ 249.67
2201	Memorial Hill Developer Deposit	Planning Board	$ 22,518.38	$ -	$ -	$ 155.19	$ 22,673.57
2202	Consultants: Aldershot Estate	Planning Board	$ 2,500.53	$ -	$ -	$ 17.23	$ 2,517.76
2203	Consultants: Lauren Woods	Planning Board	$ 6,161.05	$ -	$ -	$ 42.46	$ 6,203.51
2204	Consultants: Johnsons Pond	Planning Board	$ 92.72	$ -	$ -	$ 0.65	$ 93.37
2205	Consultants: Spofford Road	Planning Board	$ 318.86	$ -	$ -	$ 2.20	$ 321.06
2207	Consultants: Glendale Road	Planning Board	$ 3,859.14	$ -	$ -	$ 26.60	$ 3,885.74
2311	Consultants: Haynes Land	Planning Board	$ -	$ 9,000.00	$ 7,200.00	$ 7.23	$ 1,807.23
2212	Consultants: Weathered Walls	Planning Board	$ 114.83	$ -	$ 52.24	$ 0.40	$ 62.99
2213	Consultants: Budnick Development	Planning Board	$ 2,360.98	$ -	$ -	$ 15.97	$ 2,376.95
2214	Consultants: Pine Ridge	Planning Board	$ -	$ 5,300.00	$ 5,300.61	$ 2.31	$ 1.70
2315	Consultants: Pine Ridge (Construction)	Planning Board		$ 7,610.00		$ 3.04	$ 7,613.04
	Restricted Funds Sub-Total		**$ 900,958.65**	**$ 32,005.00**	**$ 26,665.00**	**$ 6,218.30**	**$ 904,903.91**
	TRUST FUNDS:						
8214	Emma S. Cote Library Fund--Expendable	Library	$ 2.92	$ -	$ 2.92	$ 3.29	$ 3.29
8219	Emma S. Cote Library Fund--Non-Expend.	Library	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00
8231	Barker Trust Fund	Elementary School	$ 2,305.69	$ 5,000.00	$ 2,836.00	$ 42.24	$ 4,511.93
8401	Town School Fund--Non-Expendable	Commission	$ 4,000.00	$ -	$ -	$ -	$ 4,000.00
8422	Town School Fund--Expendable	Commission	$ 8,146.66	$ -	$ -	$ 83.70	$ 8,230.36
8423	Tri-Centennial Memorial Park Fund	Commission	$ 14,292.37	$ -	$ -	$ 98.51	$ 14,390.88
8424	Michelle Wilson Fund--Expendable	Commission	$ 11,797.00	$ -	$ -	$ 81.28	$ 11,878.28
8425	COA Memorial Van Fund	Commission	$ 17,142.50	$ 139.00	$ 1,395.00	$ 111.09	$ 15,997.59
8426	Ackerman Playground Maintenance Fund	Commission	$ 5,741.42	$ -	$ 462.69	$ 38.88	$ 5,317.61
	Trust Funds Sub-total		**$ 64,428.56**	**$ 5,139.00**	**$ 4,696.61**	**$ 458.99**	**$ 65,329.94**
	PRIVATE PURPOSE FUNDS						
8221	Scholarship Fund	Scholarship Comm.	$ 142.59	$ 75.00	$ 100.00	$ 0.77	$ 118.36
8222	Education Fund	Scholarship Comm.	$ 1,736.49	$ 60.00	$ -	$ 12.12	$ 1,808.61
8232	Griffin Fund--Expendable	Elementary School	$ 331.60		$ 200.00	$ 53.98	$ 185.58
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	$ 14,344.96	$ -	$ -	$ 98.87	$ 14,443.83
8412	Perley Parkhurst Cole Fund	Commission	$ 3,191.64	$ 13,060.03	$ 12,290.00	$ 36.05	$ 3,997.72
8413	Sarah Perley Trust Fund--Expendable	Commission	$ 5,168.79	$ -	$ -	$ 70.09	$ 5,238.88
8414	Curtis Killam Burial Fund	Commission	$ 4,556.76	$ -	$ -	$ 31.28	$ 4,588.04
	Private Purpose Funds Sub-total		**$ 41,972.83**	**$ 13,195.03**	**$ 12,590.00**	**$ 303.16**	**$ 42,881.02**
	TOTAL FUNDS		**$ 1,007,360.04**	**$ 50,339.03**	**$ 43,951.61**	**$ 6,980.45**	**$ 1,013,114.87**

OFFICE OF THE TREASURER/COLLECTOR OF TAXES
REPORT OF OUTSTANDING DEBT
FISCAL YEAR 2013, ENDED JUNE 30, 2013

Outstanding debts as of June 30, 2013 were as follows:

Police Station Construction	$ 1,202,000	2.00% - 3.00%	2012	N/A	2020
Mass Water Pollution Abatement Loans	86,815	0%	2001	N/A	2021
Municipal Purpose Loan # 1 (see below)	3,913,000	2.00% - 3.00%	2012	N/A	2022
Municipal Purpose Loan # 2 (see below)	2,490,000	3.25% - 4.75%	2008	2018	2026
Municipal Purpose Loan # 3 (see below)	785,000	2.00% - 3.00%	2009	N/A	2017
Municipal Purpose Loan # 4 (see below)	1,580,000	2.00% - 2.25%	2012	2023	2027
Total Outstanding Principal--Bonds	**$ 10,056,815**				

Municipal Purpose Loan # 1

Purpose	Principal Balance June 30, 2013	Rate of interest payable through remaining term	Year of Issue	Year Callable	Year of Maturity
Short-term (Notes)	none				
Long-term (Bonds):					

Town Hall Construction	$ 2,180,000
Wunnegan Land Acquisition	1,553,000
Spofford Road Drainage	105,000
Fire Truck	75,000
Total Loan # 1	**$ 3,913,000**

Municipal Purpose Loan # 2

Haynes II Land Acquisition	$ 1,400,000
Lincoln Hall Renovation	$ 490,000
Anvil Farm Land Acquisition	$ 600,000
Total Loan # 2	**$ 2,490,000**

Municipal Purpose Loan # 3

Lord, Lockwood, Haynes Land Acquistn	$ 430,000
Landfill Closure	$ 215,000
School Construction '96	$ 140,000
Total Loan # 3	**$ 785,000**

Municipal Purpose Loan # 4

Fire Truck	$ 430,000
Spofford Pond School Water System	$ 400,000
Spofford Pond School HVAC System	$ 355,000
DPW Dump Truck	$ 205,000
Colby Land Acquisition	$ 190,000
Total Loan # 4	**$ 1,580,000**

BOARD OF COMMISSIONERS OF TRUST FUNDS
AWARDS MADE FOR 2013 FROM THE
PERLEY-PARKHURST-COLE MEMORIAL TRUST FUND

Organizations:

Town of Boxford – Cole School Playground Fund	$2,100.00
Boy Scouts of America Hamilton Troop #35	$1,000.00
Boy Scouts of America Boxford Troup 51	$1,190.00
2013 Total Payments to Organizations	**$ 4,290.00**

Two (2) Scholarships for Masconomet Students Residing in Boxford

Jonathan Cabour	$ 1,000.00
Jacob Wootan	$ 1,000.00
2013 Total Payments for Masconomet Scholarships	**$ 2,000.00**

Six (6) 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
Julia Simonetti	$ 1,000.00
Katherine Maysek	$ 1,000.00
Eric Murrer	$ 1,000.00
Anthony Dinanno	$ 1,000.00
2013 Total Payments for PPC Scholarships	**$ 6,000.00**
TOTAL 2013 PPC AWARDS & SCHOLARSHIPS	**$12,290.00**

*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(RESIGNED 2012)
Francis Brickelmaier, Sr.
Judi Stickney

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 18 of the award year. The Commissioners of Trust Funds will conduct interviews as necessary through March 18, and will notify all applicants of their award status in late March and April.

   Requests received after March 18 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 reviewed capital projects presented to the Town and graded each as to its long-term return and essential need to the town. These rankings were made available at the Annual Town Meeting in our Five Year Capital Forecast. It is a comprehensive listing of known Town Capital requirements for the Town's review in decision making.

Our ongoing concern about support for capital structures and maintenance of the existing Town facilities continues, and we are pleased with the work done by the Permanent Building Committee to maintain and review in a methodic and consistent manner our aging buildings. As new projects are built and proposed, we urge the Town to weigh carefully the longer-term costs of maintenance of these projects. Buildings engender operating costs and outdoor facilities require, mowing and seeding, and all have access roads or driveways which need to be plowed and maintained. Regardless of falling enrollment, 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 will 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
Carl Noblitt
Susan Fowler

Public Safety

Communications

Police

Fire

Animal Control

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 Dispatchers. 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:
We have established an ongoing mobile and portable radio replacement program for the Police Department, Fire Department and Department of Public Works where a percentage of units are replaced annually. This allows for every radio to be replaced on a rotating cycle within a period of 12 to 15 years.

Training:
Starting July 1, 2012 Massachusetts now requires all 911 operators to be trained and certified in Emergency Medical Dispatch as well as attend 16 hours of continuing education every fiscal year. New hires are also required to complete a 40 hours basic Telecommunicator class. This is over and above the training that we provide to new hires. 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.

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.

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.**

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:
For more information on the 911 system in Massachusetts please visit the State 911 Department website at www.mass.gov/eopss/agencies/state-911/ .

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. I am proud of the work performed on a daily basis by the dedicated Communications Dispatchers who serve the residents of Boxford.

The following Dispatchers were employed during the year along with their date of hire: Richard Corsetti (2005), Tyler Dechene (1999), Peg Decoteau (2004), Ron Dole (1998), Jim Fernandes (2005), Kara Fitzpatrick (1996), Michael Powers (2004), Ted Riter (2002), Andrew Ulman (2002) and Kathleen Zolla (1988). I would like to thank Richard Corsetti who has served with us as a Dispatcher since 2005 and retired at the end of 2013, thank you Dick for your service and dedication!

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

Respectfully submitted by

Warren Gould (1986)
Director of Communications

2013 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	77	74	69	90	62	100	105	80	108	69	55	41	**930**
	OUT	64	58	35	50	52	75	70	44	62	41	33	26	**610**
Ambulance	IN	3	2	0	1	1	1	2	3	5	2	4	11	**35**
	OUT	24	16	31	22	34	25	26	32	38	46	34	55	**383**
Communications	IN	171	199	168	166	178	228	182	189	217	286	225	228	**2437**
	OUT	31	29	70	80	56	100	42	68	63	50	78	70	**737**
DPW	IN	15	18	9	8	14	23	10	23	13	11	18	24	**186**
	OUT	24	36	28	23	25	32	30	33	30	26	31	47	**365**
Fire	IN	263	246	472	1760	189	122	218	189	158	187	179	191	**4174**
	OUT	35	51	31	46	46	32	68	47	24	43	41	32	**496**
Alarm Panel	KEL	69	24	22	29	45	15	26	121	101	29	79	53	**613**
Police	IN	945	874	881	889	1087	878	1126	985	929	923	1003	1032	**11552**
	OUT	128	141	100	109	137	94	185	176	176	129	153	194	**1722**
Wrecker	IN	0	0	2	2	3	0	1	3	2	3	4	2	**22**
	OUT	13	14	12	6	14	11	9	11	20	9	10	20	**149**
Walk-in	IN	374	326	301	384	358	330	395	420	351	333	281	312	**4165**
TOTAL 2013		2236	2108	2231	3665	2301	2066	2495	2424	2297	2187	2228	2338	28576
TOTAL 2012		2220	2285	2946	3219	2516	2296	2203	2474	**2510**	2783	2070	2074	29596
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**

Radio Transmissions by month (all Departments)

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
2013	3439	2900	3335	3403	3492	3031	3281	3260	3331	3467	3419	3320	39678
2012	3112	3440	3667	3754	3907	3723	3491	3422	3238	3864	3139	3562	42319
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

BOXFORD POLICE DEPARTMENT

The Boxford Police Department experienced another busy year in 2013. We were again fortunate to be well staffed all year. We continue to be proud of our delivery of the high quality police services that our citizens deserve. We are equally proud of the excellent relationship that exists between this department and the town's citizens.

We had fewer house breaks and motor vehicle crashes than the previous year, but for the most part our statistics tend to not change dramatically from year to year. The overall number of events did not vary by 2% from last year to this year.

The police department again worked diligently to obtain whatever portion of shrinking federal and state funding is available to a town such as ours. We were successful in maintaining some matching funds for ballistic vests and some small funding through Lt. Hazelwood's Emergency Management Grants.

Boxford Police Officers received a great deal of training in 2013. Lt. Riter underwent some management training offered by the FBI, one of our firearms instructors, Officer Neeley, received enhanced training on patrol rifles and Detective Borodawka was trained in obtaining evidence from cell phones. Officer DuPont began a two part training program to become a certified Drug Recognition Expert. Reserve Kurtis Anderson successfully completed training as a firearms instructor. Of course all of our officers and reserves are trained annually on legal updates, first aid and firearms training.

The Boxford Police Department continues to collaborate with the domestic violence prevention and education initiatives of HAWK, based out of Salem, Massachusetts. Officer Louann Bonny continues to be the department's liaison in this relationship.

The fleet has added a new sedan. You will notice it as it has the same paint scheme as our two SUV's. The sedan is a new Ford product, smaller than the Crown Victoria, but equipped with all-wheel drive making it a nice fit in Boxford.

The patrol officers signed a new 3 year contract with the town in July which is valid through June of 2016. The contract is the product of a professional and cordial negotiation process. All parties are to be congratulated in coming to a timely agreement.

The police department has continued to develop its strong relationship with the Boxford and Masconomet School Districts. Lt. Riter and Officer Fitzpatrick continue to perform periodic patrols at Masco. Lt. Riter and I frequently attend school safety meeting and events and Reserve Officer Nowak teaches the DARE program at the Spofford School two days a week. In addition to these school events, the department maintains an active involvement with the Tri-Town Council, who is always looking for safe and healthy ways for young people in the Tri-Town region to spend their time.

The Boxford Police Association, supervised by Officer Nentwig, had a busy year funding and helping to serve a picnic lunch at the Council on Aging in September and actively participating with a town based charity, Secret Santa, over the Christmas Holiday. Members of the department also participated in law enforcement sponsored fund raising events in Middleton, Danvers and Boston.

Officer Brian Williams was recognized by AAA of New England as a Local Hero for his good work in ensuring school safety by his performing frequent patrols around our schools during morning drop off.

I would be remiss if I did not take the time to thank the Boxford PTO for being our partner in sponsoring the DARE program at the Spofford School. If not for their generosity, the program could not continue.

In closing I want to again thank all of my fellow department heads for their assistance throughout the year, and acknowledge the Board of Selectmen and their staff for providing us with the tools necessary to bring you the services that we do.

Lastly, I again thank the staff of the Boxford Police and Communications for all that they do for this department and town. I see and hear them every day providing extraordinary service with a smile.

Chief Murphy

Michael J. Murphy, Chief of Police
Robert D. Hazelwood, Lieutenant
James B. Riter, Lieutenant

Fulltime Officers
Brian W. Williams
John D. Iannazzo
Thomas J. Nentwig
Robert Corliss
Louann M. Bonny
Kara B. Decoteau
Joseph S. Borodawka
David Barker
Matthew E. Dupont
Brian S. Neeley

Reserve Officers
Atillio J. Paglia
Tyler N. Dechene
Peter J. Cheverie
Michele Nowak
Garry A. Abraham
Brooke L. Dechene
Brian R. Hertel
Kurtis C. Anderson
Eric M. Renda
Michael F. Ferraro

Kathleen Zolla, Police Department Secretary

Boxford Police Department
Incidents by Type

Printed: 2/12/2014 2:56 pm

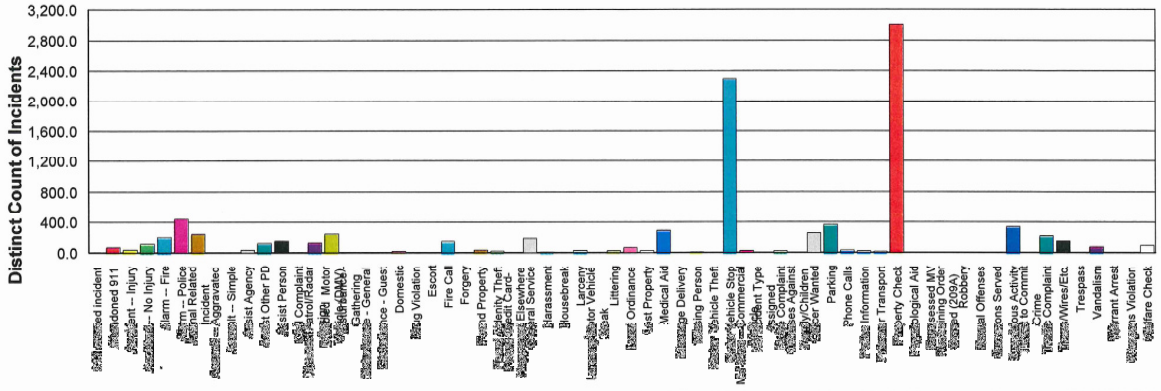
From Date:01/01/2013 to:12/31/2013

Jurisdiction: Boxford

Department: Police Department

Distinct Count of Incidents by Type

For Department: Police Department



911 created incident :	7
Abandoned 911 :	73
Accident -- Injury :	43
Accident -- No Injury :	118
Alarm -- Fire :	205
Alarm -- Police :	442
Animal Related Incident :	248
Assault -- Aggravated :	3
Assault -- Simple :	1
Assist Agency :	40
Assist Other PD :	127
Assist Person :	154
Civil Complaint :	9
Directed Patrol/Radar Assign :	132
Disabled Motor Vehicle (DMV) :	246
Disturbance - Gathering :	2
Disturbance - General :	7
Disturbance - Guest :	1
Domestic :	22
Drug Violation :	1
Escort :	2
Fire Call :	151
Forgery :	1
Found Property :	38
Fraud / Idenity Theft :	26
Fraud-Credit Card- Happened Elsewhere :	2
General Service :	187
Harassment :	11
Housebreak :	10

Boxford Police Department
Incidents by Type

Printed: 2/12/2014 2:56 pm

From Date:01/01/2013 to:12/31/2013

Jurisdiction: Boxford

Department: Police Department

Larceny :	34
Larceny/Motor Vehicle Break :	4
Littering :	28
Local Ordinance :	72
Lost Property :	31
Medical Aid :	292
Message Delivery :	1
Missing Person :	11
Motor Vehicle Theft :	2
Motor Vehicle Stop :	2,296
MV Stop -- Commercial Vehicle :	28
No Incident Type Assigned :	4
Noise Complaint :	27
Offenses Against Family/Children :	1
Officer Wanted :	256
Parking :	369
Phone Calls :	37
Police Information :	24
Prisoner Transport :	18
Property Check :	3,008
Psychological Aid :	8
Reposessed MV :	2
Restraining Order Served (209A) :	3
Robbery :	1
Sexual Offenses :	1
Summons Served :	7
Suspicious Activity :	340
Threat to Commit Crime :	6
Traffic Complaint :	218
Trees/Wires/Etc. :	153
Trespass :	7
Vandalism :	78
Warrant Arrest :	8
Weapons Violation :	1
Welfare Check :	97
Department: Police Department :	9,782
Jurisdiction: Boxford :	9,782
Total Incidents :	9,782

BOXFORD FIRE DEPARTMENT

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

NEW MEMBERS

We are happy to welcome eight new members. The new recruits completed an eight week training program and started responding September 1st. Mr. Ryan Aghoian, Mrs. Gail Butler, Mr. James Caron are now responding out of the West Station. Ms. Katie Colangelo, Mr. Peter Colangelo, Mr. Matt Dowling, Mr. David Ralph and Ms. Emily Zipkin are now responding out of the East Station.

PROMOTIONS

During the past year the fire department promoted Captain Michael Madden to the rank of Deputy Chief, Lieutenant Peter Holland to the rank of Captain and firefighter Jack Leary to the rank of Lieutenant at the West Station. Lieutenant Richard Hertel was promoted to the rank of Captain at the East Station. Also full time firefighters, Brian Geiger and Sean Merrigan, were promoted to Lieutenant. Finally, Lieutenant's Geiger and Merrigan also will be taken over the roles of Training and EMS Director respectively.

