Town of Boxford
Annual Report
2016

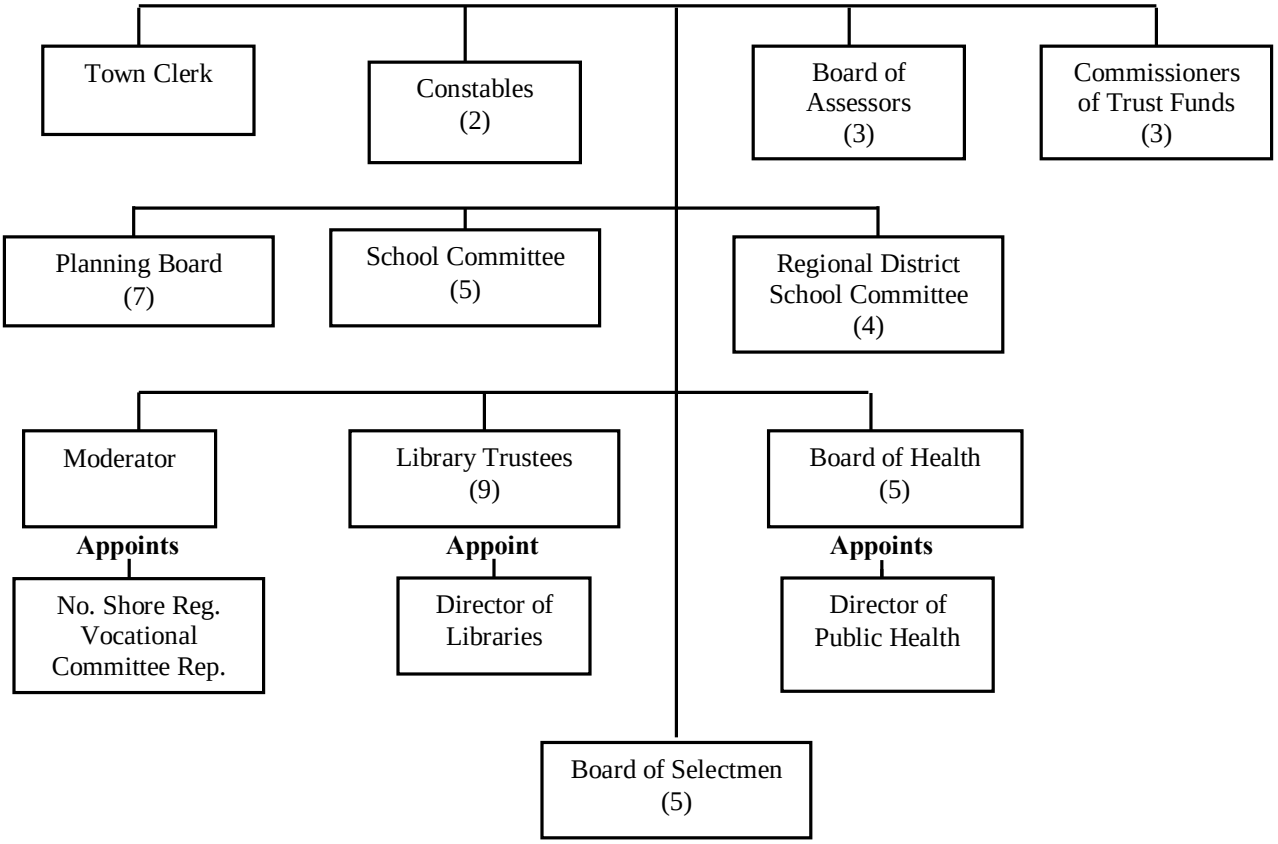
BOXFORD

ANNUAL TOWN REPORT

2016

Boxford, Massachusetts

BOXFORD OFFICIALS
VOTERS ELECT



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
Veteransô Agent
Veteransô Graves Officer

COMMITTEES
Agricultural Commission
Community Preservation
Council on Aging
Board of Appeals
Cultural Arts Council
Cable TV Advisory
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
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

AD HOC COMMITTEES

IN MEMORIAM 2016

ROBERT W. CONROY, Esq. (1929 - 2016)

In the 1970's Robert Conroy, bought a parcel of land, built his house and moved with his family to his newly adopted home in the Town of Boxford and immediately volunteered his services to the Town of Boxford for the next 37 consecutive years. There are few volunteers that amass the number of years and possess the level dedication equal to Bob Conroy.

Bob Conroy's long history of service to both his community and country included serving as a young man in the armed forces during the Korean Conflict, then volunteering for his community soon after he was married. His services included a number of years on the Burlington Finance Committee before devoting many years of service to the Town of Boxford.

As an ardent proponent of fiscally conservative local government, Bob served on multiple boards simultaneously, creating an outstanding service record of 18 years on the Zoning Board of Appeals, 19 years on the Finance Committee, 16 years on the Capital Budgeting Committee, and 9 years on the Board of Selectmen, three of those as Chair!

Bob is survived by his wife of sixty years, Lois (Wanamaker) Conroy and three daughters, Marsha of Groton, MA, Leigh of Deland, FL and Robyn Anne and son-in-law Major Adam Samiof of Huntsville, AL, as well as, three grandchildren and three great grandchildren whom he dearly loved.

Bob Conroy provided good humor, well-reasoned, well-articulated and thoughtful leadership to a grateful community. Today, we express our gratitude and admiration for Bob Conroy and his dedication to the Town of Boxford.

JOAN FINCH TARLETON (1923 - 2016)

Joan married U.S. Army Officer, Morris E. Tarleton in Perryville, MD in 1944. Her husband settled into a career with the American Sugar Co. (Domino), taking the pair to New Orleans & Baton Rouge, LA, Timonium, Maryland, Chatham, New Jersey, and finally Boxford, Massachusetts.

A collector, animal lover, and fierce Democrat, Joan's passion for family, antiquing, pets, wildlife, and politics was unrivaled. An active participant and Board Member of the Boxford Council of Aging, member and Corresponding Secretary of the Boxford Democratic Town Committee, and co-founder of the Merrimack Valley Antique Bottle Club, Joan's commitment to her community attests to her steadfast spirit.

Ensconced in her forest sanctuary in bucolic Boxford, Joan leaves behind her adoring family, many beloved friends, and a grateful community where her contributions will be long remembered.

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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 (2017)
BOARD OF SELECTMEN	Peter C. Perkins, Chair (2019) Charles J. Costello (2018) Mary Anne Nay, Clerk (2019) William R. Cargill, Jr. (2017) Alfred Vaz, Jr. (2018)
TOWN CLERK	Robin Phelan (2019)
BOARD OF ASSESSORS	David F. Benson, Chair (2019) Diane Headrick (2018) Alexander Leighton Williams(2017)
BOXFORD SCHOOL COMMITTEE	*Christine Bolzan (2016)* *Yu Ching Buehler (Resigned)* Elizabeth Palmer (2019) Heather N. Vaz (2017) Carole Jane Hubbard (2018) David Rivers(2018) Terri Teleen (2017)
MASCONOMET REGIONAL DISTRICT SCHOOL COMMITTEE	Daniel J. Volchok (2017) Paula Fitzsimmons (2018) Ben Messenger (2016) Carolyn Julia Miller (2017)
PLANNING BOARD	*J. Steve Merriam, Jr. (2016)* *Jeff Kruck - Resigned* Robert C. Gore, Chair (2020) Angela Steadman (2021) Holly Langer (2017) Christian T. Wise (2020) Patrick G. Canonica (2017) Ellen Nestervich (2021) John Adams (2017)

BOARD OF HEALTH

Louise Kress (2016)
Dr. Hans C. Jeppesen, Chair (2018)
Richard Taylor, Vice Chair (2017)
Rick Fahrner (2018)
Heather L. Forand (2017)
Alexander Constan (2019)

TRUSTEES OF THE BOXFORD PUBLIC LIBRARIES

Jullian Troake, Chair (2016)
Lauren Laplante Rottman (Resigned)
Heidi Ellard, Vice Chair (2017)
Jane M. Moody (2018)
Carole Davis (2018)
George A. Fischer (2019)
Stephen Harvey (2018)
Linda Shea (2019)
Jeanette Glesmann (2017)

CONSTABLES

- *EAST PARISH* — John Rowen (2017)
- *WEST PARISH* — David Smallman (2017)

COMMISSIONERS OF TRUST FUNDS

Anthony C. DiNanno, Chair (2016)
Judith A. Stickney (2018)
Kathy Zolla (2017)
Bankson C. Riter, Jr. (2019)

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	James B. Riter
FIRE CHIEF	Brian D. Geiger
INSPECTOR OF BUILDINGS	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	Kevin Bourque
PROCUREMENT OFFICER	Alan J. Benson
TREASURER/TAX COLLECTOR	Ellen S. Guerin
VETERANS' AGENT	Gerard Maguire (District Director)
VETERANS' GRAVE OFFICER	Javier G. Morales
FOREST WARDEN	Brian D. Geiger
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	Richard Zullo
ESSEX NORTH SHORE REGIONAL AGRICULTURAL & TECHNICAL SCHOOL DISTRICT REPRESENTATIVE	Michelle Amato
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	*Joan Tarleton (2016)* Richard F. Taylor, Chair (2019) F. Richard Shaw (2018) Judith Andersen (2018) Elizabeth Murphy (2020) Stephen A. Harvey (2019) Suzanne Cox (2017) Vacancy (2020)
AGRICULTURAL COMMISSION	*Dr. Changnong Lui (2016)* Randolph Johnson, Chair (2017) Laura Sapienza-Grabski, Vice-Chair (2018) Chuck Kornely (2017) Louis Athanas (2019) Frank DiLuna (2019)
BOARD OF APPEALS	*David Peterson (Resigned)* Paula Fitzsimmons, Chair (2017) Barbara Jessel (2016) J. Steven Merriam, Jr. (2018)
BOARD OF APPEALS (*Alternates)*	David Peterson (2017) Ralph Nay (2018) Vacancy (2017)
COMMUNITY PRESERVATION COMMITTEE	*Gerald Papin (2016)* Peter Delaney, Chair (2017) J. Steven Merriam, Jr. (2017) Natasha Grigg (2017) Angela Steadman (2017) Virginia Havey (2017) Barbara G. Jessel (2017) F. Richard Shaw (2017)
COMPUTER MANAGEMENT	David Manzi (2018) Jason Earl Taylor (2018) David S. Morton (2017) 2 Vacancies (2018) (2019)

CONSERVATION COMMISSION

Paris Beckett (Resigned)
Peter Delaney (2017)
Alan S. Fowler (2019)
Lana Spillman (2018)
Francis A. DiLuna (2017)
Mark P. Mitsch (2019)
Natalie Grigg (2019)
Vacancy (2018)

BOXFORD CULTURAL COUNCIL (ARTS COUNCIL)

Denise Galligan (2016)
Diane Annunziato, Co-chair (2017)
Susan Arsenault (2018)
Sarah Arrigo (2018)
Anna Barbieri (2018)
Judy Miller Bailey (2017)
Judy Stickney (2019)
Christine Barry (2019)
Vacancy (2016)

ELECTION OFFICERS

Judith Andersen
Susan Arsenault
Lois E. Bell
Jill Benas
Mary E. Bolen
Ruthann Budrewicz
Karen Collari-Troake
Ellen Criscione
Harry Crockett
Michelle Delfino
Judith Gore
Leona Gormley
Linda Greenstein
Warren Greenstein
Natalie Grigg
Anne V. Gyles
Lane Houghton
Richard Houghton
Patricia Howard
Selma Johnson
June Kaiter
Bernice Kehoe
Virginia Keilty
Ann Knight
Stephen Knowles
Mary (Holly) Langer
Sandy Lieto

	Mary Lynn Lovejoy Charlene Mead Cynthia Middleton Jim Middleton Nancy Merrill Robyn Muetterties Jason Trail Nicewicz Beverly Perkins Sandra C. Pinkham Linda Shea Jayne E. Smallman Judith A. Stickney Jayne Theodore Meredith Zafonte Steven Zafonte
FENCE VIEWERS:	Board of Selectmen
FINANCE COMMITTEE:	*Joyce Ricklefs (Resigned)* Michael E. White, Chair (2019) Peter Bernardin (2017) Christopher Wakeman (2019) Jeffrey A. Yespy (2017) Kathy Trull (2019) Joe Callahan (2018) Vacancy (2018)
TOWN FOREST COMMITTEE:	Thomas Thomassen (2018) David Smallman (2017) Brian Shea (2017)
HISTORIC DISTRICT COMMISSION	*Matthew Juros (2016)* *R. Lisa DiLuna, M.Ed.J.D. (Resigned)* Gwendolen Perkins, Chair (2017) Virginia Havey (2017) Andrew Gori (2016)
HISTORIC DISTRICT COMMISSION *(Alternates)*	Nancy N. Merrill (2019) Vacancy (2017) Vacancy (2018)
INSPECTORS: ***ANIMALS*** *(Alternate)*	Allison A. Hayes (2017) Nancy E. Drago (2017)

BUILDING	Robert Aldenberg (2019)
(Alternate)	David Harris (2017)
DIRECTOR OF HEALTH	Kendell Longo (2017)
GAS/PLUMBING	Stephen Galinsky (2017)
(Alternate)	Ray Abbott (2017)
ELECTRICAL	Douglas Small (2017)
(Alternate)	Allan Puduchowski (2017)
LAKES, PONDS & STREAMS COMMITTEE	*Timothy M. Smith (2016)* *Peter Morbeck (2016)* *Gregory Murrer (2016)* Brooks Tingle, Chair (2017) Karen Melanson (2017) Mark P. Mitsch (Conservation Rep.) Vacancy (2017) Vacancy (2017) Vacancy (2017) Vacancy (2017) Vacancy (2017)
LAND COMMITTEE	Peter Delaney, Chair (2018) Peter Bernardin (2016) Robert C. Gore (2016) Natasha Grigg (2016) Stuart Saginor (2017)
MASCONOMET REGIONAL SCHOLARSHIP COMMITTEE	*Diane E. Gori (2016)* *Andrew Gori (2016)* Joan Gordon (2017) Dorothy Johnson (2017) Margaret Costello (2017)
PERMANENT NON-SCHOOL BUILDING COMMITTEE	Margaret Chow-Menzer, Chair (2016) Robert Hazelwood (2016) Garth Tolman (2016) Miika Ebbrell (2016) Scott Novack (2016)
PERMANENT BUILDING COMMITTEE PLANNING BOARD LIAISON	Holly Langer (2017)

PERMANENT BUILDING COMMITTEE	
SENIOR CENTER MEMBERS	F. Richard Shaw (2017)
	Judith Andersen (2017)
PERMANENT BUILDING COMMITTEE	
LIBRARY MEMBERS	George Fischer (2017)
	Vacancy (2017)
PERMANENT BUILDING COMMITTEE	
HAYNES LAND COMMITTEE	Joseph Callahan (2017)
LIASONS	William Brown (2017)
PERSONNEL BOARD	*Stephanie Moody (2016)*
	Timothy Feeney (2018)
	Robert Fanning (2017)
POLICE DEPARTMENT	
Chief of Police	James B. Riter
Lieutenant	*Robert D. Hazelwood (Retired)*
Full Time Patrolmen	Louann M. Bonney
	Robert E. Corliss
	Kara Fitzpatrick
	Brooke Dechene
	Matthew Dupont
	David Barker
	Brian Neeley
	Kurtis Anderson
	Ryan Knight
	Nathaniel Peabody
	Petr Olson
Reserve Police Officers	Attillio Paglia
	Peter Cheverie
	Tyler Dechene
	Michelle Nowak
	Brooke Dechene
	Michael Ferraro
	Eric Renda, Jr.
	Jamie Johnson
	Brett Moyer

RECREATION COMMITTEE	*Heather Reid (2016)* *Jim Gikas (Resigned)* John A. Rowen (2017) Christina Eckert (2018) Paije Andrews (2019) Maria Simonetti (2019) Vacancy (2017) Vacancy (2018) Vacancy (2019)
RECYCLING COMMITTEE	Karen Sheridan, Chair (2019) Nancy C. Woolford (2018) Linda H. Shea (2018) Patty Hojnowski-Diaz (2017) Georgia Cameron (2017)
REGISTRAR OF VOTERS	Robin Phelan, Town Clerk (2019) Anne C. Mannheim (2018) Karen L. Sheridan (2017) Bradley A. Sweet (2017)
ASSISTANT REGISTRAR	Michelle Johnson (2017)
WEIGHER OF COMMODITIES	David Barker (2017) Kurtis Anderson (2017) Officer Robert Corliss (2017)

AD HOC COMMITTEES

BORDER TO BOSTON TRAIL COMMITTEE	Steve Davis (2017) Carole Davis (2017) Nancy Merrill (2017) Anthony Brogna (2017) Peter Perkins (2017) Mark Phelan (2017) Al Nierenberg (2017)
CABLE TELEVISION ADVISORY COMMITTEE	Bradley Sweet (2017) Richard Rivers (2017) James Barnes (2017) Matt Ellis (2017) Vacancy (2017)
FRIENDS OF THE ACKERMAN PLAYGROUND COMMITTEE	*Kimberly Alberta (2016)* *Kelly Blanchette (2016)* Briana Erickson (2018) Kate Grossman (2019) Carrie Yespy (2019) Molly Chung (2017) Kathi Streb (2017)
HAYNES LAND ADVISORY COMMITTEE	*Howie Emmons (2016)* William Brown, Chair (2016) Howie Emmons (2016) Joseph Callahan (2016) Martin Jessel (2016) John Schwartz (2016) Vacancy (2016) Vacancy (2016)
HOUSING PARTNERSHIP COMMITTEE	Joseph C. Hill, Chair (2017) Peter Delaney (2017) Vacancy (2017)

TOWN OF BOXFORD SCHOOLS

TRI-TOWN SCHOOL UNION – 978-887-0771 (FAX: 978-887-8042)
Superintendent's Office
28 Middleton Road, Boxford, MA 01921
Scott Morrison, 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
Dr. Kathryn Castonguay, Principal
Karen Hussey, Secretary
Valerie Cinserulli, 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
Josephine Lee, Secretary

MASCONOMET REGIONAL DISTRICT HIGH SCHOOL – 978-887-2323
20 Endicott Road, Boxford, MA 01921
Dr. Kevin M. Lyons, Superintendent (X 6110) (Fax: 887-3573)
Peter Delani, High School Principal (X 6107) (Fax: 887-7243)
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)
Gavin Monagle, Assistant Middle School Principal (X6119)

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT 978-304-4700
William H. Lupini, Ed.D, Superintendent-Director
Brad Morgan, Principal
565 Maple Street, Hathorne, MA 01937
Michelle Amato- Tilton, Boxford Representative

INDEPENDENT SERVICES FOR THE TOWN OF BOXFORD

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

Rick Rivers
President

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

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
(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 bi-monthly in the Town Hall. (Check Town Website and bulletin board in Town Hall for postings)

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 7:30 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

BOARD OF SELECTMEN

Boxford initiatives continue to be based upon plans supported, created and implemented by many dedicated and talented employees, volunteers and citizens. In recent years, the Town has seen an increase in approved projects with an elevated focus on renovation and innovation.

The Solar Farm

In 2016-2017 the construction of Boxfordôs Solar Farm on the Townôs Landfill was completed. The 912 kW facility consisting of 2,720 solar panels is expected to bring more than twenty years of economic and environmental benefits to the Town. The projectôs development began in 2014 when Boxfordôs Sustainability Committee released a public RFP. This initiative was a continuation of the committeeôs highly successful reduction in the townôs electricity use and increase in energy efficiency measures. Borrego Solar Systems, Inc. of San Diego, CA was awarded the solar construction contract, however, the project stalled when the solar industry reached a net metering cap on large scale solar projects. Boxfordôs project was halted until state legislation was passed in the summer of 2016.

As we distribute this report, the solar farm is complete and ready to go on line. Boxford will receive nearly all the townôs municipal annual electricity needs from the solar farm; electricity that is not only clean but up to 40% cheaper than the townôs current power purchase rate. In addition, Boxford receives revenue in exchange for leasing the capped landfill to the solar projectôs owner, SunRaise Investments, LLC and GG Renewables. CG Renewables acquired and constructed the project with plans to remain the long-term owner and operator. Another financial benefit to Boxford comes in the form of tax revenue for the life of the installation. Overall, this project is projected to bring $3 million of benefits to Boxford over the next 20 years. Environmentally, each year the solar farm will offset the equivalent of one million pounds of burning coal as it provides enough power for 200 homes. The solar farm is expected to begin delivering electricity in May of 2017 once the connection to the utility is completed.

Solar energy benefits cities and towns by reducing and stabilizing energy costs and increasing tax revenue. Coupled with recent significant energy saving measures, the Town is excited to have completed the construction of the solar farm. This project is a win-win for the Town and its residents.

The Library Expansion Project

In addition to the completed solar project, in 2016 Annual Town Meeting approved a sum on $60,000 for design, construction and other necessary expenses to fund the expansion of library services within the Town Hall building. The project was completed on time and under budget and yields an additional 1600 sq. feet of library space. Fifty-eight hundred volumes have been added to the collection. The volumes were previously held in storage at the 188 Washington Street building. The votersô support of this expansion has resulted in increased library visitation and elevated circulation numbers.

As part of this expansion, the Town Clerkôs office was moved up to the second floor of Town Hall. This transition was planned by Boxford resident and architect Miika Ebbrell, AIA, whose drawings converted a file room and copy room into the new Town Clerkôs space.

The Municipal Facilities Task Force

The need to determine a course of action for the future purpose and use of existing and proposed town buildings gave rise to the formation of an ADHOC committee in 2015. The Planning Board created the Municipal Facilities Task Force and charged the committee to work with a consultant to create a Comprehensive Non-School Municipal Facilities Plan and Roadmap in 2016. The original plan was to consider the expansion of library services within Town Hall, relocation of the Town Hall Administration to a new building, relocation of the Council on Aging to 188 Washington Street, demolition of the addition on the Cummings House and renovation of the historic portion for library/cultural purposes, a 10 year facility needs assessment for Fire and DPW and a comprehensive long-term financial plan to mitigate taxpayer impact. During the course of the work, the task force determined that it was necessary to establish ñcourse corrections,ò causing the group to continue the study into another year. The Board of Selectmen remains firmly in support of the Task Forceôs charge to develop an integrated town-wide Building Facility Plan and Roadmap.

Other Construction Project Updates

The Boxford Common project is nearing completion, proceeding ahead of schedule and within budget. The Town is looking ahead to a fall opening as substantial completion is expected on or before August 15, 2017. Games will be scheduled on the artificial turf field in September. This collaborative effort of many town committees, departments and personnel has resulted in a wonderful asset to the town which will further enhance the recreation and athletic opportunities of Boxford children and residents.

Capital Improvements

Other activities during the year included the adoption of Town Meeting warrant articles to fund capital purchases for multiple town departments:

> The Police Department received funding for replacement of the Police radar, radio transmitters and replacement of the camera system at the station.
>
> The Fire Department secured funding for new radio transmitters and replacement of the flooring at Middleton Road Fire Station and the replacement of the Fire Department utility truck.
>
> The Council on Aging received funding for the replacement of carpeting and picnic tables at the Community Center.
>
> The DPW received funding for new carpeting in the DPW office trailer, in addition to a new dump truck and plow.

Technology

Town Hall has implemented a new communication initiative by creating a presence on Facebook in an effort to better communicate with town residents. Please ñlikeò our page and request updates to stay informed about fun-filled events happening in town, trash delays and winter storm power outage updates. We have received great feedback and plan to continue to expand our use of technology to better serve our residents.

In addition, Town Hall staff has begun the process of document reduction, storage, and retrieval in an attempt to reduce the amount of paper generated and stored by Town Hall.

Election

During the May election, the Board welcomed back two longtime members, Mary Anne Nay and Peter C. Perkins. Both members have given many years of service to the Town, and their efforts are greatly appreciated as evidenced by their re-election to the Board.

We look forward to the future, confident that Boxford maintains its position as one of the finest communities in the State in which to live and raise a family.

TOWN COUNSEL

VARSITY WIRELESS, LLC, Plaintiff, v. TOWN OF BOXFORD, et.al., Defendants

A Federal court appeal of the Zoning Board of Appeals denial of a telecommunications tower. This case is in the discovery stage. The town is represented by Brody, Hardoon, Perkins, Kesten, LLP.

KERRI LUMMUS et.al. v. TOWN OF BOXFORD et.al.

GRIDLEY LOSEE, et.al. v. TOWN OF BOXFORD et.al.

This is a claim for damage to two private water wells due to alleged failure of appropriate enforcement action by the Conservation Commission. The town is represented by Pierce Davis & Perritano LLP.

PERSONNEL BOARD

The Personnel Board (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 essential for personnel development.

The Board's ñopen doorò policy continues to provide town employees the opportunity to discuss matters impacting their performance, compensation and/or ability to perform their duties and responsibilities for the town of Boxford. It also provides a mechanism for town employees to submit, present and and/or formulate changes in existing policies and procedures, including, but not limited to compensation and job reclassification matters.

FY2016 highlights included:

- ✓ Mr. Robert Fanning joined the Board while Ms. Stephanie Moody resigned from the Board in June 2016 after three years of dedicated service. The Board still seeks the addition of one more member.

- ✓ Overhauled and approved a new call firefighter compensation structure after more than 15-years of neglect. The Board worked closely with Chief Geiger and call fire fighter Tom Nee to restructure the program as follows:
  - Increase workmanôs compensation from $1,000/week to $2,000/week for lost ópryôjob wages given most call firefighters are town volunteers.
  - Increase the hourly rate paid to call firefighters including incentive increase for those securing certification as a pump operator, EMT and/or firefighter I or II status.
  - Expand the late hour response range to 8PM to 8AM.
  - Maintain the current first response stipend paid to those first on the scene of a situation.

- ✓ Approved an increase in the Plumbing/Gas Inspector and Electrical Inspector stipend from $630/week to $780/week to cover the increase in permit applications experienced by the Town.
- ✓ Approved, on the recommendation of the Boxford Parkôs Program Director, the addition of a nurse and art director to the 2016 summer program.

In addition, further refinements and enhancements were made to the townôs review and evaluation process. This represents an on-going process for the Board working diligently with the Board of Selectmen to derive meaningful and targeted feedback on employee performance.

Respectfully submitted,
Personnel Board:
Timothy Feeney (Chair)

Robert Fanning

Town Clerk

Annual Town Meeting - May 10, 2016

Annual Town Election - May 17, 2016

State Primary Election – September 8, 2016

State Election – November 8, 2016

Licenses, Permits & Vital Statistics

Annual Town Meeting

May 10, 2016

Boxfordôs Annual Town Meeting was called to order by Moderator Gerald Johnston at 7:04pm with 263 voters in attendance.

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

It was moved by Peter Perkins, and duly seconded, that the Moderator NOT be required to read articles or motions of the warrant verbatim and further that he be authorized to summarize articles and motions as he deems appropriate. This motion passed by unanimous voice vote.

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 2017 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 $**2,500** for Fiscal Year 2017 from said account for the costs to the Town for printing supplies, equipment and reimbursable advertising;

3) **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 2017 from said account for management of land under Conservation Commission control, and for other Conservation Commission expenses approved by a majority of the Commission;

4) **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 Councilôs transportation equipment; and further to allow the Board of Selectmen to expend fees not to exceed **$2,500** for Fiscal Year 2017 from said account for the maintenance of the Councilôs transportation equipment and other related expenses including driver compensation as may be approved by a majority of the Council on Aging;

5) **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 **$5,000** for Fiscal Year 2017 from said account for the ongoing administrative expenses, portion of cleaning expenses, utilities, building maintenance and repairs;

6) **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 **$10,000** for Fiscal Year 2017 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

It was moved by Mary Anne Nay, and duly seconded, 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. This motion passed by unanimous voice vote.

ARTICLE 3. To see if the Town will authorize the Board of Selectmen **to petition the Legislature to enact legislation as written below** provided, that the Legislature may reasonably vary the form and substance of the requested legislation within the scope of the general public objectives of this petition:

> Notwithstanding any other general or special law to the contrary, each individual dwelling unit and/or its occupant(s) at elderly housing complexes in Boxford, owned by non-profit corporations, are entitled to the exemptions provided for in M.G.L. c44B section 3 and M.G.L. c59 section 5. Said exemptions shall be allocated to units in a manner prepared by the Boxford Board of Assessors and approved by the Department of Revenue.

or take any other action thereon.

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

It was moved by Mary Anne Nay, and duly seconded, to authorize the Board of Selectmen **to** petition the Legislature to enact legislation as written below provided, that the Legislature may reasonably vary the form and substance of the requested legislation within the scope of the general public objectives of this petition:

Notwithstanding any other general or special law to the contrary, each individual dwelling unit and/or its occupant(s) at elderly housing complexes in Boxford, owned by non-profit corporations, are entitled to the exemptions provided for in M.G.L. c44B section 3 and M.G.L. c59 section 5. Said exemptions shall be allocated to units in a manner prepared by the Boxford Board of Assessors and approved by the Department of Revenue. This motion passed by unanimous voice vote.

ARTICLE 4. To see if the Town, in accordance with M.G.L. Chapter 150E, section 7, will **vote to approve the following collective bargaining agreements** recently negotiated and ratified by the Board of Selectmen, between the:

- Town and International Brotherhood of the Teamsters Local #25, Boxford Police Patrol Officers for the period July 1, 2016 to June 30, 2019;
- Town and American Federation of State County and Municipal Employees, AFL-CIO Council #93, Local 939, Boxford Public Works Employees for the period July 1, 2016 to June 30, 2019;
- Town and American Federation of State County and Municipal Employees, AFL-CIO Council #93, Local 939, Boxford Clerical/Library Employees, for the period July 1, 2016 to June 30, 2019;
- Town and the Boxford Communications Dispatchers and Police Secretarial Employees Association, for the period July 1, 2016 to June 30, 2019;

Said collective bargaining agreements on file with the Town Clerk; funding for the cost items in the first year of said agreements included in the general operating budget of the Town in Article #7 below; 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 Alfred Vaz, Jr., and duly seconded, in accordance with M.G.L. Chapter 150E, section 7, to approve the following collective bargaining agreements recently negotiated and ratified by the Board of Selectmen, between the:

- Town and the International Brotherhood of the Teamsters Local #25, Boxford Police Patrol Officers for the period July 1, 2016 to June 30, 2019; and
- Town and the Boxford Communications Dispatchers and Police Secretarial Employees Association, for the period July 1, 2016 to June 30, 2019;

Said collective bargaining agreements on file with the Town Clerk; funding for the cost items in the first year of said agreements included in the general operating budget of the Town in Article #7 below. This motion passed by a greater than two-thirds voice vote.

ARTICLE 5. To see if the Town will vote to adopt a **new compensation plan for non-union call firefighters** as shown on page 12 of this warrant, funding for estimated costs of said plan included in the general operating budget of Town in Article #7 below; 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

Tim Feeney moved, and it was duly seconded**,** to adopt a new compensation plan for non-union call firefighters as shown on page 12 of this warrant, funding for estimated costs of said plan included in the general operating budget of Town in Article #7 below. This motion passed by a greater than two-thirds voice vote.

ARTICLE 6. To see if the Town will vote to adopt the **Classification Plan and Compensation Plan** for FY 2017, as submitted by the Personnel Board under Chapter 23 of the Town Code; said Classification Plan and Compensation Plan as printed on pages 13 through 15 of this warrant; funding for estimated costs of said plan included in the general operating budget of Town in Article #7 below; 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

Tim Feeney moved, and it was duly seconded, to adopt the Classification Plan and Compensation Plan for FY 2017, as submitted by the Personnel Board under Chapter 23 of the Town Code; said Classification Plan and Compensation Plan as printed on pages 13 through 15 of this warrant; funding for estimated costs of said plan included in the general operating budget of Town in Article #7 below. This article passed by unanimous voice vote.

ARTICLE 7. 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 2017, 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: **$31,988,214**
The proposed budget is printed on pages 16 and 17 of this warrant.
Board of Selectmen recommends adoption of this article

Michael White moved, and it was duly seconded, to raise and appropriate $31,988,214 for the use of several departments for Fiscal Year 2017, 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. This motion passed by unanimous voice vote.

NOTE: At this time, we anticipate that **Article 8** will be offered as a "contingent appropriation." This means that although the appropriation could be approved at the Annual Town Meeting, that appropriation would be fully contingent upon successful passage of the related Proposition 2½ ballot question. Should the override question fail, the appropriation would be rendered null and void.

ARTICLE 8. To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **$153,000 for the purposes of additionally funding the Fiscal Year 2017 Fire Department Budget to hire two additional full-time career firefighters**, provided that the appropriation authorized herein shall be contingent upon the vote at the Town Election to assess additional real estate and personal property taxes in accordance with the provisions of Proposition 2 ½, so called; or take any other action thereon.

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

Alfred Vaz, Jr. moved, and it was duly seconded, to raise and appropriate the sum of $153,000 for the purpose of additionally funding the Fiscal Year 2017 Fire Department Budget to hire two additional full-time career firefighters, provided that the appropriation authorized herein shall be contingent upon the vote at the Town Election to assess additional real estate and personal property taxes in accordance with the provisions of Proposition 2 ½, so called. This motion passed by a greater than two-thirds voice vote.

ARTICLE 9. To **act on the list of proposed capital purchases** for FY 2017 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 2017, 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 and supported by the Board of Selectmen (Numbers 1-9)
Sponsored and supported by the Elementary School Committee (Number 10)
Estimate**: $365,494**
Finance Committee recommends adoption of this article
Permanent Building Committee Recommendations as noted
The proposed capital budget is printed on page 11 of this warrant.

Peter Perkins moved, and it was duly seconded, to transfer from Free Cash the sum of $365,494 to fund the list of proposed capital purchases for FY 2017 as shown of page 11 of this warrant, for the use of several departments for fiscal year 2017, 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 carried by unanimous voice vote.

ARTICLE 10. To see if the Town will vote **to endorse a draft conceptual "Comprehensive Non-School Municipal Facilities Efficiency Plan" as presented by the Planning Board**, which proposes in part as follows:

- Relocate Town Hall administration to a new building at 10 Elm Street and/or at the Community Center.
- Maintain, renovate and expand the library services within the existing Town Hall building.
- Relocate the Council on Aging services by renovating and expanding 188 Washington Street.
- Demolish the addition to the Cummings House and renovate the historic portion for library/cultural purposes.
- Re-purpose the Community Center (4 Middleton Road) to be further evaluated.
- Determine and schedule future 10 year facility needs for Fire Department and DPW.
- Comprehensive long-term financial plan to mitigate taxpayer impact.

A full copy of the ñplanò is on file with the Town Clerk; or take any action thereon.

Sponsored and supported by the Planning Board
Finance Committee to make recommendation at Town Meeting
Board of Selectmen recommends adoption of this article
Permanent Building Committee to make recommendation at Town Meeting

Jeff Kruck moved, and it was duly seconded, to endorse a draft conceptual ñComprehensive Non-School Municipal Facilities Efficiency Planò as presented by the Planning Board, which proposes in part as follows:

- Relocate Town Hall administration to a new building at 10 Elm Street and/or at the Community Center.
- Maintain, renovate and expand the library services within the existing Town Hall building.
- Relocate the Council on Aging services by renovating and expanding 188 Washington Street.
- Demolish the addition to the Cummings House and renovate the historic portion for library/cultural purposes.
- Re-purpose the Community Center (4 Middleton Road) to be further evaluated.
- Determine and schedule future 10 year facility needs for Fire Department and DPW.
- Comprehensive long-term financial plan to mitigate taxpayer impact.

A full copy of the ñplanò is on file with the Town Clerk.

Robert Fanning moved, and it was duly seconded, to call the question. This motion passed by unanimous voice vote. Article 10 passed by majority voice vote.

ARTICLE 11. To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money **to engage consulting and other professional services to assist in preparing and evaluating a proof of concept and conceptual street elevation drawings, and long range financial plan and impacts, of a Non-School Municipal Facilities Efficiency Master Plan**, said funds to be expended under the direction of the Permanent Building Committee, or take any other action thereon

Sponsored and supported by the Planning Board and Board of Selectmen
Estimate: up to $100,000
Finance Committee to make recommendation at Town Meeting
Permanent Building Committee to make recommendation at Town Meeting

It was moved by Al Vaz, and duly seconded, to transfer from Free Cash the sum of $75,000 to engage consulting and other professional services to assist in preparing and evaluating a proof of concept and conceptual street elevation drawings, and long range financial plan and impacts, of a Non-School Municipal Facilities Efficiency Master Plan, said funds to be expended under the direction of the Permanent Building Committee.

It was moved by Al Vaz, and duly seconded, to amend Article 11 by replacing the phrase ñsaid funds to be expended under the direction of the Permanent Building Committeeò with the phrase ñsaid funds to be expended under the direction of the Planning Board.ò

It was moved by Michele Delfino, and duly seconded, to call the question.

