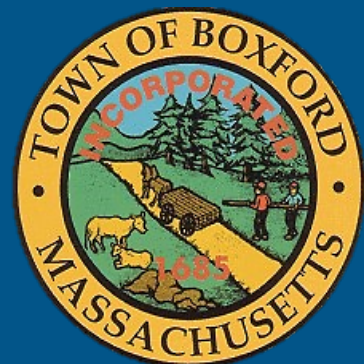




TOWN OF BOXFORD

Annual Report
2017



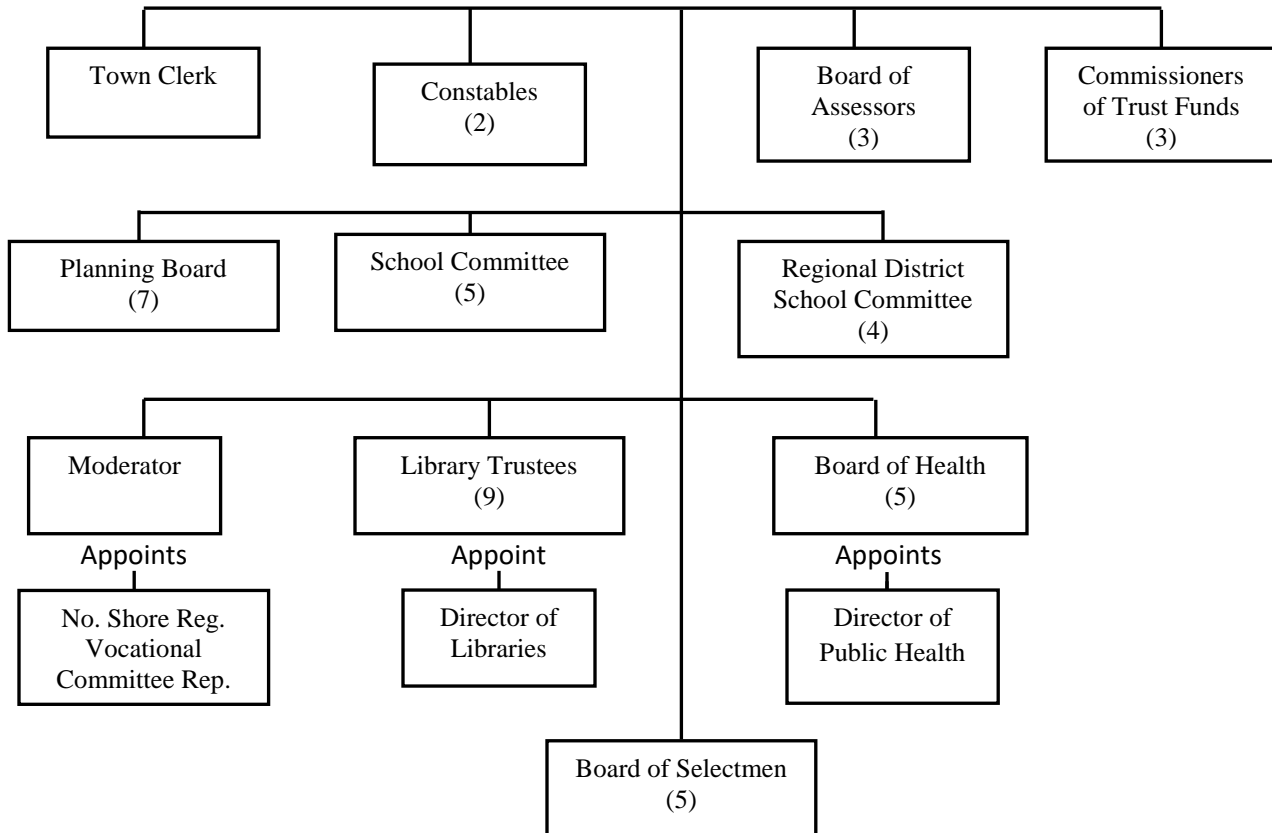
BOXFORD ANNUAL TOWN REPORT 2017



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
 Veterans' Agent
 Veterans' 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

AD HOC COMMITTEES

Border to Boston Trail
 Haynes Land Advisory
 Housing Partnership
 Friends of the Ackerman
 Playground Committee
 Sustainability Committee
 Cable Advisory 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 Services
 Boxford Cable Access
 Television

Dedication



Mr. Richard W. Ulman
October 10, 1941 - October 31, 2017

Our 2017 report is dedicated to former Selectmen, Richard W. Ulman who devoted many years to volunteer positions and projects in Boxford. Mr. Ulman passed away October 31, 2017 at 76 years of age. A longtime resident of the Town, Richard was active in town government. He was the former Chair of the Boxford Athletic Association, a member of the Finance Committee and Chairman of the Board of Selectman. He was Chairman for the Building Committee for the new Police Station and Town Hall Renovations. He took his duties to heart and worked diligently to make the town a better place.

Born in Salem he was the son of the late Kenneth and Clare (Morris) Ulman. He was raised and educated in Swampscott and was a graduate of Swampscott High School. Richard continued his education and received his Associates Degree from Leicester Junior College. Mr. Ulman had been employed in the athletic apparel industry for many years, ultimately owning Adams Manufacturing of Rowley where he remained as Proprietor until the time of his retirement. Later, as founder of Pro Concepts, he provided summer employment for numerous young men and women of Boxford where he taught them how to install lawns and landscaping for new homes. In this capacity he mentored them in the art of combining hard work, diligence and fun.

Richard loved being involved in athletics, thru his company, volunteering and coaching many youth teams. He saw sports as an important part of children's lives; he relished his time mentoring children through athletics. He saw it as a way to teach responsibility, commitment, teamwork and to help them prepare for adulthood. Richard and two of his colleagues embodied this ideology thru their commitment to the Johnson Memorial Field, a project they initiated, fundraised for and built for future generations of athletes to enjoy.

Richard was devoted to his family, the town he loved and the many children he inspired; he will be deeply missed by the many hearts he touched along the way.

In Memoriam



Michele M. (O'Brien) Nowak
February 15, 1963 – September 23, 2017

Mrs. Michele Marie (O'Brien) Nowak worked as a Reserve Police Officer with the Town of Boxford Police Department beginning in 2005 and became the DARE Officer in 2008 interacting with the children and educating them on the dangers of drugs and alcohol, a role she cherished and took very seriously. In 2007, she joined the Middleton Police Department as a Reserve Officer and was currently a member of both Police Departments. Her professional and personal wisdom had a profound impact on the Tri-Town Community. She will be remembered for her zest for life, her magnificent smile, her dedication to her community and her commitment to her husband and children. She will be deeply missed and always remembered.



George A. Fischer
April 11, 1932 – July 16, 2017

George was elected as a Boxford Library Trustee after many years supporting the library through the Friends of the Boxford Library. He was also active in BTA/BOLT and the Kelsey Arboretum. He was a parishioner of St. Mary's Catholic Church in Georgetown and Rowley. He sang in the choir, was a lector and Eucharistic Minister, and served on numerous parish committees. George was the beloved husband of Carol Fischer. He will be missed by his family, friends, and all the people whose lives he has touched.



Winston Rose
August 18, 2017

Winston James Rose, age 90, of Groveland, formerly of West Boxford and longtime member of the Finance Committee, passed away Friday, Aug. 18, 2017. Win Rose was the former Chair of Mathematics at Masconomet Regional School District. He is survived by his loving wife of 66 years, Sally Lou (Hilton) Rose of Groveland and his loving family.

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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 (2020)

BOARD OF SELECTMEN

Charles J. Costello, Chair (2018)
Alfred Vaz, Jr., Vice Chair (2018)
Mary Ann Nay (2019)
Peter C. Perkins (2019)
Barbara Jessel (2020)

TOWN CLERK

Robin Phelan (2019)

BOARD OF ASSESSORS

Alexander Leighton Williams (2017)
David F. Benson, Chair (2019)
Diana Headrick (2018)

BOXFORD SCHOOL COMMITTEE

David Rivers, Chair (2018)
Elizabeth Palmer (2019)
Heather N. Vaz (2020)
Carole Jane Hubbard (2018)
Terri Teleen (2020)

MASCONOMET REGIONAL DISTRICT SCHOOL COMMITTEE

Daniel Volchok (2020)
Paula Fitzsimmons (2018)
Carolyn Julia Miller (2020)
Hagan Rivers (2019)

PLANNING BOARD

Robert C. Gore, Chair (2020)
Angela Steadman (2021)
Holly Langer (2022)
Christian T. Wise (2020)
Patrick G. Canonica (2022)
Ellen Nestervich (2021)
John Adams (2019)

BOARD OF HEALTH

Richard Taylor, Chair (2020)
Rick Fahrner, Vice Chair (2018)
Dr. Hans C. Jeppesen (2018)
Heather L. Forand (2020)
Alexander Constan (2019)

TRUSTEES OF THE BOXFORD PUBLIC LIBRARIES

George A. Fischer (2019)
Elizabeth Mullard (2018)
Linda Shea, Chair (2019)
Jeanette Glesmann, Vice Chair (2020)

Heidi Ellard (2020)
Carole Davis (2018)
Stephen Harvey (2018)
George A. Fischer (2019)
Jane M. Moody (2018)

CONSTABLES

John Rowen (2017)
David Smallman (2017)

**COMMISSIONERS OF TRUST
FUNDS**

Judith A. Stickney (2018)
Kathy Zolla (2020)
Bankson C. Riter, Jr. (2019)

APPOINTED TOWN OFFICERS

TOWN COUNSEL	KP Law, 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	<i>Gerald Maguire (retired)</i> Joseph LeBlanc, 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 Ann Nay

PARKING CLERK

Ellen S. Guerin

SEALER OF WEIGHTS & MEASURES

Richard Zullo

**ESSEX NORTH SHORE REGIONAL
AGRICULTURAL AND TECHNICAL SCHOOL
DISTRICT REPRESENTATIVE**

Michelle Amato-Tilton

DIRECTOR OF ASSESSMENT

Kristin Hanlon

ASSISTANT TREASURER

Kelley Coye

DEPUTY TAX COLLECTOR

Kelley & Ryan Associates, Inc.
7 Rosenfeld Drive
Hopedale, MA 01747

COMMITTEES, BOARDS AND COMMISSIONS

COUNCIL ON AGING

Richard F. Taylor, Chair (2019)
F. Richard Shaw (2018)
Judith Andersen (2018)
Elizabeth Murphy (2020)
Stephen A. Harvey (2019)
Suzanne Cox (2017)
Vacancy (2020)

AGRICULTURAL COMMISSION

Randolph Johnson, Chair (2017)
Laura Sapienza-Grabski, Vice-Chair (2018)
Chuck Kornely (2020)
Louis Athanas (2019)
Frank DiLuna (2019)

BOARD OF APPEALS

Paula Fitzsimmons, Chair (2020)
J. Steven Merriam, Jr. (2018)
Ralph Nay (2018)

BOARD OF APPEALS (*Alternates*)

Barbara Jessel (2017)
David Peterson (2020)
Vacancy (2019)

COMMUNITY PRESERVATION COMMITTEE

Peter Delaney, Chair (2018)
J. Steven Merriam, Jr. (2018)
Natasha Grigg (2018)
Angela Steadman (2018)
Virginia Havey (2018)
Barbara G. Jessel (2018)
F. Richard Shaw (2018)
Jon Schwartz (2018)

COMPUTER MANAGEMENT

David Manzi (2018)
Jason Earl Taylor (2018)
David S. Morton (2018)
2 Vacancies (2018) (2019)

CONSERVATION COMMISSION

Peter Delaney (2020)
Alan S. Fowler (2019)
Lana Spillman (2018)
Francis A. DiLuna (2020)
Mark P. Mitsch (2019)
Natalie Grigg (2019)
David Smallman (2020)

**BOXFORD CULTURAL COUNCIL
(ARTS COUNCIL)**

Judy Miller Bailey
Diane Annunziato (2017)
Sarah Arrigo (2018)
Susan Arsenault (2018)
Anna Barbieri (2018)
Judy Stickney (2019)
Christine Barry (2019)
Diane Gori (2020)

ELECTION OFFICERS

Judith Anderson
Susan Arsenault
Lois E. Bell
Jill Benas
Mary E. Bolan
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 Leito
Mary Lynn Lovejoy
Charlene Mead
Cynthia Middleton
Jim Middleton
Nancy Merrill
Robyn Muettert
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	Michael E. White, Chair (2019) Peter Bernardin (2020) Christopher Wakeman (2019) Jeffrey A. Yespy (2020) Kathy Trull (2019) Joe Callahan (2018)
TOWN FOREST COMMITTEE	Thomas Thomassen (2018) David Smallman (2019) Brian Shea (2020)
HISTORIC DISTRICT COMMISSION	Gwendolen Perkins, Chair (2020) Virginia Havey (2020) Andrew Gori (2019)
HISTORIC DISTRICT COMMISSION (Alternates)	Nancy N. Merrill (2019) Vacancy (2020) Vacancy (2018)
INSPECTOR OF ANIMALS	Allison A. Hayes (2018) Nancy E. Drago, Alternate (2018)
INSPECTOR OF BUILDINGS	Robert Aldenberg (2019) David Harris, Alternate (2018)
DIRECTOR OF HEALTH	Kendell Longo (2018)
INSPECTOR OF GAS/PLUMBING	Stephen Galinsky (2018) Ray Abbott, Alternate (2018)
ELECTRICAL INSPECTOR	Douglas Small (2018) Allan Puduchowski (2018)
LAKES, PONDS & STREAMS COMMITTEE	<i>Karen Melanson (2017)</i> Brooks Tingle, Chair (2019) Kerri Lummus (2019)
LAND COMMITTEE	Peter Delaney, Chair (2018) Peter Bernardin (2020) Robert C. Gore (2020) Natasha Grigg (2019)

	Stuart Saginor (2020)
MASCONOMET REGIONAL SCHOLARSHIP COMMITTEE	Diane E. Gori (2018) Andrew Gori (2018) Joan Gordon (2018) Dorothy Johnson (2018) Margaret Costello (2018)
PERMANENT NON-SCHOOL BUILDING COMMITTEE	Margaret Chow-Menzer, Chair (2018) Robert Hazelwood (2018) Scott Novack (2018) Chuck Adam (2018) Garth Tolman (2018)
PERMANENT BUILDING COMMITTEE PLANNING BOARD LIAISON	Holly Langer (2022)
PERMANENT BUILDING COMMITTEE SENIOR CENTER MEMBERS	F. Richard Shaw (2018) Judith Andersen (2018)
PERMANENT BUILDING COMMITTEE LIBRARY MEMBERS	<i>George Fischer (2019)</i> Vacancy (2019)
PERMENENT BUILDING COMMITTEE HAYNES LAND COMMITTEE LIAISONS	Joseph Callahan (2018) William Brown (2018)
PERSONNEL BOARD	Timothy Feeney (2108) Robert Fanning (2020) Judy Gore (2019)
POLICE DEPARTMENT Chief of Police	James B. Riter
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 <i>Peter Olsen</i>

Reserve Police Officers

Attilio Paglia
Peter Cheverie
Tyler Dechene
Michelle Nowak
Michael Ferraro
Eric Renda, Jr.
Jamie Johnson
Brett Moyer
Brian Church
Al Manzi
Melissa Witt
Tami Broughton
John Monaco

RECREATION COMMITTEE

John Schwartz (2018)
Jim Gikas (2019)
John A. Rowen (2020)
Christina Eckert (2018)
Paije Andrews (2019)
Maria Simonetti (2019)

RECYCLING COMMITTEE

Karen Sheridan, Chair (2019)
Nancy C. Woolford (2018)
Linda H. Shea (2018)
Patty Hojnowski-Diaz (2020)
Georgia Cameron (2020)

REGISTRAR OF VOTERS

Robin Phelan, Town Clerk (2019)
Anne C. Mannheim (2018)
Karen L. Sheridan (2020)
Bradley A. Sweet (2019)

ASSISTANT REGISTRAR

Michelle Johnson (2017)

WEIGHER OF COMMODITIES

David Barker (2018)
Kurtis Anderson (2018)

AD HOC COMMITTEES

BORDER TO BOSTON TRAIL COMMITTEE

Steve Davis (2018)
Carole Davis (2018)
Nancy Merrill (2018)
Anthony Brogna (2018)
Peter Perkins (2018)
Mark Phelan (2018)
Al Nierenberg (2018)

CABLE TELEVISION ADVISORY COMMITTEE

Bradley Sweet (2018)
Richard Rivers (2018)
James Barnes (2018)
Matt Ellis (2018)
Vacancy (2018)

FRIENDS OF THE ACKERMAN PLAYGROUND COMMITTEE

Briana Erickson (2018)
Kate Grossman (2019)
Carrie Yespy (2019)
Molly Chung (2020)
Karthi Streb (2020)

HOUSING PARTNERSHIP COMMITTEE

Joseph C. Hill, Chair (2018)
Peter Delaney (2018)
Jim Barnes (2018)

FACILITIES TASK FORCE

Bob Gore – Planning Board
Holly Langer – Planning Board
Christian Wise – Planning Board
Al Vaz – Board of Selectmen
Peter Bernardin – Finance Committee
Ellen Guerin – Town Administration
Judy Anderson – Council on Aging
Jeanette Glessman – Library Board of Trustees
Rich O'Brien – Community At Large
Bonnie Thornborough – Community Outreach

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: 978-352-7855)

31 Spofford Road, Boxford, MA 01921

Dr. Kathryn Castonguay, Principal

Karen Hussey, Secretary

Colleen Brockelbank, Secretary

HARRY LEE COLE ELEMENTARY SCHOOL – 978-887-2856 (Fax: 978-887-0703)

26 Middleton Road, Boxford, MA 01921

Mr. Brian Middleton-Cox, Principal

Mary Dodge, Secretary

Josephine Lee, Secretary

MASCONOMET REGIONAL MIDDLE/HIGH SCHOOL 987-887-2323

20 Endicott Road, Boxford, MA 01921

Dr. Kevin M. Lyons, Superintendent (x6110) (Fax: 978-887-3573)

Peter Delani, High School Principal (x6107) (Fax: 978-887-7243)

Katherine DiNardo, Assistant High School Principal (x6349)

Susan Givens, Chief Financial Office (x6112)

Patricia Bullard, Director of PPS (x6114)

Olga Langlois, Administrative Assistant (x6111) (Fax: 978-887-3573)

Dorothy Flaherty Ed.D., Middle School Principal (x6122)

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 Tilton-Amato, Boxford Representative

INDEPENDENT SERVICES FOR THE TOWN OF BOXFORD

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

BTA/BOLT, Inc. Natasha Grigg
Boxford Trails Association/ President
Boxford Open Land Trust, Inc. 978-887-7031
7 Elm Street 2nd Floor
PO Box 95
Boxford, MA 01921

H.A.W.C. Anthony DiPietro
Help For Abused Women and their Children Executive Director
27 Congress Street 978-744-8552
Salem, MA 01970

HISTORIC DOCUMENT CENTER Martha Clark
173A Washington Street – PO Box 122 Archivist
West Boxford, MA 01885 978-352-2733
Hours: Wednesday 9AM - 4PM
Saturday 10AM – 3PM

**TRI-TOWN COUNCIL ON YOUTH AND
FAMILY SERVICES, INC.** Lisa Teichner
P.O. Box 219 Executive Director
5 Main Street 978-887-6512
Topsfield, MA 01983

MEETING AND SCHEDULE TOWN BOARDS/COMMITTEES

BOARD OF SELECTMEN – Meets every Monday at 7:00PM 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 7:30pm in Meeting Room #1 in the Town Hall

BOARD OF HEALTH – Meets bi-monthly in the Town Hall. (check the Town Website and bulletin board in Town Hall for postings)

PLANNING BOARD – Meets every third Wednesday of the month at 7:30PM in Meeting Room #1 in the Town Hall

ZONING BOARD OF APPEALS – Meets the fourth Thursday of the month at 7:30PM 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 Board 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 x501 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

Our 2017 report includes all of the usual statistics covering the decisions of town meeting, capital expenditures and personnel management, however, it also highlight a few happenings which make 2017 a true celebration of many collaborative efforts. In all decisions made by the board, a majority was able to achieve a conclusion, and the administration was tasked with a clear direction. As a volunteer board we continue to strive to implement the will of the residents of Boxford. As we provide this summary of the efforts and results of past year, we want to thank all of our volunteers and administrative staff who help make these decisions come to life.