RESIGNATIONS

We would like to thank Lieutenant Kevin Sawyer, firefighters Adam Marchand, Jessica Morehouse, and Andrew Nichols on their contributions to the department. Lieutenant Sawyer (7 years) and Andrew Nichols (3 years) responded out of the West Station while Adam Marchand (6 months) Jessica Morehouse (3 years) responded out of the East Station. We would like to wish them all the best in their future endeavors.

RETIRMENTS

We would like to thank Captain Shawn Stickney, firefighter Jaquelin Benas and firefighter Mark Balding for their continuous service to the Town and Department. Captain Stickney retired at the end of June after 42 years of service. Firefighters Jaquelin Benas retired after 10 years of service and Mark Balding retired from active duty following 10 years of service. Mark Balding will continue to serve the Department as the Chaplin, performing a variety of duties and tasks.

GRANTS

In the past year, the Fire Department was awarded three grants. The first grant awarded was in the amount of $4,086.00 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 $1996.50. 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. Finally, we were awarded a vehicle grant in the amount of $140,000.00 as part of the AFG (Assistance to Firefighters Grant). The truck is expected to arrive July or August of 2014.

BOXFORD FIRE DEPARTMENT PERSONNEL

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

***Deputy Chief Michael Madden (E)**

EAST OFFICERS

*Captain Stickney, Shawn (***E***) (*June 2013*)
*Captain Hertel, Richard (***E***)
*Lieutenant Geiger, Brian (**A, E**)
*Lieutenant Merrigan, Sean (**A, P**)
*Lieutenant Philbin, John (**A, P**)

WEST OFFICERS

*Captain Holland, Peter (**E**)
*Lieutenant Aghoian, Tamara (**A, E**)
*Lieutenant Leary, John (**A, E**)

Firefighters

East

Bailey, Thomas (**A, E**)
Beardsley, Nick (**E**)
Colangelo, Katie
Colangelo, Peter
Collamore, Andrew
*Dechene, Tyler (**A, P**)
Dowling, Matt (**E**)
*Dettorre, Paul (**E**)
*Dyer, Matthew (**E**)
*Ferraro, Michael (**A, E**)
*Foster, Kevin (**E**)
*Gould, Warren
*Greelish, Daron (**A**)
Grossman, Paul
*Hertel, Brian (**A, E**)
Howard, Peter
Marchand, Adam (**E**) (*May 2013*)
Morehouse, Jessica (**E**) (*Aug. 2013*)
*Nee, Thomas
Ralph, David
*Rowen, John (**A, E**)
Thorpe, James (**A, E**)
Zipkin, Emily (**E**)

West

Aghoian, Ryan
*Arba, Nicholas (**A**)
Balding, Mark (*July 2013*)
Benas, Jill (**E**) (*Dec. 2013*)
*Bissell, Alfred (**E**)
Butler, Gail
Caron, James (**E**)
Clark, Mira (**E**)
*Clark, Paul
*Clay, Bruce (**E**)
*Fiedler, Arthur (**E**)
Harrington, Michael (**A, E**)
*Lucius, Richard (**A, E**)
Madden, Wendy (**E**)
Nichols, Andrew (**A, E**) (*May 2013*)
Prescott-Hopping, Lynne (**E**)
Reynolds, Joseph
*Slocum, Erik (**E**)
*Soltys, Michael (**A, E**)
*Stickney, Scott
Vandette, Arielle (**A, P**)
*Yako, Michael

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

2013 YEAR END CALL STATISTICS

TYPE OF ALARM	TOTAL
ALARM ACTIVATION *(HOME)*	73
ALARM ACTIVATION *(OTHER)*	47
ALARM ACTIVATION *(SCHOOL)*	25
CO DETECTOR ALARM	32
INVESTIGATION *(OTHER)*	22
INVESTIGATION *(SMOKE IN AREA)*	11
INVESTIGATION *(SMOKE IN HOUSE)*	3
MUTUAL AID	17
STRUCTURE FIRES	1
CHIMNEY FIRES	3
COOKING FIRES (*CONTAINED*)	3
BRUSH, GRASS, WOODS	24
VEHICLE FIRE	10
VEHICLE ACCIDENT	53
MEDICAL AID	338
ELECTRICAL	10
APPLIANCE or HEATING EQUIPMENT	8
MISCELLANEOUS	27
TOTAL	707
*STILL ALARMS	141

*Boxford Fire had a total of 707 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, or 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.

Number and Type of Inspections Performed:

1. Oil Burner/Oil Tanks	60
2. Propane Tanks	37
3. Smoke/Heat Detector Permits Issued (New, Remodel or Resale)	159
Number and Type of Field Inspections of Public And Commercial Buildings:	65

Fire Reports Issued:

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

Fees Collected:

1. Burning Permits (720 permits)	$14,400.00
2. Smoke Detector Permits (New, Remodel, Resale)	$8,525.00
3. Oil Burners, Propane, and Tanks,	$5,025.00
4. Other Fees	$1,320.00
Total Fees Collected:	**$29,270.00**

BOXFORD FIRE FIGHTERS GIFT FUND

The Boxford Fire Fighters Gift Fund was the recipient of many memorial gifts in 2013. These funds, along with other generous gifts donated throughout the year, allow us to purchase lifesaving medical and firefighting 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.

BOXFORD FIRE FIGHTER'S RELIEF ASSOCIATION

The Boxford Firefighter's Relief Association is a group of volunteers who provide continued support to the firefighters during illness, injury or other family crises. In addition to supporting our members, the Association sponsors the Boy Scout Troop 51,
the Fire Explore Post 911, Matthew Smith Scholarship and other activities throughout the year. Membership is open to any individual who is 18 years or older. If interested call the fire department for more information.

EXPLORING: THE YOUNG ADULT DIVISION OF THE BOY SCOUTS

The Boxford Fire Explorer Post #911 is a group of young adults interested in learning both EMS and Firefighting skills. The explorers meet on Monday nights and train alongside the fire department. Open enrollment is available to any high school student at least 14 years old. Their attendance and participation fulfills their Public Service obligation at Masconomet Regional High School. I would like to thank firefighters Peter Howard, John Rowen, and Mrs. Kathy Zolla for their dedication and assistance with the Fire Explorer program.

NEW ENGINE

I am pleased to report that our newest engine has arrived and in service. The new engine is a 2013 Rosenbauer. It will be run out of the East Station and be designated Engine 2.

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.

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

Annually, I advise the absolutely necessary vaccination against Rabies of all common domestic pets, especially dogs and cats which are specifically referenced due to their intense personal interactions with people. All domestic livestock should be protected as well to complete a chain of immunization to prevent the Rabies virus from being transmitted to any persons in any type of household, be it country or farm environment or apartment/city dweller.

Worldwide approximately 55,000 people yearly succumb to Rabies. Much of this occurs in underdeveloped countries with less access to availability of vaccinations for their animals and livestock. This is tragic and avoidable as Rabies is preventable with prophylactic prior immunization and/or timely medical intervention after a bite or exposure to the virus. Any wildlife mammal such as a raccoon, fox, coyote, woodchuck, skunk or bat or a feral cat can be a transmitter of the disease and any interaction should immediately be reported to an Animal Control professional or Police Officer for assistance or follow-up.

In other business locally, this year saw a revamping of the state Chapter 140 Dog Laws. A return to a staggered structure of fees relative to neutered and spayed animals was enacted after a period of years where it had been largely ignored. Neutered or spayed animals will be licensed at a fee of $20.00 ; intact dogs will be charged at a rate of $25.00. All late licensed dogs will carry an additional fee of $25.00. Kennel regulations also underwent an update. Several categories of kenneling were available. Boxford chose to go with one formula, simplifying the designations to be under one fee structure of $125.00 for four or more dogs. Additionally, as many new kennel titleholders have discovered, the new regulation requires that Animal Control Personnel must make a personal inspection of their homes to ascertain basic conditions of care and cleanliness. This inspection will be an annual requirement. The breakdown of the various other categories can be found on Mass. Gen. Laws, Chapter 140. Boxford's complete set of regulations can be found in Chapter 52 of the Town Code at town.boxford.ma.us. Click on Departments, Town Clerk, then Legal Links. Copies may also be procured through the town clerk's office at 7A Spofford Rd. Additionally, fines for Animal Control enforcement involving pickup of loose dogs and dogs found to be out of date on Rabies immunizations have doubled. A dog found not wearing a proper 2014 dated dog license tag will now cost $50 (previously $25), and an expired Rabies which was formerly a $50 fine is now $100.00. Personalized little doggie tags with owner names and addresses, no matter how whimsical, do not constitute proper documentation, nor does a microchip (without the license tag), excuse an owner from a fine. It is clearly stated on your license that the dog must wear around its neck or body a collar or harness to which is securely attached the license tag which corresponds to the paperwork bearing the appropriate designated number. Tags must also be affixed to electronic collars or in combination with standard ones.

Incidences of coyote calls/complaints are somewhat reduced. It appears that we have come to a point of familiarity or an uneasy acceptance with the comings and goings of these predators. We must not, however, become complacent or let down our guard as concerns the care and protection of our pets. The coyote as a species is ever-evolving and honing its skills in pursuit of capturing and killing its prey. Many domestic animals will inevitably fall as victims to its need for food and we must never forget that basic truth and be forever vigilant. I have personally experienced the tragic loss of a dog to a coyote attack. Low fences are scarcely a deterrent; dogs tied out on runners are at the mercy of predators. Watchfulness and attentiveness to details of care anytime dogs and/or cats are outdoors are essential.

I would like to thank the Communications Dept. of the Boxford Police Dept. for their excellent assistance in fielding our calls and in maintaining a well-kept missing animals list for all manner of critters. We deal with many wildlife calls and have assisted in several rescues of hawks, owls, ducks in chimneys, (also raccoons),a swan and various other interventions assisting wildlife. Summers always bring out several busy weeks wrangling bats in residences. Our work sometimes has the misfortune annually to involve us with the euthanizing of several deer which have sustained catastrophic injuries due to car accidents. Our back-up officer, Reed Wilson also contributes to the safety and high return rate we enjoy reuniting animals with their owners. Best Friends, our kennel provider on Rte 97 is highly supportive in temporarily keeping strays until they are identified and picked up by their owners.

Respectfully submitted,

Helen L. Phillips
Animal Control Officer

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
Annual Report 2013

The Boxford Town Library offers a resource where patrons of all ages can access materials for their diverse informational and personal enrichment needs. The Library acts as a community space for residents to interact with and learn from each other.

The Library Board of Trustees is a town agency, established by vote of a special town meeting on December 17, 1965. It is governed by Massachusetts General Law Chapter 78 and other pertinent statutes. Staff and Trustees are committed to providing personal and professional attention to each person using library services.

Operations

Library Director Nanci Milone-Hill left her post in January to assume a similar role at another library, after which the Trustees employed Interim Directors while they conducted a search for a new permanent Director. In September, Patty DiTullio assumed the role of Library Director. Patty comes to Boxford with nearly two decades of experience working in libraries, having most recently held the directorship at the Amesbury, MA library for six years.

Public Libraries in Massachusetts are measured against guidelines that ultimately influence the amount of public funding (State Aid) offered by the state government. In order to be certified for State Aid to Public Libraries, a library must meet statutory and regulatory requirements for local funding, hours of operation, service offerings delivered to the town, and staffing levels. For the first time in five years, Boxford Library met these requirements without having to apply for a waiver of any requirements, and has been fully certified by the Massachusetts Board of Library Commissioners.

Facilities

In May 2013, at Annual Town Meeting, residents voted to borrow $395,000 to fund the design of a new facility at 10 Elm Street. Schwartz-Silver Architects have designed a revised plan, which calls for reducing the building in size from the most recent proposal, separating it completely from the Cummings House and placing it much further back on the Elm Street lot. The exterior wall of the Cummings House will be reclad with historically appropriate material and a porch and ramp will be added to the new Cultural Arts Center (Cummings House) building. The new two-story 14,600 foot library facility will be built on the rear of the Elm Street site, using materials that harmonize with the house and village, and provide for durability and easy maintenance. As of this writing, the plan has won approval of all town regulatory boards and will be presented to voters at the May 2014 Annual Town Meeting for funding.

Action was also taken in 2013 to address concerns at the existing Elm Street library. $175,000 was approved at Annual Town Meeting to fund microbial contamination remediation and repairs. In November of 2013, library operations were temporarily moved to the former West Boxford Branch at 188 Washington Street for the duration of the remediation project.

Library Services and Programs

In 2013 the Boxford Library offered a variety of children's programs, implemented by Children's Librarian Josh Kennedy. These ranged from preschool storytimes and our monthly Lego club, to seasonal events such as the spring egg hunt, Halloween party and Holiday party. In addition, there were a number of special programs, including a clay sculpting workshop, a pirate magic show, an origami tutorial, and a live birds-of-prey presentation. The Friends of the Library generously supported these events.

Our annual Summer Reading Program, "Dig into Reading" had nearly 400 participants who read at least 20 hours apiece to earn prizes donated by the Topsfield Fair. The Summer events culminated in Keith Michael Johnson's amazing show, "Science Isn't Always Pretty," which featured much audience participation in some fun science experiments.

The reference department, headed by Librarian Anna Call, has been busy this year with a number of new services. In addition to basic technology assistance, we have sustained two separate schedules of classes on technological services including Facebook, Twitter, Google, and others. One of these schedules is geared toward seniors and the other is designed to meet the needs of homeschoolers. The New Hope tutorial collective, based in the church across the street from the library on Elm Street, has been enthusiastically helpful in allowing the homeschoolers' tech education program to grow, periodically requesting special sessions on research and the Internet and sending students to the library for individual tutoring. Additionally, the Council on Aging has partnered with the reference department to bring a librarian into the COA for weekly on-the-spot tech help. Seniors now comprise the majority of drop-in technology assistance reference questions.

The reference department has also spent 2013 significantly developing its digital holdings, converting rare historical resources to digital formats and hosting them on the Internet. These include a number of local history audio recordings, which are currently hosted on archive.org and are in the process of being transcribed. Additional interviews are being conducted.

In addition to tech assistance and education, the reference department conducted daily readers' advisory, both in-person and through the creation of handouts and bookmarks. Numerous local history questions were presented, to the extent that the reference department prepared a consolidated list of online and paper resources, to be rolled out with the library's new website (currently in development).

A number of exciting teen programs were offered this year, coordinated by Library Assistant Darsana Barua. Highlights included henna tattoos, movie nights, and a town-wide GeoCacher Meet and Greet, which was very well-attended. The teen summer reading program (June-August 2013) was held completely online with teens reading a total of 212 hours (a 15% increase over the previous summer).

Adult programs and events are planned and implemented by staff members, and complemented by offerings from volunteers and the Friends of the Library. Library Assistant Corinn Flaherty provided book club kits to the many Boxford book clubs, mediated our interlibrary loan services, and managed an ongoing Writing Workshop.

The volunteer-led knitting program continues to be a popular draw and meets weekly. Carole Davis, Library Trustee and Friend of the Library, coordinated many new and popular adult programs this year, including the monthly Poetry Circle. The adult summer reading program is planned and implemented by library staff members with support from the Friends of the Boxford Town Library.

Appreciation is also extended to Library Trustee, Susan Daley for creatively decorating the display window each month and Kathy Kinney who coordinated the monthly art display. Both creative displays are enjoyed by staff and library visitors. Book and material displays are planned and implemented monthly.

Statistical Summary FY2013

- 61,592 holdings
- 57,607 items borrowed
- 37,236 visits to the Library
- 5,325 registered borrowers
- 102 children's programs; 2021 attendance
- 398 children participated in the Summer Reading Program
- 83 adult programs; 801 attendance
- 45 hours open on average per week
- 833 user sessions on public Internet computers
- 210 members of the Friends of the Boxford Town Library

The Library could not offer its range of programming and services without the dedication of staff, Trustees, Friends, the Boxford Cultural Council, BTA/BOLT, and members of the Boxford community. Many thanks to all!

Submitted,
Patty DiTullio
Library Director

2013 ANNUAL REPORT
Boxford Elementary School Committee

School Committee

S. David Rivers, Chairperson, Term Expires 2015
Pamela Messenger, Vice Chairperson, Term Expires 2014
Marc Mercier, Term Expires 2015
Christine Bolzan, Term Expires 2016
Heather Vaz, Term Expires 2014

Susan Philpott, Term Expired 2013
Heather Fecteau, Resigned 2013

Mission, Values and Goals

The School Committee's Mission Statement, Core Values and Goals for 2012-2016 are posted at www.tritownschoolunion.com.

School Committee Operation

The Boxford School Committee meets approximately 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 wish to 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 Schools 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), Assistant Superintendent of Operations, Assistant Superintendent of Student Services, 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 May, 2013, the term of School Committee member Susan Philpott ended after having served three years on the committee. Christine Bolzan filled the vacancy with her election to serve a three year term. Member Heather Fecteau resigned for personal reasons after two years, the latter of which she served as Vice Chairperson of the School Committee. Heather Vaz was appointed by joint vote of the School Committee and Board of Selectmen to serve the remaining one year of that seat's term.

Ms. Alison Barton retired from her position as a teacher at the Harry Lee Cole School after 15 years of service to the community. Ms. Diane Mattesen retired from her position as a teacher at the Spofford Pond School after 18 years of service to the community.

Staff Anniversaries

Twenty-three staff members celebrated five-year anniversaries of service in our schools. Five-year service pins were presented in January to Kelly Belthoff, Julie Hopkinson, Chris Esolen, Seanna Hickey, and Valerie Dellea. Ten year pins were presented to Judy Savasta, Lori Rauseo, Patricia Guido, Jennifer Sirmaian and Donna McArdle. Fifteen year pins were presented to Ann Golesworthy, Laura Frost, Diane Vasapolli, Pat Regis, Betsy Mudgett, and Melissa Siweck. Twenty year pins were presented to Liz Scheld, Debra Holt, and Wendy Levy. Lynne Nechtem, Linda Repucci, Antonette Valcourt and Robert Whiteneck were recognized for twenty-five years of service to the Boxford Elementary Schools.

New Staff Appointments

New teachers and staff this year include: Cynthia Altsman, General Music-Spofford Pond; Lesley McCormick, part time Secretary-Spofford Pond; Audrey Quennevile, ESP-Spofford Pond; Kathy Colangelo, ESP-Spofford Pond; Rebecca Kelly ESP-Spofford Pond; Robynne Popielski, ESP- Spofford Pond; Phil Moore, ESP- Spofford Pond; Elise Everest, ESP- Pre School- Cole; and Erin McLean.

Furthermore, the TTSU Central Office welcomed five new staff members, Michelle Hughes, Special Education Office; Paula DiBurro, Facilities Office; Dewey Mann, Payroll and Accounts Payable, Eric Baumgarner, IT Specialist; and Judy Durkee in the new position of Human Resources Specialist.

Achievements of Note in 2013

Entered into a new three-year contract with the Boxford Teachers Association: In September, the School Committee and Boxford Teachers Association concluded their negotiations and signed a three-year contract, ensuring a smooth continuation of teaching services for the start of the 2013-14 school year.

DESE Level 1 Status: As a result of the most recent MCAS testing results, the Boxford School District achieved Level 1 status with the Massachusetts Department of Elementary and Secondary Education. Level 1 status indicates that Boxford is a top-performing district, resulting in the lowest level of state intervention with regard to operational oversight and planning. This classification will allow our administration to focus more on student achievement and less on bureaucracy.

***Harry Lee Cole School Playground Replacement*:** Following the demolition of the 1980s era "Cole Castle" playground and pre-school age playground at Harry Lee Cole School, construction began in November on a new main playground as well as a pre-school age playground. The new playgrounds are ADA compliant designed in their function and access. The playgrounds will have a synthetic grass impact absorption system under all components for safety. The layout of the new playgrounds accounted for the access and maintenance of the schools sewerage disposal field by creating long term access and a revised mapping of the systems' components.

Standards-Based Report Card: A standards-based report card was piloted during the 2012-2013 school year. It was designed to align with the new Massachusetts standards for Mathematics and English Language Arts. In addition, the Personal and Social Development and the Special Subject Area sections were redesigned to provide consistency across the six Tri-Town Schools. Feedback was gathered from stakeholders at various intervals throughout the year. Based on the feedback received, edits and revisions were made and incorporated into the version currently being used during the 2013-2014 school year. Further revisions will be made when Massachusetts makes revisions to the standards in the areas of Science and Social Studies.