The motion to call the question passed by a greater than two-thirds vote of 124 yes, 57 no.

The amendment passed by a majority show of hands. The amended article passed by a majority show of hands.

ARTICLE 12. To see if the Town will vote to transfer from Free Cash the sum of **$60,000 for design, construction and other necessary expenses to fund the expansion of library services within the Town Hall** building; 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 to make recommendation at Town Meeting

It was moved by Charles Costello, and duly seconded, to transfer from Free Cash the sum of $60,000 for design, construction and other necessary expenses to fund the expansion of library services within the Town Hall building; said funds to be expended under the direction of the Board of Selectmen. This motion passed by majority voice vote.

ARTICLE 13. To see if the Town in partnership with the Boxford Athletic Association will vote to transfer from Free Cash the sum not to exceed **$25,000 to partially fund the design, and repair of the baseball field at Boy Scout Park, off Cahoon Road; including contributions of volunteer services and private donations;** said project to be under the supervision of the Town Engineer, 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 to make recommendation at Town Meeting

It was moved by Charles Costello, and duly seconded, in partnership with the Boxford Athletic Association, to transfer from Free Cash the sum not to exceed $25,000 to partially fund the design, and repair of the baseball field at Boy Scout Park, off Cahoon Road; including contributions of volunteer services and private donations; said project to be under the supervision of the Town Engineer, said funds to be expended under the direction of the Board of Selectmen. This motion passed by unanimous voice vote.

ARTICLE 14. To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **$225,000 to engage consulting and engineering services to design**, seek regulatory permitting approval, provide plans and specifications, conduct competitive construction bidding and other services as necessary, for **a replacement roof on Spofford Pond School**, and to authorize the Elementary School Committee to seek grants, donations and reimbursements to assist in the funding of the project; said funds to be expended under the direction of the Permanent Building Committee, or take any other action thereon.

Sponsored and Supported by the Elementary School Committee
Finance Committee recommends adoption of this article
Permanent Building Committee recommends adoption of this article

It was moved by David Rivers, and duly seconded, to transfer from Free Cash the sum of $225,000 to engage consulting and engineering services to design, seek regulatory permitting approval, provide plans and specifications, conduct competitive construction bidding and other services as necessary, for **a** replacement roof on Spofford Pond School, and to authorize the Elementary School Committee to seek grants, donations and reimbursements to assist in the funding of the project; said funds to be expended under the direction of the Permanent Building Committee. This motion passed by unanimous voice vote.

ARTICLE 15. To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **$30,913 to engage consulting and engineering services to additionally design, seek regulatory permitting approval, and provide plans and specifications for a stormwater drainage project on Balmoral Road**, 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 Charles Costello to transfer from Free Cash the sum of $30,913 to engage consulting and engineering services to additionally design, seek regulatory permitting approval, and provide plans and specifications for a stormwater drainage project on Balmoral Road, said funds to be expended under the direction of the Board of Selectmen.

It was moved to pass over this article. The motion to pass over carried by majority voice vote.

ARTICLE 16. To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **$5,000 to additionally fund the Conservation Fund**; said funds to be expended under the direction of the Conservation Commission, or take any other action thereon.

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

It was moved by Peter Delaney, and duly seconded, to transfer from Free Cash the sum of $5,000 to additionally fund the Conservation Fund; said funds to be expended under the direction of the Conservation Commission. This article passed by unanimous voice vote

ARTICLE 17. To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **$40,000 to additionally fund the Insurance Fund**; said funds to be expended under the direction of the Board of Selectmen, or take any other action thereon.

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

It was moved by William Cargill, Jr., and duly seconded, to transfer from Free Cash the sum of $40,000 to additionally fund the Insurance Fund; said funds to be expended under the direction of the Board of Selectmen. This motion passed by unanimous voice vote.

ARTICLE 18. To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **$32,000 to fund an existing retirement bonus benefit equal**

to 50% of accumulated, but unused sick days available to two 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 William Cargill, Jr., and duly seconded, to transfer from Free Cash the sum of $32,000 to fund an existing retirement bonus benefit equal to 50% of accumulated, but unused sick days available to two 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 19. To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **$6,350 to fund consulting services to assist with the preparation and mandatory update of the Town's other post-employment (OPEB) benefit liability report;** 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 Mary Anne Nay, and duly seconded, to transfer from Free Cash the sum of $6,350 to fund consulting services to assist with the preparation and mandatory update of the Townôs other post-employment (OPEB) benefit liability report; said funds to be expended under the direction of the Board of Selectmen. This motion passed by unanimous voice vote.

ARTICLE 20. To see if the Town will vote to set the **annual curbside solid waste collection fee at $2.50 for each 32-gallon bag** or container (each use); or take any other action thereon.

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

It was moved by 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 21. 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 2017, with each item to be considered a separate appropriation:

Appropriations:

From FY 2017 estimated annual revenues for Sawyer-Richardson Open Space Bond expense	**$186,690**
From FY 2017 estimated annual revenues for Lincoln Hall Historic Renovation Bond expense	**$ 51,188**
From FY 2017 estimated annual revenues for Haynes Land Purchase Bond expense	**$146,250**
From FY 2017 estimated annual revenues for Aaron Wood Renovation Bond expense	**$ 15,246**
From FY 2017 estimated annual revenues for Committee Administrative Expenses	**$ 46,000**

Reserves:

From FY 2017 estimated annual revenues for Historic Resources Reserve	**$ 25,566**
From FY 2017 estimated annual revenues for Community Housing Reserve	**$ 91,999**
From FY 2017 estimated annual revenues for Budgeted Reserve	$ **355,000**

or take any other action thereon.

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

It was moved by 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 2017, with each item to be considered a separate appropriation:

Appropriations:

From FY2017 estimated annual revenues for Sawyer-Richardson Open Space Bond expense	$**186,690**
From FY2017 estimated annual revenues for Lincoln Hall Historic Renovation Bond expense	$ **51,188**
From FY2017 estimated annual revenues for Haynes Land Purchase Bond expense	$**146,250**
From FY2017 estimated annual revenues for Aaron Wood Renovation Bond expense	**$ 15,246**
From FY2017 estimated annual revenues for Committee Administrative Expenses	**$ 46,000**

Reserves:

From FY 2017 estimated annual revenues for Historic Resources Reserve	**$ 25,566**
From FY 2017 estimated annual revenues for Community Housing Reserve	**$ 91,999**
From FY 2017 estimated annual revenues for Budgeted Reserve	**$355,000**

This article passed by unanimous voice vote.

ARTICLE 22. To see if the Town will vote to appropriate **$6,363 from the Community Preservation Committee Undesignated Fund to fund the purchase and installation of 7 signs and posts to be placed at various recreational fields in Town**, 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
Finance Committee recommends adoption of this article
Board of Selectmen recommends adoption of this article

It was moved by Peter Delaney, and duly seconded, to appropriate $6,363 from the Community Preservation Committee Annual Revenues to fund the purchase and installation of 7 signs and posts to be placed at various recreational fields in Town, the appropriated funds to be expended under the direction of the Community Preservation Committee. This article passed by unanimous voice vote.

ARTICLE 23. To see if the Town will vote to appropriate **$22,500 from the Community Preservation Committee Historic Reserve to partially assist in the funding of the design, permitting and development of plans and specifications for a future addition on the privately owned Catherine Ingalls Boxford Historic Documents Center (CIBHDC), 173A Washington Street,** the appropriated funds to be expended, following the expenditure of $15,000 by the CIBHDC of private funds, 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

It was moved by Peter Delaney, and duly seconded, to pass over this article. This motion passed by unanimous voice vote.

ARTICLE 24. To see if the Town will authorize the Board of Selectmen **to petition the Legislature to enact legislation as written below** provided, that the Legislature may reasonably vary the form and substance of the requested legislation within the scope of the general public objectives of this petition:

Notwithstanding any general or special law to the contrary, the Town of Boxford School Committee may appropriate or transfer, in any year without further appropriation, money from the school department budget to establish a reserve fund to provide for payment of unanticipated, unbudgeted and extraordinary costs of special education out-of-district tuitions and transportation. The Board of Selectmen may appropriate or transfer in any fiscal year money from the Town budget to fund said reserve fund. Such appropriation or transfer shall be in addition to any appropriation or transfer approved by Town Meeting

from time-to-time to such reserve fund. The balance in the fund shall not exceed 2 per cent of annual net school spending as defined in chapter 70 of the General Laws for the prior fiscal year or take any other action thereon.

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

It was moved by David Rivers, and duly seconded, to authorize the Board of Selectmen **to petition the Legislature to enact legislation as written below** provided, that the Legislature may reasonably vary the form and substance of the requested legislation within the scope of the general public objectives of this petition:

> Notwithstanding any general or special law to the contrary, the Town of Boxford School Committee may appropriate or transfer, in any year without further appropriation, money from the school department budget to establish a reserve fund to provide for payment of unanticipated, unbudgeted and extraordinary costs of special education out-of-district tuitions and transportation. The Board of Selectmen may appropriate or transfer in any fiscal year money from the Town budget to fund said reserve fund. Such appropriation or transfer shall be in addition to any appropriation or transfer approved by Town Meeting from time-to-time to such reserve fund. The balance in the fund shall not exceed 2 per cent of annual net school spending as defined in chapter 70 of the General Laws for the prior fiscal year. This motion passed by unanimous voice vote.

ARTICLE 25. To transact any other business that may legally come before said meeting.

It was moved by Peter Perkins to dissolve this meeting. This motion passed by unanimous voice vote. Annual Town Meeting adjourned at 10:25pm.

A true record.

Respectfully submitted,

Robin Phelan, Town Clerk

Annual Town Election

May 17, 2016

	Pct. 1	Pct. 2	Pct.3	Total
Board of Selectmen - 3 yr (vote for TWO)				
Mary Anne Nay	**157**	**229**	**202**	**588**
Peter C. Perkins	**175**	**266**	**202**	**643**
Jeffrey J. Kruck	127	142	133	402
Charles Killam (write-in)	16	6	15	37
Write-ins	1	1	11	13
Blanks	66	90	93	249
Board of Assessors - 3 yr (vote for one)				
David F. Benson	**203**	**267**	**246**	**716**
Write-ins	2	3	0	5
Blanks	66	97	82	245
Board of Assessors - 1 yr (vote for one)				
Alexander Leighton Williams	**181**	**237**	**225**	**643**
Write-ins	0	4	1	5
Blanks	90	126	102	318
Planning Board - 5 yr (vote for TWO)				
Angela M. Steadman	**184**	**247**	**218**	**649**
Ellen Nestervich (write-in)	**19**	**20**	**26**	**65**
Write-ins	7	15	9	31
Blanks	332	452	403	1187
Board of Commissioners of Trust Funds - 3 yr (vote for one)				
Bankson C. Riter, Jr.	**187**	**235**	**216**	**638**
Write-ins	0	1	0	1
Blanks	84	131	112	327

Masco School Committee - 3 yr (vote for one)				
Hagan Rivers	**196**	**237**	**224**	**657**
Write-ins	0	1	1	2
Blanks	75	129	103	307
	Pct. 1	Pct. 2	Pct.3	Total
Boxford School Committee - 3 yr (vote for one)				
Elizabeth L. Palmer	**194**	**240**	**224**	**658**
Write-ins	1	1	0	2
Blanks	76	126	104	306
Board of Health - 3 yr (vote for one)				
Write-ins	16	23	30	69
Alexander Constan (write-in)	**37**	**64**	**30**	**131**
Blanks	218	280	268	766
Board of Library Trustees - 3 yr (vote for TWO)				
George A. Fischer	**170**	**236**	**207**	**613**
Linda H. Shea	**182**	**253**	**220**	**655**
Write-ins	0	2	0	2
Blanks	190	243	229	662
Constable, East Parish - 1 yr (vote for ONE)				
Randall A. Guerra	34	62	32	128
George Hoxha	33	48	47	128
John A. Rowen	**150**	**166**	**166**	**482**
Write-ins	0	2	1	3
Blanks	54	89	82	225
Town Clerk - 3 yr (vote for one)				
Robin Phelan	**210**	**277**	**244**	**731**
Write-ins	2	2	2	6
Blanks	59	88	82	229

Question 1

Shall the Town of Boxford be allowed to assess an additional $153,000 in real estate and personal property taxes for the purpose of additionally funding the Fiscal Year 2017 Fire Department Budget to hire two additional full-time career fire fighters, for the fiscal year beginning July 1, 2016?

Question 1: Two New Full Time Firefighters				
Yes	**207**	**245**	**224**	**676**
No	61	110	99	270
Blanks	3	12	5	20
TOTAL VOTES	**271**	**367**	**328**	**966**

State Primary

September 8, 2016

Democratic Primary				
	Pct. 1	Pct. 2	Pct. 3	Total
Representative in Congress				
Seth Moulton	**34**	**58**	**47**	**139**
Write-ins	2	0	1	3
Blanks	6	7	7	20
Councillor				
Eileen R. Duff	**29**	**52**	**42**	**123**
Write- Ins	1	0	0	1
Blanks	12	13	13	38
Senator in General Court				
Write-ins	2	11	8	21
Blanks	40	54	47	141
Represenative in General Court				
Oscar Camargo	29			29
Write-ins	0	7	5	12
Blanks	13	58	50	121
Sheriff				
William Castro	0	0	3	3
Kevin F. Coppinger	8	12	12	32
Michael J. Marks	13	10	15	38
Edward J. O'Reilly	**16**	**32**	**14**	**62**
Jerry P. Robito	3	4	1	8
Paul L. D. Russell, Jr.	2	6	8	16
Write-ins	0	0	0	0
Blanks	0	1	2	3

Republican Primary				
	Pct. 1	Pct. 2	Pct. 3	Total
Representative in Congress				
Write-ins	12	8	8	28
Blanks	49	67	54	170
Councillor				
Richard A. Baker	**47**	**52**	**51**	**150**
Write-ins	0	0	0	0
Blanks	14	23	11	48
Senator in General Court				
Bruce E. Tarr	**55**	**71**	**56**	**182**
Write-ins	0	0	0	0
Blanks	6	4	6	16
Representative in General Court				
James J. Lyons	**52**			**52**
Leonard Mirra		**56**	**54**	**110**
Write-ins	1	0	0	1
Blanks	8	19	8	35
Sheriff				
Kenneth H. Berg	0	4	6	10
Jeffrey J. Gallo	4	6	3	13
James P. Jajuga Jr.	12	19	14	45
Craig C. Lane	5	2	3	10
Anne M. Manning-Martin	**35**	**38**	**32**	**105**
Write-ins	2	1	1	4
Blanks	3	5	3	11

State Election

November 8, 2016

	Pct. 1	Pct. 2	Pct. 3	Total
Electors For President & Vice President				
Clinton/Kaine	**786**	**852**	**816**	**2454**
Johnson/Weld	114	98	85	297
Stein/Baraka	12	16	7	35
Trump/Pence	711	776	707	2194
Write-ins:	17	17	16	50
Romney	9	10	6	25
Sanders	14	8	5	27
Kaisich	9	4	6	19
McMillan	5	10	4	19
Blanks	29	22	37	88
	Pct. 1	Pct. 2	Pct. 3	Total
Representative in Congress				
Seth Moulton	**1192**	**1181**	**1161**	**3534**
Write-ins:	34	39	30	103
Pence	1			1
Charette		5		5
Blanks	479	588	498	1565
	Pct. 1	Pct. 2	Pct. 3	Total
Councillor				
Eileen R. Duff	592	683	629	1904
Richard A. Baker	**928**	**972**	**903**	**2803**
Write-ins	4	0	0	4
Blanks	182	158	157	497

	Pct. 1	Pct. 2	Pct. 3	Total
Senator in General Court				
Bruce E. Tarr	**1336**	**1393**	**1306**	**4035**
Write-ins	10	15	10	35
Blanks	360	405	373	1138
	Pct. 1	Pct. 2	Pct. 3	Total
Representative in General Court				
James J. Lyons, Jr.	1023			1023
Oscar Camargo	499	1		500
Leonard Mirra		**1321**	**1215**	**2536**
Write-ins	3	16	9	28
Blanks	181	475	465	1121
	Pct. 1	Pct. 2	Pct. 3	Total
Sheriff				
Kevin F. Coppinger	462	519	506	1487
Anne M. Manning-Martin	**808**	**855**	**765**	**2428**
Mark E. Archer	106	117	104	327
Kevin J. Leach	116	114	97	327
Write-ins	6	1	1	8
Blank	208	207	216	631

Question 1

Law Proposed by Initiative Petition

Do you approve of a law summarized below, on which a no vote was taken by the Senate or the House of Representatives on or before May 3, 2016?

Summary

This proposed law would allow the state Gaming Commission to issue one additional category 2 license, which would permit operation of a gaming establishment with no table games and not more than 1,250 slot machines. The proposed law would authorize the Commission to request applications for the additional license to be granted to a gaming establishment located on property

that is (i) at least four acres in size; (ii) adjacent to and within 1,500 feet of a race track, including the trackôs additional facilities, such as the track, grounds, paddocks, barns, auditorium, amphitheater, and bleachers; (iii) where a horse racing meeting may physically be held; (iv) where a horse racing meeting shall have been hosted; and (v) not separated from the race track by a highway or railway.

A **YES VOTE** would permit the state Gaming Commission to license one additional slot machine gaming establishment at a location that meets certain conditions specified in the law.

A **NO VOTE** would make no change in current laws regarding gaming.

	Pct. 1	Pct. 2	Pct. 3	Total
Question #1: Additional Slot Machine License				
Yes	531	592	562	1685
No	**1128**	**1180**	**1079**	**3387**
Blanks	47	41	48	136

Question 2

Law Proposed by Initiative Petition

Do you approve of a law summarized below, on which a no vote was taken by the Senate or the House of Representatives on or before May 3, 2016?

Summary

This proposed law would allow the state Board of Elementary and Secondary Education to approve up to 12 new charter schools or enrollment expansions in existing charter schools each year. Approvals under this law could expand statewide charter school enrollment by up to 1% of the total statewide public school enrollment each year. New charters and enrollment expansions approved under this law would be exempt from existing limits on the number of charter schools, the number of students enrolled in them, and the amount of local school districtsô spending allocated to them. If the Board received more than 12 applications in a single year from qualified applicants, then the proposed law would require it to give priority to proposed charter schools or enrollment expansions in districts where student performance on statewide assessments is in the bottom 25% of all districts in the previous two years and where demonstrated parent demand for additional public school options is greatest. New charter schools and enrollment expansions approved under this proposed

law would be subject to the same approval standards as other charter schools, and to recruitment, retention, and multilingual outreach requirements that currently apply to some charter schools. Schools authorized under this law would be subject to annual performance reviews according to standards established by the Board. The proposed law would take effect on January 1, 2017.

A **YES VOTE** would allow for up to 12 approvals each year of either new charter schools or expanded enrollments in existing charter schools, but not to exceed 1% of the statewide public school enrollment.

A **NO VOTE** would make no change in current laws relative to charter schools.

	Pct. 1	Pct. 2	Pct. 3	Total
Question #2: Additional Charter Schools				
Yes	817	893	813	2523
No	**860**	**884**	**849**	**2593**
Blanks	29	36	27	92

Question 3

Law Proposed by Initiative Petition

Do you approve of a law summarized below, on which a no vote was taken by the Senate or the House of Representatives on or before May 3, 2016?

Summary

This proposed law would prohibit any farm owner or operator from knowingly confining any breeding pig, calf raised for veal, or egg-laying hen in a way that prevents the animal from lying down, standing up, fully extending its limbs, or turning around freely. The proposed law would also prohibit any business owner or operator in Massachusetts from selling whole eggs intended for human consumption or any uncooked cut of veal or pork if the business owner or operator knows or should know that the hen, breeding pig, or veal calf that produced these products was confined in a manner prohibited by the proposed law. The proposed law would exempt sales of food products that combine veal or pork with other products, including soups, sandwiches, pizzas, hotdogs, or similar processed or prepared food items. The proposed lawôs confinement prohibitions would not apply during transportation; state and county fair exhibitions; 4-H programs; slaughter in compliance with applicable laws and regulations; medical research; veterinary exams, testing, treatment and operation if performed under the direct supervision of a licensed veterinarian; five days prior to a pregnant pigôs expected date of giving birth; any day that pig is nursing piglets; and for temporary periods for animal husbandry purposes not to exceed

six hours in any twenty-four hour period. The proposed law would create a civil penalty of up to $1,000 for each violation and would give the Attorney General the exclusive authority to enforce the law, and to issue regulations to implement it. As a defense to enforcement proceedings, the proposed law would allow a business owner or operator to rely in good faith upon a written certification or guarantee of compliance by a supplier. The proposed law would be in addition to any other animal welfare laws and would not prohibit stricter local laws. The proposed law would take effect on January 1, 2022. The proposed law states that if any of its parts were declared invalid, the other parts would stay in effect.

A **YES VOTE** would prohibit any confinement of pigs, calves, and hens that prevents them from lying down, standing up, fully extending their limbs, or turning around freely.

A **NO VOTE** would make no change in current laws relative to the keeping of farm animals.

	Pct. 1	Pct. 2	Pct. 3	Total
Question #3: Additional Regulations on Animal Confinement				
Yes	**1300**	**1338**	**1286**	**3924**
No	380	450	368	1198
Blanks	26	25	35	86

Question 4

Law Proposed by Initiative Petition

Do you approve of a law summarized below, on which a no vote was taken by the Senate or the House of Representatives on or before May 3, 2016?

Summary

The proposed law would permit the possession, use, distribution, and cultivation of marijuana in limited amounts by persons age 21 and older and would remove criminal penalties for such activities. It would provide for the regulation of commerce in marijuana, marijuana accessories, and marijuana products and for the taxation of proceeds from sales of these items. The proposed law would authorize persons at least 21 years old to possess up to one ounce of marijuana outside of their residences; possess up to ten ounces of marijuana inside their residences; grow up to six marijuana plants in their residences; give one ounce or less of marijuana to a person at least 21 years old without payment; possess,

produce or transfer hemp; or make or transfer items related to marijuana use, storage, cultivation, or processing. The measure would create a Cannabis Control Commission of three members appointed by the state Treasurer which would generally administer the law governing marijuana use and distribution, promulgate regulations, and be responsible for the licensing of marijuana commercial establishments. The proposed law would also create a Cannabis Advisory Board of fifteen members appointed by the Governor. The Cannabis Control Commission would adopt regulations governing licensing qualifications; security; record keeping; health and safety standards; packaging and labeling; testing; advertising and displays; required inspections; and such other matters as the Commission considers appropriate. The records of the Commission would be public records. The proposed law would authorize cities and towns to adopt reasonable restrictions on the time, place, and manner of operating marijuana businesses and to limit the number of marijuana establishments in their communities. A city or town could hold a local vote to determine whether to permit the selling of marijuana and marijuana products for consumption on the premises at commercial establishments. The proceeds of retail sales of marijuana and marijuana products would be subject to the state sales tax and an additional excise tax of 3.75%. A city or town could impose a separate tax of up to 2%. Revenue received from the additional state excise tax or from license application fees and civil penalties for violations of this law would be deposited in a Marijuana Regulation Fund and would be used subject to appropriation for administration of the proposed law. Marijuana-related activities authorized under this proposed law could not be a basis for adverse orders in child welfare cases absent clear and convincing evidence that such activities had created an unreasonable danger to the safety of a minor child. The proposed law would not affect existing law regarding medical marijuana treatment centers or the operation of motor vehicles while under the influence. It would permit property owners to prohibit the use, sale, or production of marijuana on their premises (with an exception that landlords cannot prohibit consumption by tenants of marijuana by means other than by smoking); and would permit employers to prohibit the consumption of marijuana by employees in the workplace. State and local governments could continue to restrict uses in public buildings or at or near schools. Supplying marijuana to persons under age 21 would be unlawful. The proposed law would take effect on December 15, 2016

A **YES VOTE** would allow persons 21 and older to possess, use, and transfer **marijuana and products containing marijuana concentrate (including edible** products) and to cultivate marijuana, all in limited amounts, and would provide for the regulation and taxation of commercial sale of marijuana and marijuana products.

A **NO VOTE** would make no change in current laws relative to marijuana.

	Pct. 1	Pct. 2	Pct. 3	Total
Question #4: Permit sale of Marijuana				
Yes	839	867	773	2479
No	**856**	**926**	**899**	**2681**
Blanks	11	20	17	48
	Pct. 1	Pct. 2	Pct. 3	Total
TOTAL VOTES	1706	1813	1689	5208

2016 Statistic Report

Raffles……..$25.00

1 Permit

Vital Statistics

Births

Female……33

Male……..27

Deaths……..44

Marriages……..…15

Finance

Accountant's Independent Auditor's Report
Combined Financial Statements
And Additional Financial Information

Finance Committee

Board of Assessors

Treasurer/Collector of Taxes

Commissioners of Trust Funds
Perley-Parkhurst-Cole Memorial Trust Fund

Guides for
Perley-Parkhurst-Cole Application

TOWN OF BOXFORD, MASSACHUSETTS

Annual Financial Statements

For the Year Ended June 30, 2016

Town of Boxford, Massachusetts

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Ellsworth, ME

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, 2016, 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.

Auditors' 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 auditors' 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 opinion 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, 2016, 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 the Management's Discussion and Analysis, the Schedule of OPEB Funding Progress, the Schedule of Proportionate Share of the Net Pension Liability, and the Schedule of Pension Contributions 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 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

November 7, 2016

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 for the fiscal year ended June 30, 2016.

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/deferred outflows and liabilities/deferred inflows, with the difference between these amounts reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the Town's 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 the 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

- At the end of the current fiscal year, total assets and deferred outflows exceeded liabilities and deferred inflows by $40,589,560 (i.e., total net position), a change of $2,711,470 in comparison to the prior year.

- At the end of the current fiscal year, governmental funds reported combined ending fund balances of $10,595,252, a change of $1,129,734 in comparison to the prior year.

- At the end of the current fiscal year, unassigned fund balance for the general fund was $4,644,452, a change of $553,339 in comparison to the prior year.

- At the end of the current fiscal year, total long-term debt (i.e., bonds payable) was $7,953,126, a change of $113,439 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	
	2016	2015
Current and other assets	$ 12,093,425	$ 11,167,324
Capital assets	58,184,806	56,724,047
Deferred outflows of resources	712,000	-
Total assets and deferred outflows	70,990,231	67,891,371
Current liabilities	2,557,606	2,713,399
Noncurrent liabilities	27,718,753	27,156,759
Deferred inflows of resources	124,312	143,123
Total liabilities and deferred inflows	30,400,671	30,013,281
Net position:		
Net investment in capital assets	50,526,182	48,785,176
Restricted	2,823,045	4,698,936
Unrestricted	(12,759,667)	(15,606,022)
Total net position	$ 40,589,560	$ 37,878,090

CHANGES IN NET POSITION

	Governmental Activities	
	2016	2015
Revenues:		
Program revenues:		
Charges for services	$ 1,633,572	$ 1,361,134
Operating grants and contributions	3,743,367	3,102,918
Capital grants and contributions	1,237,716	721,185
General revenues:		
Taxes	27,842,341	26,514,946
Excises	1,599,867	1,557,045
Interest, penalties, and other taxes	78,623	78,013
Grants and contributions not restricted to specific programs	978,707	852,266
Investment income	234,379	95,067
Miscellaneous	32,078	71,044
Bond premium	58,708	-
Total revenues	37,439,358	34,353,618

(continued)

(continued)

	Governmental Activities	
	2016	2015
Expenses:		
General government	1,828,233	1,877,803
Public safety	2,848,973	2,616,710
Education	23,664,167	22,001,249
Public works	2,714,998	2,987,951
Health and human services	312,859	303,622
Culture and recreation	493,215	540,682
Insurance and benefits	2,220,221	2,175,263
Interest expense	245,333	266,722
Intergovernmental	149,889	139,121
Total expenses	34,477,888	32,909,123
Change in net position	2,961,470	1,444,495
Transfers in (out)	(250,000)	(178,368)
Change in net position	2,711,470	1,266,127
Net position - beginning of year	37,878,090	36,611,963
Net position - end of year	$ 40,589,560	$ 37,878,090

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 $40,589,560, a change of $2,711,470 from the prior year.

The largest portion of net position $50,526,182 reflects our investment in capital assets (e.g., land, construction in progress, land improvements, buildings and building improvements, machinery, equipment and vehicles, 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 $2,823,045, 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 $(12,759,667), primarily caused by the unfunded portion of the Town's OPEB and Net Pension liabilities.

Governmental activities. Governmental activities for the year resulted in a change in net position of $2,711,470. Key elements of this change are as follows:

General fund operations, as discussed further in Section D	$	827,351
Community Preservation fund change in fund balance		(2,313,530)
Boxford Common Fields fund change in fund balance (accrual basis)		3,187,169
Nonmajor funds change in fund balance (accrual basis)		1,119,731
Capital acquisitions funded with general and Community Preservation funds		508,377
Depreciation expense in excess of principal debt service		(801,883)
Change in OPEB and net pension liabilities		116,802
Other		67,453
Total	$	2,711,470

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 $10,595,252, a change of $1,129,734 in comparison to the prior year. Key elements of this change are as follows:

General fund revenues and other financing sources in excess of expenditures and other financing uses	$	827,351
Community Preservation fund revenues in excess of expenditures		(2,313,530)
Boxford common fields fund other financing sources in excess		1,486,044
Nonmajor fund expenditures and other financing uses in excess of revenues and other financing sources		1,129,869
Total	$	1,129,734

The general fund is the chief operating fund. At the end of the current fiscal year, unassigned fund balance of the general fund was $4,644,452, while total fund balance was $6,251,172. 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	6/30/16	6/30/15	Change	% of Total General Fund Expenditures
Unassigned fund balance	$ 4,644,452	$ 4,091,113	$ 553,339	15.0%
Total fund balance	$ 6,251,172	$ 5,423,821	$ 827,351	20.2%

The total fund balance of the general fund changed by $827,351 during the current fiscal year. Key factors in this change are as follows:

Revenues in excess of budget	$ 749,902
Expenditures less than budget	626,053
Use of free cash and overlay surplus as a funding source	(576,117)
Prior year encumbrances in excess of current year encumbrances	(62,198)
Change in stabilization fund balance	46,863
Prior year snow/ice deficit raised	155,399
Other	(112,551)
Total	$ 827,351

Included in the total general fund balance is the Town's stabilization fund with the following balance:

	6/30/16	6/30/15	Change
General stabilization fund	$ 838,611	$ 791,748	$ 46,863

E. CAPITAL ASSET AND DEBT ADMINISTRATION

Capital assets. Total investment in capital assets for governmental activities at year end amounted to $58,184,806 (net of accumulated depreciation), a change of $1,460,759 from the prior year. This investment in capital assets includes land, construction in progress, land improvements, buildings and building improvements, machinery, equipment and vehicles, and infrastructure.

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

- $1,802,775 for construction in progress, the majority of which was for the Haynes Field project.
- $768,157 for renovation of Aaron Wood School Building.

- $336,533 for various machinery, equipment, and vehicles, including school technology equipment and a highway dump truck.
- $493,899 for infrastructure improvements including paving municipal lots and upgrading lighting.
- Current year depreciation expense of $(1,940,605).

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

Credit rating. As of June 30, 2016, the Town's Standard & Poor's credit rating is AAA.