2017 was a year of celebration. On August 16th the Town of Boxford, Massachusetts cut the ceremonial ribbon on the newly built solar array on its former landfill. Massachusetts' Senator Minority Leader Bruce E. Tarr was present as the Town's honored guest in recognition of his critical leadership and advocacy in the Massachusetts legislature resulting in legislation to raise the net metering cap on municipal solar projects.

The solar power facility was built on the Town's capped former landfill which was leased to private equity firm from New Hampshire. This private firm designed, built, owns, and is operating and maintaining the project at no charge to the Town, in exchange for the Town purchasing the power at a highly reduced rate. The system is expected to generate more than 1,200,000 kWh of electricity per year. The solar farm began delivering electricity to the Town in the later months of 2017. The approximately one megawatt solar array will produce sufficient electricity credits to offset more than the electricity needs of all town buildings and both elementary schools. This will also offset up to 730 tons of CO2 emissions. The environmental and financial benefits are reasons to celebrate.

While one great project is a victory, this year in Boxford we found ourselves with a second long term project coming to near completion. Ten years after the Haynes property became available, Boxford Common opened on September 9, 2017 as a result of the vast efforts of a dedicated team. The festivities included the dedication of Cashin Way to honor the late Captain Richard Cashin who was a tireless supporter of Boxford recreation and sports. Walking trails, conservation preservation land and one of two sports fields are now being used by Boxford residents. We took a moment to reflect on this great accomplishment and the student athletes came out and had a great day parading and playing on the new turf field. However, there is more yet to accomplish. Work continues to clear the trails and to establish the grass playing field. We hope to report in our next annual report the final completion of all phases of the Boxford Common Project. This project that will provide recreational opportunities for the children of Boxford for generations to come.

In addition to these two major projects, there have been several technology initiatives supported by the Board of Selectmen. The Board endorsed a project back in 2016 in town hall to reduce paper files and embrace paperless storage solutions in an effort to save space. While it will take several years to fully implement this change, we started with the Selectmen's office and scanned all documents to a Laserfiche searchable system. Technology improvements for 2017 also included a move to online packet distribution for weekly information for the Board's meetings. Further, efforts to increase effective

communications with residents continued to develop, specifically expanded use of reverse 911 and emphasis on Facebook status updates during power outages experienced by our residents. Lastly, our offices rolled out a new website which provides increased options for our procurement record keeping and information distribution to bidders. This increased efficiency is a never-ending commitment to effectively utilize our personnel and resources to better serve our residents.

Personnel & Benefits

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

The Selectmen's Office and Personnel Board invested significant time in 2017 to continue to ensure Boxford's personnel were evaluated in the fair effective manner. Accountability and job performance feedback are an integral part of the any performance evaluation system, along with development of meaningful annual performance objectives. The Board of Selectmen continue its work with the Personnel Board in this professional approach to attracting and retaining high quality employees by conducting a pilot program to implement feedback from employees and evaluators to try to improve the system of evaluation in the Town of Boxford.

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 a replacement HVAC Roof Unit, a cruiser, duct cleaning and painting at the police station.
- The DPW received funding a utility truck, street marking paint machine, a tractor for Boxford Common maintenance and funding for a well at Boy Scout Park Fields..
- The Fire Department secured funding for the replacement of "Jaws of Life", SCBA Masks and Equipment and a Fire Command Vehicle.

The town continues to develop its multi-year plan for culvert repair with the replacement of commitment for funding of Middleton Road culvert replacement.

The Town committed funds to support several other capital purchases including a forest management plan for Wildcat, security improvements at Masconomet and additional funding for Elementary School Science Curriculum.

Noteworthy

The Community Compact Best Practice Program has been offered through the Governor's Office to work closely with leaders from all municipalities within the Commonwealth. The Lt. Governor, Karen Polito, signed two Best Practice Agreements with the Town of Boxford to help with areas of improvement. The first Best Practice is the Capital Improvement Plan. We plan to join this initiative with the work of the Task Force to fit within a financing plan

to reflect the Town's ability to pay. The second Best Practice is the (ADA) Americans With Disabilities Act Town Self Evaluation and to develop a transition plan to comply with the Federal laws that require public buildings to be accessible to persons with disabilities.

It is important to note that through and ADA coordinator Selectwoman Mary Anne Nay, the town received a state grant to conduct and prepare an ADA self-evaluation and transition plan for the entire Town of Boxford. The plans were completed and filed with the Massachusetts Office on Disability. As part of that study a highly successful and informative town-wide employee training event was held to improve the Town's service to all residents, including those with disabilities. The Town also applied, and has been awarded, a grant to install automatic door openers in three municipal buildings and an access mat at the Town Beach.

Boxford also spearheaded a call of an investigation – now ongoing – into National Grid's communication protocols and response to a series of multi-day town wide power outages. We hope that collaboration with National Grid and state regulators will result in a stable, reliable electrical service for our residents.

Residents in our Andrews Farm neighborhood have continued to struggle with water issues with the Andrews Farm Water Company. The Board of Selectmen continue to work with state regulators, our legislature delegation and the Andrews Farm Homeowners' Association to establish long term reliability of water supply and to hold the water company owner accountable to any regulatory violations.

Election

During the May election, the Board welcomed back a previous longtime member, Barbara G. Jessel. Her experience as a member of the Community Preservation Committee, Zoning Board of Appeals, Masco School Committee, Library Advisory Committee and Finance Committee, presents a wealth of experience that is of great value to the Board of Selectmen as evidenced by her 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

1. 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.

2. Silverman v. Boxford Planning Board

Land Court, Misc. No. 294134

Inactive for 10 years.

3. Paulette Straub et al. v. Paula Fitzsimmons, et al.

Essex Superior Court C.A. No. 1777CV00780-C

In this matter involving a dispute over the continued use of a mobile home on plaintiffs' property, the parties are currently engaged in discovery.

551781.2/BOXF/0001

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 "open door" 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.

FY2017 highlights included:

- ✓ The Board welcomed Ms. Judy Gore to the Personnel Board filling the remaining seat left vacant.
- ✓ The Board implemented a pilot program for 2017 employee evaluations utilizing a weighted average system applying the following factors:
 - 70 % weight for employee evaluation
 - 20% weight factor for meeting department objectives
 - 10 % weight factor for meeting town objectives.

The following departments are part of the pilot program: Communications, DPW, Police, Fire, Finance, Town Administration and Inspector of Buildings. The pilot program has been temporarily limited to seven employees for 2017 employee evaluations.

- ✓ The Board drafted and implemented a policy whereby non-union benefit eligible town employees could submit a grade level change request. The policy outlines the requirements for said grade level change request including the use of pre-identified comparable communities, providing job responsibility/position comparisons and filing deadlines.
- ✓ The Board was presented with various compensation rate changes including the following:
 - Approved a minimum adjustment to \$11.00/hour (to meet the federal minimum wage) for all town employees including [specifically] the following positions:
 - Circulation attendant
 - Election Warden Inspectors
 - DPW starting summer help
 - Approved the following Park Program related rate changes:
 - Parks programs lead instructor \$13.00 - \$15.00
 - Park program senior instructor \$11.50 - \$13.00

All other part-time non-benefit eligible employee positions will increase by 1.5% while minutes secretary compensation will be on a tenure basis approach with 10-years representing the maximum tenure period.

- ✓ The Board secured up to \$7,500 in funding for an independent consultant report on grade levels and compensation ranges last updated more than five years ago. Human Resources Services, Inc. ("HRS") will perform the work and issue its report in April 2018.

The Board anticipates reviewing all grade level change proposal submitted by town employees and providing its recommendations to the Board of Selectmen prior to the October 2018 Special Town Meeting.

Respectfully submitted,

Personnel Board:
Timothy Feeney (Chair)
Robert Fanning
Judy Gore

TOWN CLERK

ANNUAL TOWN MEETING – May 9, 2017

ANNUAL TOWN ELECTION – May 16, 2017

**LICENSES, PERMITS AND
VITAL STATISTICS**

ANNUAL TOWN MEETING

May 9, 2017

A quorum being present, The Town of Boxford Annual Town Meeting was called to order at 7:16pm by Town Moderator, Jerry Johnston, with 198 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 Charles J. Costello, of 42 Rowley Road, Chairman of the Board of Selectmen, and duly seconded, 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. 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 2018 from said account for the operation and maintenance of the Town Recycling Center;

2) **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 2018 from said account for management of land under Conservation Commission control, and for other Conservation Commission expenses approved by a majority of the Commission;

3) **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 2018 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 Charles J. Costello, and duly seconded, to authorize the establishment of the following 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, 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 Boxford Police Reserve Association 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;

Said collective bargaining agreements on file with the Town Clerk; funding for the cost items for the first year and second year of said agreements included in the general operating budget of the Town in Article #5 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 Charles Costello, 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 Boxford Police Reserve Association 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;

Said collective bargaining agreements on file with the Town Clerk; funding for the cost items for the first year and second year of said agreements included in the general operating budget of the Town in Article #5 of this warrant. This motion passed by unanimous voice vote.

ARTICLE 4. To see if the Town will vote to adopt the **Classification Plan and Compensation Plan** for FY 2018, 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 #5 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

It was moved by Timothy M. Feeney, of 21 Haymeadow Road, Chairman of the Personnel Board, and duly seconded, to adopt the Classification Plan and Compensation Plan for FY 2018, 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 #5 of this warrant. This motion passed by unanimous voice vote.

ARTICLE 5. To **act on the proposed budget** and see what sums of money the Town will vote to raise and appropriate, or transfer from available funds, for the use of several departments for Fiscal Year 2018, 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: **\$32,550,631**

The proposed budget is printed on pages 16 and 17 of this warrant.

Board of Selectmen recommends adoption of this article

It was moved by Finance Chair Michael E. White of 26 Highland Road, and duly seconded, to raise and appropriate \$32,544,691 and to transfer \$5,940 from "Receipts Reserved for Appropriation-Septic Loan Program", for a total appropriation of \$32,550,631, for the use of several departments for Fiscal Year 2018, 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.

ARTICLE 6. To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **\$197,318 for the purposes of additionally funding the Fiscal Year 2018 Elementary School Budget**, provided that the appropriation authorized herein shall be contingent upon the vote at the Town Election to assess additional real estate and personal property taxes in accordance with the provisions of Proposition 2 ½, so called; or take any other action thereon.

Sponsored 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 of 146 Spofford Road, Chairman of the Boxford School Committee, and duly seconded, to raise and appropriate the sum of \$197,318 for the purposes of additionally funding the Fiscal Year 2018 Elementary School Budget, provided that the appropriation authorized herein shall be contingent upon the vote at the Town Election to assess additional real estate and personal property taxes in accordance with the provisions of Proposition 2 ½, so called. This motion passed by majority voice vote.

ARTICLE 7. To see if the Town will vote to appropriate, **borrow or transfer from available funds**, an amount of money to be expended, in addition to the \$225,000 previously appropriated for this purpose under Article 14 of the Warrant at the 2016 Annual Town Meeting, under the direction of Permanent Building Committee **to pay costs of a partial roof replacement and partial window replacement project at Spofford Pond School, 31 Spofford Road**, including the payment of all costs incidental or related thereto (the “Project”); which proposed repair project would materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required educational program and for which the Town may be eligible for a school construction grant from the Massachusetts School Building Authority (“MSBA”), said amount to be expended under the direction of the Permanent Building Committee; and to meet this appropriation, to transfer a sum of money from Free Cash and further to authorize the Treasurer with the approval of the Board of Selectmen to borrow a sum of money pursuant to Chapter 44 of the General Laws, as amended, or pursuant to any other enabling authority and to issue bonds or notes of the Town therefor and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of the issuance of such bonds or notes, may be applied to payment of costs approved by this vote in accordance with Chapter 44, section 20 of the General Laws, thereby reducing the amount to be borrowed to pay such cost by a like amount. The Town acknowledges that the MSBA’s grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any project costs the Town incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town. Any grant that the Town may receive from the MSBA for the Project shall not exceed the lesser of (i) thirty-nine and eighty-four hundredths percent (39.84%) of eligible, approved project costs, as determined by the MSBA, or (ii) the total maximum grant amount determined by the MSBA; provided however that no funds shall be borrowed or expended hereunder unless and until the Town shall have voted to exclude the amounts required to pay for any bonds or notes issued pursuant to this vote from the limitations of Chapter 59, Section 21C of the General Laws, also known as Proposition 2½; and to authorize the Elementary School Committee and the Permanent Building Committee to enter into any and all agreements and execute any and all instruments as may be necessary on behalf of the Town of Boxford to affect the construction of said project; further that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the Town and the MSBA; or take any other action thereon.

Sponsored and Supported by the Elementary School Committee

Estimated Cost: \$5,000,000

Funded last year: \$225,000;

This Request: Free Cash: \$500,000; Debt: \$4,275,000;

Post-expenditure expected MSBA reimbursement: \$1,635,000

Finance Committee recommends adoption of this article

Board of Selectmen recommends adoption of this article

Permanent Building Committee recommends adoption of this article

It was moved by David Rivers, and duly seconded, that the Town appropriate, \$4,756,379 to be expended under the direction of Permanent Building Committee, in addition to the \$225,000 previously appropriated for this purpose under Article 14 of the Warrant at the

2016 Annual Town Meeting, for a total appropriation of \$4,981,379, to pay costs of a partial roof replacement and partial window replacement project at Spofford Pond School, 33 Spofford Road (also known as 31 Spofford Road), including the payment of all costs incidental or related thereto (the "Project"); which proposed repair project would materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required educational program and for which the Town may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended under the direction of the Permanent Building Committee; and to meet this appropriation, \$500,000 shall be transferred from Free Cash and the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$4,256,379 pursuant to Chapter 44 of the General Laws, as amended, or pursuant to any other enabling authority and to issue bonds or notes of the Town therefor, and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of the issuance of such bonds or notes, may be applied to payment of costs approved by this vote in accordance with Chapter 44, section 20 of the General Laws, thereby reducing the amount to be borrowed to pay such cost by a like amount. The Town acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any project costs the Town incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town. Any grant that the Town may receive from the MSBA for the Project shall not exceed the lesser of (i) thirty-nine and eighty-four hundredths percent (39.84%) of eligible, approved project costs, as determined by the MSBA, and (ii) the total maximum grant amount determined by the MSBA; provided however that no funds shall be borrowed or expended hereunder unless and until the Town shall have voted to exclude the amounts required to pay for any bonds or notes issued pursuant to this vote from the limitations of Chapter 59, Section 21C of the General Laws, also known as Proposition 2½; that the Elementary School Committee and the Permanent Building Committee are authorized to enter into any and all agreements and execute any and all instruments as may be necessary on behalf of the Town of Boxford to affect the construction of said project; and, further, that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the Town and the MSBA. This motion passed by a greater than two-thirds voice vote.

ARTICLE 8. To see if the Town will vote to accept the amendment to General Laws, Chapter 59, Section 5K, as amended by Chapter 218 of the Acts of 2016, and **to increase the maximum amount of the deduction that eligible seniors may take to their property tax bill from the current limit of \$1,000 to the limit of \$1,500**, or take any other action thereon.

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

It was moved by Selectman Peter Perkins of 385 Main Street, and duly seconded to accept the amendment to General Laws, Chapter 59, Section 5K, as amended by Chapter 218 of the Acts of 2016, and to increase the maximum amount of the deduction that eligible seniors may take to their property tax bill from the current limit of \$1,000 to the limit of \$1,500. This motion passed by majority voice vote.

ARTICLE 9. To act on the list of proposed capital purchases for FY 2018 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 2018, 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 1-16)

Sponsored and supported by the Masconomet District School Committee
(Number 17)

Sponsored and supported by the Elementary School Committee (Number 18)

Estimate: **\$824,800**

Finance Committee recommends adoption of this article

Permanent Building Committee Recommendations as noted

The proposed capital budget is printed on page 12 of this warrant.

It was moved by Peter Perkins, and duly seconded, to transfer from Free Cash the sum of \$824,800 to fund the list of proposed capital purchases for FY 2018 as shown on page 12 of this warrant, for the use of several departments for fiscal year 2018, 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 article passed by majority voice vote.

ARTICLE 10. To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **\$25,500 to supplement current consulting and other professional services assisting 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 Planning Board, or take any other action thereon

Sponsored and supported by the Planning Board and Board of Selectmen

Finance Committee recommends adoption of this article

It was moved by Selectman Alfred Vaz, Jr., of 45 Dana Road, and duly seconded, to transfer from Free Cash the sum of \$25,500 to supplement current consulting and other professional services assisting 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 Planning Board. This article passed by majority voice vote.

ARTICLE 11. To see if the Town will vote transfer from Free Cash **\$100,000 and appropriate \$100,000 from the Community Preservation Committee Historic Resources Fund for a total sum of \$200,000 for design, partial demolition, and initial preservation construction on the historic Cummings House and adjacent barn, 10 Elm Street; and other necessary project expenses**; subject to a requirement that the Community Preservation Committee vote affirmatively to approve expenditure of CPA funds upon its review of the analysis and proposed design plans, and further subject to a condition that CPA Historic Funds be expended after all other sources of funding have been expended; said funds

to be expended under the direction of the Community Preservation Committee and the Permanent Building Committee, or take any other action thereon.

Sponsored and supported by the Board of Selectmen
Finance Committee does not recommend adoption of this article
Permanent Building Committee recommends adoption of this article
Historic Districts/Historical Commission recommends adoption of this article
Community Preservation Committee recommends adoption of this article
Board of Library Trustees recommends adoption of this article
Planning Board recommends adoption of this article

It was moved by Alfred Vaz, Jr., and duly seconded, to transfer from Free Cash \$100,000 and appropriate \$100,000 from the Community Preservation Committee Historic Resources Fund for a total sum of \$200,000 for design, partial demolition, and initial preservation construction on the historic Cummings House and adjacent barn, 10 Elm Street; and other necessary project expenses; subject to a requirement that the Community Preservation Committee vote affirmatively to approve expenditure of CPA funds upon its review of the analysis and proposed design plans, and further subject to a condition that CPA Historic Funds be expended after all other sources of funding have been expended; said funds to be expended under the direction of the Community Preservation Committee and the Permanent Building Committee.

Stuart Saginor moved to pass over this article.

It was voted by a majority show of hands to pass over this article.

ARTICLE 12. To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **\$19,336 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 Selectman William R. Cargill, Jr., of 6 Main Street, and duly seconded, transfer from Free Cash the sum of \$19,336 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 article passed by unanimous voice vote.

ARTICLE 13. 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 Board of Health member Richard F. Taylor of 172 Washington Street, 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 article passed by unanimous voice vote.

ARTICLE 14. To see if the Town will vote to authorize the Board of Selectmen to grant to Verizon New England, Inc. a **permanent utility easement for Verizon's utility access to the Boxford Police Station on a portion of the Town-owned land off Spofford Road** upon such terms and conditions deemed by the Board of Selectmen to be in the best interest of the Town; a draft sketch on file with the Town Clerk entitled "Exhibit A - Verizon New England, Inc. – Showing Easement at 285 Ipswich Road, Boxford, Massachusetts – March 19, 2017"; and authorize the Board of Selectmen to enter into any and all agreements and execute any and all instruments as may be necessary on behalf of the Town of Boxford to affect the grant of said utility easement; or take any other action thereon.

Sponsored and supported by the Board of Selectmen

It was moved by Charles J. Costello to authorize the Board of Selectmen to grant to Verizon New England, Inc. a permanent utility easement for Verizon's utility access to the Boxford Police Station on a portion **of the** Town-owned land off Spofford Road upon such terms and conditions deemed by the Board of Selectmen to be in the best interest of the Town; a draft sketch on file with the Town Clerk entitled "Exhibit A - Verizon New England, Inc. – Showing Easement at 285 Ipswich Road, Boxford, Massachusetts – March 19, 2017"; and authorize the Board of Selectmen to enter into any and all agreements and execute any and all instruments as may be necessary on behalf of the Town of Boxford to affect the grant of said utility easement.