New Parent/Student Handbook: The Parent and Student Handbook was rewritten for the 2013-14 school year, including a complete reorganization and updates to the writing that made it easier to read, reference and understand.

Sharing of Student Directory Information with PTO and BEST: The School Committee revised its policy with regard to sharing directory-related information with the Boxford Parent Teacher Organization and the Boxford Elementary Schools Trust. Formerly, parents needed to actively provide those organizations with contact information such as their addresses, phone numbers, email addresses, and their children's names and classes for inclusion in the PTO annual directory and for these organizations' fundraising purposes. The new policy provides the same information to these organizations by default, unless the parent notifies the school office otherwise. The schools will inform parents of this opportunity to opt-out of sharing this information with ample opportunity to respond around the start of the school year.

Tech Talk Workshops: In an effort to provide professional development in the multi-faceted technology landscape that our staff increasingly needs to maintain fluency, the Tri-Town School Union began weekly workshops that provide focused introductions to digital learning tools. Instructors include teachers, administrators, and other members of the Tri-Town learning community. Interest and attendance to the workshops has been high, as has the desire to expand the program in the future.

New TTU website: By the start of the 2013-14 school year, the Tri-Town School Union and all of its member schools changed over to a new website that is intended to simplify access and improve the maintenance of content and communications with the public. The new website address is www.tritownschoolunion.com.

Digital Learning Specialists: Historically the technical support and digital learning roles have been intertwined in a fashion that has not provided ample service to either the staff or students. With the start of the 2013-14 school year, new roles were created for existing staff members to address both technical support/maintenance of equipment and digital learning/instructional support. Reaction to this restructuring has been positive as these staff members have "ramped up" to their new roles.

Bring Your Own [digital] Device Pilot: Toward the end of the 2012-13 school year, the Spofford Pond School began a pilot test of Bring Your Own Device (BYOD) in several classrooms. The goal of the pilot was to determine the extent to which parents would be willing/able to send their children to school with portable digital devices, and the extent to which they might contribute to learning in an integrated teaching environment. The pilot was extended into the start of the 2013-14 school year. Feedback has been positive regarding the 1:1 ratio of students to digital devices, but there is concern that the "bring your own" nature of the program will not remain a tenable solution. In preparation for new learning techniques that utilize digital devices, the School Committee adopted a new Digital Learning Acceptable Use Policy.

Central Office Reorganization: With the start of the 2013-14 school year, the leadership structure of the Tri-Town School Union, known as Central Office, changed with the transition of the role of Special Education Director to an Assistant Superintendent of Student Services, and the role of Director of Finance to an Assistant Superintendent of Operations. Both Sharon Lyons and Steven Greenberg have transitioned smoothly from their previous roles into these expanded roles. This reorganization was the culmination of a multi-year study and examination of how our central office staff can best support the teaching and learning of our staff and students. This reorganization is intended to better and more cohesively address and support important school programs and functions that have emerged and evolved over the past ten years.

Water Quality Recognition at Cole School: The Harry Lee Cole School received notice from the *Massachusetts* Department of Environmental Protection (MDEP) that the Harry Lee Cole School Public Water Supply received a water quality award for 2013. This award recognizes public water supplies throughout the state for having no monitoring or operational violations for the year.

DESE - Coordinated Program Review
Once every six years, the Department of Elementary and Secondary Education is required to conduct an in depth review of every school district in their program implementation and compliance with key regulations; for Boxford, this monitoring review took place in December 2013. The Coordinated Program Review focused on our district's implementation of Special Education, Civil Rights, and Title I, and English Language Learner Education programs. The review involved hundreds of hours of document preparation and submission to the DESE, student record reviews, and interviews of staff, administrators, and parents (both through surveys and face to face interviews.) We expect a written report sometime in the spring of 2014, which will be posted on the school district's website.

Monitoring of Internet Bandwidth Usage: In order to assess district Internet Bandwidth needs going forward, equipment and software was installed to monitor data traffic to and from the Internet through our firewalls. At the start of the 2013 school year, this system revealed that with the existing computing devices at Spofford Pond School, we were already utilizing our peak bandwidth capacity mid-morning and in the early afternoon. At Harry Lee Cole School, we were utilizing about half of our peak bandwidth capacity at the highest demand times. The system provided an unexpected benefit of helping us troubleshoot and resolve internal network performance issues that had been a problem from the new Wi-Fi system installation.

Extended Studies Program (ESP): The 2013-2014 Extended Studies Program at the Spofford Pond School was modified to provide opportunities for **all** students who are motivated to learn in Grades 5 and 6. New for this year, students who wished to participate were required to apply on their own by filling out an online application and obtain a teacher reference indicating that the student was maintaining a minimum of 3's in all Learner Qualities.

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

Mrs. Barbara Boulay continues as the ESP Coordinator with support from Mrs. Susan Robinson and continues to have students meet during the WIN Block. Topics vary for each term, and are an extension of classroom subject curriculum. Students are encouraged to apply to one, two or all three terms based on their interests and availability to attend to extended learning. They meet with members of the Extended Studies staff five days out of the six day schedule, for thirty minutes per class.

Extended Learning Opportunities: In the 2013-2014 school year, we continue to work to intrigue and challenge our students in Boxford. Participation and achievement are outstanding in The Online Math League program (grades 2-6) reaching over 120 students before school. We also have excellent participation and stimulating mental activities with our Math Olympiad Teams (grades 4-6). We service over 80 students during their WIN block, 1 time per cycle through this worldwide program.

Students in our schools have also continued to enjoy and learn from cultural enrichment activities provided by funds from the PTO including:

Miss Frizzle Story Telling

The Audubon Ark and Drumlin Farm (3 programs) – Winter Survivors, Miraculous Mice and Which Comes First, Chicks or Eggs?

Museum of Science – Animal Habitats

New England Aquarium – Water Properties

Windows on Wildlife

Young Audiences of Massachusetts – Ben Franklin

Museum of Science-Rock Detectives

World of Owls

Earth View—Bridgewater State College

Techsploration- 3 Programs: Simple Machines, Electricity, & Transportation

Hands on History - funded in part by the Cultural Arts Council and in part by the Boxford PTO

Leeny Del Seamonds – Stories from Around the World – funded in part by Cultural Arts Council and in part by the Boxford PTO

Students also participate in after school learning through the Tri-Town Council's Horizons program throughout the school year. Classes are offered at both Cole and Spofford Pond schools. Some of the classes offered this year are Lego engineering, sewing, circus arts, clay sculpture, holiday crafts, still life painting, exercise programs, fashion design, beginner fencing and skateboarding.

EPA "Energy Star" Schools: Spofford Pond and Harry Lee Cole Schools Designated as EPA "Energy Star" Schoosl: Notification was received in January from www.energystar.gov that the Spofford Pond School and Harry Lee Cole School earned and were designated as EPA "Energy Star" schools, with a rating of 87 out of 100 points. The "Energy Star" designation is an annual award that is applied for and certified through a points based performance criteria that recognizes superior energy performance and identifies the schools as among the most energy efficient buildings of their type in the nation as recognized by the Energy Star Program. To achieve the award, a building must reach a mark of 75 or greater. This marks the third award for Spofford Pond School. The Harry Lee Cole School has earned the "Energy Star" designation for four consecutive years.

Educator Evaluation Model: The district began phasing in a new Educator Evaluation Model that has been mandated by the Massachusetts Department of Elementary and Secondary

Education. While the new model places a higher administrative burden on both educators and administrators, the School Committee remains hopeful that it will result in a higher quality educational experience for our students. Approximately half of our DESE licensed educators and all administrators have begun the educational evaluation process. As this is our first year of implementation, we will have more information about the impact this approach has upon educator growth and development. This model is one which requires more frequent unannounced observations and for educators to contribute heavily to collecting and providing evidence of their progress towards meeting multiple state-established standards of performance, and professional practice and student learning goals. The research behind this approach indicates that the more involved educators are in their professional growth the greater the student achievement; it also supports a collaborative approach to teaching and learning, not only amongst educators, but also with parents. We expect to have more information about the implementation of this evaluation model in subsequent years.

Capital Improvements made to Boxford Schools

Lighting updates at both schools: Both schools received exterior energy-efficient lighting retrofits utilizing long-life LED fixtures. The new fixtures not only provide superior illumination, but also require considerably less maintenance and power. Both schools also received automated occupancy-sensor switches for all building code permitted locations in the building interiors, allowing for less-frequent maintenance of bulbs and lower power consumption. These improvements contributed increased energy conservation and a higher Energy Star certification score as compared to 2012.

Flooring Renovation at both schools: Director of Facilities Stephen Clifford guided the continued removal, asbestos testing and abatement, and replacement of flooring at the Harry Lee Cole School and Spofford Pond School. At Harry Lee Cole School, hallway floors have been replaced, and at Spofford Pond School, select classroom floors have been replaced. All installations involved HAZMAT assessments of existing conditions and select areas required adhesive removal from the concrete that contained asbestos components. At no time was there any risk of exposure by any occupants of these spaces.

Telephone System Replacement at both schools: The hard-wired phone systems at the Harry Lee Cole School and Spofford Pond School were replaced due to equipment obsolescence and rising repair costs. The new system is a Voice over Internet Protocol (VoIP) system which functions on its own data network and offers increased security features as well as voice communications and messaging. The two schools were completed in December with training and commissioning completed in January 2014.

Boxford Learning Community Support Organizations

Boxford Parent Teacher Organization: The Boxford PTO invested approximately $52,000 in the elementary schools for the 2013 fiscal year. The goal of the PTO is to use parent donations to enhance the education of the students at Cole and Spofford. Over a third of 2013 spending went to the "Teachers' Wishes" program which funds teacher grant requests for supplies. 2013 Teacher Wishes included reading software, musical instruments & math fact kits. About 25% of PTO spending supported the Curriculum Enrichment program. Each grade level benefits from one or more of these programs each year. For example, last year all fifth grade classes were entertained

by a Techsploration show about electricity which was followed by hands-on electricity experiments in each fifth grade classroom.

The PTO donated to the new playground equipment at Cole School, helped to defray the costs of the 2nd and 6th grade celebrations and supported teachers by sponsoring the annual teacher appreciation week and by providing refreshments for monthly meetings.

The PTO also recruits many parent volunteers to host family events throughout the year. These include the Talent Shows, Pappas' Pasta Party, Halloween Party and the Fall Fundown. Any fees charged for these events are used to help defray the cost of the outside food and entertainment.

In addition to running its annual programs, in 2013 the PTO also coordinated and shared the cost with BEST to fund 20 iPads to support the students at Spofford Pond School in an effort to increase the amount of technology reaching the classroom.

Boxford Elementary Schools Trust: The Boxford Elementary Schools Trust (BEST) is an all-volunteer, non-profit organization dedicated to fostering excellence in our public schools by raising private funds. BEST supports the long-term needs of the Boxford Schools by funding grants in the areas of innovative teaching tools and professional development. During 2013 BEST had the pleasure of awarding various grants with a value of roughly $67,000. Grants for projects at the Harry Lee Cole School this past year have included: iPads for small group instruction in multi-age classrooms and in one first grade classroom, and 1:1 iPad instruction in the art room. At the Spofford Pond School, grants have supported: a Cetacea sound system speakers for two grade 5 classrooms, greenhouse materials, professional development for six Special Education teachers, a high definition TV and stand for the art room along with 1:1 iPads for instruction in the art classroom. BEST also had the opportunity to work with the Boxford PTO to supply 10 iPads to Spofford Pond School for 1:1 classroom use. BEST is currently working vigilantly on the Enhanced Learning Initiative, which it hopes will garner funds to further deploy more technology and provide Boxford students and staff with iPad technology in the classrooms. BEST looks forward to 2014 as a year of further collaboration with the Boxford teachers and staff.

Jonathan Tyler Barker Trust: Jonathan Tyler Barker (1804-1872) of West Boxford left funds in his will to build a high school, which opened in 1888. Any student from West Boxford who could pass the entrance exam was to be admitted free of charge. This school, known as the Barker Free School, operated for thirty years, closing in 1919 when a class of three students graduated. Although the school closed, income from the Barker Trust Fund continued to be used to support and improve the Boxford Public Schools. Each year the Barker Fund Trustees distribute income from the Trust for use by the Boxford Elementary School Committee to enhance the learning experiences and meet the educational needs of elementary school children in the town. Since 1977, income from the Trust Fund has been used to enrich instruction across the curriculum including support for educational field trips and the acquisition of new materials and equipment for English Language Arts, mathematics, science, social studies, health, and technology integration. During the 2012-2013 school year, funds were used to support field trips by Kindergarten students to Smolak Farms and Drumlin Farm; by second graders, to a performance of "Alexander and the Terrible No Good Very Bad Day" at the Firehouse Theater for the Arts in Newburyport; by the second grade, to the Harvard Museum of Natural History; by fourth graders, to the Lexington Symphony; by sixth graders, to a two-day Project Adventure experience at the Moraine

Farm in Beverly; by first graders, to explore coastal habitats at the Joppa Flats Audubon center on Plum Island; and by the multiage classes, to Chinatown, to add depth to a social studies unit on heritage, communities, customs and cultures.

School Enrollment, October 1, 2013

	PK	K	1	2	3	4	5	6	Total
Harry Lee Cole School	45	72	76	93					286
Spofford Pond School					110	115	112	122	459
Total PK-6 Enrollment	45	72	76	93	110	115	112	122	745

Massachusetts Comprehensive Assessment System (MCAS) and School District Accountability System

Educational Reform in Massachusetts is now in its twentieth year. The revamped School District Accountability System is in its second year of implementation by the Department of Elementary and Secondary Education (DESE). The Boxford School Committee's goal is to increase the number and percentage of our students achieving at the Advanced and Proficiency Levels in each grade and in each subject tested year over year. The Department of Education has rated each school district and school in terms of its performance and improvement over the past two years. Detailed information about the new Progress and Performance Index (PPI), including our designation as a Level 1 District under the federal Elementary and Secondary Education Act (ESEA) can be found on the Massachusetts Department of Elementary and Secondary Education web site, which can be accessed directly at:

http://profiles.doe.mass.edu/accountability/report/district.aspx?linkid=30&orgcode=00380000&orgtypecode=5&

The Massachusetts Comprehensive Assessment System (MCAS) continues to include the following subjects and grades: Grade Three- Reading and Mathematics; Grade Four- English Language Arts, Writing and Mathematics; Grade Five- English Language Arts, Mathematics, Science and Technology; and Grade Six- English Language Arts and Mathematics.

The School Performance Index was introduced for the 2003 MCAS Administration. Performance points are awarded to a school or district for each student in the MCAS test group during the rating period. The goal is for each school and district to achieve a Composite Performance Index of 100 by the year 2014, (corresponding to all students performing at the Advanced or Proficient levels). Our Composite Performance Index is in the High or Very High Range for all areas tested. Our Overall District Ranking for 2013 continues to be in the top 10% out of 373 school districts participating in the MCAS. Additional information regarding the performance of Boxford students including historical trends, the Composite Performance Index, and the Student Growth Percentiles can be found on the Department of Elementary and Secondary Education's web site at:

http://profiles.doe.mass.edu/mcas/achievement_level.aspx?linkid=32&orgcode=00380000&orgtypecode=5&

Our students continue to perform well on MCAS tests. It is anticipated that new curricula may be needed over the next several years to allow our students to keep pace with changes made to the MCAS resulting from the state's Common Core Standards. A complete School and District Report Card published by the Massachusetts Department of Elementary and Secondary Education for Boxford can be found on our district web page at:

http://www.tritownschoolunion.com/district/news/boxford-nclbesea-school-district-report-card

Curriculum and Program Development

The Boxford Elementary Schools maintains a website that contains detailed information about our ongoing initiatives in curriculum, instruction and professional development. These web-based resources can be located at:

http://www.tritownschoolunion.com/district/curriculum-0

Response to Intervention (WIN BLOCK): 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, AIMS Web, and 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, or writing coach (Spofford only) in addition to instruction from the classroom teacher. Math, Reading and Writing Specialists meet with classroom teachers at regular intervals throughout the year to discuss progress and revise student goals and plans.

At the Cole School, the "What I Need" (WIN) Block, which is a 30-minute period each day in which students have historically been receiving Differentiated Instruction in the core areas of English Language Arts and Mathematics. This year, the program has been refined to include unique learning opportunities with specialists, including tablet-based digital painting, and the creation of video news programs using iPads. Differentiation is a mindset or philosophy in which the teacher knows the curriculum and standards, has an understanding of the uniqueness of his or her learners, and then – using an array of instructional approaches and assessment tools – plans with precision and flexibility to enable students to be successful (Gregory, Gayle What Principal's Need to Know About Differentiated Instruction, 2012). During this 30-minute block, our staff members strive for rigor and relevance for all students. The students in need of extra support in these content areas receive direct instruction from RTI Interventionists. Other students are flexibly grouped within their classroom based on clear objectives based on their current academic and social needs.

At the Spofford Pond School, Response to Intervention (RTI) services are delivered during WIN blocks. Students in need of additional academic support have been identified using data collected from: previous MCAS results, universal screenings (Aims web), writing prompt performance, Founts & Pennell Reading assessments, Math In Focus assessments, and any additional classroom information that is pertinent. The students are provided with additional writing, math and language arts instruction based on their identified needs from the data. Each grade level team of teachers convenes to analyze the student data, discuss intervention strategies and plan for intervention groupings. Students who are not receiving RTI intervention during the WIN block are in their classrooms working on identified skills and concepts as an opportunity to provide

additional reinforcement, practice, or challenge. The principle behind the WIN schedule is to have additional time in the school day to differentiate for student learning without taking away from the core curriculum instructional time. No new instruction is presented during the WIN block at each grade level.

Staff Curriculum and Professional Development Projects: Teachers have been engaged in professional development and projects related to the changes in curricula tied to alignment with the Common Core State Standards. A great emphasis was placed on math professional development as we rolled out the new math program. In addition, during the summer of 2013, twenty-eight Boxford teachers participated in the graduate level course, *Genre Study: Literature and Informational Text*, co-taught by Sarah O'Leary and Christine Elliott. During the fall of 2013, a Tri-Town Tech Talk Committee was formed and created an opportunity for staff members to participate in a variety of technology workshops throughout the school year on Wednesday afternoons.

Special Education

The special education programs in Boxford have 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 (birth to age 3 support 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. As a result, the 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, 2013, there were 131 students in the Boxford Elementary Schools, grades Pre-Kindergarten through grade 6 identified as eligible for special education.

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 both schools, 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 our students. We also extend our in-district program options through memberships with two outstanding Collaboratives, CREST (formerly known as 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 also continued our special education program partnership with the Middleton and Topsfield Public Schools at the Spofford Pond School. This partnership program provides highly specialized education and therapeutic supports to a small number of students who require modifications to their curriculum, instruction and therapies in multiple areas; this well supported education program has been of great benefit to not only the students in Boxford, but also for students in our 'partner' communities. The Spofford Pond School community has fully embraced and welcomed all the students and this program is a model of shared resources to provide effective and efficient education programs for students.

The elementary schools' Special Education Parents Advisory Council (SEPAC) has merged with the Masconomet SEPAC to form one parent support and information resource organization. The elementary SEPAC group has conducted an annual fundraiser in the spring for many years and through the proceeds earned have purchased a few iPads for special education teachers to use in their instruction with children. The staff are grateful to the SEPAC and are using these digital learning tools on a daily basis with children.

Fiscal Management

The actual expenditures and approved elementary school budgets Fiscal Years 2012-2014 are detailed on the chart below.