Long-term debt. At the end of the current fiscal year, total bonded debt outstanding was $7,953,126, 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:

Director of Municipal Finance/Town Accountant
Town of Boxford, Massachusetts
7A Spofford Road, 2nd Floor
Boxford, Massachusetts 01921

TOWN OF BOXFORD, MASSACHUSETTS

STATEMENT OF NET POSITION

JUNE 30, 2016

	Governmental Activities
ASSETS	
Current:	
Cash and short-term investments	$ 7,801,565
Investments	3,979,010
Receivables, net of allowance for uncollectibles:	
Taxes	181,013
Excises	62,337
Betterments	5,940
Noncurrent:	
Receivables, net of allowance for uncollectibles:	
Taxes	45,314
Betterments	18,246
Land and construction in progress	22,394,358
Capital assets, net of accumulated depreciation	35,790,448
DEFERRED OUTFLOWS OF RESOURCES	712,000
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	70,990,231
LIABILITIES	
Current:	
Warrants payable	554,158
Accrued liabilities	207,039
Tax refunds payable	379,187
Other	94,506
Current portion of long-term liabilities:	
Bonds payable	1,180,562
Other liabilities	142,154
Noncurrent:	
Bonds payable, net of current portion	6,772,564
Other liabilities, net of current portion	1,304,956
Other post-employment benefits	6,333,564
Net pension liability	13,307,669
DEFERRED INFLOWS OF RESOURCES	124,312
TOTAL LIABILITIES AND DEFERRED INFLOWS OF RESOURCES	30,400,671
NET POSITION	
Net investment in capital assets	50,526,182
Restricted for:	
Community preservation funds	1,535,469
Grants and other statutory restrictions	1,272,925
Permanent funds:	
Nonexpendable	5,286
Expendable	9,365
Unrestricted	(12,759,667)
TOTAL NET POSITION	$ 40,589,560

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

TOWN OF BOXFORD, MASSACHUSETTS

STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED JUNE 30, 2016

	Expenses	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Program Revenues: Capital Grants and Contributions	Net (Expenses) Revenues and Changes in Net Position: Governmental Activities
Governmental Activities:					
General government	$ 1,828,233	$ 116,752	$ 14,332	$ 501,000	$ (1,196,149)
Public safety	2,848,973	452,243	33,715	-	(2,363,015)
Education	23,664,167	690,653	3,615,548	-	(19,357,966)
Public works	2,714,998	269,917	140	736,716	(1,708,225)
Health and human services	312,859	53,312	45,772	-	(213,775)
Culture and recreation	493,215	50,695	31,260	-	(411,260)
Insurance and benefits	2,220,221	-	2,600	-	(2,217,621)
Interest expense	245,333	-	-	-	(245,333)
Intergovernmental	149,889	-	-	-	(149,889)
Total Governmental Activities	$ 34,477,888	$ 1,633,572	$ 3,743,367	$ 1,237,716	(27,863,233)
General Revenues:					
Taxes					27,842,341
Excises					1,599,867
Interest, penalties, and other taxes					78,623
Grants and contributions not restricted to specific programs					978,707
Investment income					234,379
Miscellaneous					32,078
Bond premium					58,708
Transfers, net					(250,000)
Total general revenues					30,574,703
Change in Net Position					2,711,470
Net Position:					
Beginning of year					37,878,090
End of year					$ 40,589,560

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

TOWN OF BOXFORD, MASSACHUSETTS

GOVERNMENTAL FUNDS

BALANCE SHEET

JUNE 30, 2016

	General Fund	Community Preservation Fund	Boxford Common Fields Fund	Nonmajor Governmental Funds	Total Governmental Funds
ASSETS					
Cash and short-term investments	$ 5,989,348	$ -	$ 605,049	$ 1,207,168	$ 7,801,565
Investments	1,446,268	1,536,348	880,995	115,399	3,979,010
Receivables:					
Taxes	222,958	3,370	-	-	226,328
Excises	76,085	-	-	-	76,085
Other	24,186	-	-	-	24,186
TOTAL ASSETS	$ 7,758,845	$ 1,539,718	$ 1,486,044	$ 1,322,567	$ 12,107,174
LIABILITIES					
Warrants payable	$ 554,158	$ -	$ -	$ -	$ 554,158
Accrued liabilities	159,775	-	-	-	159,775
Tax refunds payable	379,187	-	-	-	379,187
Other	94,507	-	-	-	94,507
TOTAL LIABILITIES	1,187,627	-	-	-	1,187,627
DEFERRED INFLOWS OF RESOURCES	320,046	4,249	-	-	324,295
FUND BALANCES					
Nonspendable	-	-	-	5,286	5,286
Restricted	-	1,535,469	1,486,044	1,321,201	4,342,714
Committed	486,997	-	-	63,591	550,588
Assigned	1,119,723	-	-	-	1,119,723
Unassigned	4,644,452	-	-	(67,511)	4,576,941
TOTAL FUND BALANCES	6,251,172	1,535,469	1,486,044	1,322,567	10,595,252
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES	$ 7,758,845	$ 1,539,718	$ 1,486,044	$ 1,322,567	$ 12,107,174

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, 2016

Total governmental fund balances	$	10,595,252
• Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.		58,184,806
• Revenues are reported on the accrual basis of accounting and are not deferred until collection.		230,296
• In the statement of activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due.		(47,264)
• Long-term liabilities, including bonds payable, capital leases, compensated absences, landfill liability, net OPEB obligation, and net pension liability are not payable in the current period; therefore, they are not reported in the governmental funds.		(29,041,469)
• Certain changes in the net pension liability, which are deferred to future reporting periods, are not reported in the governmental funds.		667,939
Net position of governmental activities	$	40,589,560

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, 2016

	General Fund	Community Preservation Fund	Boxford Common Fields Fund	Nonmajor Governmental Funds	Total Governmental Funds
Revenues:					
Taxes	$ 27,124,662	$ 657,723	$ -	$ -	$ 27,782,385
Excises	1,608,300	-	-	-	1,608,300
Interest, penalties, and other taxes	77,666	957	-	-	78,623
Charges for services	327,066	-	-	790,231	1,117,297
Licenses and permits	445,111	-	-	-	445,111
Intergovernmental	2,401,873	239,631	-	1,133,799	3,775,303
Fines and forfeitures	66,408	-	-	-	66,408
Investment income	71,491	162,888	-	6,324	240,703
Miscellaneous	22,488	-	-	619,991	642,479
Total Revenues	32,145,065	1,061,199	-	2,550,345	35,756,609
Expenditures:					
Current:					
General government	1,618,375	86,705	-	62,024	1,767,104
Public safety	2,528,028	-	-	88,727	2,616,755
Education	20,881,140	-	-	1,793,735	22,674,875
Public works	1,881,140	-	-	440,273	2,321,413
Health and human services	296,428	-	-	57,890	354,318
Culture and recreation	445,448	-	1,707,235	58,904	2,211,587
Insurance and benefits	2,128,528	-	-	20,738	2,149,266
Debt service	998,386	393,990	-	-	1,392,376
Intergovernmental	149,889	-	-	-	149,889
Total Expenditures	30,927,362	480,695	1,707,235	2,522,291	35,637,583
Excess (deficiency) of revenues over expenditures	1,217,703	580,504	(1,707,235)	28,054	119,026
Other Financing Sources (Uses):					
Bond proceeds	-	-	-	1,202,000	1,202,000
Bond premium	58,708	-	-	-	58,708
Transfers in	415,940	15,154	3,193,279	745,938	4,370,311
Transfers out	(865,000)	(2,909,188)	-	(846,123)	(4,620,311)
Total Other Financing Sources (Uses)	(390,352)	(2,894,034)	3,193,279	1,101,815	1,010,708
Change in fund balance	827,351	(2,313,530)	1,486,044	1,129,869	1,129,734
Fund Equity, at Beginning of Year, as reclassified	5,423,821	3,848,999	-	192,698	9,465,518
Fund Equity, at End of Year	$ 6,251,172	$ 1,535,469	$ 1,486,044	$ 1,322,567	$ 10,595,252

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, 2016

Net changes in fund balances - total governmental funds	$	1,129,734
• 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		3,401,365
Depreciation		(1,940,606)
• 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.		51,522
• 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:		
Issuance of debt		(1,202,000)
Repayments of debt		1,138,723
• In the statement of activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due.		8,320
• 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.		124,412
Change in net position of governmental activities	$	2,711,470

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, 2016

	Original Budget	Final Budget	Actual Amounts (Budgetary Basis)	Variance with Final Budget Positive (Negative)
Revenues and other sources:				
Taxes	$ 27,237,214	$ 27,237,214	$ 27,237,214	$ -
Excises	1,320,200	1,320,200	1,608,300	288,100
Interest, penalties, and other taxes	70,000	70,000	77,666	7,666
Charges for services	200,000	200,000	327,066	127,066
Licenses and permits	304,500	304,500	445,112	140,612
Intergovernmental	2,272,486	2,272,486	2,401,873	129,387
Fines and forfeitures	52,000	52,000	66,408	14,408
Investment income	10,000	10,000	83,335	73,335
Miscellaneous	40,000	40,000	9,328	(30,672)
Transfers in	5,940	5,940	5,940	-
Use of fund balance	551,117	551,117	551,117	-
Overlay surplus	25,000	25,000	25,000	-
Total Revenues and Other Sources	32,088,457	32,088,457	32,838,359	749,902
Expenditures and other uses:				
General government	1,913,188	1,913,188	1,577,703	335,485
Public safety	2,562,453	2,562,453	2,520,972	41,481
Education	21,184,792	21,184,792	21,031,112	153,680
Public works	1,894,256	1,894,256	1,941,237	(46,981)
Health and human services	316,876	316,876	298,911	17,965
Culture and recreation	439,377	439,377	430,718	8,659
Insurance and benefits	2,242,051	2,242,051	2,128,312	113,739
Debt service	1,151,315	1,151,315	1,138,151	13,164
Intergovernmental	138,750	138,750	149,889	(11,139)
Snow/ice deficit raised on recap	155,399	155,399	155,399	-
Transfers out	90,000	90,000	90,000	-
Total Expenditures	32,088,457	32,088,457	31,462,404	626,053
Excess of revenues and other sources over expenditures and other uses	$ -	$ -	$ 1,375,955	$ 1,375,955

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

TOWN OF BOXFORD, MASSACHUSETTS

FIDUCIARY FUNDS

STATEMENT OF FIDUCIARY NET POSITION

JUNE 30, 2016

	Other Post Employment Benefits Trust Fund	Private Purpose Trust Funds	Agency Funds
ASSETS			
Cash and short-term investments	$ -	$ 1,986	$ 35,273
Investments	1,171,540	56,358	24,948
User fee receivables	-	-	18,313
Total Assets	1,171,540	58,344	78,534
LIABILITIES AND NET POSITION			
Deposits held in escrow	-	-	48,575
Student activity funds	-	-	29,959
Total Liabilities	-	-	78,534
NET POSITION			
Restricted for:			
Endowment	-	13,214	-
Unrestricted	1,171,540	45,130	-
Total net position held in trust	$ 1,171,540	$ 58,344	$ -

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, 2016

	Other Post Employment Benefits Trust Fund	Private Purpose Trust Funds
Additions:		
Investment income, net	$ 29,426	$ 3,542
Contributions	13,113	15,872
Total additions	42,539	19,414
Other financing sources:		
Transfers in	250,000	-
Total other financing sources	250,000	-
Deductions:		
Education	-	10,800
Total deductions	-	10,800
Net increase	292,539	8,614
Net position:		
Beginning of year	879,001	49,730
End of year	$ 1,171,540	$ 58,344

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 2016, it was determined that no entities met the required GASB 14 (as amended) 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 non-fiduciary 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 *Boxford Common Fields Fund* is a capital project fund used to account for activity associated with the construction of two multi use fields.

The Other Post-Employment Benefits Trust fund is used to account for the accumulation of resources to fund future health insurance benefits for qualified retirees.

The Private-Purpose Trust Funds 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.

The Agency Funds account for fiduciary assets held by the Town in a custodial capacity as an agent on behalf of others. Agency funds report only assets and liabilities, and therefore, have no measurement focus.

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 General Fund, Community Preservation Fund and Town Trust Funds consist of bank certificates of deposit, corporate bonds, marketable securities, and U.S. Treasury/Agency securities. Investments for the OPEB Trust Fund are in the custody of the Pension Reserves Investment Management Board (PRIM). PRIM acts as trustee for invest-

ments held in the State Retirees Benefits Trust Fund (SRBT), a pooled investment fund created by legislation (Chapter 661 of the Acts of 1983). All investments are carried at market value except certificates of deposit which are reported at cost.

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 2016 tax levy reflected an excess capacity of $740,245.

G. Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets, 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 eligible 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/deferred outflows and current liabilities/deferred inflows. The Town reserves those portions of fund balance that are legally segregated for a specific future use or which do not represent available, spendable resources and therefore, are not available for appropriation or expenditure. Unassigned fund balance indicates that portion of fund balance that is available for appropriation in future periods.

The Town's fund balance classifications are as follows:

1) Nonspendable funds are either unspendable in the current form (i.e., inventory or prepaid items) or can never be spent (i.e., cemetery perpetual care).
2) Restricted funds are used solely for the purpose for which the fund was established. In the case of special revenue funds, these funds are created by statute or otherwise have external constraints on how the funds can be expended.
3) Committed funds are reported and expended as a result of motions passed by the Town's highest decision making authority (i.e., Town Meeting).
4) Assigned funds are used for specific purposes as established by management. These funds, which include year-end budgetary encumbrances, have been assigned for specific goods and services that have been ordered but not yet paid for. This account also includes fund balance voted to be used in the subsequent fiscal year.
5) Unassigned funds are available to be spent in future periods.

When an 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 its use either through 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)	$ 32,145,065	$ 30,927,363
Other financing sources/uses (GAAP basis)	474,648	865,000
Subtotal (GAAP Basis)	32,619,713	31,792,363
Adjust tax revenue to accrual basis	112,552	-
Reverse beginning of year appropriation carryforwards from expenditures	-	(804,693)
Add end of year appropriation carryforwards to expenditures	-	742,495
Record budgeted use of free cash and overlay surplus	576,117	-
Reverse effect of non-budgeted State contributions for teachers' retirement	-	-
Record raising of prior year's snow and ice deficit	-	155,399
Reverse effects of combining general fund and stabilization fund (GASB54)	(46,863)	-
Reverse effect of other non-budgeted activity	(423,160)	(423,160)
Budgetary basis	$ 32,838,359	$ 31,462,404

D. Deficit Fund Equity

The following funds had deficit balances as of June 30, 2016:

Nonmajor Governmental Funds	
Highway Chapter 90 projects	$ 33,250
Communications equipment grant	34,261
Total	$ 67,511

The deficits in these funds will be eliminated through future general fund appropriations, intergovernmental revenues, bond proceeds, and transfers from other funds.

3. Cash and Short-Term Investments

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

As of June 30, 2016, none of the Town's bank balance of $7,834,019 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, 2016, all of the Town's investments are in compliance with these policies.

Presented below is the actual Moody's rating as of June 30, 2016 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	A2	Baa1
Certificates of deposit	$ 1,809	N/A	$ 1,809	$ -	$ -	$ -	$ -
U.S. Treasury notes	507	N/A	-	507	-	-	-
Federal agency securities	380	N/A	-	380	-	-	-
Corporate bonds	443	N/A	-	-	252	40	151
Corporate equities	748	N/A	748	-	-	-	-
Mutual funds	173	N/A	173	-	-	-	-
State investment pool	1,172	N/A	1,172	-	-	-	-
Total investments	$ 5,232		$ 3,902	$ 887	$ 252	$ 40	$ 151

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, 2016, 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, 2016, 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, 2016, 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, 2016, 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
Certificates of deposit	$ 1,809	$ 1,180	$ 629
U.S. Treasury notes	507	-	507
Federal agency securities	380	-	380
Corporate bonds	443	126	317
Total	$ 3,139	$ 1,306	$ 1,833

E. Fair Value

The Town categorizes its fair value measurements within the fair value hierarchy established by Governmental Accounting Standards Board Statement No. 72 *Fair Value Measurement and Application* (GASB 72). The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

The Town has the following fair value measurements as of June 30, 2016 (in thousands):

Description		Fair Value Measurements Using: Quoted prices in active markets for identical (Level 1)	Significant observable inputs (Level 2)	Significant unobservable inputs (Level 3)
Investments by fair value level:				
Debt securities:				
U.S. Treasury notes	$ 507	$ -	$ 507	$ -
Federal agencies	380	$ -	$ 380	$ -
Corporate bonds	443	$ -	$ 443	$ -
Equity securities:				
Various securities	748	$ 748	$ -	$ -
Mutual funds	173	$ 173	$ -	$ -
Investments measured at the net asset value (NAV):				
External investment pool	1,172			
Total	$ 3,423			

Description	Value	Unfunded Commitments	Redemption Frequency (If currently eligible)	Redemption Notice Period
External investment pool	$ 1,172	$ -	Monthly	30 days

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, 2016 consist of the following:

Real estate	$ 158,422
Personal property	453
Tax title	56,967
Community preservation	3,370
Tax liens foreclosed	7,116
Total	$ 226,328

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	$ 13,748

7. Interfund Fund Accounts

Transfers

The Town reports interfund transfers between various funds. Most transfers result from budgetary or statutory actions, whereby funds are moved to accomplish various expenditure purposes. The sum of all transfers presented in the table agrees with the sum of interfund transfers presented in the governmental and proprietary fund financial statements. The following is an analysis of interfund transfers:

Governmental Funds:	Transfers In	Transfers Out
General Fund	$ 415,940	$ 865,000
Community Preservation Fund - Major Fund	15,154	2,909,188
Boxford Common Fields - Major Fund	3,193,279	-
Nonmajor Funds:		
Special Revenue Funds:		
Selectmen Gift Fund - Haynes Field	-	386,279
MWPAT Loan Repayment	-	5,940
Capital Project Funds:		
Library Design Fund	333,500	222,000
Fire Station Tight Tanks Fund	153,000	102,000
Nason Property Purchase Fund	128,500	86,000
Arron Wood School Building Fund	130,938	15,154
Haynes Land Fund	-	28,750
Subtotal Nonmajor Funds	745,938	846,123
Fiduciary Funds:		
OPEB Trust Fund	250,000	-
Subtotal Fiduciary Funds:	250,000	-
Grand Total	$ 4,620,311	$ 4,620,311

8. Capital Assets

Capital asset activity for the year ended June 30, 2016 was as follows (in thousands):

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental Activities:				
Capital assets, being depreciated:				
Land improvements	$ 464	$ -	$ -	$ 464
Buildings and building improvements	21,505	768	-	22,273
Machinery, equipment, and vehicles	5,283	336	(75)	5,544
Infrastructure	34,208	494	-	34,702
Total capital assets, being depreciated	61,460	1,598	(75)	62,983
Less accumulated depreciation for:				
Land improvements	(163)	(25)	-	(188)
Buildings and building improvements	(8,947)	(613)	-	(9,560)
Machinery, equipment, and vehicles	(2,789)	(405)	75	(3,119)
Infrastructure	(13,428)	(897)	-	(14,325)
Total accumulated depreciation	(25,327)	(1,940)	75	(27,192)
Total capital assets, being depreciated, net	36,133	(342)	-	35,791
Capital assets, not being depreciated:				
Land	20,581	-	-	20,581
Construction in progress	10	1,803	-	1,813
Total capital assets, not being depreciated	20,591	1,803	-	22,394
Governmental activities capital assets, net	$ 56,724	$ 1,461	$ -	$ 58,185

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

Governmental Activities:	
General government	$ 225
Public safety	284
Education	379
Public works	1,026
Human services	2
Culture and recreation	24
Total depreciation expense - governmental activities	$ 1,940

9. Warrants Payable

Warrants payable represent 2016 expenditures paid by July 15, 2016 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 and capital leases, 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 2016:

	Balance Beginning of Year	New Issues	Maturities	Balance End of Year
Library Design	$ 333,500	$ -	$ (333,500)	$ -
Nason Land Acquisition	128,500	-	(128,500)	-
Fire Station Drains	153,000	-	(153,000)	-
Total	$ 615,000	$ -	$ (615,000)	$ -

13. Capital Lease Obligations

The Town is the lessee of certain equipment under a capital lease expiring in fiscal year 2017. Future minimum lease payments under this capital lease consisted of the following as of June 30, 2016:

Fiscal Year	Capital Leases
2017	$ 51,093
Total minimum lease payments	51,093
Less amounts representing interest	948
Present value of minimum lease payments	$ 50,145

14. Long-Term Debt

A. General Obligation Bonds

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

Governmental Activities:	Amount of Original Issue	Serial Maturities Through	Interest Rate(s) %	Amount Outstanding as of 6/30/16
Bonds payable - Inside the Debt Limit				
Lockwood/Lord/Haynes land - refunding	$ 943,000	06/15/17	2.21%	$ 90,000
Fire truck refunding	60,000	08/15/17	0.91%	30,000
Police station refunding	1,367,000	08/15/20	1.18%	727,000
Town Hall construction refunding	1,955,000	08/15/22	1.36%	1,490,000
Sawyer/Richardson land refunding	1,393,000	08/15/22	1.38%	1,068,000
Spofford Pond Road drainage refunding	85,000	08/15/22	1.35%	65,000
Anvil Farm land acquisition	850,000	06/15/26	3.90%	450,000
Haynes land acquisition	1,900,000	06/15/27	3.94%	1,100,000
Lincoln Hall building renovations	675,000	06/15/27	3.93%	385,000
School remodeling	355,000	09/15/27	1.60%	280,000
Land acquisition	190,000	09/15/27	1.55%	145,000
Fire truck	430,000	09/15/27	1.70%	355,000
Dump truck	205,000	09/15/22	1.24%	140,000
Land acquisition	86,000	10/01/25	1.78%	86,000
Library Design Plans	222,000	10/01/18	0.75%	222,000
Fire Station Floor Drain/Tank Replacement	102,000	10/01/25	1.79%	102,000
Wood School Interior Renovations	667,000	10/01/25	1.81%	667,000
Bonds payable - Outside the Debt Limit				
Landfill closure - refunding	456,500	06/15/17	2.24%	50,000
Title V MWPAT - Loan 1	200,000	08/01/18	0.00%	32,604
Title V MWPAT - Loan 2	48,524	02/01/21	0.00%	13,522
Water treatment plant	400,000	09/15/27	1.70%	330,000
Wood School Exterior Renovations	125,000	10/01/25	1.82%	125,000
Total Governmental Activities:	$ 12,715,024			$ 7,953,126

B. Future Debt Service

The annual payments to retire all general obligation long-term debt outstanding as of June 30, 2016 are as follows:

Governmental	Principal	Interest	Total
2017	$ 1,180,562	$ 233,278	$ 1,413,840
2018	1,028,561	194,688	1,223,249
2019	1,008,562	160,788	1,169,350
2020	917,693	130,088	1,047,781
2021	907,748	101,088	1,008,836
2022 - 2026	2,575,000	275,959	2,850,959
2027 - 2028	335,000	10,631	345,631
Total	$ 7,953,126	$ 1,106,520	$ 9,059,646

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, 2016:

General fund	$ 5,400,126
Community preservation fund	2,553,000
Total	$ 7,953,126

C. *Changes in General Long-Term Liabilities*

During the year ended June 30, 2016, the following changes occurred in long-term liabilities (in thousands):

	Total Balance 7/1/15	Additions	Reductions	Total Balance 6/30/16	Less Current Portion	Equals Long-Term Portion 6/30/16
Governmental Activities						
Bonds payable	$ 7,840	$ 1,202	$ (1,089)	$ 7,953	$ (1,180)	$ 6,773
Other:						
Capital leases payable	101	-	(50)	51	(51)	-
Compensated absences	387	39	-	426	(43)	383
Landfill postclosure	1,016	-	(46)	970	(48)	922
OPEB	6,647	-	(313)	6,334	-	6,334
Net pension liability	12,389	919	-	13,308	-	13,308
Totals	$ 28,380	$ 2,160	$ (1,498)	$ 29,042	$ (1,322)	$ 27,720

15. 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.

16. 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, 2016:

	Entity-wide Basis	Fund Basis	
	Governmental	Governmental Funds	
	Activities	General Fund	CPA Fund
Unavailable revenues	$ 24,186	$ 266,136	$ 2,094
Taxes collected in advance	56,065	53,910	2,155
Pension related:			
Changes in proportion and differences between contributions and proportionate share of contributions	44,061	-	-
Totals	$ 124,312	$ 320,046	$ 4,249

17. 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.

18. 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, 2016:

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 and expendable trust 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 capital project and expendable trust funds funded by general fund appropriations.

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, the remaining balance of premiums received on the issuance of excluded debt, and general fund surplus fund balance that has been appropriated as a funding source for the subsequent fiscal period, and surplus set aside to be used in the subsequent year's budget..

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 temporary deficit fund balances.

Following is a breakdown of the Town's fund balance as of June 30, 2016:

	General Fund	Community Preservation Fund	Boxford Common Fields Fund	Nonmajor Governmental Funds	Total Governmental Funds
Nonspendable					
Nonexpendable permanent funds	$ -	$ -	$ -	$ 5,286	$ 5,286
Total Nonspendable	-	-	-	5,286	5,286
Restricted					
Community preservation funds	-	1,535,469	-	-	1,535,469
Special revenue funds:					
School revolving funds	-	-	-	520,731	520,731
Town revolving funds	-	-	-	159,702	159,702
Federal grants	-	-	-	22,736	22,736
State grants	-	-	-	60,226	60,226
Gifts	-	-	-	220,796	220,796
Expendable trust funds	-	-	-	56,044	56,044
Capital projects funded by borrowing	-	-	1,486,044	271,601	1,757,645
Expendable permanent funds	-	-	-	9,365	9,365
Total Restricted	-	1,535,469	1,486,044	1,321,201	4,342,714
Committed					
Expendable trust funds	-	-	-	49,150	49,150
Capital projects funded by appropriation	-	-	-	14,441	14,441
Article carryforwards	486,997	-	-	-	486,997
Total Committed	486,997	-	-	63,591	550,588
Assigned					
Encumbrances	255,498	-	-	-	255,498
Designated fund balance	30,381	-	-	-	30,381
Appropriated fund balance	833,844	-	-	-	833,844
Total Assigned	1,119,723	-	-	-	1,119,723
Unassigned					
General fund	3,805,841	-	-	-	3,805,841
Stabilization fund	838,611	-	-	-	838,611
Special revenue fund deficits	-	-	-	(34,261)	(34,261)
Capital project fund deficits	-	-	-	(33,250)	(33,250)
Total Unassigned	4,644,452	-	-	(67,511)	4,576,941
Total Fund Balances	$ 6,251,172	$ 1,535,469	$ 1,486,044	$ 1,322,567	$ 10,595,252

19. 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	$ 4,644,452
Snow and ice deficit	155,399
Appellate tax board cases	379,187
Stabilization fund	(838,611)
Statutory (UMAS) Balance	$ 4,340,427

20. Subsequent Events

Debt

Subsequent to June 30, 2016, the Town has incurred the following additional debt:

	Amount	Interest Rate	Issue Date	Maturity Date
Bond anticipatory note	$ 1,250,000	0.95%	10/06/16	10/07/17

21. 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.

22. Post-Employment Healthcare and Life Insurance Benefits

GASB Statement 45, *Accounting and Financial Reporting by Employers for Post-employment 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 23, 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, 2015, the most recent actuarial valuation date, approximately 201 active and 113 retirees/disabled 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. All active employees who retire from the Town and meet the eligibility criteria are eligible to receive these benefits.

C. *Funding Policy*

Retirees contribute between 21% and 50% for Individual and Family medical plans, depending on the chosen coverage level and plan. 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 2016 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, 2016, 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, 2015.

Annual Required Contribution (ARC)	$ 1,283,291
Interest on net OPEB obligation	398,831
Adjustment to ARC	(455,575)
Amortization of actuarial (gains) / losses	(538,886)
Annual OPEB cost	687,661
Expected employer contributions	(751,286)
Contribution to trust fund over 30 years	(250,000)
Increase (decrease) in net OPEB obligation	(313,625)
Net OPEB obligation - beginning of year	6,647,189
Net OPEB obligation - end of year	$ 6,333,564

The Town's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation for the 2016 fiscal year and the two preceding years were as follows:

Fiscal Year Ended	Annual OPEB Cost	Percentage of OPEB Cost Contributed	Net OPEB Obligation
2014	$ 671,984	102.28%	$ 6,551,852
2015	$ 732,516	86.98%	$ 6,647,189
2016	$ 687,661	145.61%	$ 6,333,564

The Town's net OPEB obligation as of June 30, 2016 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, 2015, the date of the most recent actuarial valuation was as follows:

Actuarial accrued liability (AAL)	$ 10,862,066
Actuarial value of plan assets	879,001
Unfunded actuarial accrued liability (UAAL)	$ 9,983,065
Funded ratio (actuarial value of plan assets/AAL)	8.1%
Covered payroll (active plan members)	$ 11,267,906
UAAL as a percentage of covered payroll	88.6%

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence 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 with past expectations and new estimates are made about the future. The Schedule of Funding Progress, presented as required supplementary information following the Notes to 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 substantive plan (the plan as understood by the Town and 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 the effects of 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, 2015 actuarial valuation, the Individual Entry Age Normal 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 6.0% investment rate of return and an FY 2013 healthcare trend rate of 6.0% graded down to 5.0% through FY 2016. It was assumed that 80% of employees eligible to receive retirement benefits would enroll in the retiree medical plans upon retirement. The UAAL is amortized at 4.5% per year over a period of thirty years at transition, with annual compensation increases of 3.0% and a general inflation assumption of 2.75% per annum. As of July 1, 2015, the most recent actuarial valuation date, the Town's remaining amortization period was 22 years.

G. Masconomet Regional School District – Unfunded OPEB Liability

The Town is a member of the Masconomet Regional School District (District). As of July 1, 2014, the District's most recent actuarial valuation, the District's unfunded actuarially accrued OPEB liability was $36,600,000, which will be funded by future operating assessments to the District's member towns. In fiscal year 2016, the Town's portion of the District's annual operating assessment was 38.01%.

Essex Regional Retirement System

The Town follows the provisions of GASB Statement No. 68, *Accounting and Financial Reporting for Pensions – An Amendment of GASB Statement No. 27,* with respect to the employees' retirement funds.

A. *Plan Description*

Substantially all Town employees (except teachers and administrators under contract employed by the School Department) are members of the Essex Regional Retirement System (the System), a cost sharing, multiple-employer public employee retirement system (PERS). Eligible employees must participate in the System, which provides pension benefits, deferred allowances, and death and disability benefits. The System's authority is established by Chapter 32 of the Massachusetts General Laws, which also governs member contribution percentages and benefits paid. The System's Board of Directors does not have the authority to amend benefit provisions. Additional information is disclosed in the System's annual financial reports, which are publically available at the System's administrative offices at 491 Maple Street, Suite 202, Danvers, Massachusetts 01923-4025. Reports are also available on the System's website at www.essexregional.com.

B. *Benefits Provided*

The System provides for retirement allowance benefits up to a maximum of 80% of a member's highest three-year average annual rate of regular compensation. Benefit payments are based upon a member's age, length of creditable service, level of compensation and group classification. Members become vested after 10 years of creditable service. A retirement allowance may be received upon reaching age 65 or upon attaining 20 years of creditable service. The plan also provides for early retirement at age 55 if the participant (1) has a record of 10 years of creditable service; (2) was on the Town's payroll on January 1, 1978; (3) voluntarily left Town employment on or after that date; and (4) left accumulated annuity deductions in the plan.

A retirement allowance consists of two parts: an annuity and a pension. A member's accumulated total contributions and a portion of the interest they generate constitutes the annuity. The difference between the total retirement allowance and the annuity is the pension. .

Per Chapter 176 of the Acts of 2011, for members who retire on or after April 2, 2012, if in the 5 years of creditable service immediately preceding retirement, the difference in the annual rate of regular compensation between any 2 consecutive years exceeds 100 percent, the normal yearly amount of the retirement allowance shall be based on the average annual rate of regular compensation received by the member during the period of 5 years (whether or not consecutive) preceding retirement.

Employees who resign from service and who are not eligible to receive a retirement allowance or are under the age of 55 are entitled to request a refund of their accumulated total deductions. In addition, depending upon the number of years of creditable service, such employees are entitled to receive zero, fifty, or one hundred percent of the regular interest which has

accrued upon those deductions. However, effective July 1, 2010, members voluntarily withdrawing with less than 10 years of creditable service get interest credited each year at a rate of 3% and do not forfeit any interest previously earned on their contributions.

C. *Contributions*

Participants contribute a set percentage of their gross regular compensation annually. Employee contribution percentages are specified in Chapter 32 of the Massachusetts General Laws. An employee's individual contribution percentage is determined by their date of entry into the System. In addition, all employees hired after January 1, 1979 contribute an additional 2% on all gross regular compensation over the rate of $30,000 per year. The percentages are as follows:

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

Employers are required to contribute at actuarially determined rates as accepted by the Public Employee Retirement Administration Commission (PERAC).

The Town's contribution to the System for the year ended June 30, 2016 was $1,006,232, which was equal to its annual required contribution.

D. *Summary of Significant Accounting Policies*

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions and pension expense, information about the fiduciary net position of the System, and additions to/deductions from the System's fiduciary net position have been determined on the same basis as they are reported by the System. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with benefit terms. Investments are reported at fair value.

E. *Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions*

At June 30, 2016, the Town reported a liability of $13,307,669 for its proportionate share of the System's total net pension liability. The net pension liability was measured as of December 31, 2015, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of January 1, 2014. The Town's proportion of the net pension liability was based on an actuarially determined projection of the Town's long-term share of contributions to the pension plan relative to the

projected contributions of all participating employers. At December 31, 2015, the Town's proportion was 3.663%.

For the year ended June 30, 2016, the Town recognized total pension expense of $1,204,653. In addition, the Town reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Net difference between projected and actual earnings on pension plan investments	$ 712,000	$ -
Changes in proportion and differences between employer contributions and proportionate share of contributions	-	44,061
Total	$ 712,000	$ 44,061

Amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:	
2017	$ 164,140
2018	164,140
2019	164,140
2020	177,617
2021	(2,098)
Total	$ 667,939

F. *Actuarial Assumptions*

The total pension liability was determined by an actuarial valuation as of January 1, 2014, using the following actuarial assumptions, applied to all periods included in the measurement that was updated to a measurement date of December 31, 2015:

COLA	3% of the first $13,000	
Salary increases	Select and ultimate:	
	Year 1	7.50%
	Year 2	6.50%
	Year 3	6.00%
	Year 4	5.50%
	Year 5	5.00%
	Thereafter	3.75%
Investment rate of return	8.00%	

Mortality rates were based on the RP-2000 mortality table (sex-distinct, healthy employees for actives and healthy annuitants for retirees) projected with scale BB and Generational Mortality. For members retired under an Accidental Disability (job-related), 40% of deaths are assumed to be from the same cause as the disability. Disabled mortality is the healthy retiree table ages set forward 2 years.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage adjusted by a 3.00% inflation assumption. Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of January 1, 2014 are summarized in the following table:

Asset Class	Target Asset Allocation	Long-term Expected Real Rate of Return Geometric Average
Core Bonds	13.00%	0.97%
Value-Added Bonds	10.00%	3.80%
Large Cap Equities	14.50%	4.61%
Mid/Small Cap Equities	3.50%	4.85%
International Equities	16.00%	5.10%
Emerging Market Equities	6.00%	6.31%
Private Equity	10.00%	6.55%
Real Estate	10.00%	3.40%
Timber/Natural Resources	4.00%	3.64%
Hedge Funds	9.00%	3.64%
Cash/Portfolio Completion	4.00%	0.00%
Total	100.00%	

G. *Discount Rate*

The discount rate used to measure the total pension liability was 8.00%. The projection of cash flows used to determine the discount rate assumed plan member contributions at the current contribution rate and employer contributions at rates equal to the actuarially determined contribution rates. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments to current active and inactive plan members. Therefore, the long-term expected

rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

H. Sensitivity of the Town's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the Town's proportionate share of the net pension liability calculated using the discount rate of 8.00%, as well as what the Town's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1 percentage-point lower (7.00%) or 1 percentage-point higher (9.00%) than the current rate:

Fiscal Year Ended	1% Decrease (7.00%)	Current Discount Rate (8.00%)	1% Increase (9.00%)
June 30, 2016	$ 16,360,244	$ 13,307,669	$ 10,948,406

I. Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in the System's separately issued financial report.

24. Massachusetts Teachers' Retirement System (MTRS)

A. Plan Description

The Massachusetts Teachers' Retirement System (MTRS) is a public employee retirement system (PERS) that administers a cost-sharing multiemployer defined benefit plan, as defined in Governmental Accounting Standards Board (GASB) Statement No. 67, *Financial Reporting for Pension Plans*. MTRS is managed by the Commonwealth on behalf of municipal teachers and municipal teacher retirees. The Commonwealth is a nonemployer contributor and is responsible for all contributions and future benefit requirements of the MTRS. The MTRS covers certified teachers in cities (except Boston), towns, regional school districts, charter schools, educational collaboratives, and Quincy College. The MTRS is part of the Commonwealth's reporting entity and does not issue a stand-alone audited financial report.

Management of MTRS is vested in the Massachusetts Teachers' Retirement Board (MTRB), which consists of seven members—two elected by the MTRS members, one who is chosen by the six other MTRB members, the State Treasurer (or their designee), the State Auditor (or their designee), a member appointed by the Governor, and the Commissioner of Education (or their designee), who serves ex-officio as the Chairman of the MTRB.

B. *Benefits Provided*

MTRS provides retirement, disability, survivor, and death benefits to members and their beneficiaries. Massachusetts General Laws (MGL) establishes uniform benefit and contribution requirements for all contributory PERS. These requirements provide for superannuation retirement allowance benefits up to a maximum of 80% of a member's highest three-year average annual rate of regular compensation. For employees hired after April 1, 2012, retirement allowances are calculated on the basis of the last five years or any five consecutive years, whichever is greater in terms of compensation. Benefit payments are based upon a member's age, length of creditable service, and group creditable service, and group classification. The authority for amending these provisions rests with the Legislature.

Members become vested after ten years of creditable service. A superannuation retirement allowance may be received upon the completion of twenty years of creditable service or upon reaching the age of 55 with ten years of service. Normal retirement for most employees occurs at age 65. Most employees who joined the system after April 1, 2012 cannot retire prior to age 60.

The MTRS' funding policies have been established by Chapter 32 of the MGL. The Legislature has the authority to amend these policies. The annuity portion of the MTRS retirement allowance is funded by employees, who contribute a percentage of their regular compensation. Costs of administering the plan are funded out of plan assets.

C. *Contributions*

Member contributions for MTRS vary depending on the most recent date of membership:

Hire Date	% of Compensation
Prior to 1975	5% of regular compensation
1975 - 1983	7% of regular compensation
1984 to 6/30/1996	8% of regular compensation
7/1/1996 to present	9% of regular compensation
7/1/2001 to present	11% of regular compensation (for teachers hired after 7/1/01 and those accepting provisions of Chapter 114 of the Acts of 2000)
1979 to present	An additional 2% of regular compensation in excess of $30,000

D. *Actuarial Assumptions*

The total pension liability for the June 30, 2015 measurement date was determined by an actuarial valuation as of January 1, 2015 rolled forward to June 30, 2015. This valuation used the following assumptions:

- (a) 7.50% investment rate of return, (b) 3.5% interest rate credited to the annuity savings fund and (c) 3.0% cost of living increase per year.
- Salary increases are based on analyses of past experience but range from 4.0% to 7.5% depending on length of service.
- Mortality rates were as follows:
  - Pre-retirement - reflects RP-2014 Employees table projected generationally with Scale BB and a base year of 2014 (gender distinct)
  - Post-retirement - reflects RP-2014 Healthy Annuitant table projected generationally with Scale BB and a base year of 2014 (gender district)
  - Disability – assumed to be in accordance with the RP-2014 Healthy Annuitant table projected generationally with Scale BB and a base year 2014 set forward 4 years

Investment assets of the MTRS are with the Pension Reserves Investment Trust (PRIT) Fund. The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future rates of return are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future rates of return by the target asset allocation percentage. Best estimates of geometric rates of return for each major asset class included in the PRIT Fund's target asset allocation as of June 30, 2015 are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Global equity	40.0%	6.9%
Core fixed income	13.0%	2.4%
Private equity	10.0%	8.5%
Real estate	10.0%	6.5%
Value added fixed income	10.0%	5.8%
Hedge funds	9.0%	5.8%
Portfolio Completion Strategies	4.0%	5.5%
Timber/natural resources	4.0%	6.6%
Total	100.0%	

E. Discount Rate

The discount rate used to measure the total pension liability was 7.50%. The projection of cash flows used to determine the discount rate assumed that plan member contributions will be made at the current contribution rates and the Commonwealth's contributions will be made at rates equal to the difference between actuarially determined contribution rates and the

member rates. Based on those assumptions, the net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

F. Sensitivity Analysis

The following illustrates the sensitivity of the collective net pension liability to changes in the discount rate. In particular, the table presents the MTRS collective net pension liability assuming it was calculated using a single discount rate that is one-percentage-point lower or one-percentage-point higher than the current discount rate (amounts in thousands):

Fiscal Year Ended	1% Decrease to 6.5%	Current Discount Rate 7.5%	1% Increase to 8.5%
June 30, 2016	$ 25,449,000	$ 20,489,643	$ 16,221,000

G. Special Funding Situation

The Commonwealth is a nonemployer contributor and is required by statute to make all actuarial determined employer contributions on behalf of the member employers. Therefore, these employers are considered to be in a special funding situation as defined by GASB Statement No. 68, Accounting and Financial Reporting for Pensions (GASB 68) and the Commonwealth is a nonemployer contributing entity in MTRS. Since the employers do not contribute directly to MTRS, there is no net pension liability to recognize for each employer.

H. Town Proportions

In fiscal year 2015, (the most recent measurement period), the Town's proportionate share of the MTRS' collective net pension liability and pension expense was $19,424,725 and $1,575,518 respectively, based on an employer allocation proportion of 0.094803%.