It was moved by David Rivers, of 146 Spofford Road, and duly seconded, to amend this motion to read as follows: to authorize the Board of Selectmen to grant to Verizon New England, Inc. a fifty year easement for Verizon's utility access to the Boxford Police Station on a portion of the Town-owned land off **Spofford** Road upon such terms and conditions deemed by the Board of Selectmen to be in the best interest of the Town; a draft sketch on file with the Town Clerk entitled "Exhibit A - Verizon New England, Inc. – Showing Easement at 285 Ipswich Road, Boxford, Massachusetts – March 19, 2017"; and authorize the Board of Selectmen to enter into any and all agreements and execute any and all instruments as may be necessary on behalf of the Town of Boxford to affect the grant of said utility easement. This amendment passed by a majority show of hands. The article as amended passed by a majority voice vote.

ARTICLE 15. 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 2018, with each item to be considered a separate appropriation:

Appropriations:

From FY 2018 estimated annual revenues for Sawyer-Richardson Open Space Bond expense \$179,920
From FY 2018 estimated annual revenues for Lincoln Hall Historic Renovation Bond expense \$ 49,525
From FY 2018 estimated annual revenues for Haynes Land Purchase Bond expense \$141,500
From FY 2018 estimated annual revenues for Aaron Wood Renovation Bond expense \$ 14,786
From FY 2018 estimated annual revenues for Boxford Commons Bond expense \$ 11,842
From FY 2018 estimated annual revenues for Committee Administrative Expenses \$ 43,646

Reserves:

From FY 2018 estimated annual revenues for Historic Resources Reserve \$ 23,981
From FY 2018 estimated annual revenues for Community Housing Reserve \$ 87,292
From FY 2018 estimated annual revenues for Budgeted Reserve \$310,000
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 Chairman of the Community Preservation Committee Peter J. Delaney of 63 Middleton Road 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 2018, with each item to be considered a separate appropriation:

Appropriations:

From FY 2018 estimated annual revenues for Sawyer-Richardson Open Space Bond expense \$179,920
From FY 2018 estimated annual revenues for Lincoln Hall Historic Renovation Bond expense \$ 49,525
From FY 2018 estimated annual revenues for Haynes Land Purchase Bond expense \$141,500
From FY 2018 estimated annual revenues for Aaron Wood Renovation Bond expense \$ 14,786
From FY 2018 estimated annual revenues for Boxford Commons Bond expense \$ 11,842
From FY 2018 estimated annual revenues for Committee Administrative Expenses \$ 43,646

Reserves:

From FY 2018 estimated annual revenues for Historic Resources Reserve \$ 23,981
From FY 2018 estimated annual revenues for Community Housing Reserve \$ 87,292
From FY 2018 estimated annual revenues for Budgeted Reserve \$310,000

This motion passed by unanimous voice vote.

ARTICLE 16. To see if the Town will vote to appropriate **\$1,581 from the Community Preservation Fund Undesignated Fund** to fund the installation of four signs, two at the Boxford Town Forest, and one each at Boxford Woods and Baldpate Woods, said 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

It was moved by Peter J. Delaney, and duly seconded, to appropriate \$1,581 from the Community Preservation Fund Undesignated Fund to fund the installation of four signs, two at the Boxford Town Forest, and one each at Boxford Woods and Baldpate Woods, said funds to be expended under the direction of the Community Preservation Committee. This article passed by unanimous voice vote.

ARTICLE 17. To see if the Town will vote to appropriate **\$5,800 to fund a hydrological assessment of Holmes Pond to help preserve open space and restore a recreational resource, and to fund said appropriation, that \$4,800 be transferred from the Community Preservation Fund Undesignated Fund, and \$1,000 be transferred from a gift fund established for said purpose,** said 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

It was moved by Peter J. Delaney, and duly seconded, to appropriate \$5,800 to fund a hydrological assessment of Holmes Pond to help preserve open space and restore a recreational resource, and to fund said appropriation, that \$4,800 be transferred from the Community Preservation Fund Undesignated Fund, and \$1,000 be transferred from a gift fund established for said purpose, said funds to be expended under the direction of the Community Preservation Committee. This article passed by majority voice vote.

ARTICLE 18. To see if the Town will vote to appropriate **\$48,000 to fund the rehabilitation and restoration of the Ackerman Playground at Boy Scout Park on Cahoon Road in Boxford, and to fund said appropriation, that \$45,000 be transferred from the Community Preservation Fund Undesignated Fund, and \$3,000 be transferred from a gift fund established for said purpose,** said funds to be expended under the direction of the Community Preservation Committee and the Permanent Building Committee; or take any other action thereon.

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

It was moved by Peter J. Delaney to appropriate \$48,000 to fund the rehabilitation and restoration of the Ackerman Playground at Boy Scout Park on Cahoon Road in Boxford, and to fund said appropriation, that \$45,000 be transferred from the Community Preservation Fund Undesignated Fund, and \$3,000 be transferred from a gift fund established for said purpose, said funds to be expended under the direction of the Community Preservation Committee and the Permanent Building Committee. This motion passed by unanimous voice vote.

ARTICLE 19. To see if the Town will vote pursuant to the provisions of G.L. c44, §53E½, as most recently amended, to amend its General Bylaws by inserting a new bylaw in Chapter 30 of its Town Code, establishing various revolving funds, as follows:

Chapter 30. Revolving Funds §30-1 Revolving Funds

Pursuant to G.L. c44, §53E½, the following revolving funds listed below are hereby established. Expenditures from each revolving fund set forth herein shall be subject to the limitation established annually by Town Meeting or any increase therein as may be authorized by the Board of Selectmen and Finance Committee in accordance with G.L. c44, §53E½.

A) **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 from said account for the operation and maintenance of the Town Recycling Center.

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

C) **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 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

It was moved by William R. Cargill, Jr., and duly seconded, pursuant to the provisions of G.L. c44, §53E½, as most recently amended, to amend the Town General Bylaws by inserting a new bylaw in Chapter 30 of its Town Code, establishing various revolving funds, as printed in Article #19 of this warrant. This article passed by unanimous voice vote.

ARTICLE 20. To see if the Town will vote to accept the provisions of G.L. c40, §13E to **create a Special Education Revolving Fund**, consistent with the vote of the Elementary School Committee, for future payments of unanticipated or unbudgeted special education costs, out of district tuition or transportation, provided however, that the monies in such fund shall be expended only with the approval of the Elementary School Committee and Board of Selectmen; and further to **transfer up to \$145,000** from the FY 2017 Elementary Schools budget as appropriated under Article 7 of the May 10, 2016 Annual Town Meeting into said revolving fund, or take any other action thereon.

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

It was moved by School Committee Chair David Rivers to accept the provisions of G.L. c40, §13E to create a Special Education Revolving Fund, consistent with the vote of the Elementary School Committee, for future payments of unanticipated or unbudgeted special education costs, out of district tuition or transportation, provided however, that the monies in such fund shall be expended only with the approval of the Elementary School Committee and Board of Selectmen; and further to **transfer up to \$145,000** from the FY 2017 Elementary Schools budget as appropriated under Article 7 of the May 10, 2016 Annual Town Meeting into said revolving fund. This article passed by unanimous voice vote.

ARTICLE 21. To see if the Town will vote to accept the provisions of G.L. c.32B, §20 to **create an Other Post Employment Benefits Fund** for the current and future liabilities of the Town for group health insurance benefits for retirees and their dependents, which fund may be expended by a 2/3 vote of Town Meeting and designate a trustee or trustees, and further, to direct that such trustee or trustees adopt and file a declaration of trust and take all other actions as required by said section, or take any other action thereon.

Sponsored and supported by the Board of Selectmen

It was moved by Selectwoman Mary Anne Nay of 2 Woodhill Lane to accept the provisions of G.L. c.32B, §20 to create an Other Post Employment Benefits Fund for the current and future liabilities of the Town for group health insurance benefits for retirees and their dependents, which fund may be expended by a 2/3 vote of Town Meeting and designate a trustee or trustees, and further, to direct that such trustee or trustees adopt and file a declaration of trust and take all other actions as required by said section. This article passed by a greater than two-thirds majority vote.

ARTICLE 22. To see if the Town will vote to amend its Zoning Bylaw by adding a new Section ____, **TEMPORARY MORATORIUM ON RECREATIONAL MARIJUANA ESTABLISHMENTS**, that would provide as follows, and further to amend the Table of Contents to add Section ____, “Temporary Moratorium on Recreational Marijuana Establishments.”

Section ____. **PURPOSE**

On November 8, 2016, the voters of the Commonwealth approved a law regulating the cultivation, processing, distribution, possession and use of marijuana for recreational purposes (new G.L.c94G, Regulation of the Use and Distribution of Marijuana Not Medically Prescribed). The law which allows certain personal use and possession of marijuana, took effect on December 15, 2016 and (as amended on December 30, 2016; Chapter 351 of the Acts of 2016) requires a Cannabis Control Commission to issue regulations regarding the licensing of commercial activities by March 15, 2018 and to begin accepting applications for licenses on April 1, 2018. Currently under the Zoning Bylaw, a non-medical Marijuana Establishment (hereinafter, a “Recreational Marijuana Establishment”), as defined in G.L.c94G, §1, is not specifically addressed in the Zoning Bylaw. Regulations to be promulgated by the Cannabis Control Commission may provide guidance to the Town on certain aspects of local regulation of Recreational Marijuana Establishments. The regulation of recreational marijuana raises novel legal, planning, and public safety issues, and the Town needs time to study and consider the regulation of Recreational Marijuana Establishments and to address such issues, as well as to address the potential impact of the State regulations

on local zoning and to undertake a planning process to consider amending the Zoning Bylaw regarding regulation of Recreational Marijuana Establishments. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for Recreational Marijuana Establishments, so as to allow the Town sufficient time to address the effects of such structures and uses in the Town and to enact bylaws in a consistent manner.

Section ____ DEFINITION

“Recreational Marijuana Establishment” shall mean a “marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business.”

Section ____ TEMPORARY MORATORIUM

For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaw to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for a Recreational Marijuana Establishments, and other uses related to recreational marijuana. The moratorium shall be in effect through November 30, 2018 or until such time as the Town adopts Zoning Bylaw amendments that regulate Recreational Marijuana Establishments, whichever occurs earlier. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of recreational marijuana in the Town, and to consider the Cannabis Control Commission regulations regarding Recreational Marijuana Establishments, and shall consider adopting new Zoning Bylaws in response to these issues.

or take any action thereon.

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

It was moved by Mary Anne Nay to amend the Town Zoning Bylaw by adding a new Section ____, **TEMPORARY MORATORIUM ON RECREATIONAL MARIJUANA ESTABLISHMENTS**, and further to amend the Table of Contents to add Section ____, “Temporary Moratorium on Recreational Marijuana Establishments,” as printed in article 22 of this warrant. This article passed by a greater than two-thirds voice vote.

ARTICLE 23. To see if the Town, in accordance with Article LXXXIX of then Massachusetts Constitution, will vote to amend **Chapter 36: Town Meeting and Elections, § 36-1 Annual and Special Town Meeting dates; defeated articles**, and insert the following language listed below into the Town Bylaws, or take any other action thereon.

C. Any warrant article approved at Town Meeting concerning town commitments or expenditures at or exceeding Two Hundred and Fifty Thousand dollars, in cash or asset, with the exception of municipal payrolls, town insurance payments and governmental payments mandated by statute, shall also be approved by ballot at the next general or special election.

Sponsored by Initiative Petition

It was moved by Laura Grabski of 2 Brookview Road, and duly seconded, to amend **Chapter 36: Town Meeting and Elections, § 36-1 Annual and Special Town Meeting dates;**

defeated articles, and insert the following language listed below into the Town Bylaws, or take any other action thereon.

C. Any warrant article approved at Town Meeting concerning town commitments or expenditures at or exceeding Five Hundred Thousand dollars, in cash or asset, with the exception of municipal payrolls, town insurance payments and governmental payments mandated by statute, shall also be approved by ballot at the next general or special election.

Stuart Saginor moved to pass over this article. This motion passed by majority voice vote.

ARTICLE 24. To transact any other business that may legally come before said meeting.

It was moved by Charles J. Costello to dissolve this meeting. This motion passed by unanimous voice vote.

Town Meeting concluded at 9:36pm.

A true record.

Respectfully submitted,
Robin Phelan, Town Clerk

Annual Town Election

May 16, 2017

	<u>Precinct</u> <u>1</u>	<u>Precinct</u> <u>2</u>	<u>Precinct</u> <u>3</u>	<u>Total</u>
<u>Board of Selectmen (3 year, Vote for 1)</u>				
Barbara Jessel	166	225	194	585
William R. Cargill JR.	133	199	151	483
Write-ins	0	0	1	1
Blanks	0	15	10	25
<u>Board of Assessors (5 year, Vote for 1)</u>				
Alexander Leighton Williams	121	212	137	470
June I. Kaiter	106	125	127	358
Write-Ins	0	0	0	0
Blanks	72	102	92	266
<u>Town Moderator (3 year, Vote for 1)</u>				
Gerald R. Johnston	222	348	274	844
Write-Ins	2	1	0	3
Blanks	75	90	82	247
<u>Planning Board (2 year, Vote for 1)</u>				
John N. Adams	215	305	243	763
Write-Ins	0	4	4	8
Blanks	84	130	109	323
<u>Planning Board (5 year, Vote for 2)</u>				
Patrick G. Canonica	199	318	227	744
Mary Langer	193	300	236	729
Write-Ins	1	1	2	4
Blanks	205	259	247	711

<u>Board of Health (3 year, Vote for 2)</u>				
Heather L. Forand	199	312	198	624
Richard F. Taylor	160	266	198	624
Write-Ins	1	2	3	6
Blanks				
<u>Boxford School Committee (3 year, Vote for 2)</u>				
Heather N. Vaz	201	301	236	738
Teresa A. Teleen	186	295	226	707
Write-Ins	1	0	0	1
Blanks	210	282	250	742
<u>Masconomet Regional District School Committee (3 year, Vote for 2)</u>				
Carolyn J. Miller	198	298	239	735
Daniel J. Volchok	183	298	221	702
Write-ins	2	1	3	6
Blanks	215	281	249	745
<u>Trustee of the Boxford Libraries (3 year, Vote for 2)</u>				
Heidi F. Ellard	205	320	255	780
Jeanette P. Glesmann	184	305	230	719
Write-Ins	5	2	4	11
Blanks	204	251	223	678
<u>Board of Commissioner of Trust Funds (3 year, Vote for 1)</u>				
Kathleen Zolla	203	312	250	765
Write-Ins	0	0	0	0
Blanks	96	127	106	329
<u>Constable, East Parish (3 year, Vote for 1)</u>				
John A. Rowen	222	321	265	808
Write-Ins	0	2	0	2
Blanks	77	116	91	284

<u>Constable, West Parish (3 year, Vote for 1)</u>				
David F. Smallman	211	347	253	811
Write-ins	1	0	2	3
Blanks				
<u>Question #1:</u> Shall the Town of Boxford be allowed to assess an additional \$197,318 in real estate and personal property taxes for the purpose of additionally funding the Fiscal Year 2018 Elementary School Budget , for the fiscal year beginning July 1, 2017?				
Yes	207	261	228	696
No	87	168	123	378
Blanks	5	10	5	20
<u>Question #2:</u> Shall the Town of Boxford be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bonds issued in order to fund a partial roof replacement and partial window replacement project at Spofford Pond School , 31 Spofford Road, including the payment of all costs incidental or related thereto?				
Yes	219	307	272	798
No	75	119	77	271
Blanks	5	13	7	25

VITAL STATISTICS

Births	55
Deaths	48
Population	8,544
Registered Voters	6,138
Number of Dog Licenses Issued	1,523

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, 2017

Town of Boxford, Massachusetts

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INDEPENDENT AUDITORS' REPORT

To the Board of Selectmen
Town of Boxford, Massachusetts

Additional Offices:

Nashua, NH
Manchester, NH
Greenfield, MA
Ellsworth, ME

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, 2017, 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, 2017, and the respective changes in financial position and, where applicable, cash flows thereof 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, and the Pension and OPEB schedules appearing on pages 54 to 58 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the *Governmental Accounting Standards Board*, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with evidence sufficient to express an opinion or provide any assurance.

Melanson Heath

October 10, 2017

MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of the Town, we offer readers this narrative overview and analysis of the financial activities of the Town for the fiscal year ended June 30, 2017. All amounts, unless otherwise indicated, are expressed in thousands of dollars.

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, liabilities, and deferred outflows/inflows of resources with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position is improving or deteriorating.

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

The governmental activities include general government, public safety, education, public works, health and human services, culture and recreation, interest, and inter-governmental 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 Town's near-term financing requirements.

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

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

Fiduciary funds. Fiduciary funds are used to account for resources held for the benefit of parties outside the Town. 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 \$41,502,279 (i.e., net position), a change of \$912,719 in comparison to the prior year.
- At the end of the current fiscal year, governmental funds reported combined ending fund balances of \$9,520,762, a change of \$(1,074,490) in comparison to the prior year.
- At the end of the current fiscal year, unassigned fund balance for the general fund was \$4,835,840, a change of \$191,388 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. All amounts are presented in thousands.

NET POSITION

	<u>Governmental Activities</u>	
	<u>2017</u>	<u>2016</u>
Current and other assets	\$ 11,988	\$ 12,093
Capital assets	<u>59,732</u>	<u>58,185</u>
Total assets	71,720	70,278
Deferred outflows	1,215	712
Current liabilities	3,346	2,557
Noncurrent liabilities	<u>27,696</u>	<u>27,719</u>
Total liabilities	31,042	30,276
Deferred inflows	391	124
Net position:		
Net investment in capital assets	50,999	50,526
Restricted	3,157	2,823
Unrestricted	<u>(12,654)</u>	<u>(12,759)</u>
Total net position	<u>\$ 41,502</u>	<u>\$ 40,590</u>

As noted earlier, net position may serve over time as a useful indicator of a Town's financial position. At the close of the most recent fiscal year, total net position was \$41,502,279, a change of \$912,719 from the prior year.

The largest portion of net position \$50,999,106 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 \$3,156,855 represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position reflects a deficit of \$(12,653,682) resulting from the Town's unfunded OPEB and Net Pension liabilities.

CHANGES IN NET POSITION

	<u>Governmental Activities</u>	
	<u>2017</u>	<u>2016</u>
Revenues:		
Program revenues:		
Charges for services	\$ 1,717	\$ 1,634
Operating grants and contributions	4,464	3,743
Capital grants and contributions	474	1,238
General revenues:		
Property taxes	28,891	27,842
Excises	1,644	1,600
Penalties and interest on taxes	74	79
Grants and contributions not restricted to specific programs	813	979
Investment income	94	234
Other	30	31
Bond premium	-	59
Total revenues	<u>38,201</u>	<u>37,439</u>
Expenses:		
General government	2,088	1,828
Public safety	3,485	2,849
Education	27,325	23,664
Public works	2,974	2,715
Health and human services	379	313
Culture and recreation	669	493
¹ Insurance and benefits	-	2,220
Interest expense	226	245
Intergovernmental	143	150
Total expenses	<u>37,289</u>	<u>34,477</u>
Change in net position	912	2,962
Transfers in (out)	<u>-</u>	<u>(250)</u>
Change in net position	912	2,712
Net position - beginning of year	<u>40,590</u>	<u>37,878</u>
Net position - end of year	<u>\$ 41,502</u>	<u>\$ 40,590</u>

¹ Insurance and benefits allocated to other functions in 2017.

Governmental activities. Governmental activities for the year resulted in a change in net position of \$912,719. Key elements of this change are as follows:

General fund operations (accrual basis)	\$ 732,425
Community Preservation fund change in fund balance	463,667
Boxford Common Fields fund change in fund balance (accrual basis)	76,313
Other governmental funds operations (accrual basis)	1,196,016
Principal debt service in excess of depreciation expense	(815,519)
Change in long-term liabilities	(705,719)
Other	<u>(34,464)</u>
Total	<u>\$ 912,719</u>

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 Town's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, governmental funds reported combined ending fund balances of \$9,520,762, a change of \$(1,074,490) 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	\$ 287,423
Community Preservation fund revenues in excess of expenditures	463,667
Boxford common fields fund other financing sources in excess of expenditures	(2,339,032)
Nonmajor fund expenditures and other financing uses in excess of revenues and other financing sources	<u>513,452</u>
Total	<u>\$ (1,074,490)</u>

The general fund is the chief operating fund. At the end of the current fiscal year, unassigned fund balance of the general fund was \$4,835,840, while total fund balance was \$6,538,595. 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.