	FY12 Actuals	FY13 Actuals	FY12 Approved Budget	FY13 Approved Budget	FY14 Approved Budget
Budget Expenditure Summary					
Total Salaries	6,281,156	6,552,741	7,067,886	7,157,878	7,268,089
Total Supplies/Materials/Textbooks	311,164	302,604	281,236	270,924	300,971
Total Equipment	41,606	48,783	47,640	50,632	50,473
Total Prof. Dev. (Mem./Work/Conf.)	83,943	77,129	78,743	92,656	93,066
Total Special Education (Tuitions & Services)	494,303	536,373	554,573	566,880	608,801
Total Transportation	403,947	392,424	428,386	452,972	428,529
Utilities	216,649	237,015	273,314	250,187	223,978
Facilities	344,707	183,644	210,768	181,057	183,572
Sub-Total Boxford Elementary School Budget	8,177,475	8,330,714	8,942,546	9,023,187	9,157,478
Add: Health Insurance	1,056,877	1,153,327	1,140,725	1,222,794	1,220,370

	FY12 Actuals	FY13 Actuals	FY12 Approved Budget	FY13 Approved Budget	FY14 Approved Budget
Total Boxford Elementary School Budget	9,234,352	9,484,042	10,083,271	10,245,981	10,377,847
Less: Applied Income from Grant & Revolving Funds			-785,434	-709,190	-555,340
Local (total) Town Approp. with Health Insurance	9,234,352	9,484,042	9,297,837	9,536,791	9,822,507

Closing Statement

The School Committee's focus is on teaching and learning measured by increased student achievement in a standards-based environment, which recognizes the value of creativity, the arts, culture and technology. The world is changing very fast, and we seek the best way to prepare our children for a global future, while ensuring that our schools are safe and supportive environments. The best teaching and learning will happen when all children feel respected and valued.

The ongoing support we receive from the Parent Teacher Organization (PTO), the Boxford Elementary Schools 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,

David Rivers, Chairperson
Pamela Messenger, Vice Chairperson
Marc Mercier
Christine Bolzan
Heather Vaz

2012-2013 MASCONOMET REGIONAL SCHOOL DISTRICT

The FY13 school year was filled with enthusiastic teaching and learning for our students and staff. Centered around the District goals to provide a challenging and supportive educational environment for all students that maximizes opportunities for intellectual, personal and physical development, builds character, promotes learning as a life-long pursuit and encourages individuals to become contributing community members, locally, nationally and globally, the school year began as we welcomed 2064 students to school and wound to a close as we graduated 303 seniors, including our first graduates to earn the innovative global competency diploma which focuses on learning about multicultural and international issues and developing attitudes and thinking skills about global issues.

The Tri-Town continued its commitment to providing a quality education for our students. Total expenditures for the 2012-2013 school year were $28,133,116.00, an increase of 1.6% over the previous year. This translates to an annual per pupil expenditure of $13,094, $542 less than the state average of $13,636. While the District continues to strive for cost savings where possible and prudent, there are limited new opportunities for savings. In late 2012, the District adopted the Health Care Reform Act of 2011 which allowed changes in health care coverage resulting in savings to the District. In addition, purchasing equipment at the end of the prior fiscal year that included the subsequent year of maintenance and energy conservation measures pursued through lighting retrofit projects have continued to result in additional savings as the District's consumption has declined. Those savings, however, were largely consumed by unanticipated expenses in the Pupil Personnel Service budget.

The District also made some important repairs to maintain the buildings and grounds. Repairs included replacing doorways to the link and gymnasium entryways, installing new commercial equipment in the main kitchen, the addition of three new surveillance cameras, repainting the dome shaped exterior portion of the field house, moving the Middle School teacher workroom to a larger area and reestablishing a new workroom/kitchen and recreating a new Title 1 room from the old teacher workroom in the Middle School.

Using multiple assessment tools such as MCAS at grades 7, 8, and 10, PSAT, SAT and Advanced Placement (AP) Exams, the District continues to be a high performing District. Offering 17 College Board Advance Placement courses, 260 students took 522 exams with 80% scoring a 3 or higher on a scale of 5. The District's graduation rate has always been high, this year, however the graduation rate was 100%, all students who began this year as seniors graduated with their class. The Class of 2013 is also beginning to make their way into the world with 95.7% of graduating seniors attending two or four year colleges, 1.3% going on to do post-graduate or other schooling, 1.0% entering employment, 0.7% entering the ranks of the military and 1.3% choosing other opportunities

Masconomet continues to shine in the arts. For the sixth year in a row, Maconomet students have received the greatest number of awards in the Boston Globe Scholastic Art competition of any school in the Commonwealth. This year, the Middle School had 25 students recognized for

achievement with 2 Gold Key winners and the High School had 95 students recognized for achievement with 25 Gold Keys, 12 Silver Keys, 25 Honorable Mentions and 23 Gold Key Portfolio Nominees including one for Best in Show for Drawing and one National Gold Medal in Photography. In addition, four Masconomet students received four Gold Keys in the Boston Globe Writing competition.

It was an exciting year for the High School Band and Chorus as they traveled to Barcelona, Spain and performed at eight different venues. Members of the band and chorus also excelled at the annual state music festivals with 13 High School and 15 Middle School musicians and singers receiving recognition in the district music festival and four High School students earning placement in the All-State Music Festival.

Masconomet continues to offer a wide offering of athletic, club and co-curricular activities. More than one-half of our students participate in one or more of these activities, many of these offerings run at capacity levels. Our sports teams had a banner year, winning conference championships in football, boys soccer, field hockey, golf, cheerleading, girls indoor track, girls outdoor track, boys tennis, girls tennis, boys lacrosse and girls lacrosse. Masconomet was also honored as the recipient of the Boston Globe's prestigious Dalton Award given to the school with enrollment over 1300 students with the highest winning percentage.

The Middle School celebrated a number of exciting achievements this year. Students participated in Governor Deval Patrick's Project 351 which recognizes quiet leaders and unsung heroes while emphasizing service, volunteerism and youth leadership. The math team was impressive participating in five meets and earning five wins. Middle School students participated in their first Future Cities Project at Northeastern University, one team winning the award for Best Communication.

The District successfully negotiated and ratified Master Agreements with four of the five district bargaining units. The Teachers, Multi Purpose Facility Technicians (MPFT), Administrators and Support Staff bargaining units all agreed to three year Collective Bargaining Agreement renewals.

A number of key staff retired this year including Kathleen Hillis, Linda Valaskatgis, Marie Foster, Alice Tierney, Cathy Graziano and Mary Ellen Kelleher. Also retiring are Terry Meinelt, who first taught and then lead our Art Department for 37 years and High School Principal Pamela Culver, who during her 16 years here, led Masconomet through many changes including the building renovation. We thank all our retirees for their years of service to the Masconomet Community.

The Committee acknowledges and thanks two School Committee members with terms ending in FY13: Rodney Pendleton of Middleton for 5 years of service and Tom Mathers of Boxford for 3 years of service to the District.

The Masconomet Regional School District is proud of its tradition of providing a quality educational experience for the students of Boxford, Middleton and Topsfield while being mindful of the financial situation of the communities of which we are comprised. While preparing students to leave Masco and to live and work in an increasingly complex, interconnected and competitive global society, we are challenged by an ever expanding body of information to learn and teach and the ever changing technology our students will be challenged to know, understand and use in order to succeed. We want our students to thrive when they leave us, be prepared to meet the goals they set for themselves and be prepared to meet the challenges that will inevitably come their way. The goal is for students to not only find gainful employment suited to their talents and interests, but also to live their lives responsibly and ethically and to find both personal and professional meaning and happiness in their lives. Students do not achieve these goals alone, it takes a community of support and cooperation among students, parents, teachers, administrators, volunteers, school committee members and citizens. The School Committee thanks the Masconomet Community for the support it has provided in the past and respectfully requests the Community's continued support in the years to come.

Paula Lia Fitzsimmons, Chair
Masconomet Regional School Committee

Masconomet Regional School Committee Members

Boxford
Paula Lia Fitzsimmons--Chair
Ben Messenger
Kathleen Tyler
Daniel Volchok

Middleton
Teresa Buono
Matthew Cocciardi
Kosta Prentakis
Linda Richards—Vice Chair

Topsfield
Elizabeth Dierze
Larry Lindquist
John Spencer

NORTH SHORE REGIONAL VOCATIONAL SCHOOL DISTRICT
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ANNUAL REPORT – SHORT FORM
JANUARY 1, 2013 – DECEMBER 31, 2013

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

Vacant, Boxford Representative
North Shore Regional Vocational School Committee

Merger Update
PMA Consultants & Construction Services, Owners Project Manager (OPM) along with the Design Partnership of Cambridge, Project Architects, continue to guide the new District School and Building Committee through the MSBA and construction process. The District completed negotiation of a Guaranteed Maximum Price (GPM) for the project with Gilbane Building Company, the Construction Manager at Risk Firm.

The team, led by the District School and Building Committees has advanced the project through early site, concrete foundation and steel packages to occupancy of phase one Farmstead Buildings. The team is currently overseeing the completion of the 330,000 square foot Academy Building and working towards new school occupancy of date of September of 2014. .

Over the past year, the Owners Project Manager (OPM) and New District has, under the Construction Manager at Risk Delivery Process, have completed the following major milestones:

- Completed and occupied the new Animal Science/Vet Tech Building
- Completed and occupied the new Maintenance Building
- Completed and occupied the new Small Engine and Classroom Building
- Completed and occupied the new Horse Barn and Tack Room Addition
- Completed and occupied the new Animal Barn (Small and Large Animal Housing and Procedures Room)

The Main Academy Building construction started the new year (2014) approximately 75% complete. Exterior envelope, windows and roof are substantially complete along with interior walls, cabinetry and ceiling grids, mechanical, electrical, plumbing and fire protection elements. Painting, floors and finishes are underway.

The District continues to review construction progress, potential change orders and the buyout of Furniture, Fixtures and Equipment. The project remains on schedule for occupancy in September of 2014.

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, 2013 is 463. Students cite the interpersonal relationships with teachers, counselors, and administrators, and the vocational/career area programs as the reasons for application.

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 is significantly into the transition of its program of study to be consistent with the Common Core expectation of Massachusetts high schools, which is a quantitative reasoning approach to using and understanding mathematics. During the summer of 2012 and 2013, the mathematics department began the process of revising its curriculum and mapping it to the Common Core Standards. It is expected that curriculum mapping will be finished during the 2014 -2015 school year. In addition, district-wide common assessments in all courses were created to be administered once per trimester.

The **Science Department** implemented an on-going effort to develop the 9th-12th grade curriculum in a manner that is laboratory based and supports our students' success and career choices. For example this year we have added a new Honors Biotechnology course that is laboratory based averaging 50% laboratory during class time. All science courses are aligned with the Massachusetts Science Frameworks, and for the 9th and 10th grade classes, are sequenced in a manner to prepare students for the MCAS test.

The **English Department** implemented a curriculum with significant new material this year as we continue to map the curriculum to the Common Core State Standards, a process which should be completed by the summer of 2014. All four years are skills based, emphasizing close reading, supported writing, informative speaking and discussions that encourage listening and teamwork. Ninth grade students have an additional one-period English class during their exploratory week, and tenth grade students learn test-taking strategies once a week during their career education. This gives 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. Since 2008, our Advanced and Proficient rating in English has gone from 70% to 97%, a 27% increase. In addition, district-wide common assessments in all courses were created to be administered once per trimester along with multiple open response-style check-points for students in grades nine and ten.

The S**ocial Studies Department** has revised the scope and sequence to conform to the history curriculum frameworks and school schedule. Students now have the option to take three or four years of social studies depending on whether they choose to take a foreign language. These changes reflect much revision and adhere to the new state frameworks. New initiatives focus on adding critical thinking and writing into the students' assignments, and teaching history from a global perspective through which trends and philosophies are traced across cultures. By developing an integrated approach, students will realize the interdependence of world nations and cultures, rather than studying countries or time periods in isolation. In addition, district-wide common assessments were created in all courses to be administered once per trimester.

Our **Title I Program** is a federally funded initiative providing supplemental reading instruction for qualifying students. Direct instruction is the program's focus in order to strengthen students' comprehension, fluency and vocabulary skills. This instruction is provided in a small group setting. Students are assigned to reading class for two or three weekly sessions (based upon assessment results). Selection of incoming ninth grade students for the Title I program is based upon the spring placement test and fall comprehension test results. Placement for subsequent grades is determined by end of the year assessments and general classroom performance. Parent outreach and involvement is an essential program component.

MCAS Review

In 2012, Massachusetts was given a waiver for Adequate Yearly Progress. In response, the DESE has implemented a new system, which is based on narrowing proficiency gaps and incorporates Accountability & Assistance Levels. All Massachusetts public schools are now categorized as Level 1 to Level 5 with regard to Accountability & Assistance Level. Level 1 is reserved for the highest performing and Level 5 for the lowest performing. Overall, North Shore Technical High School did extremely well on a cumulative level on the 2012 MCAS. In order to be "On Target" a school needs a minimum of a "75" on the Cumulative Progress & Performance Index. North Shore Technical High School scored as follows:

All Students	92	
High Needs	90	
Low Income	90	
Students with Disabilities		90
White	92	

North Shore Technical High School exceeded the "Target" of "75" in all areas which categorizes the school as "Level 1." In English, NSTHS saw our proficiency level go from 90% to 97% which put the school at or above the "Target" in all areas. Both mathematics and science saw slight declines in proficient and advanced categories but maintained a rating above the "target," with only five (5) failures in mathematics and six (6) failures in science.

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. The Council again updated the three-year School Improvement Plan, 2010-2013, which was developed to carry us toward the new merged Essex 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 members are actively involved and very supportive of the staff and students at North Shore Tech.

General and Program Advisory Committees

The Program Advisory Committees meet twice per year to discuss suggestions for improving our vocational-technical programs. The Fall Program Advisory met jointly with Essex Agricultural and Technical High School and included a group meeting at which all members were apprised of the status of the new school design and construction and participated in a session about work-based learning. The instructors from each program use their individual meetings to learn about the latest trends, equipment, materials, techniques, and technology being used in their industry. The design and equipment for each program for the new school was also discussed at the individual program meetings. Improvement in curriculum and delivery of instruction are directly related to these suggestions and industrial standards.

Vocational Career and Technical Area

As our career areas continue to teach the students the necessary technical skills required to ensure that our student are successful members of society they have in addition incorporated higher order thinking skills into their curriculums ensuring our compliance to the MASS Common Core. Our Career Technical Education (CTE) literacy initiative is introducing students to the value of reading technical articles related to their field. The students are incorporating the school wide Writing with Colors initiative to help them identify the important concepts while they read the articles.

This fall the Department of Elementary & Secondary Education (DESE) visited North Shore Technical High School (NSTHS) and completed a Coordinated Program Review of our CTE Programs. These interviews were used to validate that we were following Chapter 74 and Perkins guidelines. Although we have not received the final report their exit interview with us was very positive. They also completed a complete safety review of all our programs and this too was positive. Our teachers did an outstanding job representing the wonderful things they are accomplishing with our students.

Outside Projects

The **carpentry, masonry** and **electrical** programs are building a teen center for the City of Salem. The students are completing work at the Middleton Police Station, and working at the Middleton Department of Public Work site. They have begun to replace the fencing at the Beverly Historical Society and have other educational jobs awaiting them in several of our other communities. They have also been doing electrical work for our neighbor Extra Innings.

Some examples of other projects completed by our CTE programs include:

- Collision Repair - restored/painted Middleton's Antique police car.
- Culinary Arts - Welcomes senior citizens from the Council of Aging organizations in our district for lunch on Wednesdays. The Log Bridge Inn is open to the public on Thursdays and Fridays.
- Cosmetology - operates a full service salon every Thursday and Friday
- Health Assisting – continues to visit Hogan Rehabilitation in Danvers, Brooksby's Renaissance Village in Peabody and Putnam Farms in Danvers to help develop the student's technical skills. This allows students to receive certifications in Developmental Disabilities, Alzheimer's Care, and prepare for the Certified Nursing Assistant Exam.

Technology

North Shore Technical High School continues to 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 course information. All teachers are building their curriculum, providing resources, posting assignments and grades in their Moodle classroom and using this as a form of communication to students and their parents. Many teachers are now using more interactive applications in their Moodle classrooms such as online quizzes, journals and paperless lessons. District wide rubrics are shared in Moodle in order to use authentic assessment in many curricular areas.

Google Apps for Education is becoming, more and more, a part of everyday teaching and learning practices at North Shore Tech. Google 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 brought student and teacher collaboration to a whole new level. These applications are being utilized in a variety of curricular areas. All students save school work in the cloud which can be accessed from anywhere and easily transfer into the new school.

Online resources, evaluating and citing sources are introduced to students during the freshman year in the Freshman Literacy curriculum, as well as in the science classroom. The librarian successfully utilizes Noodle Tools (an online research and citation program) for the integration of technology in all grade levels via the Research Paper initiative.

iPads continue to be the device of choice for a 1:1 initiative. iPads are provided to teachers to further pilot the use of this product. Teachers with a love of technology and a passion for nurturing the minds of their students have been discovering creative ways to incorporate the iPad into the daily routine. We have outfitted many classrooms with Apple TV devices to allow teachers to wirelessly project from their iPads. Many of our special education students are benefiting from using the iPad as a tool to access curriculum regardless of their disability. The iPad has worked well with our students having vision and learning disabilities.

The use of data to drive instruction increases yearly at North Shore Tech. Currently, all common assessments are graded in our TestWiz system. Data is stored in one central location and distributed to teachers and Administration in order to help drive curriculum and instruction.

Professional Development

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.

In addition to these in-school initiatives, faculty members attended a variety of on-site and off-site workshops and conferences, and submitted a review of what was learned and the benefits for North Shore Technical High School. Teachers and administrators attended conferences related to technology, English instruction, mathematics instruction, school-wide literacy, reading, effective inclusion practices, common assessment, curriculum mapping, diversity, bullying and civil rights trainings.

Membership in the Northeast Consortium for Staff Development and in the Salem State College Collaborative Project for Math, Science, and Interdisciplinary Education continues to allow us to share ideas, concerns and materials, while expanding the opportunities for professional development. Some administrators were able to attend the STEM Summit in November.

Major initiatives this year included:

- Curriculum Development and Alignment to the State Standards
- Literacy in the Career and Technical Programs
- District Wide Common Assessments
- Integration of Technology

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, department coordinator/team chair, a part-time team chair, eight special education teachers, a speech/language pathologist, a certified reading specialist, a school psychologist, a school adjustment counselor, a behavioral consultant, six 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 academic support services in the Curriculum Support Center, under the direction

of the Special Education Administrator. There are also special education staff assigned to many of our vocational programs to provide support and consultation.

When necessary, small group special education classes with modified content in English, Math, Science and Social Studies are provided for students in accordance with their Individualized Education Programs. These classes are taught by teachers with certification in moderate special needs. The curriculum delivered parallels that of the general education courses.

Teachers certified in reading and/or special education provide individualized and small group tutorials to those students with significant deficits in decoding, comprehension and fluency in compliance with their Individual Educational Programs.

The School Adjustment Counselor and the Behavior Specialist provide emotional and behavioral supports to students, in individual and small group meetings, based on the goals in their Individualized Education Programs. Both personnel also provide consultation to special educators, general educators and career/vocational technical educators regarding the emotional and behavioral needs of students in the classroom setting.

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.
At the beginning of the school year, DESE chose North Shore Technical High School as one of nine school districts to participate in the Career Vocational Technical Education and Special Education Leadership Institute. The Assistant Superintendent, the Vocational Director and the Special Education Coordinator participated in the 6 day institute which focused on increasing vocational technical opportunities for students with disabilities contributing to improved results for all students. In order to achieve this, the institute's presentations and discussions focused on effective collaboration, effective inclusive practices and a culture of high expectations with shared responsibility and accountability for students. Each district identified a target area of improvement and an action plan. Our district determined the need for CVTE and general educators to have a more thorough understanding of the IEP disability categories and best practices for meeting the instructional needs of those students. To that end, our project was to develop a tool kit for teachers; a resource manual with an overview of the disability, instructional implications and strategies to help those student achieve success. The special education department was awarded a grant from DESE to pay special educators and vocational educators to develop the manual. This process has been ongoing throughout the fall and is expected to be completed by January 2014. Additionally, a Career and Vocational Educational Specialist from DESE requested that we present this project at the Massachusetts Association of Vocational Administrators Institute for Success summer conference.

The 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 progress and performance index 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.

The Special Education Department underwent a Coordinated Program Review by the DESE in November 2012. From January through June, 2012, we submitted documents through a web-based system to the Department; in November a team visited onsite to review records and interview teachers and administrators; parents of special education students were mailed a satisfaction survey. The report of our results was released by the DESE on April 17, 2013. The findings were very positive.

Athletic Department

All the sports programs have been merged with Essex Aggie and are now run under one athletic budget. This budget is shared with Essex Aggie. Starting in the fall of 2013 all sports teams but one has been equipped with brand new uniforms with the new school's logo and mascot. They all sport blue and green with the new Hawk logo.