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.

26. Beginning Fund Balance Reclassification

The Town's major governmental funds for fiscal year 2016, as defined by GASB Statement No. 34, have changed from the previous fiscal year. Accordingly, the following reconciliation is provided:

	Fund Equity 6/30/15 (as previously reported)	Reclassification	Fund Equity 6/30/15 (as restated)
Library Design Fund	$ (331,260)	$ 331,260	$ -
Nonmajor Governmental Funds	523,958	(331,260)	192,698
Total	$ 192,698	$ -	$ 192,698

TOWN OF BOXFORD, MASSACHUSETTS
SCHEDULE OF OPEB FUNDING PROGRESS
REQUIRED SUPPLEMENTARY INFORMATION
June 30, 2016
(Unaudited)
(Amounts Expressed in thousands)

Other Post-Employment Benefits

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]
07/01/11	$ -	$ 16,318	$ 16,318	0%	$ 34,392	47%
07/01/13	$ 283	$ 10,909	$ 10,626	3%	$ 9,961	107%
07/01/15	$ 879	$ 10,862	$ 9,983	8%	$ 11,268	89%

See Independent Auditors' Report.

TOWN OF BOXFORD, MASSACHUSETTS

SCHEDULE OF PROPORTIONATE SHARE
OF THE NET PENSION LIABILITY

REQUIRED SUPPLEMENTARY INFORMATION

JUNE 30, 2016
(Unaudited)

Essex Regional Retirement System

Fiscal Year	Proportion of the Net Pension Liability	Proportionate Share of the Net Pension Liability	Covered Payroll	Proportionate Share of the Net Pension Liability as a Percentage of Covered Payroll	Plan Fiduciary Net Position Percentage of the Total Pension Liability
June 30, 2016	3.663%	$13,307,669	$ 5,080,198	261.95%	51.01%
June 30, 2015	3.652%	$12,389,026	$ 4,880,552	253.84%	52.27%

Massachusetts Teachers' Retirement System

Fiscal Year	Proportion of the Net Pension Liability	Proportionate Share of the Net Pension Liability	Commonwealth of Massachusetts' Total Proportionate Share of the Net Pension Liability Associated with the Town	Total Net Pension Liability Associated with the Town	Covered Payroll	Proportionate Share of the Net Pension Liability as a Percentage of Covered Payroll	Plan Fiduciary Net Position Percentage of the Total Pension Liability
June 30, 2016	0.094803%	$ -	$ 19,424,725	$ 19,424,725	$ 6,009,456	323.24%	55.38%
June 30, 2015	0.092382%	$ -	$ 14,685,326	$ 14,685,326	$ 5,664,397	259.26%	61.64%

Information above is presented as of the most recent measurement date.

Schedules are intended to show information for 10 years. Additional years will be displayed as they become available

See Independent Auditors' Report.

TOWN OF BOXFORD, MASSACHUSETTS

SCHEDULE OF PENSION CONTRIBUTIONS
REQUIRED SUPPLEMENTARY INFORMATION
JUNE 30, 2016
(Unaudited)

Essex Regional Retirement System

Fiscal Year	Contractually Required Contribution	Contributions in Relation to the Contractually Required Contribution	Contribution Deficiency (Excess)	Covered Payroll	Contributions as a Percentage of Covered Payroll
June 30, 2016	$ 1,006,232	$ 1,006,232	$ -	$ 5,080,198	19.81%
June 30, 2015	$ 936,588	$ 936,588	$ -	$ 4,880,552	19.19%

Information above is presented as of the current fiscal year.

Schedules are intended to show information for 10 years. Additional years will be displayed as they become available

See Independent Auditors' Report.

FINANCE COMMMITTEE

The Finance Committee had another unique and quite interesting year. Michael White assumed the Chairmanship, while mid-year Joyce Ricklefs, the Vice Chairperson, experienced and knowledgeable, had to resign given her move to a neighboring town. Kayla Aikens also resigned, leaving the committee quite shorthanded. But the remaining members buckled down and the results were quite heartening, as newer members stepped up to fulfill the work requiremtnts.

Going forward, the mixture of new blood and experienced members made up a committee which would try to guide the town through these unusual times of rising costs in spite of little or no inflation. The Committee continues to strongly maintain that the Town should use recurring revenues to fund recurring expenses. It is easy enough to say such, but in these times it is often difficult to adhere to.

The budget for FY2017 (July1, 2016- June 30, 2017) was presented at the May, 2016, Town Meeting and was easily passed. The FinCom was pleased that the increase in tax to average households was 2.03%, substantially lower than the past 2 years (~7%/year). Free cash was certified in the fall of 2016 at $3,420,347, an unusually high number which bodes well for upcoming needed capital and other non-ordinary expenditures.

Kathy Benevento, Finance Director, continued to serve the Town and the Finance Committee in an exemplary manner. All members of the FinCom will be eternally grateful for her efficiency, intelligence, and good humor.

Again, without making value judgments, the FinCom dealt with overrides from the Elementary Schools as well as from Masconomet, and also the seemingly endless controversies of town building needs and maintenance - both current buildings and proposed new structures. It is up to the Town, via Town meetings, to set priorities. The FinCom can only put forward our proposed budget. This situation has led to both private citizens, as well as town entities, to endeavor to come up with a more cohesive plan on how to alleviate this rapidly rising burden on the taxpayers. Of course, getting the proper votes to enact such proposals will be an interesting situation. But identifying and acknowledging a problem is the first step towards solution.

Our pension and post-employment benefit (OPEB) costs are being addressed in a constructive way, more so than the vast majority of towns. Our unfunded liability continues to reduce, although still significant.

Boxford town finances continue to be managed in a very conservative basis, with the recent upgrading of our bonds to AAA as an indication of such management.

BOARD OF ASSESSORS

Boxfordôs Fiscal Year 2017 total property valuation of $1,717,291,712 includes $12,364,834 in new growth that occurred during this past fiscal year, which is an increase of $1,444,294 over the prior year. This yearôs growth is made up of a combination of new construction, additions, new lots, and miscellaneous building improvements.

New home construction is a major contributor to new growth. The number of new home permits has grown over the past few years and has increased over 70 percent for Fiscal Year 2016 when compared to Fiscal Year 2015.

Fiscal Year	New Home Permits
2006	9
2007	4
2008	5
2009	3
2010	3
2011	2
2012	4
2013	4
2014	7
2015	7
2016	12

After a review of home sales that occurred during 2015, the Board determined that property valuations increased approximately three percent from the prior year. Valuation changes varied for individual parcels according to style, condition, location, and size. The average residential property assessment for Fiscal Year 2017 is $608,000, an increase from the Fiscal Year 2016 average residential property assessment of $590,000. The 2017 tax rate was set at $16.31 per thousand of assessed value, a decrease of about one percent from last year. A total of 3,062 real and personal property tax bills were issued for Fiscal Year 2017.

As in previous years, the selectmen voted a multiplier of one 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 almost 97 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 2016 (prior year), of the 3,057 real and personal property tax bills that were issued, only 21 resulted in abatement filings. The percentage of abatement filings was less than one

percent. Approved abatements resulted in 17 valuation changes and a $20,641 reduction in taxes. The board granted 56 personal exemptions totaling $114,813 in reduced taxes to qualified homeowners based on age, financial condition, blindness or veteranôs service connected disability. The Board also granted 23 Community Preservation Surcharge abatements due to age and financial status, which totaled a $4,072 reduction in taxes. An additional $12,872 was abated due to the Senior Tax Work-Off Program.

Auto excise taxes resulted in approximately $1,263,000 in income to the town from over 7,900 vehicles. 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 Revenueôs requirement that each property be inspected once in every nine-year cycle. The bulk of these 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. Inspections of properties that have sold or have been affected by building permits continue to be conducted by Kristin Hanlon, Director of Assessment.

The Board welcomed new member Alexander Leighton Williams in May. Alex has been a resident of Boxford for six years. He is a graduate of Masconomet Regional High School and is currently attending the University of Massachusetts, where he is studying History. The Board believes he will bring a fresh, new perspective to the position and looks forward to working with him.

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
Diana Headrick
Alexander Leighton Williams

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 townôs Investment Policy. The **Report on Investments** provides that information for the $12,296,726 held by the town on June 30, 2016. 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 are on deposit in longer term accounts and are invested in money markets, CDs, bonds and those equities on the Massachusetts Legal List for Public Investments.

OPEB funds are appropriated by Annual Town Meeting to reduce the townôs Unfunded Actuarial Accrued Liability for employeesô Other Post Retirement Benefits (OPEB). $263,113 was deposited in FY 2016. The fund balance of $1,120,707 is on deposit in the State Retiree Benefits Trust Fund within the PRIT and managed by PRIM (Pension Reserves Investment Management Board). Reported earnings were $29,426 and annualized rate of return for FY 2016 was 2.3%.

The townôs General Fund cash balance of $7.6M on 6/30/16 is almost $1.9M greater than at the end of the previous fiscal year. Factors that explain the increase are: unbudgeted revenues of $684K from various sources, $642K in budgeted expenses that were not spent, $152K unexpended funds borrowed for the rehabilitation of the Aaron Wood School and receipt of $260K in state reimbursement of Chapter 90 expenditures made in the previous fiscal year.

Trust Fund earnings in FY 2016 were about $5K less than earned in the previous fiscal year due to the absence of realized investment gains. FY 2016 earnings on the Community Preservation Fund were double the amount earned in the previous year because securities were sold to make cash available to pay the construction expenses of the Boxford Common fields. Sizeable gains were realized in the sale of those investment holdings.

The **Report of Trust, Gift and Restricted Funds** provides account activity by fund for Fiscal Year 2016.

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

Town of Boxford
Report on Investments
Year Ended 6/30/16

Depository Institution	Purpose	Balance 6/30/16	FY 2016 Earnings	Rate of Return 6/30/16	% of G/F Cash	Investment Policy Guideline/ Collateralization
General Fund (Short Term):						
Cash on Hand	Petty Cash/COA Advance Fund	$ 2,575	$ -	0.00%	0.0%	Minimum required; properly secured
TD Bank	Depository	$ 1,612,305	$ 2,225	0.18%	21.1%	FHLB Irrevocable Letter of Credit
TD Bank	Escrow Checking	$ 5,591	$ -	0.00%	0.1%	FHLB Irrevocable Letter of Credit
TD Bank	School Lunch	$ 156,460	$ -	0.18%	2.0%	FHLB Irrevocable Letter of Credit
TD Bank	Student Activity--Cole	$ 18,037	$ 34	0.25%	0.2%	FHLB Irrevocable Letter of Credit
TD Bank	Student Activity-Spofford Pond	$ 11,923	$ 29	0.25%	0.2%	FHLB Irrevocable Letter of Credit
Unibank	State Aid/Grant Receipts	$ 900,177	$ 730	0.15%	11.8%	FDIC and DIF
Unibank	On-line Tax Collections	$ 4,064	$ 254	0.10%	0.1%	FDIC and DIF
Unibank	Fire Department	$ 4,390	$ 20	0.10%	0.1%	FDIC and DIF
Unibank	Town Clerk	$ 333	$ 3	0.10%	0.0%	FDIC and DIF
Century Bank	Municipal Money Market	$ 246,405	$ 739	0.30%	3.2%	FDIC
Century Bank	Tax Payment Lockbox	$ (625)	$ 209	0.05%	0.0%	FDIC
Mass Municpl Depository Trust	State Investment Pool	$ 2,051,031	$ 5,846	0.59%	26.8%	G.L. Ch. 29, Sec. 38A
Belmont Savings Bank	Municipal Money Market	$ 1,506,817	$ 6,817	0.60%	19.7%	FDIC and DIF
Eastern Bank	Municipal Money Market	$ 117,998	$ 294	0.10%	1.5%	FDIC
Santander Bank	Municipal Money Market	$ 100,439	$ 339	0.40%	1.3%	FDIC
Pentucket Bank	Certificate of Deposit	$ 251,411	$ 629	0.60%	3.3%	FDIC
Commonwealth Financial	Certificates of Deposit/MM	$ 649,548	$ 6,416	0.70%	8.5%	FDIC & SIPIC ins. @ various banks
Total General Fund		**$ 7,638,880**	**$ 24,585**		**100%**	
Trust Funds (Long Term):						
Commonwealth Financial	Trust Funds	$ 981,775	$ 15,596	1.40%		G.L. Ch. 44, Sec. 54
Commonwealth Financial	Community Preservation Fund	$ 2,524,061	$ 146,292	1.08%		G.L. Ch. 44, Sec. 54
STBTF @ PRIT	OPEB Fund	$ 1,120,707	$ 29,426	2.30%		G.L. Ch. 32, Sec. 23(2A)
Developer's Performance Bonds:						
TD Bank	Reddington Ridge	$ 27,940	$ 14	0.05%		G.L. Ch. 41, Sec. 81U
Eastern Bank	Burning Bush	$ 3,364	$ 3	0.10%		G.L. Ch. 41, Sec. 81U
Total Cash		**$ 12,296,726**	**$ 215,916**			

Note: TD Bank interest reported net of fees.

Town of Boxford
Changes In Cash and Earnings
FY 2015-2016

	Fiscal Year Ended 6/30/15		Fiscal Year Ended 6/30/16	
	Cash Balance	**Earnings**	**Cash Balance**	**Earnings**
General Fund	$ 5,726,647	$ 14,902	$ 7,638,880	$ 24,585
Community Preservation Fund	$ 3,801,095	$ 73,278	$ 2,524,061	$ 146,292
Trust Funds	$ 1,005,982	$ 20,314	$ 981,774	$ 15,596
OPEB Trust Fund	$ 828,168	$ 30,287	$ 1,120,707	$ 29,426
Performance Bonds	$ 36,629	$ -	$ 31,304	$ 17
Totals	**$ 11,398,521**	**$ 138,781**	**$ 12,296,726**	**$ 215,916**

Analysis of significant changes in cash balance and earnings:

--Year-end G/F Cash balance increased $1.9 million due to receipt of $684K unbudgeted revenue, $642K unspent budgeted expenses, unspent borrowing proceeds of $152K for Aaron Wood School rehabilitation and receipt of $260K in delayed Chapter 90 reimbursement from the Commonwealth.

--65% increase in G/F earnings due to higher balances invested at higher interest rates.

--100% increase in C.P. earnings due primarily to converting securities to cash for withdrawal to pay for new Boxford Common fields resulting in sizeable realized gains.

--23% decrease in Trust Fund earnings due to absence of realized gains, the primary difference from FY 2015.

--OPEB Investments managed by Massachusetts PRIM Board; FY2016 contribution: $263,113; annual return was 2.3%.

	Book Value	Market Value	inc./(dec.)	% inc./(dec)	
Community Pres Fund 6-30-15	$ 3,801,210	$ 3,896,646	$ 95,436	2.5%	Approximately $1.4 million (37% of account) net withdrawal during fiscal
Community Pres Fund 6-30-16	$ 2,531,171	$ 2,643,589	$ 112,419	4.4%	year necessitated security sales that resulted in $100K+ in realized gains. Funds used for construction of Boxford Common athletic fields.
Trust Funds 6-30-15	$ 1,006,182	$ 1,020,168	$ 13,986	1.4%	Market value, book value and interest rates did not move materially over
Trust Funds 6-30-16	$ 985,896	$ 1,042,249	$ 56,353	5.7%	course of the fiscal year. FY16 net investment income was within $300 of FY 15 which had benefited from large realized gain declaration.

OFFICE OF THE TREASURER/COLLECTOR OF TAXES
REPORT OF OUTSTANDING DEBT
FISCAL YEAR 2016, ENDED JUNE 30, 2016

Outstanding debts as of June 30, 2016 were as follows:

Purpose	Principal Balance June 30, 2016	Rate of interest payable through remaining term	Year of Issue	Year Callable	Year of Maturity
Long-term (Bonds):					
Police Station Construction	$ 727,000	3%	2012	N/A	2020
Mass Clean Water Trust Title V Repair Loans	46,127	0%	2001	N/A	2021
Municipal Purpose Loan # 1 (see below)	2,653,000	2.00% - 3.00%	2012	N/A	2022
Municipal Purpose Loan # 2 (see below)	1,935,000	4.00% - 4.75%	2008	2018	2026
Municipal Purpose Loan # 3 (see below)	140,000	3.00%	2009	N/A	2017
Municipal Purpose Loan # 4 (see below)	1,250,000	2.00% - 2.25%	2012	2023	2027
Municipal Purpose Loan # 5 (see below)	1,202,000	2.00% - 4.00%	2015	N/A	2025
Total Outstanding Principal--Bonds	**$ 7,953,127**				

Municipal Purpose Loan # 1

Town Hall Construction	$ 1,490,000
Wunnegan Land Acquisition	1,068,000
Spofford Road Drainage	65,000
Fire Truck	30,000
Total Loan # 1	**$ 2,653,000**

Municipal Purpose Loan # 2

Haynes II Land Acquisition	$ 1,100,000
Lincoln Hall Renovation	385,000
Anvil Farm Land Acquisition	450,000
Total Loan # 2	**$ 1,935,000**

Municipal Purpose Loan # 3

Lord, Lockwood, Haynes Land Acquisition	$ 90,000
Landfill Closure	50,000
Total Loan # 3	**$ 140,000**

Municipal Purpose Loan # 4

Fire Truck	$ 355,000
Sp. School Water System	330,000
Sp. School HVAC System	280,000
DPW Dump Truck	140,000
Colby Land Acquisition	145,000
Total Loan # 4	**$ 1,250,000**

Municipal Purpose Loan # 5

Nason Land Acquisition	$ 86,000
Library Design	222,000
Fire Station Tight Tanks and Drains	102,000
Aaron Wood School Rehabilitation	792,000
Total Loan # 5	**$ 1,202,000**

TOWN OF BOXFORD
TRUST, GIFT AND RESTRICTED FUNDS
Fiscal Year Ended 6/30/16

FUND #	FUND NAME	RESPONSIBLE BOARD	BALANCE 7/1/2015	FY 2016 RECEIPTS	FY 2016 PAYMENTS	FY 2016 INTEREST	G/L BALANCE 6/30/2016
	RESTRICTED FUNDS:						
8078	Arts Cultural Council	Arts Council	$ 5,194.82	$ 5,000.00	$ 5,748.41	$ 48.57	$ 4,494.98
8079	Unemployment Fund	Selectmen	$ 35,082.63			$ 555.95	$ 35,638.58
8083	Stabilization Fund	Town Meeting	$ 780,893.72			$ 12,374.82	$ 793,268.54
8084	Conservation Fund	Conservation Comm	$ 1,373.57		$ 1,300.00	$ 7.12	$ 80.69
8085	Insurance Fund	Commission	$ 31,283.17		$ 20,737.83	$ 308.80	$ 10,854.14
	ConsCom Development Deposits :						
2301	Cons Bond Walker DEP # 114-762	Conservation Comm	$ 2,111.09			$ 33.46	$ 2,144.55
2302	Cons Bond M. Hill DEP # 114-750	Conservation Comm	$ 1,004.59			$ 15.91	$ 1,020.50
2306	Cons Bond Wildmeadow DEP # 114-1037	Conservation Comm	$ 156.35			$ 2.51	$ 158.86
2308	Cons Bond Willowdale/Decoulos Parcel A	Conservation Comm	$ 693.44			$ 11.00	$ 704.44
	Consultants' Fees: Planning Board						
2200	Consultants: Village Estates	Planning Board	$ 257.67			$ 4.08	$ 261.75
2202	Consultants: Aldershot Estate	Planning Board	$ 2,598.37			$ 41.16	$ 2,639.53
2203	Consultants: Lauren Woods	Planning Board	$ 6,402.17			$ 101.47	$ 6,503.64
2204	Consultants: Johnsons Pond	Planning Board	$ 96.38			$ 1.53	$ 97.91
2205	Consultants: Spofford Road	Planning Board	$ 331.30			$ 5.26	$ 336.56
2212	Consultants: Weathered Walls	Planning Board	$ 65.01		$ 65.51	$ 0.50	$ -
2213	Consultants: Budnick Development	Planning Board	$ 1,305.49			$ 20.68	$ 1,326.17
2315	Consultants: Pine Ridge (Construction)	Planning Board	$ 3,093.16			$ 49.01	$ 3,142.17
	Performance Bonds:						
2215	Cleaveland Farm Preservation	Historic Comm.	$ 15,000.00		$ 15,000.00		$ -
2216	Contractor: Doyle Plumbing	Board of Selectmen	$ 6,000.00			$ 95.06	$ 6,095.06
	Restricted Funds Sub-Total		**$ 892,942.93**	**$ 5,000.00**	**$ 42,851.75**	**$ 13,676.89**	**$ 868,768.07**
	TRUST FUNDS:						
8214	Emma S. Cote Library Fund--Expendable	Library	$ 20.31			$ 16.20	$ 36.51
8219	Emma S. Cote Library Fund--Non-Expend.	Library	$ 1,000.00				$ 1,000.00
8231	Barker Trust Fund	Elementary School	$ 3,873.94	$ 7,500.00	$ 6,008.75	$ 152.73	$ 5,517.92
8401	Town School Fund--Non-Expendable	Commission	$ 4,000.00				$ 4,000.00
8422	Town School Fund--Expendable	Commission	$ 8,621.99			$ 200.01	$ 8,822.00
8423	Tri-Centennial Memorial Park Fund	Commission	$ 15,189.10	$ 120.00		$ 240.68	$ 15,549.78
8424	Michelle Wilson Fund--Expendable	Commission	$ 10,427.11		$ 1,000.00	$ 161.02	$ 9,588.13
8425	COA Memorial Van Fund	Commission	$ 16,531.46			$ 261.98	$ 16,793.44
8426	Ackerman Playground Maintenance Fund	Commission	$ 4,325.97		$ 3,134.24	$ 33.73	$ 1,225.46
	Trust Funds Sub-total		**$ 63,989.88**	**$ 7,620.00**	**$ 10,142.99**	**$ 1,066.35**	**$ 62,533.24**
	PRIVATE PURPOSE FUNDS						
8221	Scholarship Fund	Scholarship Comm.	$ 142.55		$ 100.00	$ 1.12	$ 43.67
8222	Education Fund	Scholarship Comm.	$ 1,866.55			$ 29.57	$ 1,896.12
8232	Griffin Fund--Expendable	Elementary School	$ 231.68		$ 200.00	$ 122.58	$ 154.26
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	$ 14,906.37			$ 236.20	$ 15,142.57
8412	Perley Parkhurst Cole Fund	Commission	$ 9,100.82	$ 15,872.16	$ 10,500.00	$ 220.37	$ 14,693.35
8413	Sarah Perley Trust Fund--Expendable	Commission	$ 5,566.74			$ 167.44	$ 5,734.18
8414	Curtis Killam Burial Fund	Commission	$ 4,733.98			$ 75.10	$ 4,809.08
	Private Purpose Funds Sub-total		**$ 49,048.69**	**$ 15,872.16**	**$ 10,800.00**	**$ 852.38**	**$ 54,973.23**
	TOTAL FUNDS		**$ 1,005,981.50**	**$ 28,492.16**	**$ 63,794.74**	**$ 15,595.62**	**$ 986,274.54**

BOARD OF COMMISSIONERS OF TRUST FUNDS

The Board of Commissioners of Trust Funds consists of three commissioners who meet, as needed, to review requests for grants and scholarships from several trust funds. Long-time commissioner, Anthony DiNanno, chose not to seek re-election in 2016. The Board members wish to express their sincere appreciation to Commissioner Anthony DiNanno for his 16 years of service to the Town. The Board of Commissioners of Trust Funds welcomed Bankson ñTedò Riter, who was elected to the Board in May.
Funds and/or grants disbursed this year totaled $13,100:

Fund 8412: Perley Parkhurst Cole Memorial Trust Fund: $12,100

Awarded to:	**Scholarship/Grant Award Amount:**
Masconomet Scholarship Foundation 20 Endicott Road Boxford, MA 01921 Attn: Olga Langlois	$2,000 (to be awarded as two $1,000 scholarships)
Cub Scout Pack 35 c/o Leonard F. Wisniewski, PhD, Leader 60 Gregory Island Road South Hamilton, MA 01982	$2,000
Conor Fowler 12 Prince Street, Apt. 2 Cambridge, MA 02139	$1,500
Andrew Fiore 10 Titus Lane Boxford, MA 01921	$1,500
Aidan Fowler 2 King George Drive Boxford, MA 01921	$1,500
Boxford Athletic Association PO Box 100 Boxford, MA 01921	$2,000
Boy Scout Troop 51 c/o Frank Quackenbush, Leader 13 Cross Road Boxford, MA 01921	$1,600

Fund 8424: Michelle Wilson Fund: $1,000

Awarded to:	**Scholarship/Grant Award Amount:**
Boxford Police Department D.A.R.E. 285 Ipswich Road Boxford, MA 01921	$1,000

Total funds awarded 2016: $13,100

Respectfully submitted,

Anthony C. DiNanno, Chair (2016)
Judith A. Stickney, Clerk
Kathleen Zolla
Bankson C. Riter

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 16 of the award year. The Commissioners of Trust Funds will conduct interviews as necessary through March 16, and will notify all applicants of their award status in late March and April. **Please Note: All interested applicants who are currently seniors at Masconomet should apply through the Masconomet Regional Scholarship Fund – the deadline for Masconomet Scholarship consideration is March 1, 2017. (See Page 2)**

   Requests received after March 16 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 by March 1st 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.

1. Scout Troops are requested to apply individually.
2. 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.
3. 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.

Bankson C. Riter, Chair
Commissioner of Trust Funds
Town of Boxford

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 Replacement/Upgrades:

We have 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. Additionally, Town Meeting approved the replacement of the Police and Fire primary Transmitter/Repeater located at the Baldpate Hill tower site. We have been using the ñI am Respondingò service since September of 2015 which allows for the real time display of Call Firefighters who are responding to a particular call. This information is extremely beneficial to both the Communications Dispatchers as well as the Fire Department in order to ensure proper resources are available. We have also started using eDispatches which is a web based service that forwards all fire call alerts to Firefighters cell phones which provides needed redundancy to the alerts they already receive on voice pagers. In July we replaced the Police and Fire radio amplifier system at the Masconomet High and Middle School which had failed. This system allows for improved in-building communications for emergency responders. In January we replaced our Keltron alarm receiver with a refurbished unit after repeated failures of the existing unit. Town Meeting had also funded a replacement Telephone system for the Police/Communications building, which was installed in March. In April we had the second part of our primary Dispatch Console furniture replaced which was funded entirely through grant funds. The new console allows for both height and depth adjustment and can handle up to 8 Computer Monitors. We are continuing to work with the Police Department and the Masconomet School Administration on implementing the ñCOPsyncò program which allows for instant notification of a significant school emergency direct to Dispatch and Police Cruisers.

Training:

All Dispatchers attended a minimum of 16 hours of continuing education during each fiscal year as per State requirements which include, but are not limited to, training in Emergency Medical Dispatch (EMD) and CPR. We are also members of the Massachusetts Communications Supervisors Association (MCSA) and benefit greatly from Trainings and shared experiences of Dispatchers from across the state at monthly meetings.

Emergency Notification System:

Since January 2007 we have been using an internet based Emergency 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 ñCode Redò 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 ñTown Telephone Notification

Systemò 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. Notifications can be done via Phone/Voice, Email and Text. In 2016 we used this system 18 times to send out messages related to Power Outages, Carbon Monoxide Safety, DPW road paving and road closures and trash pickup delays.

Power Outages:
If you should lose power to your residence it is extremely important to notify National Grid at either **1-800-322-3223** or **1-800-465-1212**, as they prioritize their response based on the number of power outage calls received from the residents in a community. **Please keep this number 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 the Communications Department with a list of contact #ôs 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 townôs 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 and are list alphabetically along with their date of hire: Tyler Dechene (1999), Peg Decoteau (2004), Ron Dole (1998), Jim Fernandes (2005), Kara Fitzpatrick (1996), Loralee Pomilla (2015), Michael Powers (2004), Andrew Ulman (2002) and Kathleen Zolla (1988).

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

Respectfully submitted by

Warren Gould (1986)
Director of Communications

2016 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	60	57	79	83	127	154	100	94	101	73	61	64	**1053**
	OUT	33	24	48	40	62	91	68	67	69	46	31	35	**614**
Ambulance	IN	3	1	5	0	4	2	7	7	7	0	5	4	**45**
	OUT	29	38	34	38	31	51	55	50	33	45	39	47	**490**
Communications	IN	264	246	228	285	348	214	261	218	247	166	210	176	**2863**
	OUT	53	48	57	72	91	40	60	40	57	35	27	27	**607**
DPW	IN	16	30	10	9	9	10	31	23	12	9	14	34	**207**
	OUT	30	44	26	12	12	37	37	41	26	26	35	41	**367**
Fire	IN	226	259	423	805	176	212	165	184	152	158	133	130	**3023**
	OUT	22	43	22	41	25	45	47	27	28	21	27	13	**361**
Alarm Panel	KEL	103	31	22	38	157	59	40	33	10	20	20	37	**570**
Police	IN	757	826	888	872	839	1039	1040	1115	967	1035	905	1015	**11298**
	OUT	108	151	101	119	117	112	151	137	117	126	98	112	**1449**
Wrecker	IN	2	3	0	2	3	3	2	1	1	2	1	2	**22**
	OUT	7	17	9	10	12	9	18	10	8	12	6	10	**128**
Walk-in	IN	330	280	346	314	332	360	351	314	313	337	335	341	**3953**
TOTAL 2016		2043	2098	2298	2740	2345	2438	2433	2361	2148	2111	1947	2088	27050
TOTAL 2015		1936	1902	1788	3136	2398	2121	2044	2067	1927	1968	1971	2264	25522
TOTAL 2014		**2650**	1974	1944	3094	2246	**2425**	2396	2168	1969	2249	1749	1717	26581
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**

Radio Transmissions by month (all Departments)													
YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
2016	2643	2696	2803	3155	2657	2988	3216	3189	2978	3237	3240	3156	35958
2015	3033	2757	2726	3015	3325	3205	3266	3143	2924	3095	2875	2988	36352
2014	3269	2908	3027	3080	3233	3053	3781	3215	3421	3117	2913	2625	37642
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**

BOXFORD POLICE DEPARTMENT

The Boxford Police Department experienced a transition year in 2016. The year started with the retirement of Chief Murphy in February, followed by the retirement of Officers Williams, Iannazzo Nentwig and Lieutenant Hazelwood. With these retirements, the department lost over one hundred and fifty years of police experience in 2016. The changes in the department also led to opportunities for officers to take on new responsibilities and expand their knowledge in specialized areas of police work.

The Boxford Police Department held a promotional examination for the rank of Sergeant during spring of 2016. Three officers went through the examination process conducted by Chief Sampson (Ret.) of Law Enforcement LLC. The scoring process consisted of a written exam, oral board, education, experience and a Chiefôs interview. At the end of the process Officer Kara Fitzpatrick was promoted to Sergeant on July 1, 2016 and Officer Robert Corliss was promoted on July 25, 2016. The department also interviewed and hired three new full time officers and one reserve officer. Officers Brooke Dechene and Officer Peter Olson were hired as full time patrolmen on July 1, 2016 and Officers Nathanial Peabody and Brent Moyer were hired as Reserve Officers on July 25, 2016. Officer Peabody was promoted to the rank of full time Patrolman in October of 2016.

Officers Anderson and Barker were assigned to the Commercial Motor Vehicle Enforcement Team, and sworn in as Weighers of Commodities. Their team has been out on patrol on an almost weekly basis during 2016 and logged two hundred and twenty one commercial vehicle stops.

Department duty assignments also went through a significant change in 2016:

- Sergeant Dupont was assigned as Patrol Supervisor
- Sergeant Corliss was assigned as the court liaison to Haverhill District Court and Lawrence Juvenile Court.
- Sergeant Fitzpatrick was assigned to supervise the school resource program at Masconomet. Additional Sergeant Fitzpatrick has been assigned responsibility for property and evidence.
- Officer Neeley was promoted to Detective.
- Officer Dechene has been assigned as the elder affairs.

The Department also had a very busy year of training:

- All officers participated in active shooter training at Masconomet High School along with the Middleton and Topsfield Police Departments.
- The Boxford Police and Fire Department held a joint mass casualty drill at the Spofford Pond School.

- Officer Neeley and Sergeant Corliss attended a two week basic detective school. Officer Neeley also attended several specialized investigative trainings.
- Sergeants Fitzpatrick and Corliss attended a one week Sergeant Training.
- Officer Anderson was trained to be a certified active shooter instructor.
- Sergeant Dupont attended a one week accreditation training and he has taken responsibility for the department accreditation process from Lt. Hazelwood.

We continued our regular school safety drills by conducting lock down drills and evacuation drills at Cole and Spofford Schools and Masconomet Middle and High School. Officer Nowak had another class of D.A.R.E graduates from the Spofford Pond School. We have continued the SRO Program at Masconomet; Sergeant Fitzpatrick, Detective Pickering, Topsfield Police and Officer Maccini, Middleton Police work collaboratively at the school.

I would like to thank the Tri Town Council and the Boxford Parks program for everything they do for the community. I look forward to another great year of programs sponsored by both organizations in 2017.

Chief Riter

THE BOXFORD FIRE DEPARTMENT

The Boxford Fire Department continues to serve the Town 24 hours a day, 7 days a week. The department is staffed Monday through Friday (7:00am to 5:00pm) with four career firefighters and the Chief. The remaining hours are covered by the call firefighters who respond via a pager system.

NEW CAREER FIREFIGHTERS

Following the Town Meeting and Election, the fire department was authorized to add two new career firefighters. I am proud to announce that Mr. Tyler Brown and Ms. Kaitlyn Colangelo were hired following a formal hiring process. Both individuals have strong ties to Boxford and graduated the Massachusetts Fire Academy on December 23rd following a ten week training program consisting of physical fitness, hazardous material and the latest firefighting skills.

NEW CALL FIREFIGHTERS

This past summer we recently had four new firefighters join our team. The new recruits completed an eight week in-house training program consisting of basic fire and medical skills. Mr. David Blake and Mr. Joel Nichols are now responding out of the West Station. Mr. Thomas Hanson is now responding out of the East Station.

RESIGNATIONS

We would like to thank firefighters Nicholas Arba, Jonathan Burda, Hannah Butler, Michael Geiger, Timothy Gorman, Michael Harrington and James Thorpe for their contributions to the department. We wish them all the best in their future endeavors.

BOXFORD FIRE FIGHTERS RELIEF ASSOCIATION, INC

The Boxford Firefighters Relief Association, Inc. is now a registered 501(c)3 Federal Tax exempt organization. Membership of BFRA is made up of volunteers: friends & neighbors who provide continued support, through fundraising, to the firefighters during illness, injury or other family crises.

In addition to supporting our members, the Association sponsors Boy Scout Troop 51, Boxford Fire Department Explorer Post 911, Matthew Smith Scholarship and other community 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 Department Explorer Post #911 is a group of young adults interested in learning both EMS and Firefighting skills. Did you know that six current members are past members of the explorer program? 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 program leader firefighter John Rowen and firefighters Matthew Dyer, Kevin Foster, and John Dattilio for their dedication and assistance with the Fire Explorer program.