<u>General Fund</u>	<u>6/30/17</u>	<u>6/30/16</u>	<u>Change</u>	<u>% of Total General Fund Expenditures</u>
Unassigned fund balance	\$ 4,835,840	\$ 4,644,452	\$ 191,388	14.0%
Total fund balance	\$ 6,538,595	\$ 6,251,172	\$ 287,423	18.9%

The total fund balance of the general fund changed by \$287,423 during the current fiscal year. Key factors in this change are as follows:

Revenues in excess of budget	\$ 515,525
Expenditures less than budget	606,495
Use of free cash as a funding source	(1,346,295)
Prior year encumbrances in excess of current year encumbrances	(21,134)
Change in stabilization fund balance	156
Prior year snow/ice deficit raised	116,137
Other	416,539
Total	\$ 287,423

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

	<u>6/30/17</u>	<u>6/30/16</u>	<u>Change</u>
General stabilization fund	\$ 838,767	\$ 838,611	\$ 156

E. GENERAL FUND BUDGETARY HIGHLIGHTS

Differences between the original budget and the final amended budget resulted in an overall change in appropriations of \$512,451. Major reasons for these amendments include:

- \$500,000 transfer to the Spofford School Roof capital project fund. This was approved during the May 2017 Annual Town Meeting.
- \$12,451 purchase for a Department of Public Works utility tractor. This was approved during the May 2017 Annual Town Meeting.

The entire amount of this increase was funded from free cash.

F. CAPITAL ASSET AND DEBT ADMINISTRATION

Capital assets. Total investment in capital assets for governmental activities at year end amounted to \$59,731,633 (net of accumulated depreciation). 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:

- \$2,694,503 for construction in progress, the majority of which was for the Boxford common fields project.
- \$423,421 for various machinery, equipment, and vehicles, including a highway dump truck.
- \$335,804 for infrastructure improvements including paving of roads.
- \$89,182 for various purchases of land and building improvements.
- Current year depreciation expense of \$(1,996,081).

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

Credit rating. As of June 30, 2017, 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 \$6,772,564, all of which was backed by the full faith and credit of the Town.

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's finances for all those with an interest in the Town'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, 2017

	Governmental Activities
ASSETS	
Current:	
Cash and short-term investments	\$ 8,255,597
Investments	3,474,239
Receivables, net of allowance for uncollectibles:	
Property taxes	166,513
Excises	59,120
Betterments	5,940
Noncurrent:	
Receivables, net of allowance for uncollectibles:	
Property taxes	14,642
Betterments	12,306
Capital assets:	
Land and construction in progress	25,070,894
Other capital assets, net of accumulated depreciation	34,660,739
DEFERRED OUTFLOWS OF RESOURCES	
Related to pensions	1,214,597
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	<u>72,934,587</u>
LIABILITIES	
Current:	
Warrants payable	628,181
Accrued liabilities	241,165
Tax refunds payable	3,389
Notes payable	1,250,000
Other current liabilities	93,985
Current portion of long-term liabilities:	
Bonds payable	1,028,561
Other	100,388
Noncurrent:	
Bonds payable, net of current portion	5,744,003
Net pension liability	14,092,733
Net OPEB obligation	6,537,858
Other, net of current portion	1,321,103
DEFERRED INFLOWS OF RESOURCES	
Related to pensions	311,447
Other	79,495
TOTAL LIABILITIES AND DEFERRED INFLOWS OF RESOURCES	<u>31,432,308</u>
NET POSITION	
Net investment in capital assets	50,999,106
Restricted for:	
Community preservation funds	1,999,136
Grants and other statutory restrictions	1,143,066
Permanent funds:	
Nonexpendable	5,182
Expendable	9,471
Unrestricted	<u>(12,653,682)</u>
TOTAL NET POSITION	<u><u>\$ 41,502,279</u></u>

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

TOWN OF BOXFORD, MASSACHUSETTS

STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED JUNE 30, 2017

	Program Revenues			Net (Expenses) Revenues and Changes in Net Position
	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Governmental Activities:				
General government	\$ 2,087,770	\$ 45,072	\$ 5,324	\$ (1,775,208)
Public safety	3,484,932	75,800	158,920	(2,837,155)
Education	27,324,892	4,264,306	-	(22,391,037)
Public works	2,974,197	-	309,845	(2,390,801)
Health and human services	378,779	59,905	-	(280,067)
Culture and recreation	688,765	19,190	-	(590,180)
Interest	225,965	-	-	(225,965)
Intergovernmental	142,861	-	-	(142,861)
Total Governmental Activities	\$ 37,288,161	\$ 4,464,273	\$ 474,089	(30,633,274)
General Revenues:				
Property taxes				28,891,291
Excises				1,643,922
Penalties, interest and other taxes				74,275
Grants and contributions not restricted to specific programs				812,845
Investment income				93,508
Miscellaneous				30,152
Total general revenues				31,545,993
Change in Net Position				912,719
Net Position:				
Beginning of year				40,589,560
End of year				\$ 41,502,279

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

TOWN OF BOXFORD, MASSACHUSETTS

GOVERNMENTAL FUNDS

BALANCE SHEET

JUNE 30, 2017

	General Fund	Community Preservation Fund	Boxford Common Fields Fund	Nonmajor Governmental Funds	Total Governmental Funds
ASSETS					
Cash and short-term investments	\$ 6,248,311	\$ 80,920	\$ 397,012	\$ 1,529,354	\$ 8,255,597
Investments	1,247,341	1,920,233	-	306,665	3,474,239
Receivables:					
Property taxes	177,883	3,271	-	-	181,154
Excises	73,957	-	-	-	73,957
Other	18,246	-	-	-	18,246
TOTAL ASSETS	\$ 7,765,738	\$ 2,004,424	\$ 397,012	\$ 1,836,019	\$ 12,003,193
LIABILITIES					
Warrants payable	\$ 628,181	\$ -	\$ -	\$ -	\$ 628,181
Accrued liabilities	202,160	-	-	-	202,160
Tax refunds payable	3,389	-	-	-	3,389
Notes payable	-	-	1,250,000	-	1,250,000
Other liabilities	93,985	-	-	-	93,985
TOTAL LIABILITIES	927,715	-	1,250,000	-	2,177,715
DEFERRED INFLOWS OF RESOURCES					
Unavailable revenues	299,428	5,288	-	-	304,716
FUND BALANCES					
Nonspendable	-	-	-	5,182	5,182
Restricted	-	1,999,136	-	1,336,853	3,335,989
Committed	496,213	-	-	542,724	1,038,937
Assigned	1,206,542	-	-	-	1,206,542
Unassigned	4,835,840	-	(852,988)	(48,740)	3,934,112
TOTAL FUND BALANCES	6,538,595	1,999,136	(852,988)	1,836,019	9,520,762
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES	\$ 7,765,738	\$ 2,004,424	\$ 397,012	\$ 1,836,019	\$ 12,003,193

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, 2017

Total governmental fund balances	\$ 9,520,762
• Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.	59,731,633
• Revenues are reported on the accrual basis of accounting and are not deferred until collection.	210,385
• Long-term liabilities, including bonds payable, net OPEB obligation, and net pension liability are not payable in the current period and, therefore, are not reported in the governmental funds.	(27,921,496)
• Other	<u>(39,005)</u>
Net position of governmental activities	<u><u>\$ 41,502,279</u></u>

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, 2017

	General Fund	Community Preservation Fund	Boxford Common Fields Fund	Nonmajor Governmental Funds	Total Governmental Funds
Revenues:					
Property taxes	\$ 28,223,549	\$ 677,321	\$ -	\$ -	\$ 28,900,870
Excises	1,647,138	-	-	-	1,647,138
Penalties, interest and other taxes	73,425	851	-	-	74,276
Charges for services	447,426	-	-	812,234	1,259,660
Licenses and permits	415,821	-	-	-	415,821
Intergovernmental	4,518,638	176,823	-	946,488	5,641,949
Fines and forfeitures	51,018	-	-	-	51,018
Investment income	54,976	35,394	-	3,648	94,018
Miscellaneous	1,709	1,499	-	125,718	128,926
Total Revenues	35,433,700	891,888	-	1,888,088	38,213,676
Expenditures:					
Current:					
General government	1,668,354	28,849	6,856	17,982	1,722,041
Public safety	2,631,425	-	-	206,005	2,837,430
Education	23,826,106	-	-	1,087,126	24,913,232
Public works	2,001,325	-	-	301,595	2,302,920
Health and human services	295,986	-	-	75,742	371,728
Culture and recreation	458,647	-	2,446,897	74,951	2,980,495
Employee benefits	2,551,581	-	-	-	2,551,581
Debt service	1,066,506	399,372	-	-	1,465,878
Intergovernmental	142,861	-	-	-	142,861
Total Expenditures	34,642,791	428,221	2,453,753	1,763,401	39,288,166
Excess (deficiency) of revenues over expenditures	790,909	463,667	(2,453,753)	124,687	(1,074,490)
Other Financing Sources (Uses):					
Transfers in	194,459	-	114,721	697,945	1,007,125
Transfers out	(697,945)	-	-	(309,180)	(1,007,125)
Total Other Financing Sources (Uses)	(503,486)	-	114,721	388,765	-
Change in fund balance	287,423	463,667	(2,339,032)	513,452	(1,074,490)
Fund Balance, at Beginning of Year,	6,251,172	1,535,469	1,486,044	1,322,567	10,595,252
Fund Balance, at End of Year	\$ 6,538,595	\$ 1,999,136	\$ (852,988)	\$ 1,836,019	\$ 9,520,762

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, 2017

Net changes in fund balances - total governmental funds	\$ (1,074,490)												
<ul style="list-style-type: none"> 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: <table> <tr> <td>Capital outlay</td><td style="text-align: right;">3,542,910</td></tr> <tr> <td>Depreciation</td><td style="text-align: right;">(1,996,081)</td></tr> </table> The issuance of long-term debt (e.g., bonds) 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: <table> <tr> <td>Repayments of debt</td><td style="text-align: right;">1,180,562</td></tr> <tr> <td>Change in net pension liability</td><td style="text-align: right;">(549,853)</td></tr> <tr> <td>Change in net OPEB liability</td><td style="text-align: right;">(204,294)</td></tr> <tr> <td>Other</td><td style="text-align: right;">25,619</td></tr> </table> 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. <div style="text-align: right;">(18,824)</div> Other differences. <div style="text-align: right;"><u>7,170</u></div> 	Capital outlay	3,542,910	Depreciation	(1,996,081)	Repayments of debt	1,180,562	Change in net pension liability	(549,853)	Change in net OPEB liability	(204,294)	Other	25,619	
Capital outlay	3,542,910												
Depreciation	(1,996,081)												
Repayments of debt	1,180,562												
Change in net pension liability	(549,853)												
Change in net OPEB liability	(204,294)												
Other	25,619												
Change in net position of governmental activities	\$ <u>912,719</u>												

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, 2017

	<u>Budgeted Amounts</u>		Actual Amounts (Budgetary Basis)	Variance with Final Budget Positive (Negative)
	<u>Original Budget</u>	<u>Final Budget</u>		
Revenues and other sources:				
Property taxes	\$ 27,807,011	\$ 27,807,011	\$ 27,807,011	\$ -
Excises	1,375,000	1,375,000	1,647,138	272,138
Interest, penalties, and other taxes	75,000	75,000	73,425	(1,575)
Charges for services	225,000	225,000	447,426	222,426
Licenses and permits	445,000	445,000	415,821	(29,179)
Intergovernmental	2,349,550	2,349,550	2,340,071	(9,479)
Fines and forfeitures	53,000	53,000	51,018	(1,982)
Investment income	75,000	75,000	54,819	(20,181)
Miscellaneous	27,000	27,000	1,710	(25,290)
Transfers in	-	-	108,647	108,647
Use of fund balance	<u>833,844</u>	<u>1,346,295</u>	<u>1,346,295</u>	<u>-</u>
Total Revenues and Other Sources	33,265,405	33,777,856	34,293,381	515,525
Expenditures and other uses:				
General government	1,987,867	1,852,258	1,661,719	190,539
Public safety	2,735,914	2,784,890	2,707,489	77,401
Education	22,010,683	21,865,683	21,634,793	230,890
Public works	1,790,817	1,870,751	1,986,382	(115,631)
Health and human services	300,607	303,677	282,788	20,889
Culture and recreation	471,765	473,165	458,377	14,788
Employee benefits	2,703,749	2,710,484	2,554,217	156,267
Debt service	928,656	928,656	928,653	3
Intergovernmental	174,210	174,210	142,861	31,349
Snow/ice deficit raised on recap	116,137	116,137	116,137	-
Transfers out	<u>45,000</u>	<u>697,945</u>	<u>697,945</u>	<u>-</u>
Total Expenditures	<u>33,265,405</u>	<u>33,777,856</u>	<u>33,171,361</u>	<u>606,495</u>
Excess of revenues and other sources over expenditures and other uses	\$ <u>-</u>	\$ <u>-</u>	\$ <u>1,122,020</u>	\$ <u>1,122,020</u>

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

TOWN OF BOXFORD, MASSACHUSETTS
FIDUCIARY FUNDS
STATEMENT OF FIDUCIARY NET POSITION
JUNE 30, 2017

	Other Post Employment Benefits Trust <u>Fund</u>	Private Purpose Trust <u>Funds</u>	Agency <u>Funds</u>
ASSETS			
Cash and short-term investments	\$ -	\$ 5,409	\$ 53,331
Investments	1,659,410	59,436	21,195
Accountants receivable	<u>-</u>	<u>-</u>	<u>17,879</u>
Total Assets	1,659,410	64,845	92,405
LIABILITIES AND NET POSITION			
Deposits held in escrow	-	-	59,108
Student activity funds	<u>-</u>	<u>-</u>	<u>33,297</u>
Total Liabilities	-	-	92,405
NET POSITION			
Restricted for:			
Endowment	-	12,948	-
Unrestricted	<u>1,659,410</u>	<u>51,897</u>	<u>-</u>
Total net position held in trust	<u>\$ 1,659,410</u>	<u>\$ 64,845</u>	<u>\$ -</u>

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, 2017

	Other Post Employment Benefits Trust Fund	Private Purpose Trust Funds
Additions:		
Contributions:		
Employers	\$ 797,053	\$ -
Other	<u>-</u>	<u>15,128</u>
Total contributions	797,053	15,128
Investment Income (Loss):		
Interest	-	173
Increase (decrease) in fair value of investments	<u>187,870</u>	<u>-</u>
Net investment income (loss)	<u>187,870</u>	<u>173</u>
Total additions	984,923	15,301
Deductions:		
Benefit payments to plan members, beneficiaries and other systems	497,053	-
Education	<u>-</u>	<u>8,800</u>
Total deductions	<u>497,053</u>	<u>8,800</u>
Net increase (decrease)	487,870	6,501
Net position:		
Beginning of year	<u>1,171,540</u>	<u>58,344</u>
End of year	<u>\$ 1,659,410</u>	<u>\$ 64,845</u>

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

TOWN OF BOXFORD, MASSACHUSETTS

Notes to 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 Town and applicable component units for which the Town is considered to be financially accountable. In fiscal year 2017, 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 nonfiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are 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*. 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 Town. 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 Town'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 fiduciary fund financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Under this method, revenues are recognized when earned and expenses are recorded when liabilities are incurred.

The Town reports the following fiduciary funds:

- The *other post-employment benefit trust fund* is used to accumulate resources for health and life insurance benefits for retired employees.
- The *private-purpose trust fund* is used to account for trust arrangements, other than those properly reported in the pension trust fund or 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 investments 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 fair 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 2017 tax levy reflected an excess capacity of \$1,042,974.

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 acquisition 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:

<u>Assets</u>	<u>Years</u>
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 applicable governmental activities 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 - Generally, fund balance represents the difference between the 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.

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.

<u>General Fund</u>	<u>Revenues and Other Financing Sources</u>	<u>Expenditures and Other Financing Uses</u>
Revenues/Expenditures (GAAP basis)	\$ 35,433,700	\$ 34,642,791
Other financing sources/uses (GAAP basis)	<u>194,459</u>	<u>697,945</u>
Subtotal (GAAP Basis)	35,628,159	35,340,736
Adjust tax revenue to accrual basis	(416,538)	-
Reverse beginning of year appropriation carryforwards from expenditures	-	(742,495)
Add end of year appropriation carryforwards to expenditures	-	721,362
Record budgeted use of free cash	1,346,295	-
Reverse effect of non-budgeted State contributions for teachers' retirement	(2,178,567)	(2,178,567)
Record raising of prior year's snow and ice deficit	-	116,137
Reverse effects of combining general fund and stabilization fund (GASB54)	(156)	-
Reverse effect of other non-budgeted activity	<u>(85,812)</u>	<u>(85,812)</u>
Budgetary basis	<u>\$ 34,293,381</u>	<u>\$ 33,171,361</u>

D. Deficit Fund Equity

Certain individual funds reflected deficit balances as of June 30, 2017.

It is anticipated that the deficits in these funds will be eliminated through future grant revenues 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, 2017, \$176,438 of the Town's bank balance of \$8,682,096 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, 2017, all of the Town's investments are in compliance with these policies.

Presented below (in thousands) is the actual rating as of year-end for each investment of the Town (All federal agency securities have an implied credit rating of AAA.):

<u>Investment Type</u>	<u>Amount</u>	<u>Minimum Legal Rating</u>	<u>Exempt From Disclosure</u>	<u>Rating as of Year End</u>				
				<u>Aaa</u>	<u>A1</u>	<u>A2</u>	<u>A3</u>	<u>Baa1</u>
Certificates of deposit	\$ 1,253	N/A	\$ 1,253	\$ -	\$ -	\$ -	\$ -	\$ -
U.S. Treasury notes	499	N/A	-	499	-	-	-	-
Federal agency securities	425	N/A	-	425	-	-	-	-
Corporate bonds	450	N/A	-	-	125	40	35	250
Corporate equities	756	N/A	756	-	-	-	-	-
Mutual funds	172	N/A	172	-	-	-	-	-
PRIT*	1,659	N/A	1,659	-	-	-	-	-
Total investments	<u>\$ 5,214</u>		<u>\$ 3,840</u>	<u>\$ 924</u>	<u>\$ 125</u>	<u>\$ 40</u>	<u>\$ 35</u>	<u>\$ 250</u>

*Fair value is the same as the value of the pool share. The Pension Reserves Investment Trust was created under Massachusetts General Law, Chapter 32, Section 22, in December 1983. The Pension Reserves Investment Trust (PRIT) is operated under contract with a private investment advisor, approved by the Pension Reserves Investment Management Board. The Pension Reserves Investment Management Board shall choose an investment advisor by requesting proposals from advisors and reviewing such proposals based on criteria adopted under Massachusetts General Law, Chapter 30B.

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 or collateral securities that are in possession of another party. 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, 2017, 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, 2017, none of the Town's investments were subject to custodial credit risk.

C. Concentration of Credit Risk

The Town's policy to limit the amount the Town may invest in any one issuer is a diversification concept that prohibits the over-concentration of investments in a specific instrument-type and issuer by limiting investments (other than U.S. treasuries, government agency securities, and mutual funds) to no more than 5% of an institution's assets and no more than 10% of the Town's cash.

The Town does not have an investment in one issuer greater than 5% of total investments.