The Boy's & Girl's Basketball teams continue to have a large number of participants.

The school entered into a cooperative program for Hockey with Mystic Valley Charter School out of Malden. There were five members of the hockey team from North Shore and Essex. A North Shore player, Bryan Jackson was selected as the Most Valuable Player.

This fall, the football team finished with an overall record of 7-3 and captured the league championship with a 4-0 league record. The team qualified for the playoffs and played Cathedral High School in the first round. They ended up losing to Cathedral in the final seconds but went on to win their next two games and will compete in the State Vocational football Championship against Blue Hills from Canton. The sportsmanship displayed throughout the season was noted by officials, opposing parents and opposing coaches. Coach Paul Worth was selected as Coach of the Year in the league.

All athletic programs are running well and the participation rate continues to be very high.

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 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, beliefs, and skills to assist in choosing the best possible career path. In addition to this program, they are supplemented through a freshman seminar class that enhances self advocacy, problem solving, and self worth.

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 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 Choices
- Four Year Career Plan Decision Making
- Final Shop Choice
- Career Pathways
- Social Dignity
- Study Skills
- Mock Interviews
- Conflict Resolution
- Career Cluster Research
- Academic /Technical Success
- Stress Management
- Bullying and Cyberbullying
- Organization and Time Management Techniques

Mr. Connors has developed a curriculum specific for the Freshmen Seminar, a new course for 2012-13. All grade 9 students will participate in this trimester course focusing on decision making, workplace readiness, self determination and conflict resolution.

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 a seamless transition from high school to college programs of study, creating opportunities for high school students to earn college credits.

During the 2012-13 school year, articulations in Auto, ITS, Health, Culinary, Graphics, Electrical and Machine were renewed. Currently there are articulations with Central Maine Community College, Southern Maine Community College, Bunker Hill Community College, Middlesex Community College, Mass Bay Community College and Benjamin Franklin Institute of Technology.

The Tech Prep Consortium at North Shore Community College (NSCC) provided our students with the following activities:

- College/Career Expo
- On the Spot Admissions
- Pre-engineering Career Day — Machine/Electrical students
- Business Career Day — Cosmetology students
- Graphics Career Day — Graphic/Design-Visual Communications students
- ITS Career Day — ITS students
- Health Career Day — Health students
- Pre-Advising Day
- College Fair
- Professions Speaker Day for Grade 10 students

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 funded higher education institutions.

During the 2011-12 school year, three Information Technology Services (ITS) sophomores were accepted into The Academy for Excellence Program (ACE). This program is a collaborative effort between Northeastern University and the Massachusetts Administrators Vocational Association (MAVA). This opportunity was made available to Race to the Top (RTT) Grant recipients. Three students were selected from ITS after an arduous application process. The program began in July 2012 at Northeastern. Upon successful completion of this program students will graduate with eighteen (18) college credits, in addition to their high school graduation requirements. This is a RTT grant funded activity for two of the students and the district is funding the third student.

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, 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 2012-2013 school year, thirty-two (32) 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 Career Technical Education Co-op Coordinator who serves both schools. Ms. Leilevre is present at North Shore Technical High School from 8:00 a.m. to 11:00 a.m. Monday to Friday.

Senior Placement
Plans for the graduates of 2013 included the following: 19% attended 4 year colleges, 37% attended 2 year college and 44% went to work in their technical area.

School Adjustment Counselor
The School Adjustment Counselor is a licensed clinical social worker who works with the at-risk population identified and referred by faculty, administration and parents. Students, seen by the School Adjustment Counselor, present with a wide range of social, emotional and mental health issues. These types of issues may significantly impede a student's ability to function and adequately perform in school.

The decision to discontinue the Peer Mediation Program for 2013-14 was made upon review of the available data (decline in referrals sources, student feedback, faculty and administrative input). Conflict resolution strategies are now covered in the Guidance and Health curriculums.

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 2012-2013 school year students and faculty visited the health office approximately 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.

Transportation Department

The Transportation Department has a fleet consisting of thirty eight (38) vehicles, fifteen -71 passenger buses, seven-77 passenger buses, one-18 passenger bus, three buses dedicated to the building trades, three-35 passenger buses, five-32 passenger buses, three 30-passenger buses, and one-8 passenger van. Transportation is provided for students to and from school on a daily basis.

The Transportation Department provides five shuttle buses from Essex Aggie after school to bring the students to North Shore to board the buses for their ride home. Late runs for students that stay after school is available Monday through Thursday and daily for sports and other activities for North Shore Tech and Essex Aggie. Transportation was provided for field trips, off-site activities, sports games, etc. This school year transportation for North Shore Technical High School and Essex Aggie has been completely merged.

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 approximately 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, Plumbing Apprenticeship Tiered Training, Manicuring and Auto Damage Appraisal License.

The Adult Education Program has recently initiated the development of online course capabilities; it is our hope to market professional development online options for teachers and other professionals in the near future. Furthermore, our new online registration option continues to be very popular with our adult students, now representing nearly three quarters of our total registrations.

Business Office

The Department of Revenue has certified the amount in our unencumbered excess and deficiency funds available July 1, 2013 at $508,950.00.

The Fiscal 2015 Budget preparation for Essex North Shore Agricultural & Technical School District is currently in process. The preparation for the next year's budget poses many challenges. Some of those challenges include unknowns and/or undetermined items such as utility costs, enrollment, staffing and health care to name a few. Administrators and staff members from both

districts have been working together to merge the cultures and programs to create a fiscally sound budget to present to our school committee in February.

On April 30, 2013 we had our third annual benefits fair. This year we rolled out through Colonial Life the opportunity for employees to purchase supplemental insurance policies. With that also came the benefit of a college tuition savings plan. We continue to offer employee benefits at no direct cost to the district.

The field work for the fiscal year 2013 audit report is complete and I expect a draft report any time. 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	
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	Mr. Bruce Perkins
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 new shed in the above picture was installed in the side yard next to the Community Center. The shed allows for additional storage space. The shed along with an expanded parking lot was work completed in 2013.

The winter of 2012-2013 was a normal one, except for the blizzard of February 8 and 9. The amount of snow in Boxford from this event was 28 inches. The Governor declared a State of Emergency to keep vehicles off of all roads so that plow trucks could work more effectively.

The DPW continued to pave roadways in accordance with the Pavement Management Plan. This year completed the seventh year of the plan. The DPW selects roads to be paved from the plan and also determines the selection based on the current condition of the asphalt. Lily Pond Road was the only road that was paved in 2013. 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 Town Drainage Study identified a number of culverts which were to be replaced. The Department replaced ten road drainage pipes during the summer, i.e., Main Street at Stiles Pond Road, Main Street at the West Fire Station, and six more on Ipswich Road. Other drain pipes were maintained. Debris and brush was removed at their inlets in order to provide for open flow during storm events.

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

Mosquito Borne Disease: A Board of Health Mosquito Borne Disease Response Protocol developed in 2012 to provide a quick response to early indications of spreading Mosquito borne disease remained in effect through 2013. During 2013 there were no incidence of mosquitos testing positive for Eastern Equine Encephalitis (EEE) in or around Boxford. There were however multiple repeated positive incidences of West Nile Virus (WNV) in surrounding towns over approximately a 4 week period. Per the Response Protocol the Board met to evaluate and/or address the positive incidence and opted not to spray. During the peak hazard period Boxford remained at a "Low probability of locally acquired Human disease" for both Eastern Equine Encephalitis and West Nile Virus.

Boxford is a member of the Northern Essex Mosquito Control District (NEMCD) which weekly tests mosquito pools for EEE and WNV bearing mosquitoes. In addition, NEMCD works to maintain wetland areas and reduce non-native mosquito habitat such as trash. During the Fall of 2013 NEMCD completed a large project to clear the Lockwood Forest culvert of debris and restore/replace the culvert.

In January 2013 a program to allow residents to option out of roadside spraying was created through a question on the Town Census and responses were compiled by the Town Clerk. Residents were also allowed to option out by contacting the Town Clerks' office. In December 2013 the Board was notified that NEMCD had modified their option-out policy to be compliant with state law (333 CMR 13.03) that requires residents to notify the Town Clerk through a letter sent by certified mail. The Board responded by first clarifying the new procedure with NEMCD and then notified the Town about the new procedure. Further the Department of Health in collaboration with the Town Clerks' office worked diligently to notify those residents who had already opted-out using the Town Census that they would need to opt out using the revised procedure. The Board has written a letter to NEMCD requesting a revision or relief from the law to allow a lower cost and/or alternative methods to option-out of roadside spraying.

Tick Borne Disease: The most prevalent tick borne disease in Massachusetts is Lyme disease; over 4,000 cases were reported in 2012, the highest rate since 2008. Other tick borne diseases such as Babesiosis and Anaplasmosis are also on the rise, particularly on the Cape. In Essex county during 2012 (the latest available data) the following number of cases of tick borne disease were confirmed: 311 Lyme, 14 cases of Babsesiosis and 7 Anaplasmosis. Statewide probable and confirmed cases of tick born disease increase by 19% - Lyme, 22% Babseiosis and 60% - Anaplasmosis.

The Boxford BOH, consistent with the Mass DEP and CDC, continues to recommend common sense preventative measures when outdoors such as proper clothing and performing regular tick checks as the best and most proven method(s) to decrease the risk of contracting Lyme disease. Additional information about how to protect against ticks when outdoors is posted on the BOH website.

Tick Tubes containing Pyrethrin, a pesticide that kills ticks, presents a means to control ticks on mice, the species primarily responsible for transmitting Lyme and other diseases into ticks. Data suggest that Tick Tubes can reduce the numbers of ticks and, if used instead of spraying, can reduce the amount of pesticide used to control ticks. The Tick Tubes program, approved at the 2012 October Town Meeting went into effect in February 2013. Tick Tubes available through the Health Office at 41.25 per box of 24 tubes, enough to approximately cover the perimeter of a ½ acre lot. To date the BOH has sold 167 boxes of Tuck Tubes at our cost.

Additional proactive measures to address Lyme disease in Boxford continue to be discussed by the BOH and include deer culling. To date, the limitations of culling have not prompted the Board to initiate a program but we continue to dialog with regional experts to better whether Boxford should consider a program.

Landfill: After 12 years of negotiation with the Department of Environmental Protection (DEP) for final closure of the landfill, the DEP has agreed to closure with the condition that the Town continues to monitor water quality and any landfill gas from observation wells surrounding the capped landfill. It is hoped that the paperwork for the final closure will be completed in 2014. DEP also agreed that approximately 50% of the 83 acre area previously thought to be part of the landfill is, in fact, a separate parcel which was never designated as a landfill and which has never been used for solid waste disposal. A survey of the entire site was completed in 2013, and a non-landfill area of approximately 38 acres has been divided from the remaining landfill area. This non-landfill area is now available for unrestricted town use, including new town buildings.

Salt Shed Lawsuit: In 2007, with the support of the Selectmen, the BOH condemned the Massachusetts Department of Transportation (MassDOT) salt shed on Topsfield Road as the source of salt contamination of private wells in Boxford. Since the winter of 2008-09, the salt shed has been closed by court order. In the past 6 years, the lawsuit has moved through Superior Court, to the Massachusetts Supreme Judicial Court, and back to Superior Court. In each case, Boxford's case has been supported by Court decisions. In late 2013, Boxford moved for Summary Judgment in Superior Court since the facts in the case were proven, that is, that MassDOT contaminated Boxford wells with road salt and that MassDOT had safely maintained Route 95 in Boxford for five years without the Salt Shed. In February 2014, the Court found in favor of Boxford and issued a permanent injunction on the use of the Topsfield Road site for the storage of salt or any other deicing chemicals. In addition, the Court ordered MassDOT to follow all Boxford BOH regulations in drilling wells on private property. If MassDOT proposes a new salt shed on the property in the future, it must follow all local and state regulations for siting the salt shed, and prove to the court that the new shed is essential to MassDOT operations. Boxford has won a major victory by this Court decision.Testing to date has shown that salt levels in water samples from around the old salt shed are decreasing. With time, and with no new salt storage at the Topsfield Road site, salt concentrations in the aquifer will return to normal.

Trash Collection: In the spring of 2013, the Board put the Boxford Trash Collection contract out to bid for the first time in 10 years. The revised Contract bid documents reflect the changes in collection procedures and services over the past 10 years. The Board worked with the procurement officers in the Selectmen's office to update the bid documents and to evaluate the completeness of the responses. Five companies submitted responsive bids. Price and service were the deciding factors, and the Board chose to stay with JRM as Boxford trash and recycling hauler. JRM is collecting trash and recycling in Boxford on the same two days of the week as previously experienced by residents. The twice yearly large item collection day will continue under the new 5-year contract. Also under the new contract, JRM will provide a new service: a once a year 'shredding day' for residents. JRM will bring a shredder into town and residents will be able to bring boxes of their private papers to be shredded at no cost to residents.

Organization: Louise Kress was re-elected to the Board in the election of May 2013. The Board of Health was reorganized late in May as follows:

Rick Fahrner, Chair
Alex Constan, Vice Chair
Malcolm Kinnaird
Louise Kress
Richard Taylor

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 2013 inspections: 174 horses, 44 ponies, 11 miniature horses, 12 donkeys, 50 goats, 51 sheep, 19 head of cattle, 4 llamas, 7 alpacas, 2 pet pigs, and 50 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 2013, 14 incidents involving domestic animals biting/scratching humans or domestic animals were reported. Ten day quarantines were completed without complication in all 14 cases. One case was transferred to the town of permanent residence of the animal involved where the quarantine was successfully completed.

Animal Inspectors are required to investigate and issue quarantines in cases concerning possible rabies exposure to domestic animals. Eight such cases were reported involving pet contact with a confirmed rabid animal, wounds of unknown origin, or exposure by proximity. Six quarantines were completed without incident. Two quarantines carry over into 2014. Owners please keep all pets current on rabies vaccinations – it is very important for the safety of your pet and your family.

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

ANNUAL REPORT
OFFICE OF THE INSPECTOR OF BUILDINGS
ROBERT M. ALDENBERG, C.B.O.

I am pleased to submit the annual report for the Building Department for the year 2013. I became the Acting Building Inspector on October 1st and other changes to the staff of the department became effective shortly before that time.

On September 26th Building Commissioner Robert Camacho left Boxford to assume the commissioners position in the Town of Sturbridge.
On June 6th long time Secretary Paula Meagher retired from her position.
I wish to take this opportunity to thank both Bob and Paula for their dedicated years of service to the Town of Boxford and wish them the best for the future.

During 2013 there were a total of 793 permits issued by the Building Department.
The breakdown is as follows:

PERMITS	FEE"S COLLECTED	COST OF CONSTRUCTION
310 BUILDING PERMITS	**$132,726.07**	**$9,823,901.41**
233 ELECTRICAL PERMITS	**$19,777.00**	
135 PLUMBING PERMITS	**$11,787.50**	
143 GAS PERMITS	**$13,220.50**	
ADDITIONAL FEE"S	**$ 255.00**	
TOTAL PERMITS 993	**TOTAL FEE"S**	**$175,766.07**

I wish to thank the members of my staff and all others who have made this transition easy and enjoyable. Also I thank the public for their co-operation and understanding during the transition period.

Staff members
Electrical Inspector ----------Douglas Small
Plumbing/Gas Inspector -----Stephen Galinsky
Secretary----------Robyn Holt

Respectfully Submitted,
Robert M. Aldenberg
Inspector of Buildings

SEALER OF WEIGHTS AND MEASURES

The Sealer of Weights and Measure made the following sealings in the year 2013.

1. Ingaldsby Farm, Washington St. West Boxford Checked and sealed 3 scales	($18.00)
2. Paisley Farm, Washington St. West Boxford Checked and sealed 3 scales	($18.00)
Total turned over to the Treasurer	$36.00

Robert Cronin
Sealer of Weights and Measures

VNA CARE NETWORK
2013 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 2013 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; blood glucose testing; weight, pulse, heart and lung monitoring; medication, diet, preventive health and disease management teaching; vitamin B-12 injections; 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**, client donations, VNA Care Network funds and in-kind donations. Clinics are held three times monthly as follows:

Four Mile Village	1st Wednesday	9:00 a.m. - 11:00 a.m.
Four Mile Village	3rd Wednesday	9:00 a.m. - 11:00 a.m.
Boxford Senior Center	4th Wednesday	11:00 a.m. - 1:00 p.m.

2012 BOXFORD ELDER HEALTH CLINIC ATTENDANCE

# Clinic Visits	# Participants
4-Mile Village	163
Senior Center	41
TOTAL CLINIC ATTENDANCE	**204**

2013 INFLUENZA VACCINE ADMINISTRATION

Flu Vaccines *(given to Boxford Residents aged 9 and over)* **203**

A flu clinic was held on October 16, 2013 (*183 attended*). Boxford residents also attended flu clinics in Topsfield as well as walk-in clinics held on Wednesday afternoons in the VNA Care Network's Danvers office. VNA Care Network community nurses held a separate clinic at the Boxford Fire Department for fire fighters and their families; there

were 20 additional participants. The Massachusetts Department of Public Health (MDPH) has continued to decrease state-supplied flu vaccine allocations for all local boards of health (LBOH) again this flu season. MDPH has continued to encourage LBOH to privately purchase seasonal influenza vaccine. This trend is expected to continue next year.

2013 BOXFORD COMMUNICABLE DISEASE FOLLOW-UP

Boxford Board of Health staff and VNA Care Network nurses use MDPH's MAVEN (Massachusetts Virtual Epidemiological Network) a secure web-based surveillance system for infectious disease investigation, case management and follow-up.

Overall, the number of communicable disease infections requiring LBOH follow-up was 25 cases. This represented eight fewer cases than 2012. Case investigations and relevant follow-up are conducted per MDPH protocol. As in previous years, physicians are responsible for follow-up for Chronic Hepatitis B, Chronic Hepatitis C, Influenza and Lyme. This was previously done by the LBOH.

Infections	**Number**
Ehrlichiosis & Anaplasmosis	9
Babesiosis	6
Campylobacter	2
Giardia	2
Salmonella	1
Pertussis	2
Group A Strept	1
Group B Strept	1
Varicella	1

COMMUNICABLE DISEASE FOLLOW-UP YEAR END TOTAL 25

- **Tick-borne infections (Anaplasmosis, Babesiosis, and Ehrlichiosis)** totaled 15 cases which was seven fewer cases than 2012.
- **Enteric infections** included Campylobacter, Giardia and Salmonella. There were five cases in 2013. Of the five 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.
- **Lyme –** follow-up is conducted by the providers. There were 25 confirmed cases and 15 probable cases. There were another 34 suspected cases where individuals did not meet all the clinical criteria. This number is higher than 2012.
- **Influenza –** There were four confirmed cases of influenza during the 2012-2013 flu season. As of early March 2014 (the 2013-2014 flu season), there are three confirmed cases of influenza. This number is consistent with what the town has typically experienced at this point in other flu seasons. This number is consistent with flu activity seen in Massachusetts and nationally.

- **Pertussis –** two cases were reported. One involved an adult Boxford resident who worked in a Revere school. We coordinated follow-up with the Revere public health nurse. Another case involved an elementary school child. Appropriate surveillance was done by the school nurse.
- **Chronic Hepatitis B (one case) and Chronic Hepatitis C (three cases)** received follow-up by physicians. There were no acute cases of Hepatitis B or Hepatitis C this year.

UPCOMING for 2014

The VNA Care Network secured private foundation funding and will be implementing a seven week fall prevention program at Four Mile Village for elders in 2014. This program includes talks, screenings and exercise to help keep seniors healthy and prevent falls from occurring.

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
199 Rosewood Drive
Danvers, MA 01923
1-888-663-3688 ext. 5603

Planning & Environmental Protection

Agricultural Commission

Community Preservation Committee

Conservation Commission

Haynes Land Advisory Committee

Lakes, Ponds & Streams Committee

Land Committee

Permanent Building Committee

Planning Board

Sustainability Committee

Tree Warden

Zoning Board of Appeals

BOXFORD 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 7:30 PM. The public is welcome to attend.

The Boxford Agricultural Commission continued to promote agriculture by presenting a series of educational programs. Topics included : rootstocks and grafting, heirloom apples, nutrient density, beaver control, mosquito spraying and its effects on honeybees, the invasion of the spotted winged Drosophila (a type of fruitfly from Asia) and the brown marmorated stinkbug, as well as the pros and cons of GMOs (genetically modified organisms). Commission member, Dr. Changnong Liu reported to the public, the results of his genetic/breeding research with soybeans and dent corn that was carried out on Chairman Johnson's farm.