BOXFORD FIRE DEPARTMENT PERSONNEL

***Chief Brian Geiger (A, E)**
***Deputy Chief Michael Madden (E)**

EAST OFFICERS

*Captain Hertel, Richard (***E***)
*Lieutenant Aghoian, Tamara (**A, E**)
*Lieutenant Gould, Warren
*Lieutenant Philbin, John (**A, P**)

WEST OFFICERS

*Captain Holland, Peter
*Captain Leary, John (**A, E**)
*Lieutenant Bissell, Alfred (**E**)

CAREER FIREFIGHTERS

*Lieutenant Soltys, Michael (**A, E**)
*Brown, Tyler (**A**)
*Colangelo, Katie (**A, E**)
*Dyer, Matthew (**A, E**)

FIREFIGHTERS

East

*Aghoian, Ryan (**A, E**)
Burke, Carrie (**E**)
*Caron, James (**A, E**)
Collamore, Andrew
*Dechene, Tyler (**A, P**)
*Dowling, Matt (**A, E**)
*Ferraro, Michael (**A, E**)
*Foster, Kevin (**E**)
Gallagher, Patrick
*Greelish, Daron (**A**)
*Grossman, Paul
Hanson, Thomas (**P**)
*Hertel, Brian (**A, E**)
Howard, Peter (**E**)
Merrigan, Ryan (**E, A**)
*Nee, Thomas
Ralph, David (**E**)
*Rowen, John (**A, E**)
Zipkin, Emily (**E**)
Zizza, Dante (**E**)

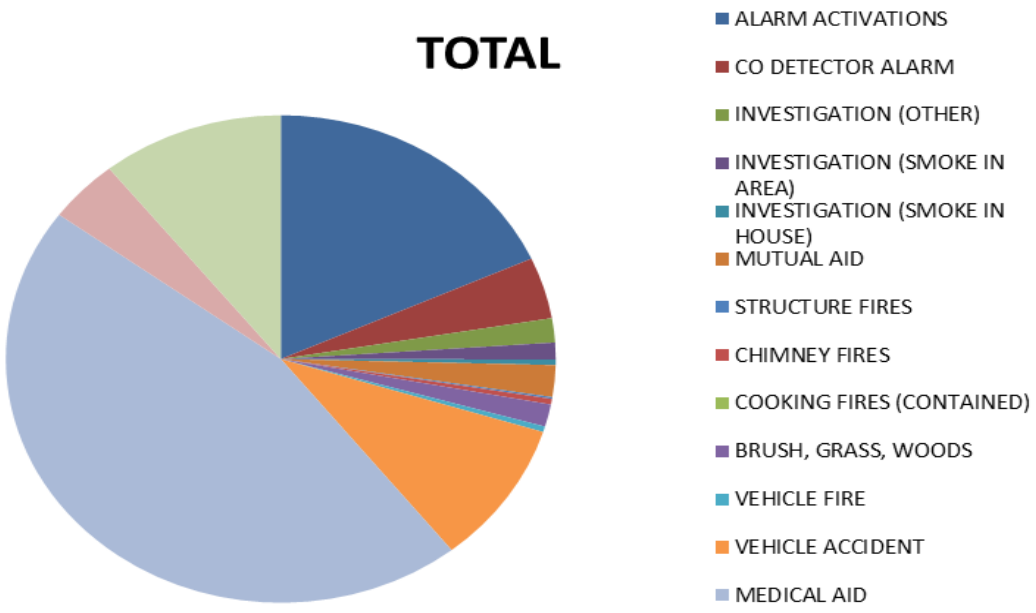
West

David Blake **(E)**
Butler, Gail
*Clark, Paul
*Clay, Bruce (**E**)
Dattilio, John
*Fiedler, Arthur (**E**)
Fitch, Ian
*Madden, Ben (**E**)
Madden, Wendy (**E**)
Nicholas, Joel
Prescott-Hopping, Lynne (**E**)
*Yako, Michael

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

2016 YEAR END CALL STATISTICS

TYPE OF ALARM	TOTAL
ALARM ACTIVATION	148
CO DETECTOR ALARM	33
INVESTIGATION *(OTHER)*	13
INVESTIGATION *(SMOKE IN AREA)*	9
INVESTIGATION *(SMOKE IN HOUSE)*	3
MUTUAL AID	17
STRUCTURE FIRES	1
CHIMNEY FIRES	3
COOKING FIRES (*CONTAINED*)	0
BRUSH, GRASS, WOODS	12
VEHICLE FIRE	3
VEHICLE ACCIDENT	77
MEDICAL AID	371
HAZARD	34
MISCELLANEOUS	87
TOTAL CALL VOLUME	811



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	76
2. Propane Tanks	37
3. Smoke/Heat Detector Permits Issued (New, Remodel or Resale)	160
Number and Type of Field Inspections of Public And Commercial Buildings:	27

Fire Reports Issued:

1. Burned Car/Truck Reports	0
2. Insurance Company Requests	1

Fees Collected:

1. Burning Permits (669 permits)	$13,580.00
2. Smoke Detector Permits (New, Remodel, Resale)	$9,000.00
3. Oil Burners, Propane, and Tanks,	$4,950.00
4. Other Fees	$2,230.00
Total Fees Collected:	**$30,510.00**

GRANTS

Boxford is fortunate to have received four grants. Two grants received from the Commonwealth of Massachusetts Executive Office of Public Safety and Security in conjunction with the Department of Fire Services. One grant for $4,237.00 will be used to purchase supplies needed to teach elementary school-aged children about fire safety/prevention.

A second grant for $2,716.00 will be used to educate the senior population on preventative programs such as slip and fall, fire danger and also carbon monoxide awareness. The Boxford Fire Department will also work closely with the Council on Aging on making sure that our elders are all compliant with the codes on smoke/CO detectors in their homes.

We received a $2,000.00 matching grant from the Department of Conservation and Recreation to purchase new brush gear including jackets, pants, gloves, helmets, eye protection and hoods.

Finally, Lt. Soltys wrote a grant through the Assistance to Firefighters Grant (AFG) to fund the replacement of the Self Contain Breathing Apparatus (SCBA). We received the grant for $166,865.00 allowing us to replace 23 of our SCBAôs. With the help of the grant, the town had to pay $7,945.00

BOXFORD FIRE FIGHTERS GIFT FUND

The Boxford Firefighters Gift Fund was the recipient of many memorial gifts in 2016. 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 Firefighters Gift Fund are always welcome and appreciated, as the ultimate beneficiaries are the residents of Boxford.

BOXFORD RESIDENTS

As always, the Boxford Fire Department is always looking for new members. If you are over the age of 18 and interested in joining the department, please contact Chief Geiger at 978-887-5725.

The Fire Department appreciates the support of all Citizens, Town Boards, Communications, Inspectional, Police and Department of Public Works. I especially want to thank the firefighters, 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,

Brian Geiger, Chief

ANIMAL CONTROL

It has been a relatively quiet year in Animal Control with several administrative regulatory changes from the Mass Dept. of Agricultural Resources and changes in MGL 140.

We always remind people to stay up to date on vaccinations, specifically Rabies, and there is a new protocol under 330 CMR 10. Briefly, there is no longer a ñPrimary Serviceò of vaccinations for dogs and cats. Dogs and cats receiving their first shot are considered current for vaccination 28 days after one shot, and it will be for a period of one year. Dogs and cats with proof of a prior vaccination at a previous point in their lives are considered currently vaccinated immediately upon receiving a shot, and it will be valid for the longest period on the Rabies product label. There are other interesting changes pertaining to quarantines/quarantine durations, so it would be advisable to speak with your veterinarian for complete information.

Animal Control Officers are now required to complete annual training updates. We attended the courses in July, 2016 and were made aware of many revisions sponsored by the Mass Animal Fund. One important change concerns tie-outs and/or tethering of animals to stationary objects and confinement restrictions regarding physical sizes and parameters of tie out equipment, attachments, etc. Specifics available under Chapter MGL 140 Section 174E are too extensive to reproduce here.

We are still operating on a temporary basis with an out of town provider for holding any dogs we pick up. This is a very active new location still being built out by the proprietor and promises to be an attractive facility. We hope to finalize a mutually satisfactory contract situation later this year as the arrangement appears to be very workable at this time. Boxfordians are to be congratulated on their general attentiveness to retrieval of their animals. Many are reunited within hours, sometimes even minutes, after they have called our Communications Center and list the animals as missing with our excellent dispatchers.

I have provided a couple of useful telephone numbers of Mass Animal Fund personnel/functions which may be of help with new assistance programs for spay/neuter, etc. Further info also on HTTP://MASSANIMALFUND.COM

Lauren Bilfeather Mass Animal Program Fund Coordinator 617-626-1790 Lauren.gilfeather@state.ma.us	Sheri Gustafson Mass Animal Fund Spay/Neuter Community Liaison 617-626-1740 sheri.gustafson@state.ma.us	Elsie Colon MDAR Rabies Program Coordinator 617-626-1810 elsie.colon@state.ma.us

Thanks to our excellent Communications Center personnel and to back-up Assistant ACO Reed Wilson!

Sincerely, Helen L. Phillips

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

2016 Annual Report

The Boxford Town Library is a resource for residents of all ages. The Library supports emergent and developing literacy; promotes lifelong learning; encourages all ages to engage in recreational reading; bridges the technology knowledge and access gap; and provides a space for the community to interact and exchange ideas.

The Boxford Town Library is governed by an elected board of seven trustees known as The Library Board of Trustees. 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.

Facilities and Operations

The Boxford Town Library began the year 2016 having successfully operated ten months in the east wing of the ground floor of Town Hall. The Library was in operation 6 days, and 50 hours a week. Being in the Town Hall building has been a positive experience for the library with circulation and patron count numbers surpassing pre-closure numbers by the end of 2016. The meeting rooms in Town Hall are great spaces for library programming and the wide hallways allow for periodic art displays. The buildings that housed the Boxford Town Library, at 10 Elm Street, are still in the care and custody of the Library Board of Trustees.

In May of 2016, Selectmen Chuck Costello sponsored a Town Meeting warrant article to expand library services to encompass the entire ground floor of Town Hall. Article Twelve passed with a majority vote and funds were secured to renovate and expand the library in Town Hall. M.E.D. Architecture and Design was contracted to develop plans to relocate the Town Clerk office to the second floor and renovate and expand the library creating a new Childrenôs Room, Adult Non-fiction Reading Room, and relocate the Staff workroom within the ground floor library footprint. Construction began November 14 and was completed one month later by the end of the week of December 12. The renovation and expansion allows the library to modestly expand our services and program offerings with the understanding that it is a temporary solution. Even with the expanded space the library is still unable to offer spaces for small group work and tutoring, adequate comfortable seating, dedicated PCôs for children, and access to the entire collection for visual browsing by both children and adults.

With the limited space available in the Town Hall location for shelving the book collection, two thirds of the collection remained in storage in the former West Library, 188 Washington Street. Boxford residents and consortium patrons continued to access the stored materials through the requests process. After the expansion and renovation, completed in December, the percentage of books in storage fell from 66% to just around 40% of the overall collection. The greatest increase in the browse able collection was seen in the Childrenôs Collection, rising to 70% available in the main library.

Through yearôs end, the Boxford Town Library was under the leadership of Kevin Bourque, Library Director, Josh Kennedy, Childrenôs Librarian, Beth Safford, Head of Reference, and Darsana Barua, Head of Circulation. The library also had a full complement of staff, two Library Assistants for Circulation, Library Assistant for Administrative Services and a Part-time Library Assistant. With this full complement of staff, the Library is able to be open to the public 50 hours per week.

Library Services and Programs

In 2016, the Boxford Library offered a variety of childrenôs programs, implemented by Childrenôs Librarian Josh Kennedy. These ranged from preschool storytimes and the monthly Lego building club for older children, to seasonal events such as the annual Halloween party, and the Spring Egg Hunt. The Friends of the Library generously supported these events.

The libraryôs annual Summer Reading Program for children featured the fitness theme ñReady, Set, Read!ò There were 301 participants who earned free admission and ride passes to the Topsfield Fair, as well as free books, provided by the Friends of the Library, for meeting reading goals in the summer. In addition, the Library hosted five special summer youth events, including ñReady, Set, Show,ò featuring Caravan Puppets, and ñWoodland Wondersò featuring Michelleôs Menagerie.

Adult programs and events are planned and implemented by staff members and complemented by offerings from volunteers and the Friends. The Cookbook Club continues to be a very popular adult program which meets at the Town Hall location in Meeting Room One on the second Friday of the month. Participants choose a recipe from the featured cookbook, prepare and bring it to the luncheon, where it is shared by all. One addition to Adult Programming was the Wednesday Night Book Discussion Group. The group became so popular a daytime book discussion group spun off as a result.

The Library continued its commitment to borrowable technology. We expanded our collection of Playaways, with more offerings for older children. The number of Kindle titles continues to grow on a quarterly basis. In the fall, our Overdrive collection was merged with the consortium shared collection as part of the Merrimack Valley Library Consortiumôs continued effort to bolster shared access to the entire consortiumôs collection, digital and print.

In the spring, the Friends sponsored the annual, ñBooks in Bloom,ò program engaging elementary school students in the creation of imaginative art projects to demonstrate their reading comprehension skills. The library was filled with wonderful examples of art, each telling a story about a favorite book.

In September, the library began a ten-month long community read program in collaboration with the Tri-Town Libraries, Tri-Town School Union, and Masconomet Regional. The community Read revolved around the book,ò life is Good, the Bookò by John and Bert Jacobs, founders of Life Is Good. The book describes ten,ò Super Powers of Good,ò and each month is dedicated to one of the super powers. Programs were created to help patrons understand how to live out the meaning of the super power in their life.

In 2017, and over the next 3-5 years, we look forward to even greater stability and an expanded program of service, resulting from, a larger space encompassing the first floor of Town Hall, a consistent schedule, open 4 nights with hours on Fridays and Saturdays, and a full complement of staff.

The Library could not offer its range of programming and services without the dedication of staff, Trustees, Friends of the Boxford Town Library, the Boxford Cultural Council, Barbara Perley Scholarship Fund, and members of the Boxford community. Many thanks to all!

Statistical Summary

43,162 digital and print holdings
49,031 items borrowed
22,530 visits to the Library
6,498 registered borrowers
110 children's programs; 1893 attendance
301 children participated in the Summer Reading Program
66 adult programs; 794 attendance
50 hours open on average per week
468 user sessions on public Internet computers
215 members of the Friends of the Boxford Town Library

Submitted by,
Kevin J. Bourque, Library Director
Library Trustees:
Heidi Ellard, Chair, Linda Shea, Vice-Chair, Carol Davis, George Fischer, Jeanette, Glesmann, Stephen Harvey, and Jane Moody

BOXFORD ELEMENTARY SCHOOL COMMITTEE

School Committee

Carol Hubbard, Term Expires 2018
Elizabeth Palmer, Term Expires 2019
David Rivers, Chairperson, Term Expires 2018
Terri Teleen, Term Expires 2017
Heather Vaz, Vice Chairperson, Term Expires 2017

Mission, Values and Goals

The School Committeeôs Mission Statement, Core Values and Goals for 2014-2018 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 Thursday at Town Hall and the fourth Thursday at the Cole School. All meetings are posted at Town Hall and are open to the public as described in the Commonwealth of Massachusettsô Open Meeting Law. The School Committee also meets jointly with the Middleton and Topsfield School Committees as part of the Tri-Town School Union, approximately every other month.

The School Committee has all the powers conferred onto 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:

- Employment of the Superintendent of Schools
- 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 (BEST), the Special Education Parent Advisory Council (SEPAC), 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.

The School Committee frequently seeks interested community members to serve on the committee, as either one or two seats are elected each spring, and turnover tends to occur as membersô children graduate from the district. Contact the Chair or Superintendent for more information.

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 by contacting the chairperson by telephone or email.

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. All school Site Council meetings are open to the public and are posted at Town Hall. A list of meetings is available on each schoolôs website at www.tritownschoolunion.com.

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, Director of Curriculum, Director of Educational Technology, Director of Facilities and ESL Coordinator as well as the secretarial and bookkeeping staff of the Central Office and other specialist roles. The Superintendent acts as the Chief Executive Officer of the School Committee in the operation of the schools.

Milestones

In May 2016, the term of School Committee Member Christine Bolzan ended after one term of three years. Elizabeth Palmer filled the vacancy with her election to serve a three year term. In December 2016, School Committee member Yu Ching Buehler resigned, and was replaced with the joint appointment by the Selectmen and School Committee of Terri Teleen for the remainder of a term ending in May 2017.

Staff Anniversaries

More than two dozen staff members celebrated work anniversaries in our schools during the 2016-2017 school year. A five-year service pin was presented to Leigh Farmer. Ten-year service pins were presented to Bonnie Ashmore-Davis, Wendy Burns, Duane Carbone, Stephen Duffy, Debbie Bates, Mary Dodge, Lori Martin and Alison Salerno. Fifteen-year service pins were presented to Kathleen Colangelo, Shannon Estella, Jessica Fuller, Mojgan Olia and Steve Clifford. Twenty-year service pins were presented to Debbie Connery, Susan Koniares, Lisa Salisbury, Lisa Simmons and Donna Morton. Twenty-five year service pins were awarded to: Deborah Cahill, Debra Dyer and Peg Russell. Finally, congratulations to Susan Giovannacci and Heather Walker as both celebrated their thirty-year anniversaries with the Boxford schools!

New Staff Appointments

Harry Lee Cole School welcomed the new (and in some cases, returning in new roles) staff members Katie Barber, School Nurse; Joanne Parcellin, Education Support Personnel; Kym Nugent, Education Support Personnel; Hayley Hill, Education Support Personnel; Taryn Figmic, Education Support Personnel; Lee McCann, Education Support Personnel; Debbie Moore, Library Media Specialist; Kristen Miele, Special Education Teacher; Shawnette Lancaster, Behavior Specialist; Jen Cann, Behavior Specialist; and Shannon Estella, Grade Two Teacher.

Spofford Pond Elementary School welcomed new staff Haley Osowski, Special Education Teacher; Lidia Matthews, Music Teacher; Nicole George, Speech/Language Pathologist; Denise OôConnell, Education

Support Personnel; Paula Sordillo, Education Support Personnel; Ruth Amigo, Education Support Personnel; and Rachel Eramo, Education Support Personnel.

In July 2016, the Central Office welcomed Steven Guditus as Director of Educational Technology. Mr. Guditus previously served as Principal of Manchester-Essex Regional Middle School.

Achievements of Note in 2016

STEM/STEAM Initiative: STEM/STEAM (Science, Technology, Engineering, Arts and Math), was successfully incorporated into the curriculum in 2014-2015, as a specialist program at both Cole (STEM) and Spofford (STEAM). In its third year, the STEM/STEAM program aims to expose children to these fields early in their education, in order to lay the groundwork for understanding and appreciation for the scientific approach and to ensure that the next generation remain and produce leaders in these fields. The program, which is largely project-based, teaches the Engineering Design iterative method for developing and optimizing design and engineering solutions to real world problems. The STEM/STEAM program is customized to specific grades, and offered to all Kindergarten through sixth graders. Dr. Rainsô STEM/STEAM Blog at Spofford Pond can be accessed at https://spoffordstem.wordpress.com/. Ms. Wainwrightôs Blog at the Harry Lee Cole School can be accessed at http://hlcole.blogspot.com/.

DESE Level 1 Status: For the fifth consecutive year based on The Partnership for Assessment of Readiness for College and Career (PARCC) and 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 continue to provide our teachers and leadership team with the opportunity to focus more on student achievement and less on bureaucracy.

PARCC/Next-Generation MCAS: The PARCC exam (Partnership for Assessment of Readiness for College and Careers) was administered for the final time in the spring of 2016 as the Department of Elementary and Secondary Education (DESE) is in the process of upgrading their state assessment. According to DESE, this decision was made ñto better measure the critical thinking skills students need for success in the 21st century.ò Additional information about this assessment transition is reprinted below from the MA DESE website. To learn more please visit: http://www.doe.mass.edu/mcas/nextgen/timeline.html

- The new test, informally called "Next-Generation MCAS," will build upon the best aspects of the MCAS assessments that have served the Commonwealth well for the past two decades.
- The test will include innovative items developed by PARCC, along with new items specifically created to assess the Massachusetts learning standards.
- Next-Generation MCAS will be designed to be taken via computer. The plan is to phase in computer-based testing so that computer-based tests are fully administered statewide in 2019, with many students participating as well in 2017 and 2018.
- Massachusetts will have complete control of test administration, test content, testing windows, and the reporting of results.

To learn more about how Boxford students are performing on their state assessments in 3rd-6th grade, please visit:

http://profiles.doe.mass.edu/reportcard/districtreportcardoverview2015.aspx?linkid=106&orgcode=00380000&fycode=2016&orgtypecode=5&

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. The Coordinated Program Review focuses on a districtôs implementation of Special Education, Civil Rights, Title I, and English Language Learner Education programs. These reviews involve hundreds of hours of document preparation, student record reviews, and interviews of staff, administrators, and parents (both through surveys and face to face interviews.)

The Boxford Schools most recently completed their Coordinated Program Review during the 2013-2014 school year and, throughout the 2016-2017 school year, we will participate in a mid-cycle review. This type of review is conducted in order to ensure compliance with any new state or federal special education requirements enacted since 2013-2014. Our next full Coordinated Program Review will occur in 2019-2020.

Extended Learning Opportunities

In 2016, we continued to work to intrigue and challenge our students through extended Learning Opportunities. Participation and achievement have been outstanding in The Online Math League program (grades 2-6) reaching over 120 students. We also have excellent participation and stimulating mental activities with our Math Olympiad Teams (grades 4-6). We service over 80 students during their RTI block, one time per week through this worldwide program. We also are participating in a community Literary Magazine through the Collaborative for Regional Education and Training (CREST). Students are invited to submit writing, music composition or artwork for possible publication in this magazine. Several students were published in the winter and spring editions.

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

- Miss Frizzle Storytelling
- The Audubon Ark and Drumlin Farm (3 programs) ï Winter Survivors, Miraculous Mice and Which Comes First, Chicks or Eggs?
- Museum of Science ï Animal Habitats, Rock Detectives & Building Bridges
- New England Aquarium ï Water Properties
- Windows on Wildlife
- Young Audiences of Massachusetts ï Ben Franklin
- Leeny Del Seamonds, Master Storyteller
- World of Owls
- Earth Viewð 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
- Johnny the K, Musician, Teacher, Performer

Students also participate in after school learning through the Tri-Town Councilôs 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, theatre, holiday crafts, Zentangle art, exercise

programs, pottery, and winter outdoor activities like tracking and shelter building.

Environment

Spofford Pond and Harry Lee Cole Schools Designated as EPA "Energy Star" Schools: Notification was received in January 2017 from www.energystar.gov that the Spofford Pond and Harry Lee Cole Schools were again designated as Energy Starò schools. The ñEnergy Star Schoolò designation is an award applied annually that recognizes superior energy performance and identifies a school as among the most energy efficient buildings of their type in the nation as recognized by the Energy Star Program. This marks the sixth consecutive award for Spofford Pond School. The Harry Lee Cole School has earned the ñEnergy Starò designation for seven consecutive years.

Educational Technology

The Boxford Public Schools and Tri-Town School Union is preparing our students for their futures, for a global world and society, and for jobs that have not yet been created. In the classroom, technology is now integrated as part of regular learning and teaching in the classrooms. Technology integration is based in solid teaching, learning and pedagogical practices. Teachers are expected to integrate technology consistently to leverage studentsô critical thinking and learning; students regularly learn and develop their digital literacy, communication, and collaboration skills with the assistance of technology. Technology is integrated into our teaching and learning mindfully and with purpose: it enhances effective teaching and instructional practices, increases student learning and promotes innovative thinking and creativity.

Our approach to integrating technology is one of consistent and gradual growth: we work closely with the support of digital learning specialists to build teacher capacity and regular integration into instruction and learning opportunities. This process takes time, and through focus and effort, we have moved our schools to a crucial point where the demand now consistently outpaces the supply of devices. We have encouraged, challenged, and asked our teachers to use technology, and they have risen to the occasion. In order to continue to support this shift towards new and innovative teaching and learning practices, we must invest in devices, infrastructure, digital learning specialists and information technology support. Financially, this means both increasing the number of devices to which students and teachers have access, but also to replacing technology that is aging out so we can sustain and grow how we integrate technology effectively and regularly into the classroom.

At Harry Lee Cole School, we continue to see laptops age out of their life cycle, and will seek to replace them with laptops for staff. iPads and tablets continue to be the majority student device used in the primary grades, as their applications are effectively used to assist students and teachers with learning, and skill development and tracking data to drive instruction. We are looking to second grade as the likely grade where students will start utilizing keyboarding skills and Google Applications for Education (GAFE), and are hoping to provide Chromebooks in that grade to assist with further developing these skills in the classroom with the assistance of the digital learning specialist. We are beginning to see SMART Boards start to age out of use, and need to begin investing in newer technology to provide interactivity boards in the primary grades, which are used regularly in classroom instruction.

At Spofford Pond School, we are in a similar replacement need as HLC in terms of our technology end-user device status. Spofford Pond possesses a higher number of laptops, and therefore has a higher volume of devices that are aging out and need to be replaced. Again, we will look to replace these laptops for students and staff alike with new devices. We are considering Chromebooks as a replacement, as they work well in the GAFE environment and are less costly than the MacBooks they will replace. iPads and

tablets are still in use and circulation, but are used for creating content, and often are used in group work and project development. Spofford Pondôs interactive boards are a higher-need area of investment, as more boards are failing or non-functional than at HLC.

Technology Investment: As our technology investment grows, so too does our Information Technology (IT) infrastructure needs. This means that we must invest in our IT staff and infrastructure accordingly, to ensure that existing devices work effectively, and that we strategically plan for future needs. In both schools, we are proposing to increase the number of devices. Because teachers have more access, and with the support of principals, digital learning specialists, IT support and the Director of Educational Technology, technology integration has become a regular part of daily classroom instruction, teaching and learning. Technology is now viewed and utilized as a regular utility that must work effectively and reliably, as a result, it is a regular investment that needs to be maintained on a consistent basis in order to ensure the smooth operation of our increasingly technology-based learning in the schools.

Internet Connectivity: Our current Wi-Fi network is at a 100mbps duplex fiber optic (steady state guaranteed) connection, which has been adequate for our schoolsô needs. Teachers and students have reported little to no connectivity problems, and utilization of our digital devices continues to increase as the reliability of our fleet of devices, technical support, and network infrastructure has improved.

Google Suite: The Boxford Public Schools and all schools across Tri-Town Union have shifted our email and calendar to Google Applications for Education (GAFE). We are in the process of shifting our storage of files to Google Drive, which is a cloud-based storage solution. Our email, calendars and files are stored in boxfordschools.org accounts, directly to Google servers. GAFE is free for schools, with unlimited storage, for educators and students alike. It can be accessed wherever there is Internet access and on any device: computer, tablet, or smartphone. As a district, we are using GAFE to collaborate, communicate and teach students digital citizenship, as we prepare them for a global society in which interconnectedness is part of everyday life as citizens and employees. GAFE continues to provide efficiencies for staff and students alike, and has provided the ability for students to track their work and start developing an electronic portfolio of work.

Communication: Our external and internal communication systems are not keeping up with the level of technology our schools are using and the sophistication with which we are teaching students and facilitating learning. Internally, we have a very outdated Student Information System (SIS). Currently, the tool we are using is static, and provides very rudimentary and basic student information (e.g. student addresses, state ID numbers) to one administrative assistant in each building. Our needs as a district and as a school union have outgrown our current tool. Our current SIS collects very limited data and does not provide reports and data which would assist administrative assistants, principals, teachers and the Central Office with efficiencies in collecting data about student progress. The current SIS that are used across Massachusetts allow schools to track student biographical information, provide secure reports to administrative assistants, principals, teachers, and the Central Office, communicate effectively with parents/guardians, provide state data to the Massachusetts Department of Elementary and Secondary Education, track student interventions, create standards-based report cards, and integrate school-based communication via email. As a way to track student data, the vast majority of Massachusetts districts are using updated SIS tools, and the Boxford Public Schools and Tri-Town Union are unable to effectively manage our data and communication without an updated SIS. We are preparing to write an RFP (request for proposals) to seek an updated, effective SIS for Boxford Public Schools and Tri-Town Union. Further in the future, we will assess our external communication tools (e.g. website, applications, social media) to develop a strategic plan to effectively communicate with parents/guardians and the community to share

the good work that our schools are doing.

Capital Improvements made to Boxford Schools

In FY2016 we began the evaluation of the Spofford Pond School roof and windows, as they are coming to the end of their useful lifespans. The building envelope is showing signs of age and excessive wear.

An infrared study and Feasibility Study have been completed as part of a renovation and replacement project that are being planned to take place over the next two years. We have started the process of partnering with the Massachusetts School Building Authority for the proposed project, anticipating an approximate 40% reimbursement rate for a large portion of the project (not all portions of the project are reimbursable).

In early 2017, we will develop the drawing and ID information in order to have a hard number for the Annual Town Meeting in May 2017. Pending approval at Town Meeting and at the ballot, the project will begin with the roof replacement in the summer of 2017 and the window replacement in the summer of 2018.

The renovation of the Aaron Wood Building was completed in January 2016. The project came in under budget and we anticipate that the building will continue to serve the community for many years to come.

Boxford Learning Community Support Organizations

Boxford Parent Teacher Organization: The Boxford PTO has budgeted an investment of approximately $54,000 in the elementary schools for the 2016-2017 fiscal year. The goal of the PTO is to use parent donations to enhance the education of the students at Cole and Spofford through supportive programs, teacher tools, and community building events.

The budget for the 2016-2017 fiscal year is over $22,000 for the "Teachers' Wishes" program, which funds teacher grant requests for supplies. This yearôs Teacher Wishes included guided reading materials, writing enrichment materials and organizers, various publications, headphones, OT and PT support materials and variety of other curriculum enhancing materials, apps and software. In addition, the PTO funded over $1,800 toward the STEM Lab at Cole.

Approximately $20,000 of PTO budgeted spending this year will support 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 the Techsploration show about electricity, which was followed by hands-on electricity experiments in each fifth grade classroom. The PTO has added Miss Frizzle and Johnny the K programs to Cole school, in addition to the Audubon, Museum of Science, Drumlin Farms, NE Aquarium and History of Rockets and Space Flight programs. Many of the enrichment programs cover aspects of science, including biology and geology related topics.

The PTO also helped to defray the costs of the 2nd and 6th grade activities and celebrations, and contributed $1,000 to this yearôs 6th grade activities committee. Additionally, the PTO supported teachers by sponsoring the annual teacher appreciation week and by providing refreshments for monthly meetings. The PTO spends approximately $1,000 on school beautification throughout the year between Cole and Spofford Pond Schools.

The PTO recruits parent volunteers to host family events throughout the year. These include the Talent Shows, Halloween Party, the Fall Fundown and a student Color Run to celebrate the end of the school

year. Fees charged for these events help defray the cost of outside food and entertainment.

Primary sources of PTO funds are a membership drive in the fall, a fall fundraiser, yearbook sales, a spring fundraiser raffle and auction, and participation in the Tri-Town Sports Sale.

This year PTO made a change to the membership drive by offering various pricing levels. Instead of selling the directories and bus pads, PTO associated them with a specific level of membership. Membership pricing ranged from $25 to $250, in an effort to make it more flexible and thus increase participation from the parent community.

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 to supplement longer-term elementary school initiatives and innovative teaching tools, technology and teacher trainings. BEST provides these funds by reviewing and approving teacher-driven grant proposals. Grant awards have the broadest possible effect on our community and the best chance of helping teachers bring innovation to our district. During the Fall 2016 grant cycle, BEST donated over $22,000 to Cole and Spofford Pond Schools by funding grants including:

- A **Chicken Hatchery** for the third grade to showcase life cycles
- A continuation of the visiting scientist program in fifth grade ï **Science from Scientists** ï that brings actual scientists into the classroom to run experiments and provide enhanced instruction every two weeks throughout the school year
- Instruction and professional development to implement a **Sixth Grade Science Fair**. Every month, the visiting scientists from Science from Scientists have joined sixth graders to instruct them on the scientific method, and prepare them to execute and present their at-home science projects in a formal Science Fair in March.
- **Professional Development** for guidance counselors at Cole School
- **Math Technology Suite** at Spofford Pond School
- **Music for Everyone Professional Development** for the Spofford Pond Band Director to explore new ways to teach music to children with disabilities.
- **Professional Development** at Project Adventure for sixth grade teachers ï course mirrors the course that sixth graders take at the beginning of each year.

These added extras in our classrooms are what differentiate Boxford Schools from those of surrounding towns. BEST reports that they are honored to bring these enhancements to the Boxford Elementary School System and will continue to seek future funding to maintain the high quality elementary education we have come to expect in our public schools.

School Enrollment, October 1, 2016

	PK	K	1	2	3	4	5	6	Total
Harry Lee Cole School	41	89	109	88	-	-	-	-	327
Spofford Pond School	-	-	-	-	92	99	106	131	428
Total PK-6 Enrollment	41	89	109	88	92	99	106	131	755

Curriculum and Program Development

The Boxford Elementary Schools maintain 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.

Educators continue to implement lessons that align with the Massachusetts Frameworks in English Language Arts and Mathematics and have participated in ongoing professional development to support these subject areas since the adoption of the revised standards in 2010. The roll-out of the Fundations Language Word Study program is complete with the implementation of the program in grade three. The Tri-Town Reading Committee began developing Reading Units of Study for grades K-2. Teachers have volunteered to pilot individual units and provide feedback to those developing the units. Massachusetts officially adopted new Science and Technology/Engineering standards in spring of 2016. The Tri-Town Science Committee spent the year evaluating Science programs and identified two programs to pilot. The pilot took place in the fall of 2016 and the Committee has made the recommendation to adopt the *Scott Foresman Science* program for Pre-K, *Inspire Science* for Grades K-5 and *iScience* for Grade 6.

The Tri-Town School Union leadership team and the Masconomet leadership team meet regularly throughout the school year to collaborate and communicate about curriculum, instruction, and joint initiatives. The Life is Good community read initiative was a product of these discussions ultimately resulting in a year-long Tri-Town wide event focusing on the ten superpowers identified in the book, with both school districts, the town librarians, and Tri-Town Council. These ten monthly superpowers (openness, creativity, gratitude, compassion, authenticity, love, fun, humor, simplicity, and courage) were infused into the existing curriculum in a variety of creative and meaningful ways.

Professional Development: Educators participated in a variety of professional development courses during this past school year. Below is a list of the in-district courses offered.

- Readerôs Workshop (K-2)
- Readerôs Workshop (3-6)
- Pedagogy- Best Instructional Practices (PK-6)
- Close Reading (3-6)
- Fundations Training for grade 3 Teachers
- Bar Model Bootcamp- Math problem solving with the bar model method

- ǒ Mindful, Not Mind Full
- ǒ ESL- Making Content Comprehensible
- ǒ Close Reading

In addition to courses, teachers have been engaged in various workshops to improve and enhance their professional skills. Although not exhaustive, the following describe many of the key workshops offered during the past year.

Tech Talk: The Tech Talk workshop series is currently in its third year. A variety of new topics are being addressed in addition to many in-demand repeat sessions being offered for those unable to previously participate. Currently there are many offerings related to Google applications as our teachers work to more fully utilize Google applications for education. We look to continuously update these workshops, and continue to focus on improving student learning as a focus of this teacher development opportunity.

W.I.S.E: The W.I.S.E. (Workshops in Education) is in its second year. There are a wide variety of topics offered related to special education and meeting the needs of diverse learning styles. Sessions take place weekly throughout the school year and are led by Tri-Town educators.

Professional Development Grant: Both schools received a professional development funding from BEST and PTO to support teachers in the study of ñEffective Use of Teacher Languageò. The total amount received from these two organizations was $15,391.55. Teachers finished working with consultant Mike Anderson to study this topic using the following two books: The Power of Our Words by Paula Denton and Mindset by Carol Dweck. This past fall, Mike Anderson came back to Cole and Spofford Pond Schools to lead workshops on the power of giving students choice in their own learning using his recent book called Learning to Choose Choosing to Learn.

Science from Scientists: Now in its second year, Spofford Pond School has received $7,500 in funding through the granting process of BEST and New England BioLabs to support a ñscientist-in-residenceò program for grade five students. The students have a year-long relationship with two scientists that lead the learning in their science classroom twice a month with in-depth and hands on science lab lessons. These lessons serve to deepen the studentsô understanding and knowledge of the fifth grade science curriculum. This program was a big success in 2015, when it was fully funded by a BEST/New England BioLabs grant, and will need to be evaluated for full inclusion in the school budget if it is to be maintained in future years.

Response to Intervention

Teachers and staff at both the Harry Lee Cole School and Spofford Pond School continue to support students through the Response to Intervention (RTI) process in Reading, Writing, and Mathematics. The RTI program uses district and state assessments, AIMS Web, and teacher recommendations and observations, to identify struggling learners. We support students with identified needs through additional targeted math and language arts intervention either by a math coach or reading/literacy specialist, or writing coach 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 ñWhat I Needò (WIN) Block is a 30-minute period each day in which students receive Differentiated Instruction in the core areas of English Language Arts and Mathematics. 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 ï using an array of instructional

approaches and assessment tools ï plans with precision and flexibility to enable students to be successful (Gregory, Gayle What Principals 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. This year, we were able to fund a .5FTE Writing Coach through federal Title 1 grant money. The Writing Coach works with students and teachers to strengthen the writing process in our young students.

At the Spofford Pond School, Response to Intervention (RTI) services are delivered during RTI 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, Fountas & Pinnell 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 RTI block are in their classrooms working on identified skills and concepts as an opportunity to provide additional reinforcement, practice, or challenge. The principle behind this 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 RTI block at each grade level. Other students who are not identified as needing RTI support are flexibly grouped within their classroom based on objectives on current academic and social needs. Teachers team with one another to differentiate the support that these students need and will change the support accordingly.

This year, we have an RTI/MTSS study group comprised of teachers and specialists from both schools to examine our RTI process and look at best practices in the field to enhance our programs.

Fiscal Management

The actual expenditures and approved elementary school budgets Fiscal Years 2015 - 2017 are detailed on the chart below.