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, 2017, 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):

<u>Investment Type</u>	<u>Amount</u>	<u>Investment Maturities</u> <u>(in Years)</u>	
		<u>Less</u>	
		<u>Than 1</u>	<u>1-5</u>
Certificates of deposit	\$ 1,253	\$ 1,006	\$ 247
U.S. Treasury notes	499	-	499
Federal agency securities	425	-	425
Corporate bonds	450	265	185
Total	<u>\$ 2,627</u>	<u>\$ 1,271</u>	<u>\$ 1,356</u>

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, 2017 (in thousands):

<u>Description</u>		<u>Fair Value Measurements Using:</u>		
		<u>Quoted prices in active markets for identical (Level 1)</u>	<u>Significant observable inputs (Level 2)</u>	<u>Significant unobservable inputs (Level 3)</u>
Investments by fair value level:				
Debt securities:				
U.S. Treasury notes	\$ 499	\$ -	\$ 499	\$ -
Federal agencies	425	\$ -	\$ 425	\$ -
Corporate bonds	450	\$ -	\$ 450	\$ -
Equity securities:				
Various securities	756	\$ 756	\$ -	\$ -
Mutual funds	172	\$ 172	\$ -	\$ -
Investments measured at the net asset value (NAV):				
External investment pool	<u>1,659</u>			
Total	<u>\$ 3,961</u>			
<u>Description</u>		<u>Value</u>	<u>Unfunded Commitments</u>	<u>Redemption Frequency (If currently eligible)</u>
External investment pool		\$ 1,659	\$ -	Monthly
				<u>Redemption Notice Period</u>
				30 days

5. Taxes and Excises Receivables

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 day after the final tax bill is due, a demand notice may be sent to the delinquent taxpayer. 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.

Motor vehicle excise taxes are assessed annually for every motor vehicle and trailer registered in the Commonwealth. The Registry of Motor Vehicles annually calculates the value of all registered motor vehicles for the purpose of excise assessment. The amount of motor vehicle excise tax due is calculated using a fixed rate of \$25 per \$1,000 of value.

Boat excise taxes are assessed annually for all water vessels, including documented boats and ships, used or capable of being used for transportation on water. A boat excise is assessed by the community where the vessel is moored. July 1 is the assessing date for all vessels, and the boat excise due is calculated using a fixed rate of \$10 per \$1,000 of value.

<u>Receivables:</u>	<u>Gross Amount</u>	<u>Allowance for Doubtful Accounts</u>	<u>Net Amount</u>
Real estate taxes	\$ 154,142	\$ -	\$ 154,142
Personal property taxes	445	-	445
Tax liens	23,296	-	23,296
Other	3,271	-	3,271
Total property taxes	181,154	-	181,154
Motor vehicle excise	73,957	(14,837)	59,120
Total excises	73,957	(14,837)	59,120
Grand total	\$ 255,111	\$ (14,837)	\$ 240,274

6. 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 following is an analysis of interfund transfers:

<u>Governmental Funds:</u>	<u>Transfers In</u>	<u>Transfers Out</u>
General Fund	\$ 194,459	\$ 697,945
Boxford Common Fields - Major Fund	114,721	-
Nonmajor Funds:		
Special Revenue Funds:	145,000	209,321
Capital Project Funds:	507,945	99,859
Expendable Trust Funds	45,000	-
Subtotal Nonmajor Funds	697,945	309,180
Grand Total	\$ 1,007,125	\$ 1,007,125

7. Capital Assets

Capital asset activity for the year ended June 30, 2017 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	22,273	98	-	22,371
Machinery, equipment, and vehicles	5,544	423	-	5,967
Infrastructure	34,702	345	-	35,047
Total capital assets, being depreciated	62,983	866	-	63,849
Less accumulated depreciation for:				
Land improvements	(188)	(22)	-	(210)
Buildings and building improvements	(9,560)	(635)	-	(10,195)
Machinery, equipment, and vehicles	(3,119)	(447)	-	(3,566)
Infrastructure	(14,325)	(892)	-	(15,217)
Total accumulated depreciation	(27,192)	(1,996)	-	(29,188)
Total capital assets, being depreciated, net	35,791	(1,130)	-	34,661
Capital assets, not being depreciated:				
Land	20,581	7	-	20,588
Construction in progress	1,813	2,695	(25)	4,483
Total capital assets, not being depreciated	22,394	2,702	(25)	25,071
Governmental activities capital assets, net	\$ 58,185	\$ 1,572	\$ (25)	\$ 59,732

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

Governmental Activities:	
General government	\$ 224
Public safety	315
Education	397
Public works	1,036
Human services	2
Culture and recreation	22
Total depreciation expense - governmental activities	\$ 1,996

8. Deferred Outflows of Resources

Deferred outflows of resources represent the consumption of net position by the Town that is applicable to future reporting periods. Deferred outflows of resources have a positive effect on net position, similar to assets. Deferred outflows of

resources related to pensions, in accordance with GASB Statement No. 68, Accounting and Financial Reporting for Pensions, are more fully discussed in Note 17.

9. Warrants Payable

Warrants payable represent 2017 expenditures paid by July 15, 2017.

10. 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.

11. Notes Payable

The Town had the following notes outstanding at June 30, 2017:

<u>Purpose</u>	<u>Interest Rate</u>	<u>Date of Issue</u>	<u>Date of Maturity</u>	<u>Balance at 6/30/17</u>
Boxford common fields	0.95%	10/07/16	10/06/17	\$ 1,250,000
Total				\$ 1,250,000

The following summarizes activity in notes payable during fiscal year 2017:

<u>Purpose</u>	<u>Balance Beginning of Year</u>	<u>New Issues</u>	<u>Maturities</u>	<u>Balance End of Year</u>
Boxford common fields	\$ -	\$ 1,250,000	\$ -	\$ 1,250,000
Total	\$ -	\$ 1,250,000	\$ -	\$ 1,250,000

12. 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 have been issued for governmental activities. General obligation bonds currently outstanding are as follows:

	Amount of Original Issue	Serial Maturities Through	Interest Rate(s) %	Amount Outstanding as of 6/30/17
<u>Governmental Activities:</u>				
<u>Bonds payable - Inside the Debt Limit</u>				
Fire truck refunding	\$ 60,000	08/15/17	0.91%	\$ 15,000
Police station refunding	1,367,000	08/15/20	1.18%	577,000
Town Hall construction refunding	1,955,000	08/15/22	1.36%	1,260,000
Sawyer/Richardson land refunding	1,393,000	08/15/22	1.38%	908,000
Spofford Pond Road drainage refunding	85,000	08/15/22	1.35%	55,000
Anvil Farm land acquisition	850,000	06/15/26	3.90%	405,000
Haynes land acquisition	1,900,000	06/15/27	3.94%	1,000,000
Lincoln Hall building renovations	675,000	06/15/27	3.93%	350,000
School remodeling	355,000	09/15/27	1.60%	255,000
Land acquisition	190,000	09/15/27	1.55%	130,000
Fire truck	430,000	09/15/27	1.70%	330,000
Dump truck	205,000	09/15/22	1.24%	120,000
Land acquisition	86,000	10/01/25	1.78%	77,400
Library Design Plans	222,000	10/01/18	0.75%	146,000
Fire Station Floor Drain/Tank Replacement	102,000	10/01/25	1.79%	91,800
Wood School Interior Renovations	667,000	10/01/25	1.81%	601,300
<u>Bonds payable - Outside the Debt Limit</u>				
Title V MWPAT - Loan 1	200,000	08/01/18	0.00%	21,736
Title V MWPAT - Loan 2	48,524	02/01/21	0.00%	10,828
Water treatment plant	400,000	09/15/27	1.70%	305,000
Wood School Exterior Renovations	125,000	10/01/25	1.82%	113,500
Total Governmental Activities:	\$ 11,315,524			\$ 6,772,564

B. Future Debt Service

The annual payments to retire all general obligation long-term debt outstanding as of June 30, 2017 are as follows:

<u>Governmental</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
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	755,000	83,513	838,513
2023 - 2027	2,055,000	202,151	2,257,151
2028 - 2032	100,000	1,463	101,463
Total	\$ 6,772,564	\$ 873,779	\$ 7,646,343

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, 2017:

General fund	\$ 4,401,064
Community preservation fund	2,371,500
Total	\$ 6,772,564

C. Changes in General Long-Term Liabilities

During the year ended June 30, 2017, the following changes occurred in long-term liabilities (in thousands):

	Total Balance 7/1/16	Additions	Reductions	Total Balance 6/30/17	Less Current Portion	Equals Long-Term Portion 6/30/17
<u>Governmental Activities</u>						
Bonds payable	\$ 7,953	\$ -	\$ (1,180)	\$ 6,773	\$ (1,029)	\$ 5,744
Net pension liability	13,308	785	-	14,093	-	14,093
Net OPEB liability	6,334	204	-	6,538	-	6,538
Other:						
Landfill liability	970	-	(49)	921	(50)	871
Compensated absences	426	74	-	500	(50)	450
Capital leases	51	-	(51)	-	-	-
Subtotal - other	1,447	74	(100)	1,421	(100)	1,321
Totals	<u>\$ 29,042</u>	<u>\$ 1,063</u>	<u>\$ (1,280)</u>	<u>\$ 28,825</u>	<u>\$ (1,129)</u>	<u>\$ 27,696</u>

13. Landfill Postclosure Care Costs

State and Federal laws and regulations require the Town to perform certain maintenance and monitoring functions at the landfill site for thirty years after closure.

The \$921,262 reported as landfill postclosure care liability at June 30, 2017 represents the remaining estimated postclosure maintenance costs. These amounts are based on what it would cost to perform all postclosure care in 2017. Actual cost may be higher due to inflation, changes in technology, or changes in regulations.

14. Deferred Inflows of Resources

Deferred inflows of resources are the acquisition of net position 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 Town reports two items as deferred inflows of resources: one which is attributable to changes in the net pension liability, and the other which arises from the current financial resources measurement focus and the modified accrual basis of accounting in governmental funds. Deferred inflows of resources related to pension will be recognized in pension expense in future years and is more fully described in Note 17. *Unavailable revenues* are reported in the governmental funds balance sheet in connection with receivables for which revenues are not considered available to liquidate liabilities of the current year.

15. 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, 2017:

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 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 and general stabilization fund and deficit funds.

Following is a breakdown of the Town's fund balance as of June 30, 2017:

	General Fund	Community Preservation Fund	Boxford Common Fields Fund	Nonmajor Governmental Funds	Total Governmental Funds
Nonspendable					
Nonexpendable permanent funds	\$ -	\$ -	\$ -	\$ 5,182	\$ 5,182
Total Nonspendable	-	-	-	5,182	5,182
Restricted					
Community preservation funds	-	1,999,136	-	-	1,999,136
Special revenue funds	-	-	-	1,091,098	1,091,098
Expendable trust funds	-	-	-	75,708	75,708
Capital projects funded by borrowing	-	-	-	160,576	160,576
Expendable permanent funds	-	-	-	9,471	9,471
Total Restricted	-	1,999,136	-	1,336,853	3,335,989
Committed					
Expendable trust funds funded by general fund	-	-	-	91,384	91,384
Capital projects funded by general fund	-	-	-	451,340	451,340
Article carryforwards	496,213	-	-	-	496,213
Total Committed	496,213	-	-	542,724	1,038,937
Assigned					
Encumbrances	225,149	-	-	-	225,149
Reserved for expenditures	857,185	-	-	-	857,185
Reserved for debt service	124,208	-	-	-	124,208
Total Assigned	1,206,542	-	-	-	1,206,542
Unassigned					
General fund	3,997,073	-	-	-	3,997,073
Stabilization fund	838,767	-	-	-	838,767
Special revenue fund deficits	-	-	-	(23,740)	(23,740)
Capital project fund deficits	-	-	(852,988)	(25,000)	(877,988)
Total Unassigned	4,835,840	-	(852,988)	(48,740)	3,934,112
Total Fund Balances	\$ 6,538,595	\$ 1,999,136	\$ (852,988)	\$ 1,836,019	\$ 9,520,762

16. 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.

Massachusetts General Laws require that non-property tax revenue budget short-falls, net of appropriation turnbacks, be funded in the subsequent year. The same treatment is also applied to the excess of actual property tax abatements and exemptions over the provision for abatements and exemptions (overlay).

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	\$ 4,835,840
Unavailable revenue	299,428
Allowance for abatements	3,389
Other	<u>(722,630)</u>
Statutory Balance	<u>\$ 4,416,027</u>

17. **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 employees of the Town (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. The pension plan provides pension benefits, deferred allowances, and death and disability benefits. Chapter 32 of the Massachusetts General Laws establishes the authority of the System, contribution percentages, and benefits paid. The System Retirement Board does not have the authority to amend benefit provisions. Additional information is disclosed in the System's annual financial reports, which are publicly 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.

Participant Retirement Benefits

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 for those hired prior to April 2, 2012 and the highest five-year average annual rate of regular compensation for those first becoming members of the Massachusetts System on or after that date. However, 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 10 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 consecutive years preceding retirement. Benefit payments are based upon a member's age, length of creditable service, level of compensation and group classification.

If a participant was a member prior to February 2012, a retirement allowance may be received at any age, upon attaining 20 years of service. The plan also provides for retirement at age 55 if the participant was a member prior to January 1, 1978, with no minimum vesting requirements. If the participant was a member on or after January 1, 1978 and a member of Groups 1 or 2, then a retirement allowance may be received if the participant (1) has at least 10 years of creditable service, (2) is age 55, (3) voluntarily left Town employment on or after that date, and (4) left accumulated annuity deductions in the fund. Members of Group 4, have no minimum vesting requirements, however, must be at least age 55. Groups 2 and 4 require that participants perform the duties of the Group position for at least 12 months immediately prior to retirement.

A participant who became a member on or after April 2, 2012 is eligible for a retirement allowance upon 10 years creditable service and reaching ages 60 or 55 for Groups 1 and 2, respectively. Participants in Group 4 must be at least age 55. Groups 2 and 4 require that participants perform the duties of the Group position for at least 12 months immediately prior to retirement.

A retirement allowance consists of two parts: an annuity and a pension. A member's accumulated total deductions and a portion of the interest they generate constitute the annuity. The difference between the total retirement allowance and the annuity is the pension. The average retirement benefit is approximately 80-85% pension and 15-20% annuity.

Participant Refunds

Employees who resign from service and who are not eligible to receive a retirement allowance are entitled to request a refund of their accumulated total deductions. Members voluntarily withdrawing with at least 10 years of service or involuntarily withdrawing, receive 100% of the regular interest that has accrued on those accumulated total deductions. Members voluntarily withdrawing with less than 10 years of service get credited interest each year at a rate of 3%.

Participants 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. The 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%

For those members entering a Massachusetts System on or after April 2, 2012 in Group 1, the contribution rate will be reduced to 6% when at least 30 years of creditable service has been attained.

Employer Contributions

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, 2017 was \$1,059,806, which was equal to its annual required contribution.

B. 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.

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

At June 30, 2017, the Town reported a liability of \$14,092,733 for its proportionate share of the System's total net pension liability. The net pension liability was measured as of December 31, 2016, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of January 1, 2016. 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, 2016, the Town's proportion was 3.658%.

For the year ended June 30, 2017, the Town recognized total pension expense of \$1,611,167. 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
Differences between expected and actual experience	\$ -	\$ 253,788
Changes of assumptions	597,264	-
Net difference between projected and actual earnings on pension plan investments	617,333	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	-	57,659
Total	<u>\$ 1,214,597</u>	<u>\$ 311,447</u>

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:

2018	\$ 259,932
2019	259,932
2020	273,327
2021	94,752
Thereafter	15,207
Total	<u>\$ 903,150</u>

D. Actuarial Assumptions

The total pension liability was determined by an actuarial valuation as of January 1, 2016, using the following actuarial assumptions, applied to all periods included in the measurement that was updated to a measurement date of December 31, 2016:

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	7.75%

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, 2016 are summarized in the following table:

<u>Asset Class</u>	<u>Target Asset Allocation</u>	<u>Long-term Expected Real Rate of Return Geometric Average</u>
Core Bonds	5.00%	4.00%
20+ Year Treasuries	5.00%	3.75%
TIPS	3.00%	3.75%
Large Cap Equities	14.50%	7.50%
Mid/Small Cap Equities	3.50%	7.75%
International Equities	16.00%	7.83%
Emerging International Equities	6.00%	9.61%
High-Yield Bonds	1.50%	5.75%
Bank Loans	1.50%	6.00%
EMD (External)	1.00%	5.75%
EMD (Local Currency)	2.00%	6.50%
Private Debt	4.00%	9.06%
Private Equity	10.00%	9.50%
Real Estate	10.00%	6.50%
Timberland	4.00%	6.00%
Hedge Funds and Portfolio Completion	13.00%	6.48%
Total	100.00%	

E. Discount Rate

The discount rate used to measure the total pension liability was 7.75%. 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.

F. Sensitivity of the 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 7.75%, 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 (6.75%) or 1 percentage-point higher (8.75%) than the current rate:

1% Decrease (6.75%)	Current Discount Rate (7.75%)	1% Increase (8.75%)
\$ 17,273,047	\$ 14,092,733	\$ 11,739,854

G. Pension Plan Fiduciary Net Position

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

18. 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, multi-employer 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:

<u>Membership Date</u>	<u>% of Compensation</u>
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, 2016 measurement date was determined by an actuarial valuation as of January 1, 2016 rolled forward to June 30, 2016. This valuation used the following assumptions:

- (a) 7.50% investment rate of return, (b) 3.50% interest rate credited to the annuity savings fund and (c) 3.00% cost of living increase on the first \$13,000 per year.
- Salary increases are based on analyses of past experience but range from 4.00% to 7.50% depending on length of service.
- Experience study is dated July 21, 2014 and encompasses the period January 1, 2006 to December 31, 2011.
- 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 distinct)
 - 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, 2016 are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Global equity	40.0%	6.9%
Core fixed income	13.0%	1.6%
Private equity	10.0%	8.7%
Real estate	10.0%	4.6%
Value added fixed income	10.0%	4.8%
Hedge funds	9.0%	4.0%
Portfolio completion strategies	4.0%	3.6%
Timber/natural resources	4.0%	5.4%
Total	<u>100.0%</u>	

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):

<u>1% Decrease to 6.5%</u>	<u>Current Discount Rate 7.5%</u>	<u>1% Increase to 8.5%</u>
\$ 27,464,000	\$ 22,357,928	\$ 18,022,000

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 2017 (the most recent measurement period), the Commonwealth's proportionate share of the MTRS' collective net pension liability and pension expense that is associated with the Town was \$21,357,123 and \$2,178,567 respectively, based on a proportionate share of 0.095524%. As required by GASB 68, the Town has recognized its portion of the collective pension expense as both a revenue and expenditure in the general fund.

19. **Other Post-Employment Benefits – OPEB (GASB 45)**

GASB Statement 45, *Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions*, requires Towns 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 17, 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 2017 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, 2017, 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)	\$ 1,350,795
Interest on net OPEB obligation	395,013
Adjustment to ARC	(451,216)
Amortization of actuarial (gains)/losses	<u>(543,245)</u>
Annual OPEB cost	751,347
Expected employer contributions	(497,053)
Contribution to trust fund over 30 years	(300,000)
Other	<u>250,000</u>
Increase (decrease) in net OPEB obligation	204,294
Net OPEB obligation - beginning of year	<u>6,333,564</u>
Net OPEB obligation - end of year	<u>\$ 6,537,858</u>

The Town's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation were as follows:

<u>Fiscal Year Ended</u>	<u>Annual OPEB Cost</u>	<u>Percentage of OPEB Cost Contributed</u>	<u>Net OPEB Obligation</u>
2015	\$ 732,516	86.98%	\$ 6,647,189
2016	\$ 687,661	145.61%	\$ 6,333,564
2017	\$ 751,347	39.93%	\$ 6,537,858

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

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 OPEB 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 2020. 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 2017, the Town's portion of the District's annual operating assessment was 37.55%.

20. Other Post-Employment Benefits – OPEB (GASB 74)

In October of 2011 the Town established an OPEB Trust fund to provide funding for future employee health care costs.

Investments

The OPEB Trust fund does not have a formal investment policy. At June 30, 2017, investments consisted of pooled funds with the Pension Reserves Investment Trust (PRIT). Concentration and rate of return information was not available.

Net OPEB Liability

The components of the net OPEB liability were as follows:

Total OPEB liability	\$ 10,851,613
Plan fiduciary net position ¹	<u>(1,659,410)</u>
Net OPEB liability	<u>\$ 9,192,203</u>

Plan fiduciary net position as a percentage of the total OPEB liability	15.29%
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Actuarial assumptions. The total OPEB liability was determined by an actuarial valuation as of June 30, 2015, using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.75 percent
Salary increases	3.00 percent, average, including inflation
Investment rate of return	7.04 percent, net of OPEB plan investment expense, including inflation

Mortality rates were based on:

- Pre-Retirement Mortality: RP-2000 Employees Mortality Table projected generationally with scale BB and a base year 2009 for males and females.
- Post-Retirement Mortality: RP-2000 Healthy Annuitant Mortality Table projected generationally with scale BB and a base year 2009 for males and females.
- Disabled Mortality: RP-2000 Healthy Annuitant Table projected generationally with Scale BB and a base year 2012 for males and females.