Once again the Commission assembled an impressive collection of tractors for the 4th of July parade. The tractor brigade was led by Mrs Essex County, Commission member Laura Sapienza-Grabski.

The Commission at its meetings, continued to inform the public on matters of general interest including GMOs, lawsuits, use of neonicotinoids, the Farm Legacy Project and farmland tax programs.

The Boxford Agricultural Commission continues to be a leader statewide with the Massachusetts Association of Agricultural Commissions and with Ag Day at the State House.

Respectfully Submitted,
Randolph Johnson, Chair
Laura Sapienza-Grabski, Vice-Chair
Louis Athanas
Charles Kornely
Dr. Changnong

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. Persons interested in finding out if they are eligible for this exemption should contact the Boxford Assessors' office at 978-887-6000 ext. 141.

In 2013, Boxford received another round of matching funds from the state. Our grant of $382,412 was equal to 69% of the $554,401 we collected locally in Fiscal Year 2013 through the 3% CPA surcharge.

Two new projects were funded at Town Meeting in 2013: $222,000 for the construction of a new pre-school and elementary school playground at the Cole School; and $8,500 for design work for the historic rehabilitation of the windows and cupola at the Aaron Wood building on Middleton Road.

The CPC continued to monitor and approve payment on invoices for various ongoing projects during 2013, including 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 2013

Overall activity in 2013 was similar to the past two years, however there were notable increases in permit filings for small projects (Determinations).

Summary of Permits and Enforcement Activity					
2009	2010	2011	2012	2013	Type of Activity
26	17	18	19	16	Orders of Conditions or Denial Issued
1	3	2	3	1	Amended Orders of Conditions Issued
1	1	0	0	0	Orders Resource Area Delineation Issued
0	0	1	0	1	Stormwater Management Permit
25	19	15	15	20	Determinations of Applicability Issued
53	**40**	**36**	**37**	**38**	**COMBINED PERMIT SUBTOTAL**
15	23	6	12	17	Determinations of Negligible Impact Issued
32	27	19	17	15	Certificates of Compliance Issued
8	13	0	0	0	Permit Extensions Issued
5	1	1	5	2	Violation Notices Issued
9	9	3	0	1	Enforcement Orders Issued
0	1	0	0	0	Tickets Issued
5	2	2	0	0	Emergency Certification - Beaver Related
8	11	10	3	11	Emergency Certification - Non Beaver Related

The Commission spent considerable time in 2013 completing its review of the Haynes Land Recreational Fields project, including calling six special meetings dedicated solely to the review of that project. The Commission engaged a professional engineer to assist in the review of the stormwater management aspects of the project.

The Commission reviewed and approved a Stormwater Management Permit for the Boxford Library project. The Commission engaged a professional engineer to assist in the review of the stormwater management aspects of the project.

Conservation Management Activities in 2013

The Conservation Commission voted to recommend the town exercise its option to purchase the Nason Conservation Land under the provisions of Chapter 61A. A successful grant application was prepared by others to help fund the purchase, and the town anticipates receiving $250,000 from the Land and Water Conservation Fund. The Essex County Greenbelt Association is assisting Boxford with the transaction by holding the property until town funds can be appropriated at Town Meeting in May, 2014. Final purchase of the property is planned to occur in June 2014.

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 Commission also reviews proposed Conservation Restrictions in Boxford held by other 501(c) 3 entities such as the Boxford Trails Association/Boxford Open Land Trust (BTA/BOLT, Inc.), Essex County Greenbelt Association (ECGA) and the Massachusetts Farm Bureau

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 achieved a full roster in 2013 with the appointment of Paris Beckett. Ms. Beckett has an educational background in sustainable development.

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 and Land Advisory 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.

Conservation Commission members (term ends): Ted Riter, Chair (6-30-14); Lana Spillman, Vice-Chair (6-30-15); Frank DiLuna (6-30-14), Natasha Grigg (6-30-16), Alan Fowler (6-30-16), Mark Mitsch (6-30-16), Paris Beckett (6-30-15), Peter Delaney, Associate Member (6-30-14).

HAYNES LAND ADVISORY COMMITTEE

In 2013 the project was submitted to the Conservation Commission and the Historic Commission for review and approval. The project received approval from these commissions in 2013.

In 2014 the committee will submit the project for review by the Planning Board and for the final approval that is required for the project by the Zoning Board of Appeals.

The committee continues to hold regular public meetings and joint meetings with the BAA to coordinate future activities.

Respectfully submitted,

William Brown, Chairman

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 Tuesday of each month or otherwise announced. Meetings normally begin at 7:30 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 2013

The Committee approved and welcomed new chair Greg Murrer while extending thanks to previous chair Brooks Tingle for his devoted service. Brooks will continue as an active member. A major highlight of the year involved the installation and completion of an elliptical culvert, which is a single continuous culvert at Lockwood Ln. Greg took the lead in the LPS Committee's support of a project that involved many hours of work with dedicated volunteers including Mosquito Control, TU and others.

Much of the year revolved around issues with the Lowe Pond Dam. The committee continued its efforts of addressing overtopping of the Lowe Pond Dam during severe storms through pursuit of general maintenance. In mid-February, Karen Melanson and Chuck Tirone visited the dam and culvert. Chuck walked through the interior of the culvert, identifying root issues at the wall seams and channel edges. Several trees around the channel and headwall appeared to need removal. DPW guest John Dold attended the March meeting and committed to a clean up effort. Entangled roots in the culvert have since been removed while tree removal is pending.

Other items of interest throughout the year included a request from Nancy Merrill, BTA/BOLT member, asking for a letter of support on a grant application on approximately 46 acres of land on the Nason property, abutting Hovey's Pond. All members approved and the letter was provided in hopes that a potential grant of $250,000 could offset the town's purchase of the land through its now approved warrant article. Spofford schoolteachers Lisa and Gail continue their Spofford Pond environmental efforts with third graders. A weed watchers session was held with DCR's Jim Straub at the school in May. It's expected these efforts will continue with each year's new class.

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.

Future Committee Plans

The Committee will continue its charge from the Selectmen to address specific issues on any waterway issue that may arise. The committee also foresees assistance with a pond survey to be used as a baseline study at Hovey's Pond, engagement of the new dam owners at Lowe Pond to encourage dam maintenance and offer volunteer support, discussion of a potential yearly budget proposal for presentation at town meeting and support of a project at the plunge pool at the culvert under Middleton Rd.

In 2014 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 2014 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: Greg Murrer, Brooks Tingle, Peter Morbeck, Karen Melanson, Tim Smith, Mark Mitsch, Charles Tirone: Assistant Conservation Commission Administrator.

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, and to assist the Selectmen in matters involving acquisition of land, easements and other real property interests.

During 2013, much of the Land Committee efforts were focused on the acquisition of the Nason parcel located at 277 Washington Street consisting of 46+/- acres with frontage on Hovey's Pond. In January the Nason's submitted a Purchase and Sale agreement (P&S) for our review putting the Chapter 61A 120 day "Right of First Refusal" process in motion. Town Counsel deemed the initial P&S not a "bona fide" offer because of the developer's contingences. As the Nason's revamped the offer and submitted an acceptable P&S, BTA/BOLT began an all out push to assist with acquiring the property. They teamed up with ECGB (Essex County Greenbelt) focusing on all possible funding sources. As the project became more focused, BTA/BOLT began the process of applying for State and Federal Grants and raising private funds. Natasha Grigg (President BTA/BOLT) and Vanessa Johnson (Essex County Greenbelt) met numerous times with all the boards and committees in town. At the May Town Meeting, a well developed presentation resulted in a positive vote of the town to purchase the parcel from ECGB, which purchased the land and is holding it until the State and Federal Grants have been awarded to Boxford.

The Committee is currently working on the "Borders to Boston" rail trail project. This proposed linear park would begin in Newburyport and follow the old Newburyport railroad line through Boxford and south to Topsfield and beyond.

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, recreational, and municipal needs. The Land Committee will, wherever possible, incorporate the Open Space and Master Plan when prioritizing parcels for protection.

For 2014 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 goals of the town. We thank the citizens of Boxford for their continued support.

Current members;

Peter Delaney Chairman (Cons Com)
Bob Gore (Planning Bd.)
Peter Bernardin (Fin Com)
Natasha Grigg (Member at Large)
Stuart Saginor (Member at Large)

PERMANENT BUILDING COMMITTEE
ANNUAL REPORT FOR 2013

The Boxford Permanent Building Committee is responsible for the management of all Boxford municipal buildings, including school buildings. This responsibility includes the oversight and supervision of the planning, design, construction, reconstruction, major alteration, renovation, enlargement, major maintenance, demotion, and removal of all Town buildings and recreation structures and playing fields and courts, including any significant renovation or upgrade of service equipment and major systems. The Permanent Building Committee is comprised of five regular voting members. Two temporary members are added to the Committee for any municipal project involving construction or major maintenance. The two temporary members are the representatives of the town board or committee sponsoring or requesting the municipal project.

During 2013, the Permanent Building Committee spent considerable time and effort on two library projects: the detailed designs of a new town library on Elm Street and the Cummings House as a cultural arts center, and the repair and mold remediation of the current library facility located on Elm Street. Both projects were approved for funding at the 2013 Spring Town Meeting.

The Committee worked closely with the architect, Schwartz/Silver, in designing a 15,000 square foot library and preserving the Cummings House as a cultural arts center that would meet the needs of the respective programs while addressing the concerns and incorporating ideas and features suggested by abutters, the Fire Chief, the Police Chief, the ADA Compliance Officer, the Building Inspector, the Superintendent of Public Works, the Historic District Commission, the Board of Health, the Conservation Commission, Planning Board, the Zoning Board of Appeals the Board of Selectmen and other interested parties. The Committee also selected Collaborative Partners, now known as Hill International, to serve as the Owner's Project Manager that will assist the Committee in managing the library and Cummings projects within budget and on schedule. Meetings with town officials and town regulatory bodies took place throughout the Fall and Winter of 2013 with the goal of securing the necessary permits to proceed with construction, subject to approval and funding at the 2014 Spring Town Meeting.

The Committee also worked closely with the DPW Superintendent and Library Director in managing and overseeing the microbial assessment, repairs and mold remediation at the Elm Street facility. This project also involved repairs, installations and cleaning of the library building on Washington Street where library services were relocated for the 12 to 16 weeks required to complete the work at the Elm Street facility.

Other municipal and school projects that the Committee worked on in 2013 with the DPW Superintendent and the School Facilities Director included the installation of a new roof for the DPW garage, floor drains for the East and West Fire Stations for waste liquids, emergency generator for West Fire Station, replacement of fire alarm system at the Police Station, replacement of exterior doors at East Fire Station, replacement of windows at West Fire Station, replacement of Cole School playground, replacement of the telephone/public announcement

systems and installation of security system at the Cole and Spofford Schools, and replacement of Town Hall water pumps.

This year, the Permanent Building Committee welcomed two new members, Miika Ebbrell, a registered architect and Garth Tolman, director of engineering specializing in telecommunications. We also wish to express our appreciation to our former colleagues, Chuck Adam and Guy Simmons, for the years of knowledge, expertise and insight they had provided as PBC members.

The Permanent Building Committee meets at least once a month on the 3rd Thursday of each month starting at 7:30 pm at the Police Station. We encourage and welcome our town residents and guests to attend and share their thoughts and views about our municipal buildings.

Respectfully submitted
Margaret Chow-Menzer, Chair
Frank Quackenbush, Vice Chair
Robert Hazelwood, Clerk
Miika Ebbrell, Member
Garth Tolman, Member
Joyce Ricklefs, Minutes Secretary

PLANNING BOARD
ANNUAL REPORT FOR 2013

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). This application was for the realignment or elimination of various lot boundaries associated with Parcel A and Lot 1 of the Pineridge Subdivision and two adjoining lots not part of the subdivision.

Subdivision Activity
A Definitive Plan for the eight lot Pineridge subdivision was approved in April, 2013. The Board engaged a consultant to oversee the construction of the roadway and associated infrastructure improvements.

Work continued on the roadway and several houses in the Weathered Walls Subdivision.

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 eleven ZBA cases in 2012. A favorable recommendation was issued in eight cases. In two cases, both of which related to the development of a non-conforming lot on Middleton Road, the Board recommended denial based upon documentation indicating that compensation had been offered to the owner by Essex County at the time a portion of the lot was taken for use as right-of-way for Middleton Road. The review in one case was continued into 2014.

Of the eleven cases, four related to Special Permit request for garage space in excess of three cars, three related to Special Permit request for extension of non-conforming structures, two related to Special Permit requests for "O" District development, one related to a Special Permit request for an in-law apartment, and one related to a variance request for development of an undersized lot.

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 construction of improvements to parking and structures at the Boxford Community Center and the redevelopment of the Boxford Public Library. The Public Library review was continued into 2014.

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 2013 nine driveway applications were reviewed by the Planning Board. A favorable recommendation was issued in six cases. In two cases the applicants withdrew their applications after considerable review and comment by the Board. The review in one case was continued into 2014.

Other Activities
The Board held public hearings on proposed changes to the Boxford Zoning Code relating to a temporary moratorium on the placement of Medical Marijuana Treatment Centers, changes to the Zoning Board of Appeals membership, and changes to the application of site plan review requirements to certain "O" District lands. Of these, only the Medical Marijuana moratorium was adopted at Town Meeting.

The Board also reviewed a Chapter 61A notification for the purchase of property known as the Nason Land, and recommended to the Board of Selectmen that they exercise the Town's option to purchase the property. This recommendation was acted upon by the Selectmen, and successful arrangements were made to apply for state grants to fund the purchase and for Essex County Greenbelt to assist as an intermediary in the transaction.

The Board held eight Scenic Road Act hearings for the removal of trees or the disturbance of stone walls.

Board Membership
Long time Board member Joe Hill resigned during 2013 to focus his efforts with the Boxford Housing Partnership. Jeff Kruk was appointed by the Board of Selectmen to serve the remainder of Joe Hill's term. The members of the Planning Board are elected to five year overlapping terms of office as follows:

Bob Gore	Chairman, Land Committee Representative (term expires May 2015)
Holly Langer	(term expires May 2017)
Ellen Nestervich	Clerk (term expires May 2015)
Jeff Kruck	(term expires May 2014)
Pat Canonica	ZBA liaison (term expires May 2017)
Steve Merriam	Community Preservation Committee Representative (term expires May 2016)
Angela Steadman	(Term expires May 2016)

Respectfully submitted,
Robert C. Gore, Chairman

SUSTAINABILITY COMMITTEE

The Sustainability Committee was formed in February 2013 with the charter to pursue and complete a solar installation on the closed town landfill behind town hall. The committee spend much of 2013 gathering information on feasibility, approach, and options/ After much consideration and input from various experts in the field , we will be moving forward in 2014 with an RFP for the development of a 500Kw solar array on the landfill using a hybrid Land lease/Power Purchase agreement (PPA). This model will enable us to develop the system at no cost to to the town, and will provide clean energy and generate significant savings on the towns electricity bill as well as lease income and tax income

Gregory Netland, Chair

Joseph C. Hill

Marc Aronson

Yu Ching Buehler

Lauren Laplante Rottman

BOXFORD TREE WARDEN

Arbor Bear

The annual Arbor Day celebration was held on May 6, 2013 at the Harry Lee Cole School Auditorium. The special guest speaker was Dan Mayer, owner of Mayer Tree Service. Dan handed out over 300 tree saplings, one for each child to plant. After the ceremony, the children gathered outside where a tree was planted by six of the students. Another Arbor Day celebration was held in early June at Spofford Pond School. On that occasion, the children received a visit from Arbor Bear, pictured above. Welcoming remarks at both of the schools was done by Rosario Barbosa (shown on the right of Arbor Bear). The featured speaker at Spofford was the National Grid Arborist, Jim MacArthur (pictured to the left of Arbor Bear

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 48 tree removals in 2013. Some of these were removed from Lake Shore, Rowley and Spofford Road.

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 any emergency work which involved the removal of trees leaning into National Grid's overhead wires.

Respectfully submitted,
John C. Dold, PE
Tree Warden

ZONING BOARD OF APPEALS

2013 was a year of change for the Zoning Board of Appeals. Long-time Boxford resident Robert Conroy retired from the Zoning Board. Mr. Conroy served the on the Zoning Board for 17 years. Lifelong Boxford resident William R. Cargill, Jr. who has served as a member of the Zoning Board since 1991, 14 years chair, resigned. Alternate Robyn Kotarski also resigned.

Barbara Jessel, who joined the Board in 2012 as an alternate, was appointed as a sitting member. Mrs. Jessel brings a wealth of Boxford knowledge to the Board having served the town in many capacities, including nine years on the Board of Selectman. In addition, Kathleen O'Sullivan-Fortin returns to the Board as a sitting member. Mrs. O'Sullivan-Fortin has substantial Boxford zoning knowledge having previously served six years in an alternate position.

The Board welcomed two new alternates, Peter Angle and David Peterson. There remains one unfilled alternate vacancy.

The Board notes the retirement of our longtime secretary, Paula Meagher. Paula's knowledge of zoning, zoning procedure, attention to detail and willingness to assist applicants and the Board will be missed.

The Board is pleased that Pat Canonica continues to serve as the Planning Board liaison to the Zoning Board.

The Board welcomed Robyn Holt as the new Board secretary.

The Board acted on five cases, all special permits, continued from 2012. Four permits were granted and one application was withdrawn without prejudice.

Twelve new cases filed in 2013, 10 special permits and two variances. Of these 12 cases, six special permits were granted, three cases were withdrawn without prejudice and three were continued to 2014.

The Board continues to meet on the fourth Thursday of each month. In addition to regular meetings, two site walks were conducted, one to view proposed changes to the Community Center parking area a second to walk the Elm Street Library location. The Board voted to change the starting time from 6:30 p.m. to 7:30 p.m.

The Board has one case continuing to make its way through the Massachusetts Court system.

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

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 lngaldsby 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. The plaintiff then filed a Complaint in civil contempt against the Farm Defendants and the Building Inspector, alleging that the Farm Defendants had not produced sufficient documentation of their compliance with G.L. c.40A §3 and that the Building Inspector had failed to enforce the law against them. Trial was held in July, 2012. The Court issued an opinion in favor of all the defendants on March 12, 2013, finding that the Farm Defendants had submitted sufficient documentation in light of the wording of the Court's previous order and that the Building Inspector had responded appropriately to the documentation provided. The plaintiff has filed a Notice of Appeal, although as of December 31, 2013 no appeal has been filed.

Respectfully Submitted,

Paula Lia Fitzsimmons, Chair

Board Members
Paula Lia Fitzsimmons, Chair
Kathleen O'Sullivan-Fortin, Vice Chair
Barbara Jessel, Clerk
Peter Angle, Alternate
David Peterson, Alternate

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

2013 was a slow year for this committee as the 25 % design work was in review process with the Massachusetts DOT (Department of Transportation.)

MA DOT has about finished their review of FST's (Fay, Spofford, & Thorndike) engineering plans. There should be a public hearing held in 2014 with FST and MA DOT for the public's review of Boxford's rail-trail design.

Merrimack Valley Planning Commission has awarded Boxford construction money for the construction of the rail-trail with the construction year not yet determined. The plans are subject to MA DOT requirements.

The Topsfield Linear Trail is complete to the Topsfield-Boxford Town Line. Boxford's connection from Pye Brook Lane to the Topsfield line will remain the same gravel, rail-bed surface. This section is open.

The Boxford rail-trail bed is mowed by volunteers. The public is welcome to walk the BtoB thru Boxford except for the section that is closed. Please respect the landowner. There is a bypass pedestrian trail through the Kelsey Arboretum that goes from the rail-bed to Kelsey Road. The Arboretum maintains a deer fence. Kindly keep the gates closed.