Budget Summary	Actual Expenses & Approved Budgets				
	FY15 Approved Budget	FY15 Actual (after Applied Income)	FY16 Approved Budget	FY16 Actual (after Applied Income)	FY17 Approved Budget
Expenses					
Salaries	7,885,000	7,181,626	8,248,694	7,732,404	8,513,699
Professional Development	115,041	96,319	129,407	105,292	134,960
Admin, Educational, & Support Supplies/Materials/Equipment/Services	410,849	447,167	473,908	454,900	426,490
In District Special Education Services (Non Salary - DW Only)	51,050	20,528	48,400	40,157	60,660
Food Service Contracted Services	-	-	-	-	-
Transportation (Regular & Sp. Ed.)	444,918	438,766	449,878	426,218	468,717
Utilities	243,714	222,046	263,341	242,226	235,933
Facilities	226,310	272,866	280,696	227,302	285,625
Insurance (Beneficial & Non-Beneficial)	1,405,693	1,362,600	1,401,284	1,372,537	1,644,336
Special Education Out of District Tuition	360,947	436,262	414,341	258,098	398,339
Total Operating Budget	**11,143,522**	**10,478,180**	**11,709,949**	**10,859,134**	**12,168,759**
Less: Applied Income	**625,340**		**727,760**		**721,926**
Total Local Appropriation Expenses	**10,518,182**	**10,478,180**	**10,982,189**	**10,859,134**	**11,446,833**

Outsourcing of the School Nutrition Program (Year Two)
This school year, the three TTU elementary school districts are in year two of a three year contract with Whitsons Culinary Group for our school nutrition management services. Our goal is to increase the percentage of participation in the program by students and staff. One of the primary concerns for Boxford is a school nutrition program that is fiscally solvent and does not require general fund subsidization. We also want a program that gets students excited about school lunch by delivering fresh produce, in-house (or scratch cooking), and integration with the educational culture of the elementary schools.

Christopher Braden is our Food Service Director. Whitsons and Mr. Braden provide the districtôs nutrition program with services in management, marketing, professional development, procurement, and accounting. These services are integrated with our existing employees that work in our kitchens.

It has been our understanding and expectation that we will need three years with this service to determine if the management service is advantageous to the District.

Financial Management Software

In FY2017 we will be transitioning to new accounting software (Infinite Visions) replacing our Excel spreadsheets. We have been training and planning the implementation since July 2016 with a plan to ñgo liveò during the 2016-2017 school year.

We are fortunate to have this project funded by the Community Compact Grant. This is a competitive grant offered by the state to help towns improve efficiency and cost saving through regional partnerships and endeavors.

Special Education

With the overall goal of providing all students an educational environment that supports and allows them to reach their full potential, the Student Services Department continues to solidify and grow the service delivery model that is in place in each of our buildings. This includes extensive professional development, increased behavioral and social/emotional support for students, and program development based on the best practices for students with low incidence disabilities. Over the course of the past several years, the district has been able to support students with a range of needs by adapting and developing programming.

As of December 1, 2016, there were 149 students in the Boxford Elementary Schools, grades Pre-Kindergarten through grade 6 identified as eligible for special education; this represents a 19 student increase. Over the past 4 years, our Dec. 1st special education headcount has been between 128-149; the 4 years prior to 2013, the headcount was between 135-150.

We are excited as a district to bring to the schools a new tool that has been created by the Department of Elementary and Secondary Education around inclusive practices for all students. The Educator Effectiveness Guidebook for Inclusive Practice has been developed for school districts based on research indicating the many benefits of structuring inclusive opportunities for all students. While reviewing areas such as special education practices, inclusion, identification and services delivery for students with disabilities, Massachusetts contracted with Thomas Hehir and Associates to gather and review data around best practices. One of the key findings of this reports was that ñStudents with disabilities who had full inclusion placements appeared to outperform similar students who were not included to the same extent in general education with their non-disabled peersò (Hehir & Associates, 2014). Specifically, students with full inclusion programs demonstrated higher MCAS scores, a higher probability of

graduating High School and were less likely to be placed in an out of district placement (Hehir, 2014).

The guidebook is a ñtoolboxò of inclusive practices which can be effective for students. Teachers will be working closely with their Principals to discuss the guidebook, the information provided and the tools that can be used in their classrooms and in the school. We are all excited to see the benefits that inclusive practices can have on our students.

A developing area of need for the district is supporting students with social/emotional and behavioral needs. Social emotional skills and emotional stability are essential components in child development. From the time that a student enters school, navigating friendships, handling academic pressures and simply making sense of their surroundings have a profound impact on their performance. Areas of the impact of a deficiency in the ability to cope with everyday stressors include, but are not limited to, student isolation, bullying, reduced academic performance, school refusal and hospitalization. A dual approach of direct teaching as well as teaching strategies ñin the momentò allows the students to recognize the skills they need to cope and will help students with the management of these challenges.

This year, as part of the Special Education Coordinated Program Review System, DESE conducted a ñMid-Cycleò review, which falls in between the major review pattern of every 6 years. This fall, a member of the CPR program came out to Boxford to review compliance in areas of Special Education and Civil Rights. During the review, DESE reviews files, interviews staff members and tours buildings. The Mid-Cycle review includes review of any area that found to be a need when the full Program Review was conducted as well as any new criteria that has been implemented by DESE. We are extremely pleased to report that Boxford was found to be in full compliance with all areas reviewed. This is a testament to the amazing staff and their dedication to the Special Education Process.

The Special Education PAC continues to offer thoughtful programs to interested parents of students at all grade levels. The Special Education PAC Board is comprised of a parent from each of our three towns and from across the grades, PK-12. The TTSEPAC has its own website: www.tritownSEPAC.org. In addition to open meetings throughout the year, the SEPAC board meets with district administrators throughout the year as well to serve in an advisory capacity. SEPAC held what they hope will be an annual carnival to help fundraise and support the students. This year the SEPAC was able to run a grant program which was offered to all staff in all 6 buildings. Through the grant program, the SEPAC was able to generously fund multiple grants, including supporting the purchase of the the Google Read and Write program.

New Superintendent and Assistant Superintendent of Student Support Services

In July 2016, longtime Superintendent of Schools, Dr. Bernard Creeden, retired. Along with many celebrations and commemorations of his service, two facilities were named in his honor: the Dr. Bernard F. Creeden Media Center at the Harry Lee Cole School, and the Dr. Bernard F. Creeden STEAM Lab at the Spofford Pond School.

Thanks to the hard work of the Superintendent Search Committee, the Tri-Town Union School Committee (TTU) was pleased to hire Scott Morrison as the new Superintendent of Schools. As a former teacher in Salem, a principal in Andover, and a Director of Curriculum and Technology in the Manchester-Essex Regional School District, Mr. Morrison has spent over 22 years in the field of public education. He has also served as an Adjunct Professor in the School of Education at Salem State University, as an Executive Board Member of the Northeast Regional STEM Network and an Advisory

Board member of STEM2. Mr. Morrison holds a B.S. in Elementary Education, an M.Ed in Educational Leadership and is currently enrolled in the Organizational Leadership Studies doctoral program at Northeastern University. Preceded by an excellent reputation for innovation, motivational speaking, and commitment to professional development, the District looks forward to many fruitful years of service from Mr. Morrison.

Additionally, in the summer of 2016, the longtime Assistant Superintendent for Student Support Services, Sharon Stewart, announced her intention to retire. A search committee was formed and the Tri-Town Union was fortunate to hire Matt LaCava as her replacement. As the former Director of Pupil Services in the Medfield Public Schools, Mr. LaCava brings a wealth of experience to the position. Prior to his service in Medfield, Mr. LaCava worked as the Assistant Director of Pupil Services in the Natick Public Schools, as a School Psychologist in Wellesley and Milford, and as a Special Education Teacher at the LABB Collaborative in Arlington. Mr. LaCava holds degrees from Providence College and the University of Massachusetts Boston, and he is currently a candidate in the doctoral program at Northeastern University.

Closing Statement

The School Committeeôs focus is on teaching and learning, measured by increased student achievement in an environment which recognizes the value of creativity, the arts, culture, innovation and technology. The world is changing very quickly, 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 and the people that make them a special place for our children.

Respectfully submitted,

Carol Hubbard, Member
Elizabeth Palmer, Member
Terri Teleen, Member
David Rivers, Chairperson
Heather Vaz, Vice Chairperson

MASCONOMET REGIONAL SCHOOL DISTRICT

The 2015-16 fiscal year was one of innovation and change in the Masconomet Regional School District. We kicked off some new initiatives and made strides in achieving others, all while continuing as a high-performing district. Boston Magazine rated Masconomet 24th among the best high schools in the state.

As the result of previous year discussions with the Town Administrators and Finance Committees, the School Committee rolled out a new budget process that was designed to provide transparency and open communication regarding the budget development. Through a series of public meetings in December, the academic and administrative areas discussed their wants, needs and future plans with the Budget Subcommittee. This allowed for an open and honest discussion of potential budget issues. The proposed budget, presented in February, reflected the discussions and what the senior leadership felt was a reasonable request to the towns. After considerable dialogue, the School Committee approved a FY17 budget which represented a 3.4% increase of FY 16. During the budget discussion, the decrease in overall student enrollment was discussed. The Committee charged the administration with producing a staffing and enrollment analysis for use in developing the FY18 budget.

In addition to the operating budget, Masconomet works with organizations and individuals to receive grants and gifts to help support the academic program and physical plant. The Masconomet Education Foundation (MEF) granted a total of $300,000 during the 2014-2015 and 2015-2016 school years. This year, $200,000 of the grant was provided for the construction, equipment and furnishing of a Science, Technology, Engineering, Arts and Math (STEAM) lab. A science lab in the high school was converted over the summer and opened September 2016. We also received gifts from a number of graduating classes to complete funding for a digital sign outside the high school. We will work with Essex Technical School for construction and installation.

As the landscape of state mandated assessment changes, the School Committee discussed the shift from MCAS to PARCC and then to MCAS 2.0. It was decided to implement the online version of PARCC for the Middle School, but remain with MCAS in the High School. As a result of the Middle Schoolôs performance on MCAS last year, the school moved from Level II to Level I and achieved the status of Commendation School. Commissioner of Elementary and Secondary Education Mitchell Chester visited Masco Middle School in May to offer his congratulations to the Middle School Principal, teachers and students.

The School Committee and District launched a strategic planning process to establish a fresh and future vision for Masconomet ï Masconomet 2025. A task force of faculty, staff and community members created a vision, mission and statement of values that are the basis of the development of a strategic plan to be developed in 2016-17.

After nearly 5 years of planning and work ensuring that our infrastructure was sound and our teaching staff was prepared to utilize the technology, we began the process to rollout a 1:1 digital learning environment. It was decided that the environment would only be required in the high school and phased in, beginning with 9th and 10th graders in 2016-17. A number of public meetings were held to discuss the plan and gather input from parents and the community. An online store was established to allow parents the opportunity to purchase the necessary computer, accessories and insurance/service.

A joint advisory committee comprised of Masconomet and Tri-Town Union School Committee members was formed to investigate potential school calendar changes that could provide a more family-friendly schedule. Through their work, the Start Time Advisory Committee (STAC) was created in April 2016 and charged with studying the research related to adolescent sleep and school start time, investigating the issues related to any change in the school start time at Masconomet or the Elementary Schools and make recommendations. Their work continues through 2016-17.

The health and safety of our students and the school community is of utmost importance. In conjunction with the tri-town public safety officials, the District established new guidelines for crisis intervention and response. Masco joined the CopSync network to provide all staff members with a new means of making emergency calls in certain situations and providing an ability to communicate in an extended crisis event. This network has been adopted by Boxford Police and Boxford Dispatch, by the Tri-Town Union schools and their respective police departments, by MA State Police Troop A and other first responders. Additionally, a crisis readiness meeting was held with a variety of public safety, public health and other agencies to review Multi-Hazard Evacuation Plans. In April, the Police Departments of Boxford, Middleton, and Topsfield conducted a successful joint training exercise and simulation of an armed intruder at the High School.

Student achievement and experiences were evident throughout the school and in a number of academic and extracurricular areas. Masconomet art students had very impressive results once again in the Boston Globe Scholastic Art Award competition. The Middle School had 5 Gold Key awards, 6 Sliver Key awards, and 18 Honorable Mentions. The High School had 26 Gold Key awards, 24 Sliver Key awards, and 30 Honorable Mentions. Senior Whitney Nekoroski was cited as an ñAmerican Visions Nomineeò for her Gold Key winning drawing. Middle School student Makayla Graves earned a Gold Medal at the national level. Students and faculty participated in cultural trips to Costa Rica and South Africa. Masconomet, for the first time, hosted the Institution for Savings Credit for Life Fair in April. The fair is a nationally recognized program designed to help high school students develop personal financial management skills that they will use throughout their lives.

During the fall season, Masconomet athletics enjoyed tremendous success, earning league championships in boysô soccer, girlsô soccer, field hockey, boysô cross country, volleyball, and cheerleading. Our boysô soccer team won the Division II north championship before falling in the state finals. The boysô cross country team was undefeated in the Cape Ann League and qualified for the all-state meet for the first time in school history. Twenty-seven players earned all-star status in the Cape Ann League during the fall 2015 season. Football Player Scott Foden was named the Cape Ann League *Player of the Year*. During the winter season, Masconomet earned a league championship in swimming & diving for the third year in a row. All of the Masconomet varsity winter sports teams earned individual or team state tournament berths. The boysô hockey team played into the Division II north semi-finals. Kyle Faddis was the Division II state champion in the mile, while Danny Cosgrove finished 2nd in the Division II 1000M. Ninth-grader Jack Darling was the Division II state wrestling champion at 106 lbs., while Nolan Houston finished 3rd at the Interscholastic Ski Race. During the spring season, Masconomet earned a league championship in girlsô lacrosse, boysô track and field, and boysô tennis. The girlsô lacrosse team was a Division I north finalist and Molly Gillespie was named the Cape Ann League girlsô lacrosse *Player of the Year*. Danny Cosgrove established a new school record in the mile with a time of 4:19.10 and qualified for the New England meet. Elias Varinos was the Cape Ann League baseball *Player of the Year* and was named a Boston Globe *All-Scholastic*. During the 15-16 school year, more than 60% of students at Masconomet participated in at least one sport, as high a percentage as any school in the Cape Ann League. Overall, Masconomet fields 29 sports and 62 teams (varsity, junior varsity, freshman).

The school and students worked on a number of community activities and services. These included the annual September 11 Flag Display, the first annual Holiday Chorus and Band Concert for senior citizens in December, the annual High School Student Council St. Patrickôs Dinner for senior citizens in March, and the annual Memorial Day ceremony for veterans in May. In cooperation with Representative Brad Hill, the Tri-Town Police Departments, Essex County Sheriff, and the Coalition of the Tri-Town Council, we hosted a community forum on the large impact overdoses and opioid-related deaths are having on Northshore communities.

The Masconomet students, faculty and staff appreciate the support from the Tri-Town Communities and continue to strive to provide the best possible education to all students.

Respectfully Submitted,
Daniel J. Volchok
Chair, Masconomet Regional School Committee

Masconomet Regional School Committee Members
Boxford Members
Paula Fitzsimmons
Carolyn Miller
Hagan Rivers
Daniel Volchok (Chair)

Middleton Members
Teresa Buono (Vice Chair)
Kosta Prentakis
Arete Pascucci
Linda Richards

Topsfield Members
William Hodges
Kim Sherwood
John Spencer

ESSEX NORTH SHORE
AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

William H. Lupini, Ed.D.
Interim Superintendent

Annual Report

William H. Lupini, Ed.D.
Interim Superintendent

Michelle Amato
School Committee Representative

Essex Technical High School (ETHS) is Massachusettsô newest regional technical and agricultural high school, serving seventeen (17) member communities on the North Shore and over thirty-five (35) other communities statewide. Our mission is to provide students with both an academic and technical education that expands their opportunities after high school.

Twenty-four (24) career technical programs are available to students from member communities; students from other communities select from among eight agricultural and natural resource programs.

Enrollment at ETHS is 1,300 for the 2016-2017 school year. Moreover, over 1,000 students applied for 360 openings in our current 9th grade. Our new facility, which opened in September 2014, was designed for over 1,400 students (which we will reach in 2017-2018), and is organized into four (4) separate academies, which include programs that share similar career and programmatic objectives.

Animal and Plant Science

- Veterinary Science
- Equine Science
- Companion Animals
- Natural Resource Management
- Sustainable Horticulture

Life and Natural Sciences

- Cosmetology
- Environmental Technology
- Biotechnology
- Dental Assisting
- Health Assisting

Construction Technology

- Electricity
- Carpentry
- Plumbing
- Heating, Ventilation, Air Conditioning/Refrigeration
- Masonry and Tile Setting
- Landscaping and Turf Management
- Aboriculture

Technology and Services

- Automotive Technology
- Collision Repair and Refinishing
- Culinary Arts
- Design and Visual Communication
- Graphic Communication
- Information Technology Systems
- Advanced Manufacturing

In addition, our school is known for the unique opportunities provided to students and our communities, including the following:

- Our Cooperative Education Program places upperclassmen (juniors and seniors) in businesses where they work among professionals in their career majors.
- Several of the programs are open to and provide service directly to residents of our communities, including the Maple Street Bistro and Café, the Salon, Pet Grooming, Automotive and Collision Repair, and Blooming Designs, which all offer our students the opportunity to serve customers.
- Business and industry representatives serve on our Program Advisory Committee to ensure that our focus is on workforce needs.
- All of our graduates are placed in colleges, jobs, or the military, with the majority of ETHS alumni attending two- and four-year colleges.
- All ETHS academic courses are college preparatory and our programs include Honors and Advanced Placement options.
- We have early college and articulation agreements with many colleges and universities that provide our students with the opportunity to receive college credit for career and technical courses taken at ETHS.
- ETHS provides students with extracurricular activities that include MIAA competitive sports, intramural athletics, and various clubs and service groups, including SkillsUSA and FFA; organizations that encourage students to explore and develop additional skills across their career and technical disciplines.

Essex Technical High School offers a unique combination of career and technical programs from current industry and agriculture, a comprehensive academic program, and broad-ranging student activities.

Department

of

Public Works

DEPARTMENT OF PUBLIC WORKS

The Topsfield Road drainage pipe is shown above. It is located near the intersection with Pinehurst Road. The new pipe was installed in August 2016 during a one day shutdown of Topsfield Road. The DPW continues to replace deteriorated drainage pipes throughout the Town in accordance with a schedule 5 years ago via an engineering study of the Townôs drainage systems.

The winter of 2016 was mild by New England standards. However, during the not so numerous ice and snow storms, the DPW applied sand and salt to the Town roads to provide safe travel for vehicles.

The DPW opened up its doors in June to the kindergartners, first and second graders from Cole School. The children toured the garage area where the DPW personnel showed them the equipment that we use to take care of the roads and fields in Boxford. They climbed into the front cabs of several pieces of equipment, and also sat on the big lawn mowers. Many interesting questions were asked, including ñHow loud is the horn on the big truck?ò.

The DPW continued to pave roadways in accordance with the Pavement Management Plan. In 2016, some 4 miles of roads were paved, including, Herrick Road, Adams Road, Carleton Circle, Chaplin Circle, Kimball Road and Tyler Road. The shoulders along these roads were reestablished with crushed gravel and brush cutting also occurred.

The DPW Parks Department continues to work to improve the 19 acres of Town recreation fields. Regular field maintenance includes fertilizing, lime application, reseeding, aerating, irrigation and mowing. We will continue to provide the best recreational fields for the many sports teams within the budget limitations. We wish to

extend our appreciation to the Boxford Athletic Association for their efforts to help the DPW. We would also like to commend the Boxford Garden Club for their efforts to maintain the beautiful flowers and shrubs at many of the Town buildings and several road islands.

The DPW brush cutting tractor continues to maintain the road shoulders throughout the Town. This program helps to keep shoulder foliage in check, as well as provide the space on the shoulders for snow banks during the winter plowing season.

We welcome your comments and suggestions. You may contact the DPW at 978-352-6555 or jdold@town.boxford.ma.us.

Respectfully submitted,

John C. Dold, PE
Department of Public Works Superintendent

Health & Inspections

Board of Health Report

Animal Inspector

Building Inspector

Electrical Inspector

Plumbing & Gas Inspector

Sealer of Weights & Measures

Visiting Nurses Association

BOARD OF HEALTH

The Board of Health employs Kendell Longo as Health Agent and Kristin Kwiatek as the assistant to the Board of Health Department.

Kendell Longo is a participant in the Massachusetts Public Health Emergency Preparedness, Region 3A of the Northeast Public Health Coalition and attends meetings which support local public health authorities in the development and expansion of their existing infrastructure by providing resources to be used as determined by the coalition for public health preparedness and response needs. Activities undertaken by the regional coalitions with these funds must be in accordance with the Critical Capacities outlined in the Cooperative Agreement, and would include:

- Preparedness planning and readiness assessment
- Surveillance and epidemiology capacity
- Communications and information technology
- Risk communication
- Education and training

In 2015/2016 Kendell commenced working behalf of the Town of Boxford with Topsfield and Middleton to develop a Tri-Town Regional Emergency Dispensing Plan. The primary role of government is to provide the welfare of its citizens. The welfare and safety of citizens is never more threatened then during disasters. The goal of emergency management is to ensure that mitigation, preparedness, response and recovery actions exist so that public health, welfare, and safety are preserved.

Although Boxford, Topsfield, and Middleton have their own individual Emergency Dispensing Site Plans, the Centers for Disease Control and the Massachusetts Department of Public Health are encouraging us to create regional plans in order to optimize the use of federal, state and local resources during an emergency. We acknowledge that this project is no small undertaking; however, if we can accomplish it, we will have developed the first Regional Emergency Dispensing Site in Massachusetts, which will serve as an inspiring example to other communities. This is a continuing and ongoing project.

Kendell also attends meetings and trainings with the Local Emergency Planning Committee, the Storm water Advisory Committee and the Health and Medical Coordinating Coalition.

Trash Collection: Under the ongoing contract JRM is collecting trash and recycling Boxford on the same two days of the week as previously experienced by residents. The twice yearly at-the-curb large item collection days continue. JRM provides an annual óshredding dayô for residents. This date coincides with óEarth Dayô clean up when residents bring in trash from roadsides. JRM brought a shredder into town and residents were able to bring boxes of their private papers to be shredded at no cost to the residents.

Household Hazardous Waste Collection: The annual Household Hazardous Waste Collection was held in November and residents brought their household hazardous waste to the collection site in the Masco parking lot. The household hazardous waste was packaged, shopped and disposed of according to legal requirements.

Organization: In May of 2016, Louis Kress retired from the Board of Health. The Board thanks Louis for her many years of service to the Board of Health. Alex Constan was re-elected. The Board of Health was reorganized late in May as follows:

Hans Jeppesen, Chair
Richard Taylor, Vice Chair
Rick Fahrner
Heather Forand
Alex Constan

Landfill Solar Field: In 2014, the Town approved the installation of a 4000 panel solar filed on the closed landfill off Spofford Pond Road. All power generated by the field would be directed to Town buildings and decrease the Townôs energy costs. The BOH has been involved with the design of the solar field and retained oversight of the field construction as part of its continuing monitoring of the landfill area. Construction of the solar field began in September 2016 and was completed in January 2017. During construction, the BOH with our landfill engineers, Weston & Sample, were on-site and monitored all phases of the project to ensure that construction was carried out according to the requirements set by the state DEP (Department of Environmental Protection), and to further ensure no damage occurred to the closed landfill cap. The solar field became operational in February 2017, and promises to provide a source of clean power for Boxford town buildings at lower cost.

Haynes Field Project Crumb Rubber Assessment: As part of the artificial turf sports field installation for the Haynes Field Project, the Board of Health assessed potential safety issues associated with playing sports on crumb rubber artificial turf fields. The health risk assessment focused on two main areas; 1) potential for heat stroke while playing on artificial crumb rubber fields due to the increased temperature in sunlight when compared with natural turf fields, and 2) potential acute and chronic human health risks associated with exposure to chemicals (primarily polycyclic aromatic hydrocarbons) found in the crumb rubber particles. The Board reviewed multiple articles on crumb rubber composition, temperature-dependent release rates, cancer risk assessment for the chemical components, and safety review articles. In addition, the Board conducted an analytical assessment of Haynes Field crumb rubber samples collected from the crumb

rubber batch prior to shipping from the manufacturer and also from the same batch once it had arrived and was stored on site in Boxford. After thorough discussions on the safety data associated with crumb rubber and the results of the crumb rubber analysis, the Board decided to allow the Haynes Field Project to continue with installation of the crumb rubber fields. Cautionary signs highlighting the safety concerns of the Board were created and will be placed around the field to notify players and spectators of the appropriate safety precautions.

Mosquito Borne Disease: A Board of Health (BOH) 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 2016. During 2016 there were no incidences of mosquitos testing positive for Eastern Equine Encephalitis (EEE) in Boxford. In addition, there were no incidences of West Nile Virus (WNV) in Boxford or surrounding towns. As a result, roadside spraying or barrier spraying was **not** conducted by NEMCD during 2016. During the peak mosquito season, Boxford remained at a ñLow probability of locally acquired Human diseaseò 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. While no roadside spraying was conducted in 2016, the BOH requested that NEMCD refrain from using Duet® and instead use Zenivex® an adulticide with fewer concerns. NEMCD agreed to comply with the Boxford BOH recommendation. NEMCD additionally works to maintain wetland areas and reduce non-native mosquito habitat such as trash in and nearby waterways. The option-out program which allows residents to option out of roadside spraying through a certified letter sent to the Town Clerk or by replying to a question on the annual town census card remained in effect through 2016.

Tick Borne Disease: The most prevalent tick borne disease in Massachusetts is Lyme disease; over 3,000 cases were reported in 2015, a historically high rate. Incidence rates are highest in children 5-9 years and adults aged 65-75 years. Other tick borne diseases such as Babesiosis (520 cases in 2014, a 24% increase over 2013) and Anaplasmosis (604 cases in 2014, a 84% increase over 2013) are also on the rise, particularly on the Cape. In Essex county during 2014 (the latest available data) the following numbers of cases of tick borne disease were confirmed: 319 Lyme, 32 cases of Babsesiosis and 41 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 43 boxes of Tuck Tubes at our cost.

	Title 5 review	Soils	Install renew	Hauler renew	Food Renew	Stable renew	Rec. Camps renewals	Well permit	DSCP (new)	DSCP (repair)	Trench Permits	Food re-insp	Copies	Tick Tubes	Fines	TOTALS
January	$600.00	$1,200.00	$600.00	$1,600.00		$10.00		$300.00		$150.00	$100.00		$23.00			$4,583.00
February	$525.00	$75.00	$200.00		$75.00	$120.00			$400.00	$250.00	$50.00		$11.00	$41.25		$1,747.25
March	$750.00	$75.00	$100.00	$100.00		$60.00		$300.00	$400.00	$150.00	$100.00		$15.00	$371.25		$2,421.25
April	$1,125.00	$975.00	$200.00		$250.00	$40.00				$100.00	$250.00		$30.00	$782.75		$3,752.75
May	$750.00	$525.00			$200.00		$75.00		$400.00	$100.00	$300.00		$39.00	$701.25		$3,090.25
June	$975.00				$350.00		$225.00			$200.00			$22.30	$123.75		$1,896.05
July	$1,050.00	$225.00	$200.00				$75.00	$100.00		$200.00	$150.00			$82.50		$2,082.50
August	$975.00	$450.00			$75.00			$200.00	$400.00	$450.00	$300.00					$2,850.00
September	$525.00	$300.00	$100.00					$100.00	$400.00	$200.00	$250.00		$3.00	$41.25		$1,919.25
October	$750.00				$100.00			$400.00		$650.00			$7.00			$1,907.00
November	$1,275.00									$100.00	$50.00					$1,425.00
December	$225.00	$150.00	$1,900.00	$800.00	$300.00			$200.00		$450.00	$150.00		$3.00	$41.25		$4,219.25
																$31,893.55

Boxford 01/01/16 — 12/31/16

LBOH Count - Events Per Disease and Classification in Jurisdiction

Report Time: 01/03/2017 12:42 PM

Attachment A

DISEASE	STATUS	NUM_CASES
Babesiosis	DISEASE_STATUS_CONFIRMED	2
Babesiosis	DISEASE_STATUS_PROBABLE	1
Babesiosis	DISEASE_STATUS_REVOKED	6
Campylobacteriosis	DISEASE_STATUS_CONFIRMED	6
Ehrlichiosis	DISEASE_STATUS_REVOKED	4
Giardiasis	DISEASE_STATUS_CONFIRMED	2
Haemophilus influenzae	DISEASE_STATUS_CONFIRMED	1
Hepatitis A	DISEASE_STATUS_SUSPECT	1
Hepatitis C	DISEASE_STATUS_CONFIRMED	1
Hepatitis C	DISEASE_STATUS_PROBABLE	2
Human Granulocytic Anaplasmosis	DISEASE_STATUS_CONFIRMED	1
Human Granulocytic Anaplasmosis	DISEASE_STATUS_PROBABLE	1
Human Granulocytic Anaplasmosis	DISEASE_STATUS_REVOKED	2
Human Granulocytic Anaplasmosis	DISEASE_STATUS_SUSPECT	2
Influenza	DISEASE_STATUS_CONFIRMED	7
Lyme Disease	DISEASE_STATUS_CONFIRMED	1
Lyme Disease	DISEASE_STATUS_SUSPECT	34
Mumps	DISEASE_STATUS_SUSPECT	1
Salmonellosis	DISEASE_STATUS_CONFIRMED	1
TB-LTBI	DISEASE_STATUS_CONFIRMED	1
Zika virus infection	DISEASE_STATUS_REVOKED	2

Query returned 21 row(s) in 1991 ms

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 2016 inspections: Over 125 properties were visited with 120 having livestock or poultry currently in residence. The following numbers were recorded: 181 horses, 31 ponies, 11 miniature horses, 13 donkeys, 68 goats, 55 sheep, 13 head of cattle, 3 llamas, 5 pet pigs, and 69 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 2016, 11 incidents involving domestic animals biting/scratching humans or domestic animals were reported. Ten day quarantines were completed without complication in 9 cases, 2 cases carry over into 2017. One case carried over from 2015 was also successfully released. One additional case was transferred to the town of permanent residence of the animal involved.

Animal Inspectors are required to investigate and issue quarantines in cases concerning possible rabies exposure to domestic animals. Eleven such cases were reported involving pet contact with a confirmed rabid animal, wounds of unknown origin, or exposure by proximity. Ten quarantines were completed without incident. One quarantine carries over into 2017. Two quarantines carried over from 2015 were also successfully released. Owners please keep all pets current on rabies vaccinations ï 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

Town Of Boxford
Office Inspections & Zoning

Robert M. Aldenberg, C.B.O.

ANNUAL REPORT
OFFICE OF THE INSPECTOR OF BUILDINGS

During 2016 there were a total of 1,059 permits issued by the Building Department. The Building Inspector conducted 682 inspections, the Electrical Inspector conducted 412 inspections, and the Plumbing/Gas Inspector conducted 245 and 242 inspections, respectively. The breakdown is as follows:

PERMITS	FEES COLLECTED	COST OF CONSTRUCTION
427 Building Permits	$226,700.00	$17,536,291.00
290 Electrical Permits	$39,084.00	
161 Plumbing Permits	$23,327.00	
181 Gas Permits	$17,900.00	
TOTAL FEES	$307,011.00	

I wish to thank the members of my staff.

Staff members:
Alternate Building Inspector - - - - - - - - - - David Harris
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 Measures generated the following fees in 2016.

1. Ingaldsby Farms, Washington Street, West Boxford	$18.00
2. Pailsey Farms, Washington Street, West Boxford	$12.00
Total Receipts	**$30.00**

Respectfully submitted,

Richard Zullo
Sealer of Weights and Measures

VNA CARE
2016 ANNUAL REPORT TO THE
BOXFORD BOARD OF HEALTH

OVERVIEW

VNA Care provided public health nursing services for the Boxford Board of Health. Service delivery provided in 2016 includes these elements:

1. Elder Health Clinics
3. Communicable Disease Follow-up
4. Publicity
5. Fire and Fall Prevention Program

ELDER HEALTH CLINICS

These clinics are free and open to residents age 60 and over. Run by VNA Care 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 VNA Care at **1-888-663-3688 ext. 1326.** The clinics are funded in part by the **Boxford Board of Health**, client donations, VNA Care funds and in-kind donations. Clinics are held three times monthly as follows:

Four Mile Village	1st Thursday	11:15am- 12:15 pm.
Four Mile Village	3rd Thursday	11:15am- 12:15 pm.
Boxford Senior Center	4th Wednesday	11:00am- 1:00pm.

2015 BOXFORD ELDER HEALTH CLINIC ATTENDANCE

# Clinic Visits	**# Participants**
4-Mile Village	135
Senior Center	41
TOTAL CLINIC ATTENDANCE	**176**

2016 INFLUENZA VACCINE ADMINISTRATION

Flu Vaccines
Flu clinics were held by Rite Aid.
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.

2016 BOXFORD COMMUNICABLE DISEASE FOLLOW-UP

Boxford Board of Health staff and VNA Care nurses use MDPHôs 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 23 confirmed, 4 probable, 38 suspect and 14 cases were revoked. The VNA did the appropriate follow up on all these cases (79 cases). All the cases listed in attachment A were monitored by the VNA until follow up complete or revoked by DPH. 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, and these cases are acknowledged through the MAVEN system.

Beverly Salate and Joan Fitzpatrick attended many programs sponsored by MAVEN in relation to communicable disease. MAVEN sponsored monthly webinar programs, which can be accessed at any time in their archived section.

Joan Fitzpatrick attended a two day training course in Jamaica Plain at DPH on June 1st and 2nd on Epi-Ready Team Training Foodborne Illness Response.

Infections	**Number**
Ehrlichiosis & Anaplasmosis	4 (all revoked)
Babesiosis	9 (2 confirmed, 6 revoked)
Campylobacter	6 (all confirmed)
Salmonella	1 (all confirmed)
Cryptosporidiosis	0
Pertussis	0
Legionellosis	0
Viral Meningitis	0
Varicella	0
Ehrlichiosis	0
Gardiasis	2 (confirmed)
Group B Streptococcus	0
Hepatits A	1 (suspect)MD follow up
Hepatitis C	1(confirmed) 2 probable MD Follow up
Human Granulocytic Anaplasmosis	6(1confirmed/2 revoked/1 probable/2 suspect)
Influenza	7 (MD follow up)
Listeriosis	0
Lyme Disease	1 (confirmed) 34 (suspect) MD follow up
Measles	0
Mumps	1 (suspect)
Pertussis	0
Shigellosis	0

TB-LBTI	1(confirmed)
Zika virus infection	2(revoked)

COMMUNICABLE DISEASE FOLLOW-UP YEAR END TOTAL 23

- **Tick-borne infections (Anaplasmosis, Babesiosis, and Ehrlichiosis)** totaled thirteen.10 were revoked as they did not meet the clinical definition for the infection.
- **Enteric infections** included Campylobacter and Salmonella which were seven in 2016. All were separate instances and no cluster found..
- **Lyme –** follow-up is conducted by the providers. There were 35 total cases. Of these, one was confirmed, 34 were suspect. VNA nurse continues to monitor these numbers for clustering and trends.
- **Influenza –** As of this report, there are seven confirmed cases of influenza from October 2016 through December 31, 2016.
- **Mumps – One case reported.**. Remains suspect.
- **Chronic Hepatitis** C (three cases-1 confirmed 2 probable) and **Chronic Hepatitis A:one suspect case**. Cases received follow-up by physicians. There were no acute cases of Hepatitis B this year.

- **FALL PREVENTION**

VNA Care and the Boxford fire department presented a fire and fall prevention program in the spring at the Council on Aging. It was a train the trainer program with 2 individuals being trained from the senior center. ***There was no cost to the Town for program implementation.*** Feedback was highly positive. VNA would be happy to provide this program in 2017, at the Boxford COA and/or the fire department as previous.

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.vnacare.org***.

Also, N. Faith Theokas has retired her per diem position with the VNA and we have replaced her with Karen Fletcher, who has extensive experience in community nursing.

Submitted by:
Beverly Salate RN, BSN
VNA Care Network
Director, Preventative Health
199 Rosewood Drive
Danvers, MA 01923
1-888-663-3688 ext. 5603

Planning & Environmental Protection

Agricultural Commission

Community Preservation Committee

Conservation Commission

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. These members are 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 Boxfordôs 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 three year appointments. The right to recommend further members of the Agricultural Commission is reserved by 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 recorded meetings, generally on the first Tuesday of the month at 7:30 PM. The public is welcome to participate.