The actuarial assumptions used in the June 30, 2015 valuation were based on the results of an actuarial experience study for the period January 1, 2012 through January 1, 2014. As a result of the actuarial experience study, the expectation of life after disability was adjusted in the June 30, 2015 actuarial valuation to more closely reflect actual experience.

The long-term expected rate of return on OPEB 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 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 and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the target asset allocation as of June 30, 2017 are summarized in the following table:

<u>Asset Class</u>	<u>Target Asset Allocation</u>	<u>Long-term Expected Real Rate of Return</u>
Domestic equity - large cap	14.50%	4.00%
Domestic equity - small/mid cap	3.50%	6.00%
International equity - developed market	16.00%	4.50%
International equity - emerging market	6.00%	7.00%
Domestic fixed income	20.00%	2.00%
International fixed income	3.00%	3.00%
Alternatives	23.00%	6.50%
Real estate	14.00%	6.25%
Total	<u>100.00%</u>	

Discount rate. The discount rate used to measure the total OPEB liability was 6.75%. The projection of cash flows used to determine the discount rate assumed that contributions from plan member will be made at the current contribution rate. Based on those assumptions, the OPEB plan fiduciary net position was not projected to be available to make all projected future benefit payments of current plan members.

Sensitivity of the net OPEB liability to changes in the discount rate. The following presents the net OPEB liability as well as what the net OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (5.75 percent) or 1-percentage-point higher (7.75 percent) than the current discount rate:

<u>1% Decrease (5.75%)</u>	<u>Discount Rate (6.75%)</u>	<u>1% Increase (7.75%)</u>
\$ 10,635,239	\$ 9,192,203	\$ 7,830,614

Sensitivity of the net OPEB liability to changes in the healthcare cost trend rates. The following presents the net OPEB liability as well as what the net OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower (5.00 percent decreasing to 4.00 percent) or

1-percentage-point higher (5.00 percent increasing to 6.00 percent) than the current healthcare cost trend rates:

1% Decrease (5.00% decreasing to 4.00%)	Healthcare Cost Trend Rates (5.00%)	1% Increase (5.00% increasing to 6.00%)
\$ 6,839,858	\$ 9,192,203	\$ 12,142,122

21. Subsequent Events

Debt

Subsequent to June 30, 2017, the Town has incurred the following additional debt:

	<u>Amount</u>	<u>Interest Rate</u>	<u>Issue Date</u>	<u>Maturity Date</u>
Bond anticipatory note	\$ 2,500,000	2.00%	10/06/17	10/05/18

22. Commitments and Contingencies

Outstanding Legal Issues - On an ongoing basis, there are typically pending legal issues in which the Town is involved. The Town's management is of the opinion that the potential future settlement of these issues 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.

23. Implementation of New GASB Standard

The Governmental Accounting Standards Board (GASB) has issued Statement No. 75, Accounting and Financial Reporting for Postemployment Benefits Other than Pensions, replacing requirements of Statements No. 45 and 57, effective for the Town beginning with its year ending June 30, 2018. This Statement establishes standards for recognizing and measuring liabilities, deferred outflows of resources, deferred inflows of resources, and expense/expenditures. In addition, this Statement details the recognition and disclosure requirements for employers with payables to defined benefit OPEB plans that are administered through trusts that meet the specific criteria and for employers whose employees are provided with defined contribution OPEB.

TOWN OF BOXFORD, MASSACHUSETTS
SCHEDULE OF PROPORTIONATE SHARE
OF THE NET PENSION LIABILITY (GASB 68)

JUNE 30, 2017
(Unaudited)

Essex Regional Retirement System

<u>Fiscal Year</u>	<u>Measurement Date</u>	<u>Proportion of the Net Pension Liability</u>	<u>Proportionate Share of the Net Pension Liability</u>	<u>Covered Payroll</u>	<u>Proportionate Share of the Net Pension Liability as a Percentage of Covered Payroll</u>	<u>Plan Fiduciary Net Position Percentage of the Total Pension Liability</u>
June 30, 2017	12/31/2016	3.658%	\$14,092,733	\$ 4,787,031	294.39%	51.12%
June 30, 2016	12/31/2015	3.663%	\$13,307,669	\$ 5,080,198	261.95%	51.01%
June 30, 2015	12/31/2014	3.652%	\$12,389,026	\$ 4,880,552	253.84%	52.27%

Massachusetts Teachers' Retirement System

<u>Fiscal Year</u>	<u>Measurement Date</u>	<u>Proportion of the Net Pension Liability</u>	<u>Proportionate Share of the Net Pension Liability</u>	<u>Commonwealth of Massachusetts' Total Proportionate Share of the Net Pension Liability Associated with the Town</u>	<u>Total Net Pension Liability Associated with the Town</u>	<u>Covered Payroll</u>	<u>Proportionate Share of the Net Pension Liability as a Percentage of Covered Payroll</u>	<u>Plan Fiduciary Net Position Percentage of the Total Pension Liability</u>
June 30, 2017	June 30, 2016	0.095524%	\$ -	\$ 21,357,123	\$ 21,357,123	\$ 6,283,239	-	51.12%
June 30, 2016	June 30, 2015	0.094803%	\$ -	\$ 19,424,725	\$ 19,424,725	\$ 6,009,456	-	55.38%
June 30, 2015	June 30, 2014	0.092382%	\$ -	\$ 14,685,326	\$ 14,685,326	\$ 5,664,397	-	61.64%

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 (GASB 68)

**JUNE 30, 2017
(Unaudited)**

Essex Regional Retirement System					
<u>Fiscal Year</u>	<u>Contractually Required Contribution</u>	Contributions in Relation to the <u>Contractually Required Contribution</u>	<u>Contribution Deficiency (Excess)</u>	<u>Covered Payroll</u>	<u>Contributions as a Percentage of Covered Payroll</u>
June 30, 2017	\$ 1,059,806	\$ 1,059,806	\$ -	\$ 4,787,031	22.14%
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%

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 OPEB FUNDING PROGRESS (GASB 45)**

June 30, 2017

(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 Percent- age 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
OTHER POST-EMPLOYMENT BENEFITS (OPEB)**

Schedule of Changes in the Net OPEB Liability (GASB 74)

(Unaudited)

	<u>2017</u>
Total OPEB liability	
Service cost	\$ 314,494
Interest on total OPEB liability	655,663
Benefit payments, including refunds of member contributions	<u>(497,053)</u>
Net change in total OPEB liability	473,104
Total OPEB liability - beginning	<u>10,378,509</u>
Total OPEB liability - ending (a)	<u>\$ 10,851,613</u>
 Plan fiduciary net position	
Contributions - employer	\$ 797,053
Net investment income	187,870
Benefit payments, including refunds of member contributions	<u>(497,053)</u>
Net change in plan fiduciary net position	487,870
Plan fiduciary net position - beginning	<u>1,171,540</u>
Plan fiduciary net position - ending (b)	<u>\$ 1,659,410</u>
 Net OPEB liability (asset) - ending (a-b)	 <u>\$ 9,192,203</u>

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

See notes to the Town's financial statements for summary of significant actuarial methods and assumptions.

See Independent Auditors' Report.

**TOWN OF BOXFORD, MASSACHUSETTS
OTHER POST-EMPLOYMENT BENEFITS (OPEB)**

Schedules of Net OPEB Liability, Contributions, and Investment Returns (GASB 74)

(Unaudited)

Schedule of Net OPEB Liability

	<u>2017</u>
Total OPEB liability	\$ 10,851,613
Plan fiduciary net position	<u>1,659,410</u>
Net OPEB liability (asset)	<u>\$ 9,192,203</u>
Plan fiduciary net position as a percentage of the total OPEB liability	15.29%
Covered payroll	\$ 11,605,943
Participating employer net OPEB liability (asset) as a percentage of covered payroll	79.20%

Schedule of Contributions

	<u>2017</u>
Actuarially determined contribution	\$ 992,163
Contributions in relation to the actuarially determined contribution	<u>797,053</u>
Contribution deficiency (excess)	<u>\$ 195,110</u>
Covered payroll	\$ 11,605,943
Contributions as a percentage of covered payroll	6.87%

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

See notes to Town's financial statements for summary of
significant actuarial methods and assumptions.

See Independent Auditors' Report.

FINANCE COMMITTEE

The Finance Committee had an interesting year. Michael White remained the Chairman, and Chris Wakeman the Vice Chairperson. Kathryn Trull and Joe Callahan joined the committee resulting in 6 members. At the time of this writing, a 7th member, Phil McManus was added. The six committee members buckled down and the results were quite heartening, as newer members stepped up to fulfill the work requirements.

Going forward, the mixture of new blood and experienced members made up a committee which would try to navigate the town through 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 FY2018 (July 1, 2017 – June 30, 2018) was presented at the May, 2017, Town Meeting and was easily passed. The FinCom was pleased that the increase in tax to average households was 2.01%. Free cash was certified in the fall of 2017 at \$3,833,134, another unusually high year (as was last year's) 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, and also the seemingly endless controversies of town building needs and maintenance – both current buildings and proposed new structures. The FinCom is heartened by the extensive work done by the Municipal Facilities Task Force, with Peter Bernardin ably representing the FinCom in this important endeavor. It will be up to the Town, via Town meetings, to decide on the path forward. Of course, getting the proper votes to enact such proposals will be an interesting situation.

Over the last 7 years, the Town has not embarked on any major (multi million) facility projects, aside from the new roof, etc., for Spofford Pond School. Because of this, our annual bond payments have dropped dramatically. The drop in bond payments has shielded the average taxpayer from even greater tax increases that have occurred. School and operating budgets increased significantly faster than taxes!! With the upcoming choices of major facility maintenance and updating (Masconomet's approaching 20 years old), and needed new construction/refurbishment (Community Center; DPW facility; Library/Town Hall), the town will have some difficult decisions to be made

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

Boxford's Fiscal Year 2018 total property valuation of \$1,763,654,655 includes \$15,627,159 in new growth that occurred during this past fiscal year, which is an increase of \$3,262,325 over the prior year. This year's growth is made up of a combination of new construction, new lots, additions, and miscellaneous building improvements.

The number of new home permits has decreased approximately 32 percent from the prior fiscal year, but remains a major contributor to new growth.

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
2017	8

After a review of home sales that occurred during 2016, the Board determined that property valuations increased approximately two and a half 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 2018 is \$623,000, an increase from the Fiscal Year 2017 average residential property assessment of \$608,000. The 2018 tax rate was set at \$16.20 per thousand of assessed value, a decrease of about one percent from last year. A total of 3,060 real and personal property tax bills were issued for Fiscal Year 2018.

As in previous years, the selectmen voted a multiplier of one for all commercial and industrial properties, which results in the commercial and industrial tax rate staying 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 2017 (prior year), of the 3,062 real and personal property tax bills that were issued, only 22 resulted in abatement filings. The percentage of abatement filings was less than one percent. Approved abatements resulted in 18 valuation changes and a \$16,432 reduction in taxes. The Board granted 48 personal exemptions totaling \$124,330 in reduced taxes to qualified homeowners based on age, financial condition, blindness or veteran's

service connected disability. The Board also granted 21 Community Preservation Surcharge abatements due to age and financial status, which totaled a \$3,649 reduction in taxes. An additional \$24,225 was abated due to the Senior Tax Work-Off Program.

Auto excise taxes resulted in approximately \$1,276,000 in income to the town from over 8,000 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 data is a critical element in the development of uniform, fair market value. The Assessor's Department continued our Cyclical Inspection Project, in accordance with the Massachusetts Department of Revenue's requirement that each property be inspected once in every 10 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 recently sold or have been affected by building permits continue to be conducted by Kristin Hanlon, Director of Assessment.

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

TREASURER/COLLECTOR OF TAXES

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

The Treasurer is required to issue an annual report to the town that lists cash account balances, investment types, earnings and compliance with the terms of the town's Investment Policy. The **Report on Investments** provides that information for the \$12,768,505 held by the town on June 30, 2017. Comparative data is provided for the current and previous fiscal year, including 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. The provisions of the Municipal Modernization Act allows for the investment of general fund monies in Certificates of Deposit with maturities up to three (3) years. Trust Funds and Community Preservation Funds are on deposit in longer term, more diversified accounts 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 town's Unfunded Actuarial Accrued Liability for employees' Other Post Retirement Benefits (OPEB). In FY 2017, \$300,000 was deposited and a previously unrecognized gain of \$50,833 was recorded. The fund balance of \$1,659,410 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 \$187,870; the annualized rate of return for FY 2017 was 13.24%.

The town's General Fund cash balance of \$7.67M on 6/30/17 is almost the same as that of the previous fiscal year. Earnings on the same account balance were \$35K higher. The 140% increase in revenue is primarily attributable to higher rates of return paid and lower fees charged by Institution for Savings, the depository bank that replaced TD Bank.

Trust Fund earnings in FY 2017 were about \$5K greater than earned in the previous fiscal year. The 36% increase was due to realized gains on the account's investments. FY 2017 earnings on the Community Preservation Fund were \$112K less than the amount earned in the previous year. The 77% decrease was due to lower account balance and sell off of securities to meet liquidity needs for payment of Boxford Common athletic fields' construction expenses.

The **Report of Trust, Gift and Restricted Funds** provides account activity by fund for Fiscal Year 2017.

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

Town of Boxford
Report on Investments
Year Ended 6/30/17

Depository Institution	Purpose	Balance 6/30/17	FY 2017 Earnings	Rate of Return 6/30/17	% of G/F Cash	Investment Policy Guideline/ Collateralization
General Fund (Short Term):						
Cash on Hand		\$ 2,575	\$ -	0.00%		Minimum required; properly secured
Institution for Savings	Petty Cash/COA Advance Fund	\$ 1,961,813	\$ 10,137	0.50%	25.6%	FDIC and DIF
Institution for Savings	Depository	\$ 3,000,325	\$ 325	2.00%	39.1%	FDIC and DIF
Institution for Savings	Money Market	\$ 5,577	\$ 15	0.50%	0.1%	FDIC and DIF
Institution for Savings	Escrow Checking	\$ 67,157	\$ 168	0.50%	0.9%	FDIC and DIF
Institution for Savings	School Lunch	\$ 22,002	\$ 54	0.25%	0.3%	FDIC and DIF
Institution for Savings	Student Activity--Cole	\$ 15,893	\$ 36	0.25%	0.2%	FDIC and DIF
Institution for Savings	Student Activity-Spoftord Pond	\$ 202,640	\$ 605	0.25%	2.6%	FDIC and DIF
Unibank	State Aid/Grant Receipts	\$ 6,181	\$ 189	0.10%	0.1%	FDIC and DIF
Unibank	On-line Tax Collections	\$ 5,289	\$ 13	0.10%	0.1%	FDIC and DIF
Unibank	Fire Department	\$ 2,263	\$ 5	0.10%	0.0%	FDIC and DIF
Unibank	Town Clerk	\$ 51	\$ 0	0.10%	0.0%	FDIC and DIF
Unibank	Donations	\$ 247,210	\$ 805	0.40%	3.2%	FDIC
Century Bank	Municipal Money Market	\$ 848	\$ 189	0.05%	0.0%	FDIC
Century Bank	Tax Payment Lockbox	\$ -	\$ 4,321	0.70%	0.0%	FDIC
Century Bank	Certificate of Deposit C.P. fund	\$ 502,069	\$ 2,069	1.31%	6.5%	FDIC and DIF
East Boston Savings Bank	Money Market	\$ 517,662	\$ 29,428	1.18%	6.7%	G.L. Ch. 29, Sec. 38A
Mass Municipl Depository Trust	State Investment Pool	\$ 511,355	\$ 4,538	0.85%	6.7%	FDIC and DIF
Belmont Savings Bank	Municipal Money Market	\$ 118,554	\$ 555	0.50%	1.5%	FDIC
Eastern Bank	Municipal Money Market	\$ -	\$ 47	0.40%	0.0%	FDIC
Santander Bank	Municipal Money Market	\$ 250,000	\$ 1,513	0.75%	3.3%	FDIC
Pentucket Bank	Certificate of Deposit	\$ 230,767	\$ 4,219	0.79%	3.0%	FDIC & SIPIC ins. @ various banks
Commonwealth Financial	Certificates of Deposit/MM	\$ 7,670,228	\$ 59,232		100%	
Total General Fund						
Trust Funds (Long Term):						
Commonwealth Financial	Trust Funds	\$ 1,214,461	\$ 21,287	1.35%		G.L. Ch. 44, Sec. 54
Commonwealth Financial	Community Preservation Fund	\$ 2,193,079	\$ 34,297	1.19%		G.L. Ch. 44, Sec. 54
STBTF @ PRIT	OPEB Fund	\$ 1,659,410	\$ 187,870	13.24%		G.L. Ch. 32, Sec. 23(2A)
Developer's Performance Bonds:						
TD Bank	Reddington Ridge	\$ 27,954	\$ 14	0.05%		G.L. Ch. 41, Sec. 81U
Eastern Bank	Burning Bush	\$ 3,373	\$ 9	0.50%		G.L. Ch. 41, Sec. 81U
Total Cash		\$ 12,768,505	\$ 302,708			

Note: Reported earnings for Institution for Savings accounts includes interest earned at related accounts at TD Bank prior to account closures and fund transfers.

**OFFICE OF THE TREASURER/COLLECTOR OF TAXES
REPORT OF OUTSTANDING DEBT
FISCAL YEAR 2017, ENDED JUNE 30, 2017**

Outstanding debts as of June 30, 2017 were as follows:

<u>Purpose</u>	<u>Principal Balance June 30, 2017</u>	<u>Rate of interest payable through remaining term</u>	<u>Year of Issue</u>	<u>Year Callable</u>	<u>Year of Maturity</u>
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Short-term (Bond Anticipation Notes)

Boxford Common Athletic Fields	\$ 1,250,000.00	0.95%	2016	N/A	2017
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Long-term (Bonds):

Police Station Construction	\$ 577,000	3%	2012	N/A	2020
Mass Clean Water Trust Title V Repair Loans	32,566	0%	2001	N/A	2021
Municipal Purpose Loan # 1 (see below)	2,238,000	2.00% - 3.00%	2012	N/A	2022
Municipal Purpose Loan # 2 (see below)	1,755,000	4.00% - 4.75%	2008	2018	2027
Municipal Purpose Loan # 3 (see below)	1,030,000	2.00% - 4.00%	2015	N/A	2025
Municipal Purpose Loan # 4 (see below)	1,140,000	2.00% - 2.25%	2012	2023	2027
Total Outstanding Principal--Bonds	\$ 6,772,566				

Municipal Purpose Loan # 1

Town Hall Construction	\$ 1,260,000
Wunnegan Land Acquisition	908,000
Spofford Road Drainage	55,000
Fire Truck	15,000
Total Loan # 1	\$ 2,238,000

Municipal Purpose Loan # 3

Nason Land Acquisition	\$ 77,400
Library Design	146,000
Fire Station Tight Tanks and Drains	91,800
Aaron Wood School Rehabilitation	714,800
Total Loan # 3	\$ 1,030,000

Municipal Purpose Loan # 2

Haynes II Land Acquisition	\$ 1,000,000
Lincoln Hall Renovation	350,000
Anvil Farm Land Acquisition	405,000
Total Loan # 2	\$ 1,755,000

Municipal Purpose Loan # 4

Fire Truck	\$ 330,000
Sp. School Water System	305,000
Sp. School HVAC System	255,000
DPW Dump Truck	120,000
Colby Land Acquisition	130,000
Total Loan # 4	\$ 1,140,000

Town of Boxford
Changes in Cash and Earnings
FY 2016 - 2017

	Fiscal Year Ended 6/30/16		Fiscal Year Ended 6/30/17	
	<u>Cash Balance</u>	<u>Earnings</u>	<u>Cash Balance</u>	<u>Earnings</u>
General Fund	\$ 7,638,880	\$ 24,585	\$ 7,670,228	\$ 59,232
Community Preservation Fund	\$ 2,524,061	\$ 146,292	\$ 2,193,079	\$ 34,297
Trust Funds	\$ 981,774	\$ 15,596	\$ 1,214,461	\$ 21,287
OPEB Trust Fund	\$ 1,120,707	\$ 29,426	\$ 1,659,410	\$ 187,870
Performance Bonds	\$ 31,304	\$ 17	\$ 31,327	\$ 23
Totals	\$ 12,296,726	\$ 215,916	\$ 12,768,505	\$ 302,709

Analysis of significant changes in cash balance and earnings:

- Year-end G/F Cash balance remained constant year to year at \$7.6 million.
- 140% increase in G/F earnings due to change in deposit from TD Bank to Institution for Savings in December, 2016.
Rise in interest rates on all that and all accounts is main reason for increase in earnings.
- Decrease in C.P. Fund balance a result of expenditures for debt service and Boxford Common athletic field construction exceeding revenues from taxation and state grant.
77% decrease in C.P. earnings due primarily to lower average invested balances and conversion of securities to cash for withdrawal to pay for new Boxford Common fields.
- 24% increase in Trust Fund balance due to \$145K deposit into S.P.E.D. Stabilization Fund, \$20K to Barker Fund and \$40K to Insurance Fund.
- 36% increase in Trust Fund earnings due to larger overall account balance and sizeable increase in realized gains vs. prior fiscal year.
- OPEB Investments managed by Massachusetts PRIM Board; FY2017 contribution: \$300,000; \$50,833 gains recognized from prior years; annual return was 13.2%.