Respectively submitted:

Boxford BtoB Path Committee

Tony Brogna
Carole Davis
Steve Davis
Nancy N. Merrill
Peter Perkins
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 2013, the council has approved grants for a month long celebration of Boxford's Civil War history at the Village Library. There will be a musical performance at the Harry Lee Cole School on the importance of nutrition called "Eat Like a Rainbow" stressing good food choices. Local residents Robert Spillman, Elizabeth Crowe, and Denise Galligan will share their expertise on interpreting current science in the news, fiber arts and edible herbs, respectively. Boxford's own Rufus Porter, 1800s folk artist and inventor will be celebrated with a hands-on class in "Folk Art Painting" at the Village Library. Two interpretive performances for small children were approved for the library, "Science isn't Always Pretty" and "Reading is Magic. The 6th Grade Jazz Band from Spofford Pond will again play a concert at the State House in March, last year State Rep. Bruce Tarr was in attendance and is expected again this year. A parent reported that last year, the kids also received an amazing behind the scenes tour of the State House!

Our main venue for our grant approvals is the Boxford Village Library, it is vital to our programming. It is open to all, and they support and publicize our programs to the utmost.

We had 24 grant applications, of which 10 were granted for 2013.

The BCC also administrates local funds which facilitate the hiring of local musicians for the 4th of July parade and the Apple Festival performances on Melvin Green.

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 Co-Chair) at delfino@spinningdog.net or the Selectmen's office for more information.

Boxford Cultural Council Members:

Lynn Afrow Ellis, Co-Chair

Michele Delfino, Co-Chair

Denise Galligan, Finance

Diane Annunziato

Sally Arrigo

Anna Barbieri, Secretary

Judy Miller Bailey

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.

Our thanks to the DPW for the additional parking spaces they constructed this year. This has eased our parking situation greatly. The new shed has allowed us to move our handicap equipment from the multi-level balcony making it more accessible to both staff and clients. Unfortunately these needed improvements did not free up any usable meeting space .

In spite of the limitations placed on us by our available space, our services and the number of seniors requesting those services and attending COA functions and activities continues to grow. Boxford's seniors are the fastest growing segment of Boxford's population, and the need for our services parallels this growth. It has been a delicate balancing act scheduling our activities and keeping our participants happy.

We have continued to introduce new programming. For example, new this past year is a watercolor painting and a woodcarving class. We have started a regular Wednesday speaker's series. In addition to new programming we are revamping several of our existing programs, mainly our exercise and social groups, to make them more appealing to our ever growing 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 4263 hours of their time. We also wish to thank the Friends of the COA, the Topsfield / Boxford Rotary, for their generosity and the many members of the community who have lent us their time and talents. 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 2013

General Information Services: 32822 units of service to elders 4866 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: 1400 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: 3715 units of service to elders 972 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: 702 units of service to elders 16 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: 1013 units of service
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. In addition to these services health experts are routinely scheduled to speak to our various groups.

Fitness/ Exercise: 2520 units of service to elders 77 units to non elders
Weekly offering include Yoga, Chair Exercise/ZENgevity, Zumba, two sessions of line dancing, hiking and walking groups.

Health Benefits Counseling: 152 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: 335 units of service to elders 20 to non elders
Loan of handicap equipment

Cultural Activities: 1230 units of service to elders 608 units to non elders
Included in this category are the Spofford Pond Concert and other events of a cultural nature.

Social Events: 1346 units of service to 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: 89 units of service
During the past year 3 events and a pen-pal program were held that involved interaction between our seniors and young adults or children.

Outreach: 6750 units of service
Included in this category are Telephone Reassurance, Friendly Visitor, Case Management and well being checks.

Newsletter: 17124 units of service to elders
Our monthly newsletter is mailed to 1427 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: 1882 units of services to elders 1442 to non-elders
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
Steve Harvey
Elizabeth Murphy
Christine Northrup
Joan Tarleton

Staff
Pam Blaquiere / Director
Joan Rollins / Outreach
Elaine Spiro/Secretary
Jack Hawxwell/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 2014) at the Town Clerk's office and on the Town of Boxford website. They have also been sent to the real estate offices in Boxford / Topsfield area and in the major markets surrounding the towns. Applications can also be found on the town website. The fee for applications for a Certificate of Appropriateness is $25.00, payable to the Town of Boxford.

In 2013 we had the following spectrum of hearings: temporary signs for various community projects, a new barn and a variety of restoration and renovation projects in both the Boxford Village Historic District and the Howe Village Historic District. This year we had several meetings with Angela Ward Hyatt of Schwartz/Silver Architects, Inc., members of the Permanent Building Committee, Library Trustees and interested parties regarding the new library design and the renovations for the Cummings Building (current Library). This new design has been reduced in size by approximately 3,000 +/- square feet from the former 2011 design, the new library is to be detached from the Cummings Building and set further back on the lot to lessen the impact as seen from Elm Street. The Cummings building renovations will be necessary as the most recent wing (back end) of the current library is slated to be removed if the new library design and funding is approved by the town.

The Historic Districts Commission has always favored a new library in the Boxford Village Historic District. A library that is part of the fabric of the village, blends into the streetscape and is an integral part of the District. The Commission believes that the library should be inspirational in design, yet sensitive to the past, and be a beautifully scaled civic building that would be admired for generations. The Historic Districts Commission vote on the new Library design will be taken in early 2014.

This year the Commission was delighted to welcome new member Lisa DiLuna. Lisa is a recently retired attorney with a diverse background and is a great asset to the Commission. She both practiced and taught law and was recently honored by the Middlesex County Bar Association with the 2013 Lifetime Achievement Award.

At this time, the Commission has two openings for alternate members. If interested in volunteering, please call get in touch with any one of the members of the commission, the Selectmen or Town Administrator Alan Benson.

The Historic Districts Commission meets on the fourth Wednesday of every month at starting at 7:00 PM (note: new time) at the Community Center on Elm Street. 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
Lisa DiLuna
Andrew Gori
Matthew Juros
Nancy Merrill

BOXFORD 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

Lisa DiLuna, a member of the Historical Commission, and a group of enthusiastic volunteers have graciously taken on the planning for the renovation and restoration of the Little Red Schoolhouse. They are looking for funds and hands-on volunteers to help complete the project. They will be doing a presentation to both the School Committee and the Community Preservation Committee in 2014.

It is the hope of the committee that Little Red Schoolhouse will become a "window" into school life in the 1860s. It is their mission to have the school be used in the way the Haynes family envisioned when they gave Boxford's last remaining one-room school house for the use of the children of the town.

Anyone who is interested in working on this project should get ahold of Lisa DiLuna or any of the members of the Historical Commission.

Community Preservation Committee.

Virginia Havey represents the Commission on the Community Preservation Committee. Two historical assets: the Little Red Schoolhouse and the Cummings Building will be coming before this committee sometime in 2014.

Inventory of Historic Properties

In 2014 we will 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's inventory is outdated, homeowners are prevented from being listed in the register and, more importantly, are restricted from applying for restoration grants and placement on the National Registry of Historic Places.

Open House & Preservation Awards

In 2014 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 featured speaker and the 2014 Preservation Awards will be presented.

New Member

This year the Commission was delighted to welcome Lisa DiLuna as a new member. Lisa is a recently retired attorney with a very diverse background and is a great asset to the Commission. She both practiced and taught law and was recently honored by the Middlesex County Bar Association with the 2013 Lifetime Achievement Award. As noted above, she has volunteered to be the chair of the Little Red Schoolhouse project.

Respectfully submitted,

Wendy Perkins
Chairman

Members:
Virginia Havey, Vice Chairman
Lisa DiLuna
Andrew Gori
Matthew Juros
Nancy Merrill

Honorary Members:
Brian Gregory
Susan Peterson

RECREATION COMMITTEE

2013 OVERVIEW

The Board of Selectmen has appointed three new members to the RecCom, whereas the RecCom has elected a new Chairman:
Jim Gikas (Chairman)
Christine Eckert
Michelle Mathers

Two members resigned in 2013 from the committee and we would like to recognize their contributions and outstanding service.

- Howie Emmons
- Nancy Merrill

Also, at town meeting this year, the town voted to incorporate the Park Program as a town entity.

THE BOXFORD PARK PROGRAM

The Boxford Park Program is run by the Town of Boxford, supervised by the Recreation Committee, during the summer of 2013. The Park Program ran Tuesdays, Wednesdays and Thursday, 10am-12, for 5 weeks in July, at Cole School. Once again the program proved popular with Boxford families:

- 209 Children Registered
- 30 Local High School and College Students Employed
- 28 unpaid interns and counselors-in-training

The Recreation Committee hired certified teacher and Boxford mom Nancy Coughlin as the Park Director. Nancy immediately created a website for the program and lined up a variety of events for the program participants, including:

- Marching in the 4th of July Parade, supervised by Park Instructors
- Bike Safety Day, including a bike ride from Cole School through the Townsend Farms loop and back, coordinated with the Boxford Police to keep the roads safe
- Fire Safety Day, coordinated with the Boxford Fire Department, including a "field trip" to the East Village Station where the kids got to run hose drills
- Sheriff's K-9 Demonstration
- Karate Demonstration
- Archery Demonstration
- Tie-Dye Day, during which the kids were able to dye their own T-shirts

Participating families pay a nominal amount to join the Park Program; this income goes to pay the local high school and college students who work as Park Instructors. The Park stayed within budget in 2013 and maintains a positive balance going into 2014.

Planning is already underway for 2014, with employment opportunities advertised in the Transcript, and an on-line application posted on the Park Program website, www.parkprogram.org.

CAMP SACAJAWEA/ STEPPINSTONE

The RecCom 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 RecCom for availability and use conditions.
John A. Rowen

TRAILS

Everyone who enjoys the Boxford trails system owes a special "Thank you" to many volunteers and the BTA/BOLT, Inc. trails committee. Volunteers maintain the Boxford trail system which includes the Bay Circuit trail thru Boxford. 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."

Every year BTA/BOLT thanks the two Boy Scout Troops for their keen interest in helping maintain the Boxford trail system. This year, Matt Chadwick of Troop 57 completed his Eagle project by leading his scouts in a project at Wunnegen: making several trail intersection markers sturdy, clearing a long trail loop and opening a beautiful rock vista along this trail section.

Memberships and donations to BTA/BOLT's IRS tax-exempt 501c3 organization are always appreciated so that all Boxford children, adults and visitors may develop a love of the outdoors through utilization of our well-maintained trail system.

The fourth edition of "The Boxford Bay Circuit Guide To Walks in and around Boxford," has been renamed Boxford Trail Guide. The first guide book, The Bay Circuit Guide to Walks in and around Boxford was printed in 1991 with a grant from the National Park Service River & Trail Conservation Assistance Program. Two other updates were printed in 1995 and 2005.

This trails guide book, 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, Wayne's Community Store, and West Boxford Provisions.
Nancy Merrill, Chairman BTA/BOLT Trails Committee

PARADES

The Town Budget provides funds to the Recreation Committee to hold the Memorial Day and July 4th parades. The Memorial Day Parade is coordinated by the James L. Melvin Post #379

American Legion. Ron Holmgren planned the event and was assisted by other members of the Post. The Campbell Highlanders and the Spofford Pond School Band provided music for the parade and ceremony. Rebecca Nason sang God Bless America and The Battle Hymn of the Republic. The Memorial Day Address was given by John Ratka, the Executive Director of the Veterans Northeast Outreach Center. Mr. Ratka served in the U. S. Navy for 26 years and attained the rank of Master Chief Petty Officer.

Members of the Boxford Fire Dept. march in the Memorial Day Parade, a solemn occasion, along with the Board of Selectmen, Boy Scout, Cub Scout and Girl Scout troops. Ceremonies alternate between East and West Villages year to year.

John Rowen and the BAA (Boxford Athletic Association) organize the Annual July 4th Parade.

BOXFORD ATHLETIC FIELDS

The Boxford Athletic Fields are maintained by the Department of Public Works (DPW) and DPW Director, John Dold, with oversight by BAA.
Dan Gallagher

Respectively submitted,

Nancy Merrill (outgoing)
John Rowen
Howie Emmons (outgoing)
Jim Gikas (in-coming)
Christina Eckert (in-coming)
Michelle Mathers (in-coming)
John Geisel, member of the James L. Melvin Post #379 American Legion

RECYCLING COMMITTEE

Our comprehensive Recycling Program in Boxford continues to flourish. In 2013 our town recycled approximately 38% 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 continued collecting and disposing of unwanted prescription medications. Residents can drop off capped bottles of prescription medications 24 hours/day, seven days a week in the lobby of the Boxford Police Station. No syringes, needles or sharps can be accepted at this drop off, but needles can be dropped off at Board of Health office, 2nd Floor of Town Hall, on **Mondays through Thursdays from 8 AM to 2 PM.**

Cooperative, successful, and continuing events this past year included a May Earth Day celebration in conjunction with the Boxford Village Garden Club and our twenty-seventh annual Household Hazardous Waste collection day with the towns of Topsfield and Middleton in November. **Our 2014 HHW collection will be held on Nov. 8th.** 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, *Recycle That*, will pay our town for collecting acceptable items 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.) They also accept clothing, textiles, shoes and bedding which just needs to be clean and dry.

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 welcomed new member, Georgia Cameron this year.

For easy access to timely recycling information residents can visit 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 2013

MATERIALS	**TONS**		**UNITS**
Mixed Paper & Cardboard	530		
Commingled	490		
(Plastics #1, #2, #3, #4, #5, #6 #7; Glass; Aluminum cans; Tin cans)			
TOTAL CURBSIDE	1020		
Corrugated Cardboard	47	Tires	162 car
Scrap Metal & Appliances	50	Auto Batteries	40
Computers/TV	17	Motor Oil	906 gallons
Got Books	3	Oil Filters	2 (55-gal)
Salvation Army bins	5	Propane Tanks	47 tanks
EST. DROP-OFF	122		
Combined Tons Diverted(Recycled)	1142		
Disposed Trash	1825		
Estimated Diversion Rate	38 %		

Karen Sheridan, Chair
Georgia Cameron
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 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) **aseptic milk & juice containers**	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.

12/31/13

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.
Recycle That Items	Books, videos, CDs, DVDs, records, LPs, sport cards, comic books, clothing, textiles, shoes	Place in Recycle That 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.

12/31/13

QUICK FEE SCHEDULE

DROP-OFF RECYCLING CENTER

Residents must check in with Recycling Attendant who will determine and collect fees. 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
Oven/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 (30lb)	$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 & Fluorescents

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 mini van

$75.00 per 1/2 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

TELEVISIONS & COMPUTER MONITORS

Up to 21 inches	$10.00
22 - 31 inches	$15.00
32- 46 inches	$20.00
47 & over,Console	$25.00
Monitors	$ 5.00
CPUs	$ 5.00

12-31-13

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 8:00 to 4:30, Tuesday 8:00 to 6:00, Wednesday 8:00 to 4:30,

Thursday (8-4)& Friday (8-12) open for Urgent matters only!

(978) 688-9525 or for urgent matters, call (978) 807-7286, or e-mail us at veteranagent@comcast.net

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 FY2014 total $77,241.04. The Town of Boxford apportionment for salary and office expenses total $17,456.47 with an **additional $3,354.52 being paid out for emergency / financial assistance** with 75% being reimbursed by the Commonwealth of Massachusetts.

Enhancements: To help offset the increased demand for benefits and services we obtained a shared office administrator to provide 15 hours per week of invaluable administrative service.

NORTH ANDOVER / BOXFORD VETERANS SERVICES DISTRICT BOARD MEMBERS:

Edward V. Mitchell Director of Veterans Services	Alan Benson Boxford Town Manager	Andrew W. Maylor North Andover Town Manager

Are you a veteran or a widow(er) of a veteran?
Is your income less than $ 1,915.00 per month (single applicants) with cash assets below $3,200.

Married Veterans, is your combined income below $2,585.00 month & cash assets below $7,000.

Primary residence and automobiles are not 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 2013 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 2013 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 , (l)Perkins Lot Behind 99 Great pond Road, (3) at The Civil War Monument at the corner of Main Street and Washington Street And (4) 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 operates two local cable television stations accessible by the residents of Boxford.

Our Government Access station broadcasts 16 hours per day, 7 days per week on COMCAST Channel 22 and Verizon Channel 39 and features live and taped government meetings of the numerous volunteer committees and boards in Boxford.

Our Public Access station broadcasts 24 hours per day, 7 days per week on COMCAST Channel 8 and Verizon Channel 45. This past year we recorded, produced and broadcast over 400 programs that featured Boxford residents or events that happened within 5 miles of Boxford's borders. BCATv also operates a public access television studio at 256 Georgetown Rd in Boxford.

As we enter our 9th year of service to the residents of Boxford, we are facing several challenges.

The primary challenge is the upcoming contract negotiations with COMCAST for a new multi-year franchise agreement as a cable television provider in the Town of Boxford. Future funding for BCATv is a part of this agreement.

Under current FCC regulations, each municipality has limited jurisdiction to award or deny cable television franchise agreements. The Boxford Cable TV Advisory Committee has the responsibility for negotiating a multiyear franchise agreement with COMCAST. These agreements typically have a 10 year time life span and are executed by the Board of Selectmen. This committee is also appointed by the Boxford Selectmen and is independent from BCATv.

Two of our BCATv Board Members, Brad Sweet and Rick Rivers, sit on the Boxford Cable TV Advisory Committee and have participated in several meetings in 2013 to launch the COMCAST franchise renewal process with a target completion date of June 2015.

As part of the current ascertainment phase, over 1,200 Boxford households returned a detailed survey on various cable television related questions, many of which were concerning BCATv. Through this survey, the residents of Boxford provided valuable feedback that the Boxford Cable TV Advisory Committee is currently reviewing, organizing and categorizing for a future public hearing with the residents of Boxford in late Spring 2014.

One of the requirements for negotiating this new franchise agreement is that the BCATv Board of Directors will work very closely with the Boxford Cable Advisory Committee.

We need to ensure that our current expenditures and future needs for the next 10 years are accurately estimated based upon what we know today and what we may reasonably expect will occur in future years over the course of the multiyear franchise agreement.

Our goal has always been, and will continue to be, providing the most government and public access programming for the most reasonable cost to the cable subscribers of Boxford as we participate in the COMCAST franchise agreement renewal process.

In recapping 2014, our Public Access group had a very productive year.

As an example, we recorded and produced over 10 multi-camera music concerts at various venues in the Boxford area. Each concert was very different, ranging from classical, blues, jazz, rock, country, and tribute bands. These concerts were fun to do and are entertaining to watch on our local access COMCAST Ch 8 and Verizon Channel 45.

Other public access events we produced included the Hampton Beach Sand Castle competition, year round Masco high school sports and concerts, several segments of Around Town in studio interviews at 256 Georgetown Rd, youth sports, parades, Spofford School concerts, adult sports, library events, and many other events of local interest. We also sponsored 4 Masco students for their Senior Internship program this past Spring. One student recorded a multi-track CD at our studio using our state of the art audio recording system.

Our Government Access group has diligently been recording meetings that are held in the Boxford Town Hall. Meeting Rooms 1 and 2 are wired with remote cameras and multiple microphones. The other conference rooms rely on a free standing camera on a tripod to record both the audio and video. Often times there can be 5 simultaneous meetings going on at the same time. This presents a tremendous challenge for Lance Cluster, but he always manages to get the meetings recorded, uploaded to the web and scheduled for playback on a timely basis.

In the late Summer of 2013, the BCATv Board was contacted by the Topsfield Selectmen to reply to an RFP regarding the day to day operations of Topsfield Cable Access Media, which had been shut down for several months due to lack of volunteers from Topsfield.

After several public meetings, the BCATv board submitted a proposal to manage the Topsfield Public Access station for 1 year in order to generate public interest and to be able to turn over the operation to the residents of Topsfield at the end of 2014.

BCATv was awarded in the contract in late November and all costs associated are being funded by the Town of Topsfield. Our Board viewed this a being a good neighbor and is happy to be in a position to be able to help out. We actively assumed operations in early December 2013.

Respectfully submitted,

Brad Sweet
Scott Dahlgren
Rick Rivers
Boxford Cable Access Television Board of Directors

BTA/BOLT, INC.

2013 was a busy year for BTA/BOLT. Saving 46 acres of pristine land on Hovey's Pond became a major project for us, raising over half a million dollars in just over a month and making a successful presentation to Town Meeting, achieving a unanimous vote to purchase! We were helped by many different groups and individuals: the Selectmen, the Conservation Commission, Essex County Greenbelt and our many members and friends in Boxford, as well as two foundations who saw the project as worthwhile to contribute to!