The Boxford Agricultural Commission, this year, continued its focus to promote agriculture by maintaining educational topics in its meetings and special program presentations. Such topics included: invasive plant and animal species and how we can deal (or not) with them; pesticides: appropriate use and misuse; protecting our pollinators; management of the land we have acquired. For example, the Commission is pursuing a new State initiative called The Forest Stewardship Program. This is a cost-sharing program to manage woodlands for timber and wildlife. This year we met with the Selectmen and the Forestry Committee. Enthusiasm was dampened by funding. So the project is currently in limbo. We will continue to pursue this endeavor and funding.

Boxford Commissioners continue to be a statewide leader within the Massachusetts Association of Agricultural Commissions of which several members hold key executive positions and are a principal participant for Ag Day at the State House. Several members also were major contributors to the March Annual Meeting of the Massachusetts Association of Agricultural Commissions and also travelled statewide educating other commissions on municipal agricultural issues. This year, the MAAC conducted several statewide educational ñBootcampsò along with the Chief Apiary Inspector and the Pesticide Commission Director to address the problems of honeybees and other pollinators.

A commissioner also continues to advise the Commissioner of the Department of Agricultural Resources as a member of the Massachusetts Board of Food and Agriculture appointed by the Governor. Another Commissioner continues to be the Department of Agricultural Resources representative on the School Committee of the Essex Agricultural and Technical High School.

The Boxford Agricultural Commissionôs antique tractor display continues to grow in the Fourth of July parade. This year, the Commission in conjunction with Boxford Fire Department, sponsored a cookout behind the East Parish fire station with proceeds going to the Firemanôs Relief Fund. Also, the remaining unused food and beverages were donated to the Council on Aging (COA) for a party later in the week.

Respectfully Submitted

Randolph Johnson, Chair
Laura Sapienza-Grabski, Vice- Chair
Frank Di Luna, Esq
Louis Athanas
Charles Kornely

Associate members
Carol Johnson
Michael Smolak
Todd Hirshon
Dr. Changnong Liu

THE 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 Assessorsô office at 978-887-6000 ext. 141.

In 2016, Boxford received another round of matching funds from the state. Our grant of $176,823 was equal to 26.8% of the $658,200 we collected locally in Fiscal Year 2015 through the 3% CPA surcharge. The CPC is working with the state-wide Community Preservation Coalition to identify a source of CPA funding to support larger match amounts in the future.

At the Annual Town Meeting held May 10, 2016 the town appropriated $6,363 from the Undesignated Fund for seven signs and posts to be placed at various recreational fields in Town. The CPC also continued to monitor and approve payment on invoices for various ongoing projects during 2016.

At a Special Town meeting held on October 27, 2015 the town appropriated $4,557,904 in construction funds for the Boxford Common project. This funding included $2,471,853 from the CPC Undesignated Fund, $306,397 from the CPC Budgeted Reserve, and $1,250,000 in bonded debt supported by future CPC surcharge revenues. The Boxford Common project construction began in the fall of 2015 and continued through 2016 with the completion of a turtle habitat area, the first of two recreational fields, and associated site improvements. The Boxford Common project is expected to be completed in 2017.

The Committee: All CPC members serve for terms of one year, expiring in June. At Large members are appointed by the Board of Selectmen. Representative members are appointed by their respective Boards:
Peter Delaney, Chair, Boxford Housing Partnership Committee representative
Natasha Grigg, Conservation Commission representative
Virginia Havey, Historic Districts Commission representative
Angela Steadman, Planning Board representative
Barbara Jessel, At Large member
Steve Merriam, At Large member
F. Richard Shaw, At Large member
Vacant, 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 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 Commissionôs office is located at Town Hall, 7A Spofford Road, Boxford, MA 01921, and the telephone number is (978) 887-6000, extension 181.

The Conservation Commission administers several types of permit review processes under the Massachusetts Wetlands Protection Act and the Town of Boxford Wetlands Protection Bylaw.

Activities in 2016

2016 saw work continue on the Boxford Common community recreational project located off Middleton Road in the East Village. The Commission is very much involved in the monitoring of this complex project. The Commission is assisted in this task by a professional Environmental Monitor, who monitors general construction performance, and a Wildlife Specialist who oversaw the creation of turtle nesting habitat and who will monitor the habitat area in accordance with permit requirements.

The Conservation Commission is directly responsible for the management of 852 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 BTA/BOLT, Inc., for which the Conservation Commission is tremendously grateful. In 2016 volunteers working with BTA/BOLT, Inc. placed numerous trial signs at trailheads around town, as part of a project funded by the Community Preservation Commission. 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 Farm Bureau Land Preservation Foundation, Inc.

The management of selected conservation areas as agricultural land continued on parcels known as Haynes Field, Peabody Field, Mill Brook Farm Field, Hoveyôs Pond Meadow, Cargill Fields and Witch Hollow Farm Field. Licenses were issued in 2016 to selected individuals for agricultural use of these fields. All the licenses will expire on December 31, 2025.

The Conservation Commission continued to provide staff support to the Lakes, Ponds and Streams Committee (see separate report from this committee elsewhere in this Annual Report).
The Commission approved Determinations of Negligible Impact allowing two separate Boy Scout projects to proceed within Wetland Resource Buffer area. These consisted of a new trail signs at Wildcat Conservation Area, and a new hiking trail at Boy Scout Park.

In addition, the Conservation Commission worked with and provided assistance to other Town Boards and Committees, including the Planning Board, the Land Committee, and the Storm Water Advisory Committee.

The Commission contributed to the Townôs compliance efforts relative to its Phase 2 Municipal Separate Storm Sewer System (MS4) permit by distributing education and outreach materials, coordinating an elementary school seminar on watersheds, and hosting a presentation by the Ipswich River Watershed Association on water conservation, private wells and the on-going drought.

Conservation Commissioners and Staff

Peter Delaney was re-elected Chair of the Commission and Lana Spillman was re-elected Vice-Chair.

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, and Mark Mitsch as a liaison to the Lakes Ponds and Streams Committee.

The Conservation Commission staff consists of Ross Povenmire as Director of Conservation, and Judi Stickney as the Commissionôs Minutes Secretary. Leanne Mihalchik provides part-time clerical assistance.

Conservation Commission members (term ends): Peter Delaney, Chair (6-30-17); Lana Spillman, Vice-Chair (6-30-18); Frank DiLuna (6-30-17), Natasha Grigg (6-30-19), Alan Fowler (6-30-19), Mark Mitsch (6-30-19), Paris Beckett (6-30-18).

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 Boxfordôs 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 2016

Several continuing matters were addressed by the Committee during 2016 as well as new matters that touched various aspects of the Committeeôs charge. On a topical basis, these matters and associated actions included the following:

Middleton Road Culvert Replacement ï Committee members continued to work throughout the year assisting and coordinating activities in support of the replacement of the Middleton Road Culvert with a three or four-sided, embedded concrete culvert. The objective of this exercise is to improve wildlife passage while addressing a severe erosion problem caused by the repeated failure of this culvert during significant rain events.

Holmes Pond – With input from the DPW and pond abutters, the Committee prepared an specifications for a Pond Study and applied to the Community Preservation Committee for funding.

Earth Day ï Committee members engaged in cleanup activities at Baldpate Pond, Four Mile Pond, Stevens Pond, Spofford Pond and Stiles Pond.

Ponds of Boxford Booklet – The Committee completed its work on a booklet describing the 15 major ponds in Boxford, and published 30 copies for distribution. It is intended that the booklet be available for public use (and perhaps purchase) with a copies placed in the Townôs historical records.

COMMITTEE MEMBERS

The Committee membership was reduced in late 2016 and early 2017 with the resignation of Greg Murrer and Tim Smith. The Committee thanks them both for their valuable contributions, and invites anyone interested in joining the Committee to contact the Board of Selectmenôs office.

Brooks Tingle, Chair
Karen Melanson
(5 Vacancies)

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 early 2016, the Land Committee efforts were focused on the Leonhard Parcel on the North Andover/Boxford town line on Ipswich Road. The Leonhard brothers decided to remove the frontage access in Boxford from the proposal because of the large wetlands and rescinded the offer to Boxford. This resulted in a reduction in price for the negotiated CR to North Andover.

In early summer 2016, The Selectmen asked if we would give a recommendation about potentially acquiring a Georgetown Road parcel for town purposes. During review we looked at several factors including proximity to or contiguous with other town land, suitability for municipal needs including recreational use; ability to support a public drinking water supply, and historical significance. Ultimately the Committee determined that it did not meet the criteria and did not support pursuing acquisition.

Committee encourages landowners contemplating the sale of their property, a donation of their property, or the placing of a Conservation Restriction on 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 2017 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

The Boxford Permanent Building Committee (ñPBCò) 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 2015, the Permanent Building Committee oversaw several major projects that included the completion of the Aaron Wood project, the Boxford Common (athletic/recreational fields) Project, and the repair and replacement of the Spofford Pond School roof and windows funded through the MSBA Accelerated Repair Program.

For more than a year, the Permanent Building Committee worked closely with the Tri-Town School Administration and the architect, Gienappe Design on the interior and exterior improvements to the Aaron Wood Building which houses the Tri-Town School Administration offices. Change orders were carefully reviewed and offsets negotiated for work that did not comply with certain specifications in the contract. The $942,000 project was completed by the end of 2016.

Throughout 2016, the Permanent Building Committee oversaw the $4,557,904 Boxford Common project to build one synthetic turf and one grass field for the town. The project was approved at the October 2015 Town Meeting. The PBC worked closely with the project manager, Huntress Associates, to keep the project on schedule and within budget. Issues addressed by the PBC included installation of privacy fences for abutters impacted by the project, keeping Middleton Road clear of dirt and debris caused by work trucks going in and out of the site, installing signage to warn trespassers to stay off site during construction, the relocation of the turtle habitat in compliance with the NHESP DPW permit, the construction and installation of the bridge abutment and structure, monitoring of testing of crumb rubber used for synthetic turf field per Board of Health requirements, and coordinating with the Conservation Commission to secure approvals and ensure compliance with its permit. Under the supervision of RAD, the general contractor, work on the project has been proceeding ahead of schedule.

In 2016, the Spofford Pond School started the process to secure funding through the MSBA Accelerated Repair Program to replace and/or repair various roof systems, replace various window and door systems, upgrade and replace elements of the HVAC system and perform miscellaneous interior repairs associated with the roof, window and HVAC system renovations. The Spofford Pond School currently houses grades 3 to 6. The original building was constructed c.1962 with additions built in 1967, 1990 and 1996.

The PBC worked with the Tri-Town School Administration, Russo Barr Associates, Architect/Design Services and Netco, Owner Project Manager to prepare the required submissions to the Massachusetts School Building Authority, including the schematic design drawings that were due on December 21, 2016, towards maximizing reimbursement from the Commonwealth for the costs of the repair and/or replacement.

In 2016, the Permanent Building Committee welcomed the return of Chuck Adam to the Committee. We also want to express our appreciation for the contributions made by our architect and colleague, Miika Ebbrell, who left the Committee after her term expired on June 30th.

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
Robert Hazelwood, Clerk
Garth Tolman, Member
Scott Novack, Member
Chuck Adam, Member
Charlene Filippo, Minutes Secretary

PLANNING BOARD

Approvals Not Required
The ANR process allows for all lots with sufficient frontage on existing roads and which meet other conditions under the Zoning Bylaws to be approved without having to go through the subdivision approval process.

The Board reviewed two applications under the process of ñApproval Not Requiredò (ANR). Both applications were approved.

Subdivision Activity
Construction work continued on the Weathered Walls Subdivision (Sagamore Lane) and Pineridge Subdivision (Deer Run Road) throughout 2016. The Board voted to release a total of $65,200 from a tri-partite bonding agreement for the Weathered Walls Subdivision to reflect the satisfactory completion of selected portions of the project.

The Board released a Covenant Not to Transfer on lot #1 of the Budnick Way Subdivision.

There were no new subdivision applications received in 2016.

Zoning Board of Appeals
The Townôs 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 fifteen ZBA cases in 2016. A favorable recommendation was issued in all cases, although some recommendations were subject to conditions.

The ZBA cases included the co-location of a new antenna on an existing cell tower at Topsfield Road, recommended action in the case of overly long occupancy of temporary trailers in two different cases, and the recommended approval of a Variance for construction of a farmerôs porch closer than the required setback.

Driveway Permits
In 2008 a Bylaw was adopted to regulate the installation, construction and relocation of driveways. Normal maintenance, repair and repaving are exempt from the Bylaw.

In 2016 five driveway applications were reviewed by the Planning Board. A favorable recommendation was issued in four cases. The fifth case, relating to 81A Stiles Pond Road, is still under review.

Other Activities
The Board held three Scenic Road Act hearings for the removal trees and disturbance of stone walls.

The Board continued its work on the Municipal Facilities Master Plan in 2016, meeting several times each month in addition to the regularly scheduled Planning Board meetings. The Board worked with The Cecil Group (later acquired by the Harriman Group) to recommend a set of Master Plan goals for approval at May Town Meeting. These goals were adopted by vote at Town Meeting and formed the basis for a scope of work and an accompanying Request for Proposals the Board prepared over the summer months. Beginning in August, the Board formed a Municipal Facilities Master Plan Task Force and engaged the Harriman Group to assist in preparing a Targeted Municipal Facilities Master Plan for presentation and approval at May Town Meeting in 2017.

Board Membership
The members of the Planning Board are elected to five year overlapping terms of office as follows (term expires as indicated). Long-time Planning Board member Steve Merriam declined to run for re-election in 2016, and Ellen Nestervich was elected to his vacated position. Planning Board member Jeff Kruck resigned at the end of the year, and John Adams was appointed to fill the vacancy until June 1, 2017.

Bob Gore	Chair, Land Committee Representative (May 2020)
Chris Wise	Clerk (May 2020)
Ellen Nestervich	(May 2021)
Angela Steadman	Community Preservation Committee Rep. (May 2021)
Holly Langer	(May 2017)
Pat Canonica	ZBA liaison (May 2017)
John Adams	(May 2017)

Respectfully submitted,
Robert C. Gore, Chairman

SUSTAINABILITY COMMITTEE

The Sustainability Committee was formed in February, 2013, with a charter to help the town to reduce its energy costs and usage. We have undertaken a number of initiatives with the DPW in regards to energy efficiency within town buildings, but the main focus of the committee has been the development of a 1 MW Solar Array on the town's closed landfill. In May of 2104, at town meeting, the project was approved by a unanimous vote and we had our mandate to move forward. During March of 2015, we got the signed PPA and Lease agreement done with Borrego Solar, and PILOT agreed. We also received our interconnection agreement from National Grid. In May 2015 we received approval from DEP to move forward with an official closure permit and post closure usage permit for the landfill. We also received our special permit from the ZBA to move forward. As described in last yearôs report we hit a bump in the road when the State reached its Cap on Net Metering credits effectively stopping the project. Thankfully that issue was resolved in March 0f 2016 and we were back on track. After working through a number of last contract details including the Financing and the PILOT, we started construction in November of 2016. Construction was completed in January of 2107 and we expect to go live sometime in the spring of 2017.

Gregory Netland, Chair
Members: Marc Aronson, Keith Sampson, Joe Hill, Gary Martin

BOXFORD TREE WARDEN

The following is the article in the July 29, 2016 TriTown about our 10 year Tree City award:

ñThe Arbor Day Foundation in partnership with the U.S. Forest Service and the National Association of State Foresters awarded Boxford with their Tree City USA Award. The ceremony took place in June at the College of Holy Cross where several towns were given the award but Boxford received special recognition for reaching the 10 year milestone.

Tree Warden John Dold, who is also the town's Department of Public Works Superintendent, proudly accepted the award on behalf on the town, as he continues to do work on improving tree life in Boxford. Dold works with the DPW's Tree Department under the guidance of the board of selectmen as well as the planning board.

The town's tree department receives an annual budget of $80,000 a year which mainly goes toward tree removal and/or trimmings. "If there are diseased or dying trees that need to be removed, I make a list and bring it before the planning board at a tree hearing," said Dold.

Meets 4 criteria

Boxford has received this honor for the past decade because the town follows the four requirements outlined by the Tree City USA program. The town has a tree department, a tree-care ordinance, an annual tree budget and hosts an Arbor Day observance at either Cole or Spofford Pond School every spring. At the end of the Arbor Day ceremony, the children are always given tree seedlings to take home and plant.

This past year's Arbor Day celebration took place at Cole Elementary School. "I wanted to gear the ceremony towards the younger audience so instead of simply handing out the seedlings, we set up tables where adults gave the children river birch seedlings, soil, and a plastic bag to put it all in," explained Dold.ò

The annual Arbor Day celebration was held on May 12, 2016 outdoors at the Harry Lee Cole School. The special guest speakers were Selectman Peter Perkins, Selectwoman Mary Anne Nay, Brian Middleton Cox, Principal of Cole School, and Dan Mayer, owner of Mayer Tree Service. Second grade students Meryl Amaral and Michael Ellard helped Dan Mayer plant a pear tree on the campus by the Little Red Schoolhouse. At the end of the ceremony, River Birch Seedlings for planting were handed to each of the students.

Respectfully submitted,
John C. Dold, PE
Tree Warden

ZONING BOARD OF APPEALS

In 2016 the Zoning Board of Appeals case load remained steady seeing 16 new case filings, twelve (12) special permits, two (2) appeals of the Inspector of Buildings and two (2) variances.

The Zoning Board heard and granted five (5) special permits for accessory in-law apartments. Subject to the grant of a special permit, the Zoning By-law allows for attached accessory in-law apartments, not to exceed 1000 square feet in size or 25% of the gross square footage of the home in size, whichever is less, in single family residence districts.

Other special permit included, two (2) wireless facility applications, three (3) additions on non-conforming lots, one (1) for additional garage space and one (1) shared driveway.

The Board heard two (2) appeals of the Inspector of Buildings for the use of a trailer as living space exceeding one year without a special permit. These two cases were continued into 2017.

The Board also had two applications for variances; both were subsequently withdrawn by the applicant prior to the Board rendering a decision.

The Board was pleased to welcome Steve Merriam as an alternate member of the Board. Steve brings a wealth of knowledge to the Board, having served the town in many capacities, most recently as a member of the Planning Board. Barbara Jessel continues to serve as vice-chair and David Peterson as clerk. There are two (2) unfilled alternate vacancies.

Under the Zoning By-law the Planning Board provides a recommendation on each appeal, application or petition before the Zoning Board. The Board is pleased that Pat Canonica continues to serve as the Planning Board liaison to the Zoning Board. Robyn Holt continues as the Board's secretary.

The Board meets at 7:30 p.m. on the fourth Thursday of each month.

The Board has one case which continues to make its way through the U. S. District Court, Massachusetts District.

Varsity Wireless. LLC v. Town of Boxford

Varsity Wireless is challenging a denial of a variance and special permit to construct a monopine telecommunications facility at 12 Mortimer Road, under the Federal Telecommunications Act. The Town is represented by special counsel in this matter.

Respectfully Submitted,
Paula Lia Fitzsimmons, Chair
Board Members
Paula Lia Fitzsimmons, Chair
Barbara Jessel, Vice Chair
David Peterson, Clerk
Steve Merriam, 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

BOXFORD BORDER TO BOSTON RAIL TRAIL COMMITTEE

2016 was a quiet year for moving ahead with MASS DOTôs plans to construct a rail trail within the three towns of Boxford, Georgetown, and Newbury. We are waiting for National Grid to decide if the engineerôs wire measurements from ground to electric wires will meet OSHA standards followed by the drafting and signing of a 99 year lease from National Grid to permit these three towns and MASS DOT to finish the Border to Boston (BtoB) rail trail project.
A Public meeting will be held soon after completion of two strategic items: National Gridôs approval of the wire to ground measurements and the 25% level has been reached in the engineering design. The first section MASS DOT plans to build is from Route 97, Georgetown to Georgetown Road, Boxford.
While waiting, the Boxford rail trail committee has installed two kiosks at the Georgetown Road and Pye Brook Lane intersections with the rail trail (2015), maintained the rail bed by cutting brush and mowing, and signed the on-road ECG (East Coast Greenway) bike route.

In the meantime, BTA/BOLTôs Board voted to buy the Hemlock Road parcel for sale by Loren & Sally Wood. In 1990, Sally Wood gave oral permission to BTA/BOLT to establish a trail on this lot for the Bay Circuit Trail to avoid the dangerous stretch of road between the rail bed crossing on Kelsey Road and the entrance to the Kelsey Arboretum. Then this safer route was included in the BtoB rail trail route from Pond Street to Georgetown Road including the Bay Circuit Perimeter spur thru the Kelsey Arboretum. However, both trails became interrupted at their intersection here, necessitating purchase of the property to reconnect the trails.

Users of both these major trails, and generous friends of the Bay Circuit and BtoB rail trail rallied to raise private donations and support a successful auction at Lincoln Hall in December to raise the $270,000 needed to purchase theò Hemlock Junctionò parcel. Closing date: March 2017.

ñTHANK YOUò TO THE DONERS WHO MADE THIS SAFE CROSSING OF KELSEY ROAD AND TRAIL CONNECTIONS FOR TWO MAJOR TRAILS POSSIBLE.

BTA/BOLT is planning improvements to ñHemlock Junctionò with a dedicated trail thru this parcel, parking, rest area and improved access down the 4-5 foot slope at junctures of ñHemlock Junctionò and Kelsey Arboretum/Everest trail easement to rail bed.

Respectively submitted,

Nancy Merrill
Tony Brogna
Carole Davis
Steve Davis
Al Nierenberg
Peter Perkins
Mark Phelan

BOXFORD CULTURAL COUNCIL

The Boxford Cultural Council (BCC) is a community organization supported through funding from the Massachusetts Cultural Council, a state organization which disseminates over twelve million dollars annually to support and promote art/music, science, and the humanities locally. The BCC is made up of community members who vet and vote on grant applications submitted to us on an annual basis. We believe that a strong presence of the arts, science and humanities is essential to build a strong community and a thriving educational system. Our primary objective is to develop and fund projects that weave these elements into the fabric of our community. The BCC actively encourages local artisans, musicians, scientists, teachers and school organizations to submit grants for consideration to the Cultural Council.

The 2016 grant cycle gleaned 15 grant applications, of which 12 were funded. Among the council grants approved for the 2016 grant cycle, are the following:

- ñMinecraft Madnessò encourages and motivates children to create a brighter world through reading and imagination. Utilizing comedy, magic, improv and balloon art, Jim brings the characters from the popular video game to life. Over 20 volunteers participate in entertaining and team building activities at the Boxford Public Library
- ñMeet Julia Childò A live performance at the Boxford Public Library featuring "Julia Child" doing what she did best. The audience, as members of the "studio audience" will learn about Julia's life in a fun and exciting way and then get to see an original "French Chef" program. An edutainment comedy that's fun for all. After the performance, the cast will open up for a discussion of Julia Child
- ñRomeo and Julietò New Repertory Theatre will perform a 90-minute adaptation of William Shakespeare's "Romeo and Juliet" at New Hope Tutorials which includes study guides, a workshop, and an artist-led post-show discussion.
- ñHoliday Concertò The Carlisle Chamber Orchestra will perform at the Corey Auditorium in Carlisle with seasonal music for the whole family. There will be classical as well as popular repertoire, a sing-along, and a treat for the youngsters.

ñApple Magazinesò CREST produces 4 free annual publications showcasing the writing/art/music of students at Spofford Pond School among others. Appleseed (gr3-5) and Applesauce (gr6-8) are distributed free to an estimated 10000 readers in schools, libraries, senior/youth centers and both Boxford town stores. Schools use the magazines to recognize & inspire excellence in writing/art/music/photography.

To learn more about the Massachusetts Cultural Council, or apply for a grant, check out www.massculturalcouncil.org. There is an opening on the Council this coming year. We encourage Boxford residents to apply. We meet in the fall and winter as needed.

Boxford Cultural Council Members:
Sarah Arrigo 2018
Anna Barbieri 2018
Susan Arsenault 2018
Judy Miller Bailey 2017 Secretary
Judi Stickney 2019
Christine Barry 2019
Vacancy

COUNCIL ON AGING

During calendar year 2016 the COA has continued to grow not only in the numbers but in the number of services and activities provided .It remains the townôs focal point for the delivery of services to Boxfordôs population 60 and over and the disabled. Its mission is to support the independence of Boxfordôs senior citizens, advocate for their needs and enhance the quality of their lives in an atmosphere of respect for the older adult. We in the senior services field realize the importance of keeping our elders in their home and community not only for their benefit but for the good of the community as a whole.

The Council on Aging delivers quality services and programs that reflect the needs, programs, services and transportation to all residents over the age of sixty and serves as a resource for information to families, friends and neighbors who may find themselves caring for an older person. The monthly newsletter ñBoomers and Beyondô provides current information about services, classes and other programs and is delivered to all residences with a member over the age of 60.

The Outreach Program remains a vital link for older adults and family members who need assistance through the myriad of programs and services and in accessing the most appropriate services to enable an older adult to continue to live at home. We work closely with the Police, Fire Department, and Elder Services of Merrimack Valley on cases of mutual concern. Our Outreach program, continues to assist individuals with minor home repairs, the completion of benefit application forms, and in understanding the wide range of options available in health care, housing and senior services.

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. Boxfordôs seniors are the fastest growing segment of Boxfordôs 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. Our staff is currently being stretched to the breaking point, made even more stretched due to the outreach position going unfilled for a better part of the year. The Council has already reached a point where our staff and space are not adequate for the services being requested by seniors.

A study carried out last year for the COA Aging, by the Gerontology Institute University of Massachusetts Boston projected that Boxford seniors would represent over 30% of the total population by 2030. This and another study done in 2013 established that Boxford seniors are óaging in placeô and a survey showed that 74% of these responding intended on staying in Boxford through their retirement. We will do our best to meet the needs of this increasing senior population, but we cannot do so without more space and staff.

Over the past year the Board and staff, have devoted countless hours working on plans for the best location for the COA as well on working toward what is adequate size to fit our current needs. Hopefully our space needs will be met in the near future.

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. We also wish to thank the Friends of the COA , the Institution for Savings and the Boxford Fire Department for their sup[port throughout the year. To the many members of the community who have lent us their time and talents our heartfelt thanks.

The following are statistics for fiscal year 2016.

General Information:	30143 units of service
Meals on Wheels:	1720 units of service
Congregate Meals:	2484 units of service
Community Education:	1491 units of service
Transportation:	951 units of service
Health Services:	337 units of service
Fitness/ Exercise:	2253 units of service
Health Benefits Counseling	112units of service
Handicap Equipment:	290 units of service
Cultural Activities:	794 units of service
Social Events:	956 units of service
Intergenerational:	262 units of service
Outreach:	306 units of service

Respectfully Submitted,

The Council on Aging Board
Richard Taylor / Chairman
Richard Shaw / Vice Chairman
Judith Anderson / Secretary
Steve Harvey
Elizabeth Murphy
Suzanne Cox

Staff
Pam Blaquiere / Director
Elaine Spiro / Secretary
Jack Hawkswell / Driver

HISTORIC DISTRICTS COMMISSION

The Boxford Historic Districts Commission (HDC) 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 the Commissionôs continuing effort to make it easier for applicants to apply and go through the process of being granted a Certificate of Appropriateness, copies of the current Design Guidelines (revision/updating due in 2017) 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 town. 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 2016 we had a wide spectrum of hearings: from temporary signs for various community projects, a variety of restoration and renovation projects in both the Boxford Village Historic District and the Howe Village Historic District and exciting changes at Cleaveland Farm.

This year we regretfully accepted the resignation of Lisa DiLuna. We thank her for her valuable advice and many contributions to both Commissions over the last few years, especially as our legal representative. We wish her well with her many volunteer endeavors in the legal profession and in town.

At this time, the Commission has an opening for three new members: an architect, an attorney and an alternate member. 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 starting at 7:00 PM 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:
Wendy Perkins, Chairman
Virginia Havey, Vice Chairman
Andrew Gori
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

Nancy Merrill, a member of the Historical Commission, and a group of enthusiastic volunteers have graciously offered to plan for the renovation and restoration of the Little Red Schoolhouse. They are looking for funds, grants and hands-on volunteers to help complete the project. They met with the Community Preservation Committee in 2015 and are looking forward to working with the Permanent Building Committee in 2017

It is the hope of the Commission that Little Red Schoolhouse will become a ñwindowò 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 (CPC). Hopefully, two projects will on the Historical Commission agenda to present to the CPC in 2017 or 2018: the restoration of the Little Red Schoolhouse and the full inventory of the historic assets and dwellings in the town.

Inventory of Historic Properties

In 2017 the Commission 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. It is the hope of the Commission to obtain CPC funds for this long overdue project.

Cleaveland Farm

The Boxford Historic Districts Commission and the Boxford Historical Commission hold the preservation restriction on the Cleaveland Farm as set up by the Essex County Greenbelt Association. The property is being carefully restored by the new homeowner and we look forward to each new phase in the process.

Respectfully submitted,

Wendy Perkins
Chairman

Members:
Wendy Perkins, Chairman
Virginia Havey, Vice Chairman
Andrew Gori
Nancy Merrill

Honorary Members:
Brian Gregory
Susan Peterson

RECREATION COMMITTEE

THE BOXFORD PARK PROGRAM

The Boxford Park Program is run by the Town of Boxford, supervised by the Recreation Committee. For the summer of 2016, the Park Program ran 3 hours a day 9:30-12:30, on Tuesdays, Wednesdays and Thursdays, for 5 weeks in July, at Cole School.

- 399 Children Registered (365 in 2015)
- 49 Local High School and College Students Employed (40 in 2015)
- 55 unpaid interns and counselors-in-training

Certified teacher and Boxford mom Nancy Coughlin continued as the Park Director; Boxford parent Garbrielle Burnham was Assistant Director. This year we also hired a nurse: Briana Posanka, who is also the school nurse at Cole. And we hired an Art Director to organize crafts.

Other events for program participants:

- Certified CPR training for 20 counselors and CITs at Topsfield Fire Department.
- Orientation for park employees, including speakers about First Aid, Guidance, Legal Issues, and Police.
- 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, in which they brought the fire truck to the Cole playground and taught the kids how to put together the hoses.
- Tie-Dye Day, during which the kids were able to dye their own T-shirts
- Arts and Crafts Extravaganza
- Multiple days with inflatable water slides and jousting

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 2016 and maintains a positive balance going into 2017.

Planning is already underway for 2017. The Rec Committee and Personnel Board have approved hiring two additional Assistant Park Directors to supervise the large number of kids; these jobs are currently advertised on the Park website: www.parkprogram.org. Also, the application for counselor positions is available on the website; applications are already coming in.

Christina Eckert

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. Camp Steppingstone still takes care of most if not all of the routine maintenance.

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.

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.

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.

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. This coming year, the official Boxford Memorial Day activities will be in the West Village.

John Rowen and the BAA (Boxford Athletic Association) organize the Annual July 4th Parade and the Jennifer Tinney Road Race. This year, the 4th of July falls on a Tuesday.

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.

Respectively submitted,

Jim Gikas

John Rowen

Christina Eckert

Paige Andrews

RECYCLING COMMITTEE

Our comprehensive Recycling Program in Boxford continues to flourish. In 2016 our town recycled approximately 39**%** of our trash. DEP who used to calculate each Townôs 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. Motor oil and oil filters may only be dropped off on the **first Saturday of every month between 8 AM and Noon.**

Our Town applied for and received a recycling grant from DEP for $5,550 which the Recycling Committee will be deciding what projects can be funded within the grant guidelines.

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 thirtieth annual Household Hazardous Waste collection day with the towns of Topsfield and Middleton in November. **Our 2017 HHW collection will be held on Oct. 28th.** Residents are urged to take advantage of this opportunity to properly dispose of any household toxic product.

Through an agreement with the Town of Topsfieldôs Road Commissioners, Boxford residents continue to have access to Topsfieldôs 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 Topsfieldôs 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.

For easy access to timely recycling information residents can visit the Townôs website's recycling pages at www.town.boxford.ma.us. Check out www.freecycle.org. Remember to ñBuy Recycledò: buying recycled products is critical to making recycling cost-effective for our town by creating markets for the materials we collect.

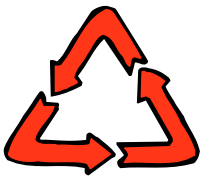
Please find below the total amount of materials recycled in Boxford during calendar year 2016

MATERIALS	TONS		UNITS
Mixed Paper & Cardboard	578		
Commingled	468		
(Plastics #1, #2, #3, #4, #5, #6 #7; Glass; Aluminum cans; Tin cans)			
TOTAL CURBSIDE	1046		
Corrugated Cardboard	88	Tires	127 car
Scrap Metal & Appliances	45	Auto Batteries	33
Computers/TV	13	Motor Oil	1400 gallons
Recycle That (books & textiles)	3	Oil Filters	1 (55-gal)
Salvation Army bins	5	Propane Tanks	42 tanks
EST. DROP-OFF	154		
Combined Tons Diverted(Recycled)	1200		
Disposed Trash	1906		
Estimated Diversion Rate	39 %		

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 2ô x 2ô 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.

Drop-Off Recycling Center

Located behind DPW Garage, 7 B Spofford Road
12/31/2016 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, home made tapes, Encyclopedias,
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, Printers *Fee: $30 ï up to 31 inch $40 ï 32- 46 inch $50- 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.

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 31 inches	$30.00
32- 46 inches	$40.00
47 & over,Console	$50.00
Monitors	$10.00
CPUs	$ 5.00
Printers	$10.00

VETERANS SERVICES
BOXFORD/NORTH ANDOVER 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 and Thursday 8:00 to 4:30, Friday 8:00 to 12:00 noon

Office (978) 688-9525 or for urgent matters, mobile (978) 807-7286, or e-mail at gmaguire@northandoverma.gov

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 FY2018 total $ 72,683.62. The Town of Boxford apportionment for salary and office expenses total $ 16,426.50 with an additional $ 14,760.00 being paid out for emergency / financial assistance with 75% of this expenditure being reimbursed by the Commonwealth of Massachusetts.

Enhancements: To help offset the increased demand for benefits and services we obtained a part-time office administrator to provide 19.5 hours per week of invaluable administrative service.

NORTH ANDOVER / BOXFORD VETERANS SERVICES DISTRICT BOARD MEMBERS:

Gerard Maguire	Alan Benson	Andrew W. Maylor
District Director of Veterans Services	Boxford Town Manager	North Andover Town Manager

Are you a veteran or a widow(er) of a veteran?

Is your income less than $ 1,915.00 per month (single applicants) with cash assets below $5,000.

Married Veterans, is your combined income below $2,585.00 month & cash assets below $9,800.

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 2016 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 2016 are as follows:

Boxford Village Cemetery Georgetown Road East Boxford Village	117	Brookside Cemetery Main Street West Boxford Village	722
Harmony Cemetery Ipswich Road	39	Mt. Vernon Cemetery Mt. Vernon Road	111

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, (4) at Killam / Curtis Cemetery behind Masconomet Ball fields and (1) Col. Thomas Knowlton Memorial at West Boxford Historical Society Building.

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
www.BoxfordCableTv.com

Boxford Cable Access Television Corporation, Inc (BCATv) is a registered 501(c)(3) non-profit public charity, which currently operates 3 local cable television stations accessible by the residents of Boxford.

In September, we added an Education channel, so our channel lineups are:

- Public Access Comcast: Ch 8 Verizon: Ch 45
- Government Access Comcast: Ch 22 Verizon: Ch 39
- Educational Access Comcast: Ch 99 Verizon: Ch 40

We have recently replaced our 7-year-old video server and 10-year-old transmission equipment with state of the art electronics that provide significantly improved picture quality on HD flat panel televisions. This equipment also allows subscribers to view our channels live or on demand anytime / anywhere over the internet in High Definition using a computer, tablet or smartphone. The Community Bulletin board can also be streamed live from our website. These features were the top requests in the 2 most recent town cable TV surveys that went out with the 2015 and 2017 census forms.

During 2016 we videoed and broadcast over 270 public meetings that occurred at Boxford Town Hall and other meeting venues. Lance Cluster, our Government Access Coordinator, always manages to get as many meetings as can be recorded for playback during the week and uploaded to the web so they can be viewed online 24 hours per day at our website: **www.BoxfordCableTv.com**.

Our staff of 30 paid interns ranging from students 11 years of age to college age, plus residents enjoying retirement, videoed 379 local events in 2016. These events reflect each videographerôs interests, such as music, sports, lectures, parades, school events, etc.

This year we expanded the use of multiple cameras at concerts to give a more professional look. A majority of the 33 concerts were videoed using 3 to 5 cameras, including the 10 concerts at the Salem Jazz and Soul Festival in August, when we partnered with Salem Access TV.

We also aired over 150 religious services donated by local Boxford and Topsfield houses of worship, and another 460 plus videos produced at no charge to BCATv by other cable stations and producers on various subject matters of interest to our cable subscribers.