	<u>Book Value</u>	<u>Market Value</u>	<u>inc./(dec.)</u>	<u>% inc./(dec.)</u>	
Community Pres Fund 6-30-16	\$ 2,531,171	\$ 2,643,589	\$ 112,419	4.4%	FY17 earnings were markedly lower as FY16 figure was due primarily to a
Community Pres Fund 6-30-17	\$ 2,193,464	\$ 2,302,658	\$ 109,194	5.0%	one-time, realized gain taken to meet liquidity requirements. Year-end
					unrealized gains have essentially stayed constant from FY16 to FY17.
Trust Funds 6-30-16	\$ 985,896	\$ 1,042,249	\$ 56,353	5.7%	Realized gains were largest contributing factor in earnings increase from
Trust Funds 6-30-17	\$ 1,217,044	\$ 1,261,313	\$ 44,269	3.6%	FY16 to FY17. Recording of these gains resulted in increased Book
					Value, relative to increase in Market Value over the fiscal year.

TOWN OF BOXFORD
TRUST, GIFT AND RESTRICTED FUNDS
Fiscal Year Ended 6/30/17

FUND	FUND NAME	RESPONSIBLE	BALANCE	FY 2017	FY 2017	FY 2017	G/L BALANCE
#	RESTRICTED FUNDS:	BOARD	7/1/2016	RECEIPTS	PAYMENTS	INTEREST	6/30/2017
8078	Arts Cultural Council	Arts Council	\$ 4,494.98	\$ 4,500.00	\$ 2,702.00	\$ 134.10	\$ 6,427.08
8079	Unemployment Fund	Selectmen	\$ 35,638.58	\$ -	\$ -	\$ 720.52	\$ 36,359.10
8080	S.P.E.D. Stabilization Fund	Town Meeting	\$ -	\$ 145,000.00	\$ -	\$ 3.50	\$ 145,003.50
8083	Stabilization Fund	Town Meeting	\$ 793,268.54	\$ -	\$ -	\$ 16,038.03	\$ 809,306.57
8084	Conservation Fund	Conservation Comm	\$ 80.69	\$ 5,000.00	\$ -	\$ 94.35	\$ 5,175.04
8085	Insurance Fund	Commission	\$ 10,854.14	\$ 40,000.00	\$ -	\$ 961.19	\$ 51,815.33
	ConsCom Development Deposits :						
2301	Cons Bond Walker DEP # 114-762	Conservation Comm	\$ 2,144.55	\$ -	\$ -	\$ 43.36	\$ 2,187.91
2302	Cons Bond M. Hill DEP # 114-750	Conservation Comm	\$ 1,020.50	\$ -	\$ -	\$ 20.62	\$ 1,041.12
2306	Cons Bond Wildmeadow DEP # 114-1037	Conservation Comm	\$ 158.86	\$ -	\$ -	\$ 3.21	\$ 162.07
2315	Pine Ridge: Construction	Conservation Comm	\$ 3,142.17	\$ -	\$ 1,496.84	\$ 43.89	\$ 1,689.22
2312	Price Property Peer Review	Conservation Comm	\$ -	\$ 2,300.00	\$ 2,300.00	\$ -	\$ -
2218	Cons Bond 57A Deer Run DEP #114-1152	Conservation Comm	\$ -	\$ 5,000.00	\$ -	\$ 83.93	\$ 5,083.93
	Consultants' Fees: Planning Board						
2200	Consultants: Village Estates	Planning Board	\$ 261.75			\$ 5.31	\$ 267.06
2202	Consultants: Aldershot Estate	Planning Board	\$ 2,639.53			\$ 53.36	\$ 2,692.89
2203	Consultants: Lauren Woods	Planning Board	\$ 6,503.64			\$ 131.47	\$ 6,635.11
2204	Consultants: Johnsons Pond	Planning Board	\$ 97.91			\$ 1.98	\$ 99.89
2205	Consultants: Spofford Road	Planning Board	\$ 336.56			\$ 6.81	\$ 343.37
2212	Consultants: Weathered Walls	Planning Board	\$ -	\$ 1,320.00	\$ 1,285.07	\$ 2.43	\$ 37.36
2308	Consultants: Willowdale/Decoulos Parcel A	Planning Board	\$ 704.44	\$ -	\$ -	\$ 14.25	\$ 718.69
2213	Consultants: Budnick Development	Planning Board	\$ 1,326.17			\$ 26.80	\$ 1,352.97
	Performance Bond:						
2216	Contractor: Doyle Plumbing	Board of Selectmen	\$ 6,095.06		\$ 6,218.29	\$ 123.23	\$ 0.00
	Restricted Funds Sub-Total		\$ 868,768.07	\$ 203,120.00	\$ 14,002.20	\$ 18,512.34	\$ 1,076,398.21
	TRUST FUNDS:						
8214	Emma S. Cote Library Fund--Expendable	Library	\$ 36.51			\$ 20.92	\$ 57.43
8219	Emma S. Cote Library Fund--Non-Expend.	Library	\$ 1,000.00			\$ -	\$ 1,000.00
8231	Barker Trust Fund	Elementary School	\$ 5,517.92	\$ 20,000.00	\$ 6,560.00	\$ 385.40	\$ 19,343.32
8401	Town School Fund--Non-Expendable	Commission	\$ 4,000.00			\$ -	\$ 4,000.00
8422	Town School Fund--Expendable	Commission	\$ 8,822.00			\$ 259.23	\$ 9,081.23
8423	Tri-Centennial Memorial Park Fund	Commission	\$ 15,549.78	\$ 270.00	\$ 30.00	\$ 314.72	\$ 16,104.50
8424	Michelle Wilson Fund--Expendable	Commission	\$ 9,588.13		\$ 1,000.00	\$ 187.94	\$ 8,776.07
8425	COA Memorial Van Fund	Commission	\$ 16,793.44			\$ 339.53	\$ 17,132.97
8426	Ackerman Playground Maintenance Fund	Commission	\$ 1,225.46	\$ 2,622.14	\$ 3,847.60	\$ -	\$ -
	Trust Funds Sub-total		\$ 62,533.24	\$ 22,892.14	\$ 11,437.60	\$ 1,507.74	\$ 75,495.52
	PRIVATE PURPOSE FUNDS						
8221	Scholarship Fund	Scholarship Comm.	\$ 43.67			\$ 0.86	\$ 44.53
8222	Education Fund	Scholarship Comm.	\$ 1,896.12			\$ 38.34	\$ 1,934.46
8232	Griffin Fund--Expendable	Elementary School	\$ 154.26		\$ 200.00	\$ 154.75	\$ 109.01
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	\$ 15,142.57			\$ 306.14	\$ 15,448.71
8412	Perley Parkhurst Cole Fund	Commission	\$ 14,693.35	\$ 17,127.78	\$ 10,600.00	\$ 452.33	\$ 21,673.46
8413	Sarah Perley Trust Fund--Expendable	Commission	\$ 5,734.18			\$ 217.03	\$ 5,951.21
8414	Curtis Killam Burial Fund	Commission	\$ 4,809.08			\$ 97.22	\$ 4,906.30
	Private Purpose Funds Sub-total		\$ 54,973.23	\$ 17,127.78	\$ 10,800.00	\$ 1,266.67	\$ 62,567.68
	TOTAL FUNDS		\$ 986,274.54	\$ 243,139.92	\$ 36,239.80	\$ 21,286.75	\$ 1,214,461.41

Cash Book
6/30/2017

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. This year, the Commissioners of Trust Funds voted unanimously to increase the amount of the Masconomet Scholarships from \$1,000 each to \$1,500 each, beginning with FY2018 awards. In addition, the Commissioners voted unanimously to require organizations to provide an accounting of the funds awarded by December 1st of the award year.

Scholarships, awards, and/or grants disbursed this past year totaled \$11,100:

Fund 8412: Perley Parkhurst Cole Memorial Trust Fund

Awarded To:	Scholarship/Award	
Masconomet Scholarship Foundation	\$2,000.00	
Conor Fowler	\$2,000.00	
B.E.S.T. (Boxford Elementary Schools Trust, Inc.) PO Box 176 Boxford, MA 01921	\$2,000.00	
Aidan Fowler	\$2,000.00	
BAA Girls Softball Program	\$1,000.00	
Boxford Boy Scout Troop 51	\$1,100.00	
Total Expended from Fund 8412:		\$10,100.00

Fund 8424: Michelle Wilson Fund: \$1,000

Awarded to:	Grant/Award	
Boxford Police Department D.A.R.E. Program	\$1,000.00	
Total Expended from Fund 8424:		\$1,000.00

Total funds awarded 2017: \$11,100.00

Respectfully submitted,

Bankson C. Riter, Chair
Judith A. Stickney, Clerk
Kathleen Zolla

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 1 of the award year. The Commissioners of Trust Funds will conduct interviews as necessary through March 30, 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, 2018. (See Page 2)**

Requests received after March 1 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 \$3,000 will be donated each year to the Masconomet Scholarship Fund to be distributed to Boxford Students according to the following formula:

\$1,500.00 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 who are high school seniors at Masconomet must apply by March 1st directly to:

**MASCONOMET SCHOLARSHIP FUND
Masconomet Regional District High School
20 Endicott Road
Boxford, MA 01921**

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

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

- High School Transcript (if you are in your first or second year of college)
- Current College Transcripts (all years)
- Breakdown of your costs for the school year
- Breakdown of your income toward college costs
- List of activities, within the Town of Boxford or at your school, which you have been involved in.

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

GUIDELINES OF ORGANIZATIONS AND SCOUT TROOPS

1. Scout Troops are requested to provide the following information:
 - Leader's name, address and telephone number
 - Number of Scouts in troop
 - Number of non-Boxford resident scouts
 - Specific request for funds: include amount requested, detail of equipment, activity, reason, etc. and date by which funds are needed.
2. Scout Troops are requested to apply individually.
3. All organizations and Scout Troops must, before December 1 of the award year, submit an accounting of how the funds were used. A report of all purchases made should be included at this time.
4. Although the Commissioners 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

COMMUNICAITONS

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 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 10 to 15 years. Additionally, Town Meeting approved the replacement of the Police and Fire Receiver's located at the East Fire Station. Prior to replacing the receiver's we volunteered to be a test site for Verizon's new fiber lines that are replacing all of the old copper telephone circuits on the East side of town. As a test site Verizon partnered with equipment supplier TC Communications to provide the interface equipment needed to connect our equipment to the Verizon fiber lines. The test was a success and the new fiber lines and equipment provide a much cleaner and reliable circuit than the previous copper lines. As a test site Verizon provided us the equipment and installation at no cost to the Town. I was very pleased and impressed with the service provided by both Verizon and TC Communications during this process.

Training:

All Dispatchers are required to complete 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 is now known as OnSolve) which operates the "Code Red" alert system. This system automatically includes all published residential and business phone numbers in the Town of Boxford. **If you have a non published phone number or wish to add cell phone numbers or email addresses please fill out the "Town Telephone Notification System" form available on the Town website or you can pick a form 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 2017 we used this system 32 times to send out emergency or area specific messages related to Storm related information, DPW road paving and culvert replacement, Fire Department training, a Missing Person and a rabies alert.

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

False Alarm Fines:

Please be aware that there is a fine of \$50 for each false alarm other than those caused by faulty telephone service, electrical storms or the town's main monitoring console. New alarm systems and new residents are allowed a two month grace period during which a penalty fine will not be assessed. This fine applies to all alarms regardless of how they come into the Communications Center.

911:

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

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

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

Significant Events:

The March and October storms brought the usual challenges faced with power outages and closed roads with the October storm immediately followed by a significant house fire. We mourned, along with her family the Police Department and the Community at large, the loss of Officer Michele Nowak.

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), Jarred Kohler (2017), Tammy Polonsky (2017), Lorelee Pomilla (2015) 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

2017 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	71	60	83	79	91	109	123	121	110	86	73	66	1072
	OUT	28	26	40	44	48	71	68	80	72	49	29	39	594
Ambulance	IN	2	4	5	2	4	10	5	4	4	12	12	7	71
	OUT	50	42	49	37	37	53	55	41	44	59	33	55	555
Communication	IN	157	160	250	144	170	184	163	130	145	388	185	128	2204
	OUT	28	25	34	26	39	27	30	26	24	40	29	10	338
DPW	IN	30	27	50	15	5	22	15	6	9	28	22	45	274
	OUT	47	45	40	27	22	38	23	36	14	38	28	47	405
Fire	IN	232	183	358	785	126	172	166	194	226	236	156	149	2983
	OUT	23	30	43	43	23	24	10	29	60	48	46	22	401
Alarm Panel	KEL	30	80	129	192	35	24	18	33	89	112	49	35	826
Police	IN	936	945	1342	956	999	1313	1109	1081	949	1225	1054	924	12833
	OUT	125	124	144	101	116	146	139	185	114	202	145	119	1660
Wrecker	IN	3	3	3	2	2	1	0	2	0	2	1	1	20
	OUT	22	26	24	7	17	12	14	13	7	16	13	27	198
Walk-in	IN	377	300	340	386	370	381	357	366	383	421	342	316	4339
TOTAL 2017		2161	2080	2934	2846	2104	2587	2295	2347	2250	2962	2217	1990	28773
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	2094	2246	2425	2396	2168	1969	2249	1749	1717	25581
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

Radio Transmissions by month (all Departments)

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
2017	3010	2715	3247	3201	3451	3979	3376	3798	3150	4074	3221	3283	40505
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

BURNING PERMITS

YEAR	PURCHASES					ACTIVATIONS				
	TOTAL PERMITS	ONLINE	% Online	AT FD	% at FD	TOTAL ACTIVATIONS	ACTIVATIONS ONLINE	% ONLINE	ACTIVATIONS CALLED IN	% CALLED IN
2017	635	516	81.26%	119	18.74%	1405	833	59.29%	572	40.71%
2016	671	518	77.20%	153	22.80%	1577	749	47.50%	828	52.50%
2015	537	411	76.54%	126	23.46%	1141	N/A	N/A	N/A	N/A
2014	602	426	70.76%	176	29.24%	1194	N/A	N/A	N/A	N/A
2013	719	488	67.87%	231	32.13%	1725	N/A	N/A	N/A	N/A
2012	832	513	61.66%	319	38.34%	2053	N/A	N/A	N/A	N/A
2011	726	502	69.15%	224	30.85%	1630	N/A	N/A	N/A	N/A
2010	938	N/A	N/A	938	100.00%	3005	N/A	N/A	N/A	N/A
2009	821	N/A	N/A	821	100.00%	1918	N/A	N/A	N/A	N/A
2008	705	N/A	N/A	705	100.00%	1535	N/A	N/A	N/A	N/A
2007	735	N/A	N/A	735	100.00%	1731	N/A	N/A	N/A	N/A
2006	879	N/A	N/A	879	100.00%	2375	N/A	N/A	N/A	N/A
2005	724	N/A	N/A	724	100.00%	1528	N/A	N/A	N/A	N/A
2004	600	N/A	N/A	600	100.00%		N/A	N/A	N/A	N/A

BOXFORD POLICE DEPARTMENT

September 23, 2017 was the single most important day of the year for the Boxford Police Department. The Department suffered the passing of our good friend and coworker, Officer Michele Nowak.

Michele began her tenure with the department in 2005 when she was appointed a Reserve Officer for the Town. As a patrol officer she was enthusiastic, knowledgeable and good at her job. More importantly she was a wonderful liaison between the citizens of town and the police department.

In 2008 she became the Boxford Police Department's D.A.R.E. Officer, educating our youth about the negative effects of alcohol and drug use. She was an advocate for children and could often be found having a conversation or participating in an activity with them – always with a laugh and a smile.

Knowing Michele meant you knew her kindness, compassion and caring. She loved the Town of Boxford, its citizens and her coworkers and she took pride in her work for the Town. It was not unusual to hear a story about a kind act that she had performed for someone, although you would not hear about it from Michele. She had a profound respect for others.

Her zest for life and her goal to make the world a better place was apparent to anyone who met her, and her effervescent personality was a bright light to everyone she encountered.

She is sorely missed by her friends and coworkers at The Boxford Police Department. Rest in peace Michele. Mission accomplished.

James B. Riter
Chief of Police



Boxford Police Department Incidents by Type

Printed: 4/6/2018 11:44 am

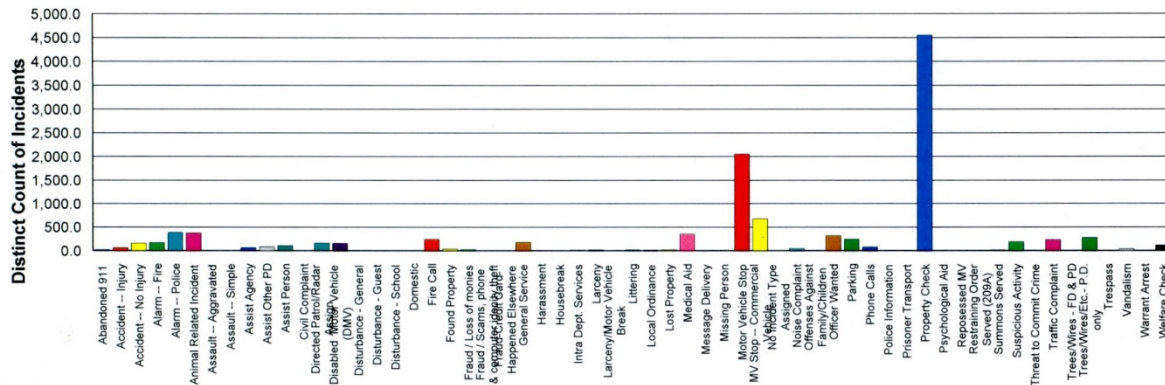
From Date:01/01/2017 to:12/31/2017

Jurisdiction: Boxford

Department: Police Department

Distinct Count of Incidents by Type

For Department: Police Department



Abandoned 911 :	25
Accident -- Injury :	70
Accident -- No Injury :	159
Alarm -- Fire :	173
Alarm -- Police :	390
Animal Related Incident :	380
Assault -- Aggravated :	1
Assault -- Simple :	1
Assist Agency :	67
Assist Other PD :	91
Assist Person :	110
Civil Complaint :	16
Directed Patrol/Radar Assign :	168
Disabled Motor Vehicle (DMV) :	160
Disturbance - General :	7
Disturbance - Guest :	1
Disturbance - School :	1
Domestic :	6
Fire Call :	251
Found Property :	40
Fraud / Loss of monies :	32
Fraud / Scams, phone & computer identity theft :	11
Fraud-Credit Card- Happened Elsewhere :	1
General Service :	185
Harassment :	11
Housebreak :	7
Intra Dept. Services :	19
Larceny :	24
Larceny/Motor Vehicle Break :	1

Boxford Police Department Incidents by Type

Printed: 4/6/2018 11:44 am

From Date:01/01/2017 to:12/31/2017

Jurisdiction: Boxford

Department: Police Department

Littering :	27
Local Ordinance :	19
Lost Property :	23
Medical Aid :	356
Message Delivery :	2
Missing Person :	4
Motor Vehicle Stop :	2,059
MV Stop -- Commercial Vehicle :	681
No Incident Type Assigned :	5
Noise Complaint :	49
Offenses Against Family/Children :	1
Officer Wanted :	325
Parking :	249
Phone Calls :	86
Police Information :	15
Prisoner Transport :	8
Property Check :	4,551
Psychological Aid :	10
Reposessed MV :	2
Restraining Order Served (209A) :	8
Summons Served :	19
Suspicious Activity :	192
Threat to Commit Crime :	4
Traffic Complaint :	237
Trees/Wires - FD & PD :	4
Trees/Wires/Etc.- P.D. only :	281
Trespass :	2
Vandalism :	39
Warrant Arrest :	4
Welfare Check :	118
Department: Police Department :	11,788
Jurisdiction: Boxford :	11,788
Total Incidents :	11,788

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.