Then we got involved in a campaign to prevent the wholesale spraying of Boxford for mosquitoes. We commissioned bright yellow signs with a bee and an old-fashioned beehive on it and ended up not only having these signs on many lawns in Boxford, but all up and down the North Shore! We are passionate about protecting our environment, especially our wetlands and all the wonderful creatures that depend on them and which die when sprayed. Of special concern are all our pollinators – the bees, butterflies and numerous other insects. We have a strong bee-keeping community here in Boxford, and in all of Essex County, as well as some serious farmers.

Hopefully, you have noticed the signs that we are putting up all over town on town-owned properties with trails and on BTA/BOLT lands. This should make the finding and identifying of places where to go to enjoy the many possible outings, easier.

We have also launched "Boxford Explored", a program open to all – adults, kids and the dogs – in which to hike and get credit for "mileage" by the end of the year. We sponsor some of these as a group hike as well, starting off on some of the wonderful properties in town.

We continue to sponsor speakers, produce a new Trail Guide, lead weekly walks, put on our Horse Show, Dog Show, Autumn Trail Ride and October Pumpkin Hunt, and hope to do even more this coming year! Visit our website, www.BTABOLT.org, which will be re-designed shortly, send us your email address so we can keep you posted (info@btabolt.org)!

Natasha Grigg, President
Nancy Merrill, VP Trails
Angela Steadman, VP Acquisitions
David Ingalls, Treasurer
Nancy Walker, Secretary
Belinda Barbas
Andrew Pluscinski
Jessica Grigg
Bev Ingalls
Bonnie Lucas
Steve Davis
Alison Chase
Priscilla Welch
Barbara Shade
Richard Tomszyk
Judy Gore
Chris Delaney

HAWC FY 2013 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 2013, HAWC served 2,952 and provided the following services:

- Hotline Calls: **1266 individuals called 3,792 times for** information, support and referrals
- Individual Advocacy: **502 individuals** received short-term one-on-one counseling; a total of **1,328** services.
- Support Groups: **124** people attended a total of **459** services
- Parent/child trauma recovery: **42 children** counseled, **58 services provided**
- Legal Services: **1,662 clients received legal assistance; a total of 2,515 services provided**
- Homicide Prevention teams: **56** cases were accepted by **3** high risk teams for on-going safety planning to prevent homicide. The team reviewed cases **230** times.
- Emergency Shelter: HAWC's shelter assisted **13** families

- The Crossroads Program at NSMC: **198** clients received **401** services focused on safety planning, legal advocacy, counseling, urgent care and other resources.

Boxford residents served by HAWC in FY 2013
3 individuals accessed a number of HAWC services multiple times

- 3 Boxford resident received Hotline services 14 times
- 1 Boxford resident received Individual Advocacy 2 times
- 1Boxford resident received Support Group services 4 times
- 1 Boxford resident received HAWC services at the Beverly Police Department 2 times.

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

Since its establishment in 1976, the Boxford Historic Document Center has served as an archives and local history center for the town. Focusing on the documentation of Boxford's history through the written record, maps, and photographs, the collections at the Center range in date from the 17th century through the present. This material helps provide the necessary context for understanding the history of the town and its people.

The Boxford Historic Document Center is located in West Boxford Village, in the brick building next to the Second Congregational Church. Last year over 130 curious people, including students, Scout groups, genealogists, historians, and residents, visited the BHDC. Many others attended the open house held in conjunction with the West Boxford Winter Fest.

Among the Center's activities in 2013 was the development of a new exhibit focusing on Boxford resident Frank A. Manny and his ties to early 20th century photographer Lewis W. Hine. The exhibit previewed at the Apple Festival and may now be viewed at the Document Center. Among other projects, the staff provided background materials and photographs for the 50th anniversary celebration at Spofford Pond School. Monthly history articles have been published in the Tri-Town Transcript, with a focus on photographs and archival material from the Center.

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 of local organizations, schools, and churches, newspaper articles, scrapbooks, and files recording personal involvement in town government.

The Document Center relies on volunteers to assist with reference work and collection management. We were very sorry to lose Lu Gould as a volunteer this year. Lu worked at the BHDC for many years, beginning shortly after the Document Center opened, and her assistance over the years has proved invaluable. Our other volunteers this year included Judy Corsetti and Alice Holden. Staff members are Kathy Phillips and Martha Clark.

The Boxford Historic Document Center is open for researchers and visitors on Wednesdays, from 9 until 4, and Wednesday evenings, 7:30 to 9:30. We are also open the first two Saturdays of each month, 10 to 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
Archivist

TRI-TOWN COUNCIL
working together for kids

"Reducing and preventing at-risk behavior and strengthening the social and emotional well-being of Tri-Town youth."

TRI-TOWN COUNCIL ANNUAL REPORT FY 2013
Celebrating 45 years of service to Tri-Town Youth and Families!

Tri-Town Council is proud to have proactively served the communities of Boxford, Topsfield and Middleton for more than 45 years. For over four decades we have worked with thousands of youth and families providing parent education, professional development, prevention services, after-school enrichment and various types of family support This grassroots effort established in 1968, originally called the *Tri-Town Council on Drugs,* was organized by concerned citizens to address youth drug and alcohol abuse and has over the years developed into a strong working relationship with the Masconomet Regional School District and Tri-Town Elementary School Union providing social & emotional wellness and safety programs, parent education and professional development opportunities. **Today, Tri-Town Council continues its proactive response to the needs and concerns of the Tri-Town community through collaboration with schools, parents, youth, law enforcement, community organizations and area resources.**

In the 2012-2013 fiscal year, Tri-Town Council impacted thousands of youth, parents and educators with more than 50 comprehensive programs and workshops which included bullying/cyber-bullying education, alcohol & drug prevention education for youth and adults, youth behavior and adult perception data collection and dissemination, social skills workshops, youth leadership and service programs and substance-free events. We focus on programs and services which support and empower youth to make healthy and safe decisions and provide parents/guardians and educators the tools and strategies needed to support youth in effective ways.

This past year Tri-Town Council continued to support the important work of the **Tri-Town Youth Substance Abuse Prevention Coalition by expanding the role of the Youth Program Coordinator and related youth programs and activities.** The Coalition, a Keystone Program of TTC, provides local coordination, education and advocacy toward the long-term goal of reducing youth substance abuse in the Tri-Town community. Additionally, TTC continues to staff a 24/7 counseling hotline **Project Safety Net** (**978-771-4619**) providing day, night, weekend and holiday support for youth and families in need.

EDUCATIONAL PROGRAMS & WORKSHOPS

Youth Workshops/Activities

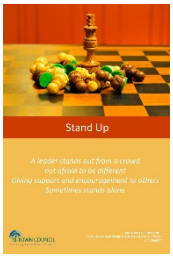
- **Internet Safety/Cyber-Bullying Prevention Training – 8th grade team presentations.** This presentation addressed personal responsibility, on-line safety strategies and suggestions on when and how to report abuse.

- **Massachusetts Conference for Women Young Woman's Program** – Tri-Town Council, for the second year, secured sponsorship for 13 Masconomet HS youth and 2 adult chaperons to attend this annual event focused on leadership, self-esteem and empowerment.

- **Sponsored Chris Herren**, former Boston Celtics player and author of *Basketball Junkie*, to talk with over 400 Masco high school youth athletes after school about the dangers of drug and alcohol use.

- **Making Good Decisions by Teen Challenge -** Classroom presentation for Masconomet High School youth in 9th and 10th grade health education classes focused on preventing drug and alcohol use and addiction.

- **PhotoVoice** – TTC launched this powerful program for Tri-Town Middle School Youth in January which culminated in a public show in late May. This project encompassed both a photographic and written expression on the topic of 'Leadership'. Volunteer assistance was provided by two Boxford community members.



- **Open Gym** Nights for Middle & High School Youth: Tri-Town Council hosts open gym nights for Middle and High School youth on Saturday evenings during the winter and early spring. Open Gym is a free, supervised drop-in program for youth. Activities include ping pong, basketball, floor hockey, volleyball, Frisbee, hula hoops, and more. Medical supervision graciously provided by volunteers from North Shore Medical Reserve Corps.

- **High School Youth Leadership Retreat** – a ½ day program conducted on an early release day in February and attended by 50 Masconomet high school youth. TTC worked with Andi Egmont, Egmont Youth Development and our Youth Program Coordinator to develop a meaningful experience for the participating youth.

- **Stand Tall!** A free four session program in April for middle school girls which addressed the topics of self-esteem, social pressures, and the like, as well as promoting leadership skills and healthy dialogue. Facilitated by Boxford school guidance counselor Julie Benson and Boxford school psychologist Courtney Eckhoff. This program was held in Topsfield at the Emerson Center and funded in part by The Women's Fund of Essex County.

- **6th Grade Student Transition** – Facilitated by Masconomet Middle School Guidance staff, select Masco Middle School Students were transported for hour-long visits to 6th grade students at the elementary schools to answer questions and address concerns regarding their upcoming transition to Masconomet. Boxford youth are selected to visit Spofford Pond Elementary School.

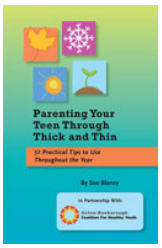
- **The Revealers & True Shoes** – presentations to Masconomet 7th and 8th grade youth by author Doug Wilhelm. The books, read in MS Health classes and used for classroom discussion, focus on the same school and address bullying, cyber-bullying and common social issues facing middle school-aged youth. The author visit included grade level assemblies, classroom visits and a small group meet & greet with the Masco MS Student Council and TTC Middle School Council for the purpose of brainstorming and idea development for the next school year.

Parent/Community Presentations & Workshops

- **Secrets to Success in Parenting Your Teen" presented by Sue Blaney** author of "*Please Stop the Rollercoaster! How Parents of Teenagers Can Smooth Out the Ride*". A nationally recognized speaker and Certified Professional Behavior Analyst, this presentation for Tri-Town parents of teens provided participants with insight into what is an all-too-often frustrating relationship with wit, wisdom and practical strategies to keep things on an even keel.

- **APPLAUDD**: **A Prevention Program About Underage Drinking & Drugs** - A four part series for parents of youth grade 5-12 on different aspects of substance abuse including marijuana, underage drinking, adolescent brain development, the new marijuana law, social host liability law, parent-teen communication skills and proven prevention parenting strategies.

- **Worried About Your Worrier** – presented by Lynn Lyons, LICSW and anxiety expert, to talk with parents in the Masco Auditorium on the topic of how parents can help their children manage anxiety. Specific strategies and exercises were provided as well as a link to an on-line video resource.



- **Friendship Detective** by author/educator and Boxford resident Stephanie Meegan. A two-hour workshop designed for parents, guardians and educators of K-6 aged youth focused on expanding children's social competence and confidence. (Cole School Library)

- **Path of the Courageous Parent –** Multiple workshops with both morning and evening sessions which address a variety of issues facing parents. Led by author/educator Stephanie Meegan and educator Meredith Shaw, Boxford residents, each program focused on youth development accompanied by readings distributed prior to each session for discussion at the workshops.

Professional Development for Educators, Administrators & Community Partners

- **Search Institute Developmental Asset Training for Tri-Town educators, clergy, parents, and program partners**. This day-long free training held in August covered the basic tenets of the Search Institute Developmental Asset Model and deepened participants understanding of how the 40 Assets work in building community capacity by engaging adults; mobilizing young people; activating sectors; invigorating programs; and influencing civic decisions.

- **Lynn Lyons, LICSW** anxiety expert, returned to the Tri-Town to facilitate a 2-hour professional development workshop for Tri-Town Elementary School guidance counselors, school psychologists, and behavior specialists

- Sponsored local participation in the **Essex County District Attorney Annual Safety Conference.**

- Facilitated attendance for community partners to attend the Essex County Community Foundation annual **Youth at Risk Conference.**

- **World Café Training for Tri-Town Community** - hosted an evening for local community members on the format and use of the World Café meeting facilitation tool which is often used to address community concerns and issues.

KEYSTONE PROGRAMS

- **Tri-Town Youth Substance Abuse Prevention Coalition -** Tri-Town Council established the Tri-Town Council Youth Substance Abuse Prevention Coalition in 2010 and continues to expand its activities and reach. This program is a community-wide partnership which includes membership from schools, law enforcement, public health, mental health professionals, faith-based, youth and parents whose focus is to reduce and prevent substance abuse among Tri-Town youth. The Coalition provides local coordination, collaboration, education and advocacy towards the ultimate goal of reducing youth substance abuse ensuring and sustaining a healthy Tri-Town community for all.

- **Horizons After-School Program -** Horizons is available to K-6 elementary school children in Boxford and Topsfield during the academic school year and to all Tri-Town residents during the summer. Classes may include 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. Boxford programs are held at Cole and Spofford Elementary Schools.

- **TTC High School Youth Council** – Led by Masconomet high school students and facilitated by our **Youth Program Coordinator**, the TTC Youth Council engages in fun, social activities, facilitates programs and workshops for peers, participates in community service programs and supports special projects.

- **TTC Middle School Youth Council** – Led by the Tri-Town Council **Youth Program Coordinator,** this group is open to Tri-Town youth in grades 7 and 8. This group engages in community service opportunities, leadership development, special projects and multi-cultural events.

- **All-Night Graduation Party -** Tri-Town Council sponsors and coordinates this annual event in conjunction with parents of graduating Masco Seniors. This event, running since our inception 45 years ago, takes place in June the night of graduation with an expected participation of approximately 90% of seniors. The students enjoy a full night (9PM-7:00AM) 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. More than 290 graduated seniors and 30 chaperons participated in the 2013 event.

- **Tri-Town Council Scholarship Program**- Scholarships are awarded to three graduating Masconomet Seniors, one from each of the Tri-Towns, 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 – Counseling** provided 24/7 via telephone and text access to a licensed mental health counselor **(978-771-4619); Project Safety Net is used by both** for parents/guardians in seeking advice or guidance regarding issues with their children, and youth in crisis and/or concerned community members for information, referral/crisis counseling. In 2012 we facilitated a school-wide promotion via locker magnets (magnets on every locker throughout both the middle and high school) at the start of the school year.

PROJECT Safety Net
when times are tough
call or text 24/7 for help 978.771.4619
it's anonymous

- **Tri-Town Community Resources for Families in Need -** Tri-Town Council, with local support, developed a community-based resource list and outreach protocol which highlights the efforts of local organizations helping families in need during the holidays and year-round. In conjunction with the Masconomet School Health Council (SHAC), TTC created and provides a comprehensive list of these local resources as well as mental health, substance abuse, safety and more. This resource list is accessible on-line and in print.

- **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. The data collection tool is one which is used across the state and nationally to assess student behavior and perception. This bi-annual anonymous survey administered to Masconomet middle and high school youth 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 provides accurate estimates of the prevalence of risk behaviors among our middle and high school youth and are important for planning health education and risk prevention programs within the schools and in the community. This survey is administered bi-annually; the most recent data was collected in November 2012.

- **Adult Perception Survey (APS)** – conducted for the second time in the spring of 2013 this survey, facilitated by the Tri-Town Youth Substance Abuse Prevention Coalition, asked for feedback on issues youth face, or will face, in making safe, healthy choices as they grow and mature. Participation is open to all Tri-Town adults who parent, educate and care for and about Tri-Town youth. In 2013 more than 500 adults participated offering us an insight into areas of concern as well as perceived alcohol and drug abuse among Tri-Town youth.

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 Tri-Town community including:

- **Disability Awareness Starts Here (DASH)** Since 1994, D.A.S.H. has provided an innovative, hands-on sensitivity awareness experience for elementary school students in Boxford, Topsfield and most recently in Middleton. This parent led program relying on more than 250 volunteers and embraced by the school district, emphasizes abilities rather than disabilities; encourages empathy and understanding; fosters an atmosphere of mutual respect and friendship; and strives to eliminate fear and misunderstanding. Each year almost all youth in second through fifth grade participate in this program. D.A.S.H. presents four unique curriculums which utilize hands-on activities designed to simulate what it is like to live with a disability. Children are encouraged to explore their feelings, think creatively, and discuss alternatives and solutions to the challenges created by a disability. Each program concludes with a guest speaker where the children are invited to ask questions and share their new perspectives.

The grade level curriculums are:

- Visual Impairments - Grade 2 - spring
- Hearing Impairments - Grade 3 - spring
- Invisible Disabilities - Grade 4 - fall
- Physical Disabilities - Grade 5 - fall

During the 2012-13 school year Boxford & Topsfield ran the program as listed above. Middleton ran the program in all grades levels in the spring.

- **Sponsor-A-Child** a Boxford Elementary School Program since 1980 provides a tangible and meaningful way for elementary school children to be part of a community service activity along with their classmates and family. This program raises awareness about children, close to home, who are underprivileged and in need, and how others, both individuals and a community can help. SAC, working with Santa's Helper of Salisbury, facilitated the donation of hundreds of wish list gifts (clothing and essentials) with the help of over 95 classroom volunteers to approximately 35 needy children in Salisbury, MA during the 2012 holiday season.

- **Boxford Summer Park Program** This program runs for five weeks during the summer in Boxford on the grounds of the Cole Elementary School. The Park Program trains and employs more than 50 young adults (under 18) as well as retains several adult coordinators to supervise. Over 200 children in entering grades K-6 attend during the summer for one or all five weeks of the program's operation. Activities include arts & crafts, sports, special guests (including the Boxford Fire Department) 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 full-time Executive Director who is responsible for the development and implementation of programs and services, provides organizational leadership and Council management; and several part-time support staff who assist with program implementation, communications, youth activities and business functions.

OUR FUNDING

We greatly appreciate the support from the Town of Boxford which provided Tri-Town Council with $27,614 in FY13. This funding is vital to the financial health and organizational stability of the Tri-Town Council.

Municipal Funding contributions from Boxford, Topsfield and Middleton represent a significant portion of Tri-Town Council's annual operating budget. The balance of our income comes as a result of private donations, corporate donations, foundation contributions, grants, fee for service programs 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, E-news via our in-house database and through school newsletters, in local media resources such as the Tri-Town Transcript **(our regular bi-weekly spot called the "Tri-Town Council Corner")**, local phone books and other organizational websites including Masconomet and the Tri-Town School Union. We also connect with parents via **Facebook**, providing important programming information and resources pertaining to various family issues, challenges and raising children of all ages.

In addition we established the **TTC Teen Spot on Facebook** allowing us to connect with high school youth regarding programs, activities and important issues. Our website and E-news 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.

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 youth; the K-12 Umbrella Group which consists of local volunteer leadership and school superintendents meeting monthly to share projects and ideas; the elementary school Parent-Teacher Organizations; public libraries; faith-based institutions and is a member of CADCA, Community Anti-Drug Coalitions of America. 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 is grateful for and depends on the continued 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

Respectfully submitted,
Lisa G. Teichner
Executive Director
Tri-Town Council

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

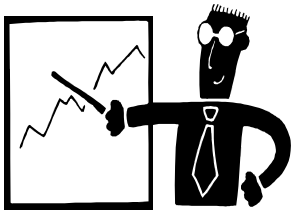
SCHOOL DEPARTMENT

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 – 8567
NUMBER OF RESIDENCES (2013) - 2770
REGISTERED VOTERS - 6067
AREA - 24.39 square miles
POPULATION DENSITY – 352 Persons per sq. mile
AVERAGE HOUSE VALUE - $549,181
MILES OF ROADS – 96.5
NUMBER OF NAMED STREETS - 180
TAX RATE (FY 2013) - $14.88 per thousand



STATE AND FEDERAL REPRESENTATION

U. S. SENATORS
Elizabeth Warren (D)
United States Senate
2 Russell Courtyard
Washington, D.C. 20510
Tel: (617) 565-3170 (Boston)
Tel: (202) 224-4543 (DC)

Ed Markey (D)
United States Senate
218 Russell Senate Office Building
Washington, D.C. 20510
Phone: 202-224-2742

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:

Precinct I
James J. Lyons, Jr.(R) 18th Essex District
State House Room 39
Boston, MA 02133
Tel: (617) 722-2014
Fax: (617 626-0246
Email: james.lyons@mahouse.gov
Home: Andover

Precinct 2 & 3
Lenny Mirra (R)
State House Room 130
Boston, MA 02133
Tel: (617) 722-2130
Fax: (617) 626-0339
Email: Lenny.Mirra@mahouse.gov
Home: West Newbury

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)

_____

_____

_____

_____

_____

_____

_____

THANK YOU FOR YOUR INTEREST IN SERVING THE TOWN

Boxford, Massachusetts
2013 Annual Town Report