BCATv has extended our contract with the Town of Topsfield to manage the Topsfield Cable Access Media (TCAM) station for an additional year. BCATv has been providing 24/7 programming as well as live coverage of select government meetings. All additional

costs related to this contract were paid for by Topsfield plus Topsfield shares approximately half of the cost for BCATv produced Masco and concert events that are broadcast in both towns.

Jonathan Rivers, our Public Access Coordinator, plays a key role in scheduling the TCAM channel and making sure Topsfield Selectmen and School Committee meetings are broadcast live and recorded. He also maintains the BCATv event schedules, monitoring and loaning equipment, videoing in-studio events, and keeping our studio at 256 Georgetown Rd operational.

Once again BCATv participated in the Masco Senior Internship program, which runs for the 5 weeks following April school vacation. This Masco program is intended to give Seniors a real world working experience of their choosing. We sponsored seniors Laura Anderson, Julianna Laverdiere, and Alec OôBrien from Boxford and Garrett Bampos from Middleton. Each worked on independent video projects using our video cameras and editing equipment. Jon Rivers was their on-site mentor.

We became aware of ongoing video production classes being offered at Spofford School by teacher Samantha Kosakowski using a green screen with an iPad to record the video. These classes are part of the curriculum for 6th grades students and after school activities. After talking with her we discovered that there were severe audio issues with the iPad.

Our board voted to spend approximately $9,500 to equip the Spofford Media center with 3 video cameras, a 4-channel audio mixer, lavalier mics, some basic lighting, a spare green screen tarp, video monitors, and a TriCaster Mini video editing computer that superimposes professional virtual sets like what you would see on a CNN type news show. During the summer, we held a training session sponsored by the vendor so that Jon Rivers, Brad Sweet, and Samantha Kosakowski could learn how to use the TriCaster Mini. At the Spofford Halloween event, the green screen was setup in the gym and students could see themselves in a virtual set. This equipment is now a vital part of Spoffordôs video classes.

Using proceeds from ongoing DVD sales, we established a scholarship fund for graduating seniors who have made significant contributions to BCATv over the years. This year we awarded a $500 scholarship to Laura Anderson of Boxford and to Baxter Demers of Topsfield for their contributions to BCATv over the past 3 years.

One final note ï Brad Sweet resigned from the BCATv Board at the end of 2016 to accept the paid position of General Manager and Controller of BCATv.

Respectfully submitted,

Rick Rivers, President and Melissa Scheirey, Vice President
Boxford Cable Access Television Board of Directors

BTA/BOLT, INC.

The Boxford Trails Association/Boxford Open Land Trust is an all volunteer private, non-profit organization dedicated to preserving and protecting natural and aesthetically pleasing important lands and wildlife habitat, including fields, forests, wetlands and trails to preserve the nature of Boxford.

BTA/BOLT board members and volunteers monitor many land parcels and maintain the extensive Boxford trails system. Tax deductible contributions and member dues support BTA/BOLT, INC.

One of BTA/BOLT's most significant achievements in 2016 was to raise $270,000 to purchase a small lot at 27 Hemlock Road (in 2017) which is at the corner of Hemlock and Kelsey, making it possible to have a connection from the current National Grid pathways from Pond Street on to Georgetown Road and beyond. This is the "junction" of the Bay Circuit Trail, National Greenway and Border to Border, as well as making this a great connection for local hikers and cyclists. Part of the Trail goes through the Kelsey Arboretum, a hidden jewel of shrubs and trees. We plan to hold an opening sometime late this summer, 2017 and christen Hemlock Junction! We are grateful to all our members and friends who made this possible!

We applied for, and got a large grant to help us re-build the destroyed bridge at Lowe's Pond and we also hope to get some funding for a bridge at Nason's 46 acres to make access easier.

We continued putting up signs on Town property and on our own. These signs have been well received.

Please become a member, check out our website for various activities; we are planning some new ones this year.

As usual, many townspeople participated in our various events, such as our Annual Meeting. This year, on May 11, Wayne Castonguay of the Ipswich River Watershed Assoc. will be our speaker. In 2016 we organized our Dog Show, Horse Show, Trail Ride and Annual Pumpkin Hunt. We conducted almost weekly walks not just in Boxford, but in surrounding towns as well. We offer our Guide to Walks in Boxford and other publications at our booths at the Apple Festival and Winterfest, as well as at the CO-OP, Paisley's and Butcher Boy, among others; and they are available on our web site: *www.btabolt.org*, as is our quarterly publication, the ACORN - by mail and on line.

Please join us, support us, and take part in our activities!

Natasha Grigg, President
Angela Steadman, VP Acquisitions
Nancy Merrill, VP Trails
Dave Ingalls, Treasurer,
Nancy Walker, Secretary
Bonnie Lucas, Barbara Shade, Chris Delaney, Catherine Wallace, Dennis Pyburn, Allison Chase, Stephen Davis, Priscilla Welch, Jeff Hixon, Richard Tomscyk, Beverly Ingalls, Jessica Grigg, Judy Gore

HAWC Fiscal Year 2016 Report to Boxford

Founded in 1978, the mission of HAWC (Healing Abuse Working for Change) 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 family shelter, individual advocacy, support groups, court advocacy, a Parent-Child Trauma Recovery Program, family law and immigration law, and community outreach and education.

With hubs in Salem, Gloucester and Lynn, an office at North Shore Medical Center, and our emergency shelter program, HAWC is a resource to the communities we serve and the people living within them.

FY16 Highlights

- HAWC leadership finalized its strategic plan in 2015, which will provide clear direction for the agencyôs growth and evolvement over the next three years.
- HAWC is collaborating with North Shore Elder Services on a project to enhance our response to elder abuse cases throughout the North Shore.
- We have partnered with New England School of Law, the students of which will provide pro bono legal services to HAWC clients.
- The Massachusetts Office for Victim Assistance (MOVA) awarded HAWC with a SAFEPLAN grant, increasing our presence in the North Shore courts.

FY16 Outcomes

- 1,357 individuals called our hotline a total of 2,435 times for information and support
- 531 individuals received one-on-one advocacy
- 67 people attended a total of 340 support group meetings
- 38 families received counseling through our Parent-Child Trauma Recovery Program
- 1,430 clients received legal assistance
- 76 high-risk cases were reviewed for on-going safety planning to prevent homicide.
- 39 individuals entered into HAWCôs Emergency Shelter

- 91 clients received services through our partnership with North Shore Medical Center.

The data below details the number of Boxford residents who accessed the following services in FY16:

- Total number of clients served: 4
- Hotline: 3
- Individual advocacy: 1
- Legal advocacy: 1

BOXFORD HISTORIC DOCUMENT CENTER

CELEBRATING 40 YEARS OF DOCUMENTING BOXFORDôS HISTORY

Forty years ago the United States celebrated the Bicentennial of the American Revolution. Like many other communities across the country, Boxford celebrated extravagantly in the years leading up to July 4, 1976. Town activities included festivals, a colonial-dress ball, historic concert, golf tournament, the first Grand Illumination, and a two-week visit by 72 residents of Boxford, England. Beyond the festivities, however, the Bicentennial Commission wanted a lasting legacy for the town - a historic center to gather and provide copies of old records, newspapers, maps, and other historical data.

The Boxford Historic Document Center is located in West Boxford Village, in the little brick building next to the Second Congregational Church. In the past forty years, the collection of historic materials held by the BHDC has expanded dramatically. In addition, the Document Center continues to collect contemporary material, reflecting what Boxford is like today. Itôs easy to forget how quickly present day activities become part of a communityôs tradition and history!

What can you expect to see at the Boxford Historic Document Center? Our collection relates to the history of Boxford, and the people, organizations, places and houses associated with the town. It includes papers of old Boxford families, as well as information about people living in town today. Since the mid-19th century Boxford has been a community with many social organizations and clubs. Imagine what you could learn about life in Boxford by looking at the records of the Natural History Society, the Boxford Oratorio Society, or the West Boxford Raquette Club. We hold the business records of Charles Chaplinôs sawmill and material relating to Kelsey Highlands Nursery. In addition there are historic and modern maps and plans, photographs, postcards and other images, along with copies of local newspapers, and an extensive reference library.

The Document Center has also been able to offer secure archival storage to community organizations to ensure the preservation of their records. Among these are First Church Congregational and the Second Congregational Church, the Boxford Village Garden Club, BTA/BOLT, several cemetery associations, the Grange, the Boxford Horticultural Society, and the Boxford PTO. Obsolete town records have also been added to the collection.

The Center is always looking to acquire new collections. Materials do not need to be ñoldò or ñvaluableò 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.

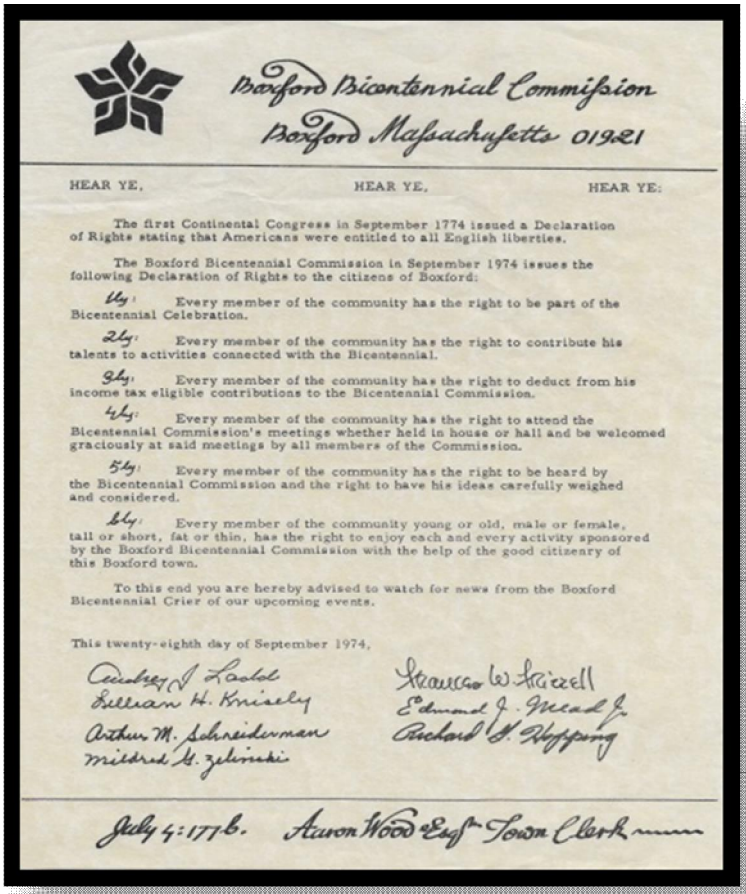
Last year over 70 curious people, including students, genealogists, historians, and residents, visited the BHDC. Many friends joined us for our 40th anniversary celebration on October 22, with an open house, locally-sourced dinner, and a program examining Boxfordôs

agricultural heritage. The Document Center also hosted an open house in December in conjunction with the West Boxford Winter Fest.

The Boxford Historic Document Center is open for researchers and visitors on Wednesdays, from 9 until 4, and Wednesday evenings, 7 to 9. 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. Please call 978-352-2733 with any questions.

Martha Clark
Archivist

The Document Center opened to the public on July 4, 1976. Here Dick and Edith Hopping talk with Gordon Price at the opening celebration.



Boxford Bicentennial Commission
Boxford Massachusetts 01921

HEAR YE, HEAR YE, HEAR YE:

The first Continental Congress in September 1774 issued a Declaration of Rights stating that Americans were entitled to all English liberties.

The Boxford Bicentennial Commission in September 1974 issues the following Declaration of Rights to the citizens of Boxford:

1st: Every member of the community has the right to be part of the Bicentennial Celebration.

2nd: Every member of the community has the right to contribute his talents to activities connected with the Bicentennial.

3rd: Every member of the community has the right to deduct from his income tax eligible contributions to the Bicentennial Commission.

4th: Every member of the community has the right to attend the Bicentennial Commission's meetings whether held in house or hall and be welcomed graciously at said meetings by all members of the Commission.

5th: Every member of the community has the right to be heard by the Bicentennial Commission and the right to have his ideas carefully weighed and considered.

6th: Every member of the community young or old, male or female, tall or short, fat or thin, has the right to enjoy each and every activity sponsored by the Boxford Bicentennial Commission with the help of the good citizenry of this Boxford town.

To this end you are hereby advised to watch for news from the Boxford Bicentennial Crier of our upcoming events.

This twenty-eighth day of September 1974,

Audrey J. Laabs
Lillian H. Knisely
Arthur M. Schneiderman
Mildred S. Zelinski
Frances W. Harrell
Edmund J. Mead Jr.
Richard N. Hopping

July 4: 1776. Aaron Wood Esqr Town Clerk

An early announcement from the members of the Boxford Bicentennial Commission urged residents to become involved in the Commissionôs activities.

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49 Main Street Topsfield MA 01983
(978) 887-6512 www.tritowncouncil.org

December 15, 2016

Boxford Board of Selectmen
Boxford Town Hall
7 Spofford Road
Boxford, MA 01921

Dear Boxford Selectmen,

We are pleased to enclose a summary of programs, services and initiatives undertaken by Tri-Town Council during Fiscal Year 2016.

Tri-Town Council is proud to have served the communities of Boxford, Topsfield and Middleton for nearly five decades. Annually we work with thousands of youth and families providing parent education, youth programs, professional development, prevention services, after-school enrichment and various types of family and community 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.

Over these many years, TTC has become a community mainstay working with Masconomet Regional School District, Tri-Town Elementary School Union and many community partners. We are laser focused on social and emotional well-being; working with our partners to build the important assets that all youth need to support and empower their healthy choices, self-esteem and resiliency through childhood, adolescence, growing into responsible, caring, resilient adults.

Today Tri-Town Council continues to support the evolving needs, concerns and priorities of the community and its stakeholders through cooperation and collaboration with our schools, parents, youth, law enforcement, public health, community organizations, legislators and many local and regional resources.

We deeply appreciate the support from the Town of Boxford whose residents voted to provide Tri-Town Council with $29,614 in FY16. Municipal Funding contributions from Boxford, Topsfield and Middleton represent a significant portion of Tri-Town Council's annual operating budget. This funding is vital to the financial health and organizational stability of Tri-Town Council.

Thank you for your continued support of Tri-Town Council and for partnering with us in this important work for our youth and our community.

With gratitude,

Zillie Bhuju
President, Board of Directors

Lisa G. Teichner
Executive Director

***Board of Directors**: Board of Directors: Zillie Bhuju, President; Susan Fowler, Treasurer; Alison Giacchino, Secretary; Emily Collins; Marise Stewart; Jane Pappas; Stacie Bloxham; Susie Read; Johanna Bernard; Laura O'Connor; Mary Dodge, Past-President*

***Advisory Board**: Chris Rothman, Boxford; Sally Dahlgren, Boxford; Sue Block, Boxford; Jeanne Richards, Boxford; Rhonda Fogel, Middleton; Rodney Pendleton, Middleton; Donna Davis, Middleton; Dana Webster, Topsfield; Leslie Levenson, Boxford; Mark Landgren, Topsfield; Jan Pazar, Boxford; Diane Frampton, Topsfield, and Robin Wildman, Joan Murphy, and Adam Thurlow Masconomet Regional School District*

IRS Tax # 23-7130785

TRI-TOWN COUNCIL
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TRI-TOWN COUNCIL ANNUAL REPORT
FY 2016
Supporting Tri-Town Youth and Families since 1968!

WHO WE ARE: Serving and supporting youth and families for nearly five decades, Tri-Town Council (TTC) is laser focused on providing programs and services which ***support* and *empower*** youth to make healthy and safe decisions and to provide parents/guardians, educators and community members the tools and strategies needed to support youth in effective, positive and impactful ways.

Each year we offer a variety of mission-driven programs and services including youth leadership, parent education, professional development, prevention services, after-school enrichment and various types of family and community support. Established in 1968 and originally named the *Tri-Town Council on Drugs,* TTC was organized by concerned citizens to address underage youth drug and alcohol use. This grassroots effort has evolved over the years to become a vibrant community mainstay centered on ***positive youth development***.

Our work is guided by the **Developmental Assets Framework**. Developmental Assets are 40 research-based, positive experiences and qualities that influence young people's healthy development, helping them become caring, responsible, and successful adults. Grounded in the tenets of positive youth development and rooted in prevention research, the Developmental Assets framework is widely used in the United States and, increasingly, around the world in support of the health and well-being of youth.

Tri-Town Council (TTC), a 501c3 not-for profit organization proudly serves the communities of Boxford, Topsfield and Middleton.

HOW WE DO OUR WORK: We achieve our annual programming goals as a result of strategic collaborations with a host of community partners including Masconomet Regional School District, Tri-Town Elementary School Union, town health departments, town police departments, faith-based organizations, and mental health professionals among others to provide social/emotional wellness, service-learning, leadership, enrichment and recreational programs for youth; parent/guardian education, workshops and family support; and professional development opportunities for our educators. *It is as a result of these partnerships that TTC, whose small staff of employees (2.75 FTEs), is able to accomplish our ambitious goals each year reaching thousands across the tri-town community.*

TTC is relies on the financial support from the Towns of Boxford, Topsfield and Middleton along with hundreds of individual donors; community and family foundations; and corporate and institutional grants, which together make our work possible.

OUR IMPACT: In the 2015-2016 program year, TTC's efforts reached thousands of youth, parents and educators with more than 100 educational, enriching and empowering programs and workshops including alcohol & drug prevention education for youth and adults; community conversations focused on the Youth Risk Behavior and Adult Perception Surveys looking at the data and the positive norms which prevail; Developmental Assets workshops for youth and adults; programs which focus on adolescent anxiety and depression, conflict resolution and raising resilient teens; youth leadership workshops; a peer mentoring; after-school enrichment; and substance-free events among others.

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CORE PROGRAMS

- **The Coalition -** established in 2010, *The Coalition* continues to expand its activities and reach. This TTC program is a community-wide partnership which includes our schools, law enforcement, public health, mental health professionals, faith-based, youth and parents. This program is TTC's directed focus on reducing and preventing substance use among tri-town youth. *The Coalition* provides local coordination, collaboration, education and advocacy towards the ultimate goal of reducing youth substance use ensuring and sustaining a healthy tri-town community for all. Activities include data collection/dissemination, substance-free activities, information/education campaigns, youth engagement and advocacy.

- **Horizons After-School & Summer Enrichment -** Horizons is available to K-6 elementary school children in Topsfield and Boxford during the academic school year and to all Tri-Town K-6 residents during the summer. Classes, taught by experiences adults, may include art, science, physical activity, Lego Engineering, sewing and nature workshops. Horizons is offered in 4, 6 and 8 week sessions during the fall, winter and spring; weekly during the summer; and includes a 6 week ski program for Boxford students at Bradford Ski. Community service opportunities are available for high school youth. Programs are held at the elementary schools right after dismissal during the school year. During FY16 over 500 Tri-Town youth participated in Horizons.

- **TTC High School Youth Council** – Led by high school youth and facilitated by our Youth Program Coordinator, the TTC HS Youth Council engages in fun social activities, leadership opportunities, participates in community service programs and supports special projects such as 6th Grade Fun Night.

- **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 youth group engages in fun social activities, community service opportunities, leadership development, special programs and projects.

- **All-Night Graduation Party -** Tri-Town Council sponsors and coordinates this annual event with the input and support from parents of Masco Seniors. This event, run since our inception, takes place the night of graduation with approximately 80% of seniors participating and is chaperoned by parents of juniors and TTC staff. The graduates enjoy a full night (9PM-7AM) of fun activities and food with buses transporting them to each location (kept secret from the seniors) keeping them safe on a high risk night. Almost 300 graduated seniors (our biggest group ever!) and 40 chaperons participated in the 2016 event.

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- **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 and being exemplary role models to peers during their high school years**. The 2016 recipients were Kelly Baker (Topsfield), Madison Hughes (Middleton) and Lily Pearsall (Boxford).** FY16 marks the 6th year these scholarships have been awarded. In FY16 TTC awarded $750 to each recipient.

- **Project Safety Net 24/7 Helpline – Counseling** provided 24/7 via telephone and text access to a licensed mental health counselor**. Project Safety Net** is used by both parents/guardians seeking advice or guidance regarding issues with their children, and youth in need of someone to talk to as well as concerned community members for information, referral/crisis counseling.

- **Tri-Town Community Resources for Families in Need -** Tri-Town Council with local community and school 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. TTC and the Masconomet School Health Council (SHAC) provide a comprehensive list of local resources, regional and state resources to include mental health, substance abuse, food/fuel assistance, safety and more. This resource list is accessible on-line and in print. TTC also works with schools and local agencies to facilitate support for tri-town families in particular need during the November/December holiday season.

- **Youth Risk Behavior Survey (YRBS) –** the YRBS is a data collection tool which focuses on the major risk behaviors that threaten the health and safety of young people. This tool is used across the state and nationally to assess youth behavior and perception. Administered biennially to Masconomet middle and high school youth, the anonymous survey includes questions about alcohol, tobacco, marijuana and other drug use; bullying; depression; stress; sexual behaviors; dietary behaviors, physical activity; and behaviors associated with intentional or unintentional injuries. Data from the survey provides accurate estimates of the prevalence of risk behaviors and perceptions of use among Masconomet middle and high school youth. This information is used to inform health education and risk prevention programs within the schools and community. The next YRBS will be administered in November 2016. During the 2015-2016 program year, TTC held a public Community Conversation to present survey findings from the 2014 administration which was followed by data presentations to all three town Boards of Selectmen and Boards of Health. In addition, data was presented throughout the year to various other stakeholders including youth, parents and educators. The data is used to inform our programming, in particular our Positive Community Norms initiative. Executive summaries of all YRBS administered to date are available on our website www.tritowncouncil.org/coalition.

- **Adult Perception Survey (APS) –** conducted biennially since 2011 and implemented by TTC with the support of our Coalition partners, this survey asks tri-town adults (parents, teachers, administrators, law enforcement, clergy, business owners as well as any other adult vested in the local community) 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.

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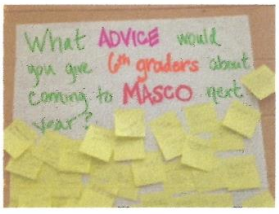
In 2015 more than 500 adults participated offering us an insight into areas of concern as well as perceived alcohol and drug abuse among tri-town youth. This information was also presented to the community in conjunction with the YRBS survey data. Executive summaries of all APS administered to date are available on our website.

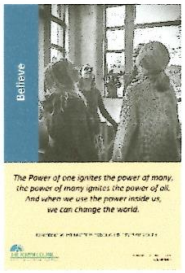
ENRICHMENT PROGRAMS & WORKSHOPS (Youth, Parent, Community)

Youth Workshops/Activities



- **TAG-IT Tuesdays** – Opportunities in the Middle School for youth to 'shout out' on a particular topic; Tag-It's spark discussion on various topics and give youth a chance to be heard on specific issues in an engaging and unique way. *What will **you** do to create a safe school, community and online environment? How will **you** support students who are being bullied?*

- **Massachusetts Conference for Women (Young Women's Program)** Tri-Town Council, for the fifth year, secured sponsorship for Masco HS youth and adult chaperons to attend this annual event in December which focuses on leadership, self-esteem and empowerment. In 2015 our attendees were sponsored by State Street Bank.



- **PhotoVoice** – This program, run since 2012, encompasses both a photographic and written component on a chosen topic. Volunteer assistance is provided by community members. The 2016 topic was **"Exploring What Matters Through the Eyes of Youth".** Projects were unveiled at TTC's Annual Meeting and at a reception at Masconomet. They are displayed at town libraries at various times during the school year.

- **Open Gym Nights for Middle & High School Youth** – run by Tri-Town Council for Middle and High School youth on select Saturday evenings during the winter months from November-March and hosted by Masconomet in the Field House, Open Gym is a free, supervised drop-in program for Masco teens. Activities include basketball, floor hockey, volleyball, Frisbee, hula hoops, and more.

- **6th Grade Fun Night now in its third year.** Expanded this year as a result of the partnership with 6th grade committee events prior to the Fun Night. TTC provided 1-way bus transportation from the upper elementary schools to Masconomet. This event provides another opportunity for tri-town 6th graders to meet one another in a fun environment at Masconomet for an evening of games and activities. We rely on many middle and high school youth who help plan and facilitate during the evening. More than 260 6th graders attended in May 2016 which represented a 50% increase from 2015.

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- **High School Youth Leadership Retreat** – 4th annual ½ day workshop held on an early release day in March, this year at Danvers Indoor Sports. Over 35 Masconomet high school youth participated in this free program focused on leadership, communication and self-advocacy. 1-way transportation provided from Masco to Danvers Indoor Sports.

- **Middle School Youth Leadership Retreat** – new this year and modeled after the high school leadership retreat, the afternoon focused on team building and making new connections with peers. Over 20 middle school youth attended the program which was held at Creighton Pond in Middleton.

- **Randy Pierce presents to the Junior Class –** a dynamic visionary and inspiring motivational speaker with an innate and powerful ability to engage his audience, Randy spoke to Masconomet juniors and staff of his own struggles and triumphs over adversity sending a powerful message of hope and optimism to the audience. Classroom teachers had the opportunity to follow up with small group discussions following the presentation.

- **Essex County Youth Summit –** ten 9th and 10th grade Masconomet High School student council leaders and 2 Masco staff advisors attended this summit sponsored by the DA's office which featured nationally recognized speakers Chris Herren and Al Duncan.

- **Girls 4 Girls Mentoring Program** – in its inaugural year, this program matches Proctor girls in grades 4-6 with Masconomet High School girls grades 10-12 and meeting regularly over the course of the school year to develop relationships, serve as a mentor, role model and to help with the transition to middle school. TTC works collaboratively with Proctor School staff member Kim Boucher in program design and delivery.

- **Stand Tall!** A four session program, run annually and open to tri-town middle school aged girls (grades 6-8), addresses self-esteem, social pressures as well as promoting leadership skills and healthy dialogue. Stand Tall! is facilitated by Spofford School guidance counselor Julie Benson and psychologist Courtney Eckhoff. Funded in part by The Women's Fund of Essex County.

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- **Developmental Assets for Youth** - Developmental Assets are 40 research-based, positive experiences and qualities that influence young people's development, helping them become caring, responsible, and productive adults.
  Using the metaphor of a 'lifepack', TTC intentionally engages with youth, educators and our community partners focusing on what kids need to be productive, thriving, resilient contributors to society.

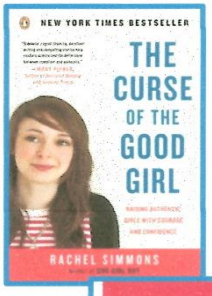
- **6th Grade Student Transition** – Facilitated by Masconomet Middle School Guidance staff, select Masco Middle School students are transported for visits to 6th grade students at the elementary schools answering questions and concerns regarding their upcoming transition to Masconomet. TTC funds transportation costs for this annual visit.

- **Youth Artisan Fair in its third year -** held in conjunction with the Topsfield Strawberry Festival in June. This program affords tri-town youth aged 9-18 the opportunity to sell their handmade, quality items as well as polish their business and public speaking skills at a fun, community event. This year we expanded to include youth musicians to share their talent and entertain during the day.

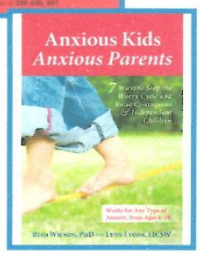
Parent/Community Presentations & Workshops

- **Conflict, Competition & Companionship –** in this workshop developed for Tri-Town Council and our elementary schools, Boxford resident and educator Stephanie Meegan, this program was designed to teach parents and caregivers how to reduce unnecessary conflicts among children and learn how to intervene effectively when unavoidable conflicts arise.

- **Failing Well: Raising Resilient Kids –** an evening with **acclaimed author and nationally recognized speaker Rachel Simmons** presented during the day to Masconomet 7th, 8th and 11th grade students; middle school student council members and, in the evening, to parents and educators offering practical advice and helpful strategies to help our children/teens become braver and interpret setbacks with more optimism and resilience. She also explored adult relationship to failure so that we can model resilience for our children.



- **Anxious Kids Anxious Parents** – an evening program presented by **Lynn Lyons,** LICSW and anxiety expert, addressed how parents/adults can help teens manage anxiety and know the signs of depression. Specific strategies and exercises were provided as well as a link to an on-line video resource. Recorded by Boxford Cable to expand reach.



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- **The Secret Life of a Massachusetts (Masco) Teen with Jon Mattleman-** This program co-sponsored with the Middleton Board of Health covered teen behaviors including drug and alcohol use, depression, suicide, and more. Real life examples and life tips and strategies were offered which could be implemented by parents immediately.

- **Opiate Forum** – State and local officials discussed policy and legislative action being taken to combat the deadly disease of addiction. Tri-Town Council, Tri-Town police and other local organizations were present to educate the community on information, resources and support available to families and individuals in need of help. The purpose of this round table discussion was to eliminate the stigma of addition and assure families they are not alone.

PROFESSIONAL DEVELOPMENT for Educators, Administrators & Community Partners

- Sponsor local participation (14 community partners – including school and law enforcement representatives) at the **Essex County District Attorney Annual Safety Conference** in March.

- **Developmental Assets Project for Educators** - initiated during FY15 with support of the TBM Rotary- TTC works with educators and community partners using the Developmental Assets (building blocks of health development) Framework developed by the Search Institute which help young people grow up healthy, caring and responsible.

COMMUNITY OUTREACH

TTC is a trusted resource for children and families in the Tri-Town area. TTC works to expand its community engagement by participating whenever possible in community events. Examples of this outreach include:

- Social media presence including TTC Facebook page, Teen Facebook page and Twitter account
- Elementary, Middle and High School Open Houses
- Presentations to Boards of Selectmen
- Presentations to Boards of Health
- Presentations to School Committees (K-12)
- Programming information sent regularly via TTC e-mail
- Positive Community Norms direct mail campaign to parents of 9th-11th grade students
- Prescription drug abuse prevention mailer (all households)
- Steward School Wellness Fair
- "Welcome to Topsfield" for new Topsfield residents
- TBM Rotary Fall Foliage Road Race
- Topsfield Holiday Walk
- Strawberry Festival

TRI-TOWN COUNCIL
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AFFILIATED ORGANIZATIONS

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 and Topsfield and more 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; Hearing Impairments - Grade 3; Invisible Disabilities - Grade 4; Physical Disabilities- Grade 5.

- **Sponsor-A-Child** – run in the Boxford Elementary Schools 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. Sponsor-a Child working with Santa's Helper of Salisbury, facilitated the donation of hundreds of wish list gifts (clothing and essentials) with the help of 45 classroom volunteers to 38 needy children in Salisbury as well as made a cash donation of $1300 to the Salisbury Santa's Helper program during the 2015 holiday season.

TRI-TOWN COUNCIL LEADERSHIP

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, Tri-Town Council Board is engaged in the vital and on-going process of identifying and achieving the goals and objectives of the organization.

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 professional staff members who assist with program implementation, communications, youth activities and business functions.

OUR FUNDING

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. This funding is vital to the financial health and organizational stability of the Tri-Town Council.

TRI-TOWN COUNCIL
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IN SUMMARY

Through our educational, enrichment and leadership programs, sponsored programs and organizational affiliations, Tri-Town Council proactively strives to meet the needs and address the 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 programs and 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 and Twitter**, providing important programming information and resources pertaining to various family issues, challenges and raising children of all ages.

In addition we host the **TTC Teen Spot on Facebook** allowing us to connect with high school youth regarding programs, activities and important issues. Our website, E-news and social media posts contain timely

information for parents/guardians, educators and youth on topics such as resilience, asset building, 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 youth health, wellness and safety ; 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; TBM Rotary Club; faith-based institutions and TTC maintains connections with professional groups including of CADCA, Community Anti-Drug Coalitions of America, Bolster Collaborative and the Massachusetts Non-Profit Network. We work with local 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 our funders - *it is as a result of Municipal, Corporate, Foundation, Individual 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
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TRI-TOWN COUNCIL BOARD OF DIRECTORS

FY 16	FY 17
Mary Dodge, President	Zillie Bhuju, President
Christine Rothman, Past President	Susan Fowler, Treasurer
Susan Fowler, Treasurer	Alison Giachinno, Secretary
Sue Block, Secretary	Emily Collins
Sally Dahlgren	Marise Stewart
Emily Collins	Jane Pappas
Marise Stewart	Stacie Bloxham
Zillie Bhuju	Laura O'Connor
Alison Giachinno	Johanna Bernard
Jane Pappas	Susie Read
	Mary Dodge, Past President

TRI-TOWN COUNCIL ADVISORY BOARD FY16

Jeanne Richards; Robin Wildman; Rhonda Fogel; Donna Davis; Dana Webster; Rodney Pendleton; Leslie Levenson; Mark Landgren; Diane Frampton; Guy Simmons; Jan Pazar; Joan Murphy; Adam Thurlow

Respectfully submitted,

Lisa G. Teichner

Lisa G. Teichner
Executive Director

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
Veteranôs 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)

Boxford Town Library at Town Hall	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: 978-887-5361)	978-887-6740
Accounting/Finance Director (Fax: 978-887-3151)	978-647-6950
Assessorôs Office (Fax 978-887-3546)	978-887-6692
Town Clerk (Fax: 978-887-3546)	978-887-0710
Treasurer/Tax Collector (Fax: 978-887-3546)	978-887-3674
Building Inspector (Fax: 978-887-1236)	978-887-6401
Electrical Inspector	978-887-6740
Plumbing Inspector	978-887-6740
Conservation Commission (Fax: 978-887-3466)	978-887-3482

Board of Health (Fax: 978-887-3466)	978-887-2875
Planning Board (Fax: 978-887-3466)	978-887-3482
Animal Inspector (Fax: 978-352-5238)	978-352-6336

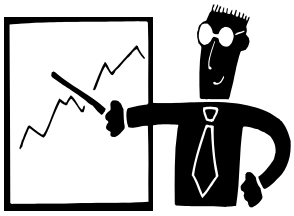
SCHOOL DEPARTMENT

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 Middle/High School (Fax: 978-887-3573)	978-887-2323
Superintendent ï Masconomet (Fax: 978-887-3573)	978-887-2323
Essex North Shore Agricultural & Technical School	978-304-4700

BOXFORD INFORMATION

THE TOWN OF BOXFORD WAS INCORPORATED ON AUGUST 12, 1685

POPULATION ï 8,483
NUMBER OF RESIDENCES (2013) - 2,866
REGISTERED VOTERS ï 6,160
AREA - 24.39 square miles
POPULATION DENSITY ï 352 Persons per sq. mile
AVERAGE HOUSE VALUE - $590,183
MILES OF ROADS ï 96.5
NUMBER OF NAMED STREETS - 180
TAX RATE (FY 2016) ï $16.46 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)

Ed Markey (D)
United States Senate
218 Russell Senate Office Building
Washington, D.C. 20510
Phone: 202-224-2742

U. S. CONGRESSMAN

Seth Moulton (D)
U. S. House of Representatives
1408 Longworth House Office Building
Washington, DC 20515
Phone: (202) 225-8020
Fax: (202) 225-5915

6th DISTRICT OFFICE

17 Peabody Square
Peabody, MA 01960
Phone: (978) 531-1669
Fax: (978) 717-5463

GOVERNOR

Charlie Baker (R)
Massachusetts State House, Room 280
Boston, MA 02133
Phone: 617.725.4005
888.870.7770 (in state)
Fax: 617.727.9725
TTY: 617.727.3666

STATE SENATE

(First Essex & Middlesex Districts)
Bruce E. Tarr (R)
State House, Room 308
Boston, MA 02133
Tel: (617) 722-1600

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@
Home: West Newbury mahouse.gov

VOLUNTEER APPLICATION
TO SERVE ON A TOWN BOARD/COMMITTEE

If you are interested in serving on an appointed town committee, or if you have expertise in an area which you would like to share with a town board or committee, please complete the following and forward to:

Boxford Town Hall

Office of the Selectmen

7A Spofford Road
Boxford, MA 01921
978-887-6000, Ext. 502

Name_____

Address_____

_____

Telephone: Home_____ Office_____ Fax:_____

COMMITTEE INTEREST:

Brief summary of your background: (you may enclose a separate letter if desired)

_____

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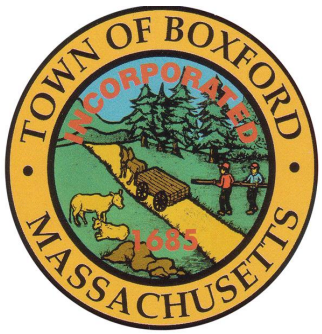
THANK YOU FOR YOUR INTEREST IN SERVING THE TOWN



Boxford, Massachusetts
2016 Annual Town Report