REMEMBERING OFFICER MICHELE NOWAK

This past year Police Officer Michele Nowak passed away on September 23, 2017. Officer Nowak, with her infectious laugh, dedication and love for everyone made her a role model for all to emulate. She will be missed but not forgotten.

NEW CAREER FIREFIGHTERS

I am pleased to announce that Mr. David Blake was hired as a Career Firefighter during the summer. Firefighter Blake replaces Matthew Dyer who resigned to pursue other ventures. Firefighter Dyer remains with the department as a call firefighter.

NEW CALL FIREFIGHTERS

This past summer we recently had two new firefighters join our team. The new recruits completed an eight week in-house training program consisting of basic fire and medical skills. Mr. Jonathan Booth and Mr. Conor Rogier are now responding out of the West Station. In addition, Firefighter Jonathan Burda rejoined the department.

RESIGNATIONS

We would like to thank firefighters Stephen Barron, James Caron, Bruce Clay, Matthew Dowling, Jamie Fiedler, and Ryan Merrigan 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, Kathy

Zolla, Lieutenant Michael Soltys, firefighters Tyler Brown, Katie Colangelo, Matthew Dyer, Kevin Foster, for their dedication and assistance with the Fire Explorer program.

2016 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)**

Barron, Stephen (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

Gorman, Timothy

***Greelish, Daron (A)**

***Grossman, Paul**

Hanson, Thomas (P)

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

***Hertel, Brian (A, E)**

***Madden, Ben (E)**

Madden, Wendy (E)

Nicholas, Joel

Prescott-Hopping, Lynne (E)

***Yako, Michael**

***= Pump Operator**

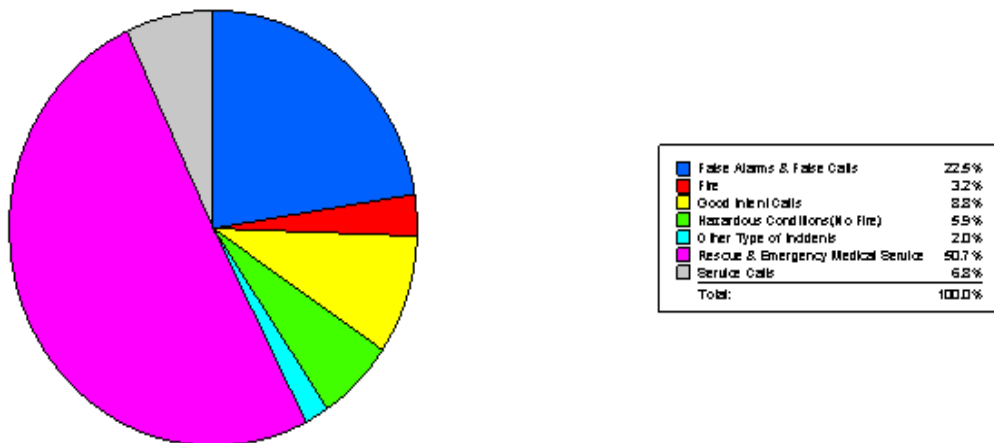
A= Academy Trained

E= EMT

P= Paramedic

2017 YEAR END CALL STATISTICS

TYPE OF ALARM	TOTAL
STRUCTURE FIRES	4
CHIMNEY FIRES	3
BRUSH, GRASS, WOODS	10
VEHICLE FIRE	7
OTHER FIRES	6
MEDICAL AID	353
VEHICLE ACCIDENT	116
OTHER MEDICAL RELATED CALLS	13
HAZARDS CONDITIONS	56
ALARM ACTIVATION	214
MISCELLANEOUS	149
TOTAL CALL VOLUME	931



FIRE PREVENTION

The Fire Prevention office is open Monday through Friday 7:30am to 4:30pm. The Fire Prevention office can assist you with questions regarding oil burner installations, 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. Certificates are issued by appointment only. 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	72
2. Propane Tanks	61
3. Smoke/Heat Detector Permits Issued (New, Remodel or Resale)	151

Number and Type of Field Inspections of Public And Commercial Buildings:	33
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Other Inspections:

1. Safety, Tank Truck, Other.	22
2. Insurance Company Requests	6

Fees Collected:

1. Burning Permits (632 permits)	\$12,640.00
2. Smoke Detector Permits (New, Remodel, Resale)	\$8,475.00
3. Oil Burners, Propane, and Tanks,	\$5,500.00
4. Other Fees	\$2,050.00

<u>Total Fees Collected:</u>	<u>\$28,665.00</u>
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GRANTS

Boxford is fortunate to have received three 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 \$3,951.00 will be used to purchase supplies needed to teach elementary school-aged children about fire safety/prevention.

A second grant for \$2,596.00 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.

Finally, firefighter Matthew Dyer wrote a grant through the Assistance to Firefighters Grant (AFG) to fund an EMT class for current Boxford Firefighters and Police Officer. The grant was valued at \$42,000.00 and allowed us to train and certify 16 safety officials as National EMTs. The course was a great success and today many of the students are completing their certification exams. Great job firefighter Dyer!

THANK YOU DENNIS MARKS (KELLER WILLIAMS)

The Boxford Fire Department would like to send a huge thank you to one of our local residents and Keller Williams realtor Dennis Marks who donated several lock boxes that will be used to assist some of our elderly neighbors. The lock boxes will help reduce the time it takes for emergency services to access residences during critical incidents. Thank you Dennis for your compassion and generosity, someday these devices will make a tremendous difference in someone's life.

BOXFORD FIRE FIGHTERS GIFT FUND

The Boxford Firefighters Gift Fund was the recipient of many memorial gifts in 2017. 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

Another challenging year in Animal Control has ended. Let us utilize the new year with annual attention to animal health care – specifically Rabies Vaccinations, other sensible health prophylaxis, and if possible, add microchipping to our companions of any genre and description to help them return home expeditiously and safely!

This year brought several complaints and incidents of animals, primarily canines getting into trouble while out being exercised in areas such as Lockwood Forest and Wildcat. People seem to feel that this is a “free” zone where dogs can be turned loose to run at will. While Boxford does not have a restrictive leash law as such, there needs to be more common sense and understanding of what dogs will do and the resulting issues they may generate when left to their own unfettered devices, all while their owners believe they are treating their pets to freedom. Consider this; when a dog is released from any physical restraint or control, their first inclination is to take off – usually at a dead run...the problem is that once out of owner proximity and control, they can and do occasionally run into wildlife which may cause them harm, injury, exposure to serious disease and also the potential of misbehaving and biting another human sharing the woodlands and trails who probably did not thoroughly analyze the potential for damage while also releasing their animal for an essentially unsupervised romp. Nothing will put an unpleasant end to an energizing, aesthetically satisfying outing in the woods like having one’s dog encounter another with which it takes a dislike and gets involved in an altercation with wounds and damage to each other as well as often times the frantic owner(s) who try to put an end to such melees. Probably the best intermediate solution is the long roll-out leash. This allows the dog to range out many feet with quite a good deal of freedom but has the imminent control possibility of quickly regaining restraint or management of a pet. It sure beats a 45 day or longer quarantine if a dog sustains an injury from wildlife which cannot be captured or might even never be seen for species identification, increasing health risks exponentially. Also, Owners who walk without even a leash in hand and see approaching parties and their dogs, and although alerted by either parties’ dogs that there may be doggie language forecasting an altercation, they have no way to retrieve their animal(s) before the battle. These situations may end with damages all around! Very few dogs, are sufficiently trained to respond to a recall under stimulating circumstances. A little advance planning and always carrying a leash, at the minimum, should be the common sense approach to woodland forays to make for a pleasant, uneventful forest experience.

Other issues which occur, sometimes with disastrous consequences, are dogs who are either poorly trained, conditioned, or unsuitable candidates for electronic fencing. We had one of the most serious incidents, physically damaging and emotionally upsetting to all parties, occur this year when three neighborhood dogs attacked an elderly man walking his small dog (on a leash) in a quiet cul de sac. These dogs had no prior major transgressions to their credits, but two had some occurrences where electronic fencing was violated either due to a collar not being on the animal, questionable operating condition of the fencing system, possibly lack of sufficient training and other variables. Pack mentality at its most ugly caused serious and long term injuries to the elderly gentleman’s arms requiring several surgeries and additionally in the process of the attack, the gentleman’s little dog was killed. This is the single worst episode I have experienced in over twenty years on the job. No foreseeable signs were observed among these animals and in the past, all had tolerated the

elderly gentleman walking his little dog in the neighborhood. This, however, is the inherent danger in any grouping of dogs acting out on their own. Something snaps mentally in one dog's behavior, exploding instantly into pack mentality to other proximity. This probably could have been avoided if all facets of good electronic fencing protocol had been observed. All three dogs were placed on permanent restraining orders.

The final issue to be addressed in this report is the coyote problem. Coyote sightings are up this year and coyote killings have occurred. I am not even sure that we have an accurate reporting of all the killing of domestic animals which have transpired. As the owner of a dog who was killed several years ago by a coyote (I saw the actual predator leaving the site of my dog's body as I was waiting for the small vulnerable Pekingese I had just called to return from his twilight "airing"), so I know just how devastating the circumstances can be. Reports recently within two months have resulted in two such killings in two disparate areas of town. Both animals were within view of their owners, one in particular only a matter of a few feet from its family. Over the years, many stories of incidents have occurred, including one involving a dog I had sold to a family near Boxford East Village. This Pekingese was tied out on his own front lawn, feet from a major street. The male owner of the family heard a cry and was fortunately only feet away around the corner of the house and quite literally made a dramatic rescue of his dog by pulling it from the coyote's grip and saving it, although some serious injuries requiring veterinary intervention were sustained. The point of this is that almost no where is safe. Coyotes are known for their stealth, creative stalking, quick attack techniques and indiscriminate prey choices. We "expect" them to wreak havoc on barnyard fowl, rabbits and the like, but when it involves a well supervised pet, which under "normal" conditions would just be enjoying its own environs, it hurts immeasurably. The same cautions obviously also apply to any outdoor cats who are a total risk have a disappeared in large numbers since the coyote population has expanded. This is the "new normal" and it is not nice and it is not likely to end anytime soon. The most diligent oversight must be exercised religiously while any small breed dog or cat is outside. Good tall fencing of sturdy construction and well maintained is about the only preventative that works most of the time. Larger dogs and livestock do not get a pass and should not be ignored when planning safety measures. Foxes, who are raising litters of "kits" at this time of year can also be problematical and will take small dogs, cats, etc. but they are not usually so brazen.

Our thanks to the Police Communications people who take in all your calls for missing, injured or relay Animal Control calls for response, also maintain a log of such animals whose whereabouts can be checked on. It is also very prevalent to find people availing themselves of computer sites and posting neighborhood notices among themselves which are increasingly aiding in the rapid locating of missing pets. Keep in mind that all dogs are supposed to be properly licensed and wearing identification tags which also aid in fast reunification with concerned owners.

Our thanks also to our interim Kennel, the Hydrant Regency while it is still in the process of construction, hopefully being completed this year. The owners are experienced, compassionate knowledgeable people who are providing us with excellent assistance when stray dogs are picked up and detained for protective custody.

Backup Assistant Animal Control is provided by Reed Wilson of Rowley, and we appreciate his assistance for weekend overage and other special needs.

Respectfully submitted

Helen L. Phillips/ACO

EDUCATION REPORTS

**TRUSTEES OF THE
BOXFORD TOWN LIBRARIES**

ELEMENTARY SCHOOL REPORT

**MASCONOMET REGIOAL DISTRICT
MIDDLE/HIGH SCHOOL**

**ESSEX NORTH SHORE AGRICULTURAL &
TECHNICAL SCHOOL DISTRICT**

BOXFORD TOWN LIBRARY

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 2017 having successfully completed a renovation and expansion project. The project, completed in December of 2016, expanded the Library footprint in Town Hall to encompass both the east and west wings of the first floor of Town Hall, with the exception of the Selectmen's Meeting Room. The renovation and expansion allowed 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 PC's for children, and access to the entire collection for visual browsing by both children and adults.

Beginning in the Spring of 2016, the Library has been actively involved in the Municipal Facilities Feasibility Planning Taskforce efforts to develop a roadmap to guide the Town in the best use of existing buildings and guidance on the feasibility of constructing new buildings for Town use. As a result of the feedback from the January 2017 Open Forum, the taskforce has narrowed its focus to the concept of renovating and expanding the existing Town Hall / Library facility at 7A Spofford Road.

The Library was in operation 6 days, and 50 hours a week. Being in the Town Hall building continues to be a positive experience for the library with circulation and patron count numbers increasing each successive year. The meeting rooms in Town Hall are great spaces for library programming. 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 April of 2017, the Library Director began the Long-Range Planning process. Meetings were conducted with community members. A community survey was conducted gaining responses from more than 150 residents. From the information gathered from the community group and the survey, a five-year plan, focusing on the Library's programs, services, and resources, was developed and approved by the Library Board of Trustees.

With the limited space available in the Town Hall location for shelving the book collection, a large percentage of the collection remains in storage in the former West Library, 188 Washington Street. After the expansion and renovation, completed in December of 2016, the percentage of books in storage fell from 66% to just around 40% of the overall collection. The greatest increase in the browseable collection was seen in the Children's Collection, rising to 70% available in the main library. Boxford residents and consortium patrons continued to access the stored materials through the requests process.

Throughout 2017, the Boxford Town Library was under the leadership of Kevin Bourque, Library Director, Josh Kennedy, Children's Librarian, Beth Safford, Head of Reference, and Robyn Luna, Head of Circulation. The Library bid a very fond farewell to long-time staff member, and Head of Circulation, Darsana Barua. After a successful search, the Library hired on Robyn Luna to head up the Circulation department in May 2017. 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 2017, the Boxford Library offered a variety of children's programs, implemented by Children's 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. In the fall, Afterschool @ the Library was launched. Monday through Wednesday, students from Spofford Pond Elementary can gather at the Library, work on homework, play games, enjoy a light snack all in a safe environment.

The library's annual Summer Reading Program for children featured the theme, "Build a Better World," which promoted collaboration, innovation, progression and education. There were 272 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 "Creature Teachers," Live Animals Show, Comedy Juggling Show for Kids, featuring Bryson Lang, "Goldilocks and the Three Bears," performed by Maggie's Puppets, and the Summer Reading party, featuring storyteller, Tony Toledo.

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 technology for patron use. We expanded our collection of Playaway tablets, with more offerings for older children. The Library purchased and has available for checkout a high-powered telescope. The number of Kindle titles continues to grow on a quarterly basis. The Children's Room benefits from the availability of three HP Chromebooks, generously funded by the Perley Scholarship Board. The Library continues to subscribe and has access to a variety of online electronic resources purchased locally and through membership in both Massachusetts Library System and Merrimac Valley Library Consortium. Locally, the Library renewed its subscriptions to 5 online resources including Ancestry.Com, and MorningStar

In the spring, the Friends sponsored the annual, "Books in Bloom," 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 May, the Library concluded 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, "Life is Good, the Book" by John and Bert Jacobs, founders of Life Is Good. The book describes ten, "Super Powers of Good," 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. The community read culminated with an appearance and presentation by Life is Good Co-Founder, Bert Jacobs.

In 2018, and over the next 5-10 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

38,483 digital and print holdings
51,533 items borrowed
21,456 items downloaded / streamed from MVLC Electronic Collections
23,477 visits to the Library
6,692 registered borrowers
131 children's programs; 2022 attendance
272 children participated in the Summer Reading Program
66 adult programs; 658 attendance
50 hours open on average per week
456 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:
Linda Shea, Chair, Jeanette Glesmann, Vice-Chair, Carol Davis, Heidi Ellard, Stephen Harvey, Lane Houghton, and Elizabeth Mullard.

BOXFORD ELEMENTARY SCHOOL COMMITTEE

School Committee

Carol Hubbard, Chairperson, Term Expires 2018
Elizabeth Palmer, Term Expires 2019
David Rivers, Term Expires 2018
Terri Teleen, Term Expires 2020
Heather Vaz, Vice Chairperson, Term Expires 2020

Mission, Values and Goals

The School Committee's 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 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 Massachusetts' 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 members' 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, under the direction of the superintendent. 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 school's 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

School Committee Members

In May 2017, appointed school committee member Terri Teleen was elected for a term of three years. Additionally, school committee member Heather Vaz was re-elected for another term of three years, ending in May of 2020.

Staff Anniversaries

Nearly two dozen staff members celebrated work anniversaries in our schools during the 2017-2018 school year. Five-year service pins were presented to Shawnette Lancaster, Marlene Mugge, Erin Pennell-McLean, Brooke Reeve, Elizabeth Baptista, Elise Everest, Bill Gray, Jim Kreyling and Dewey Mann. Ten-year service pins were presented to Joanne Parcellin, Cynthia Fiore, Robin Mullen, Jeff Murley and Susan Whittaker. Fifteen-year service pins were presented to Colleen Castagna and Kathryn Castonguay.

Twenty-year service pins were presented to Laurie Rowen, Stacey (Oakes) Upson, Stacy Bouffard, Deborah Viviani and Carla Wiles-Stasko. Twenty-five year service pins were awarded to Roger Brockelbank and Andrea Monty.

New Staff Appointments

Harry Lee Cole School welcomed new staff members Amy Vera, Special Education Teacher; Theodore Jacobs, School Psychologist; Shannon Kearney, Education Support Personnel; Elizabeth Snider, Education Support Personnel; Matthew Valli, Physical Education Teacher; Sarah Dickinson, Education Support Personnel; and Danielle Myers, Education Support Personnel.

Spofford Pond Elementary School welcomed new staff Meredith Winchell, Art Teacher; Kristin Pepp, ELL Teacher; Kelsey Hogan, Education Support Personnel; and Colleen Brockelbank, School Secretary.

Also, the Tri-Town Union welcomed Karyn Pierog, ELL Coordinator across the Tri-Town.

School Enrollment, October 1, 2017

	PK	K	1	2	3	4	5	6	Total
Harry Lee Cole School	46	80	92	113	-	-	-	-	331
Spofford Pond School	-	-	-	-	90	91	101	106	388
Total PK-6 Enrollment	46	80	92	113	90	91	101	106	719

State Testing and District Status

For five consecutive years, based on The Partnership for Assessment of Readiness for College and Career (PARCC) and MCAS state 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. In 2017, The Boxford School District participated in the new Next-Generation MCAS test in English Language Arts (ELA) and Math. Districts, such as Boxford, that are at the highest performing levels and administered the Next-Generation MCAS assessments were not given a status level this year. These new state assessments are designed to build upon the best aspects of the MCAS assessments, combined with elements designed by PARCC and new items specifically created to assess the Massachusetts learning standards. In the upcoming second year of these next-generation

exams, districts can expect to receive an updated status level.

Students in grades three through six took the new Next Generation MCAS test in English Language Arts (ELA) and Math. For these tests, there are four new categories of scores: Exceeding Expectations, Meeting Expectations, Partially Meeting Expectations and Not Meeting Expectations. In our district, on the ELA test, 65% of students were either Exceeding or Meeting Expectations, compared to 49% statewide. In our district, on the math test, 75% of students scored either Exceeding or Meeting Expectations, compared to 48% statewide. Since these tests are new this year, former assessments cannot be compared to Next-Generation MCAS.

Fifth grade students also took a legacy MCAS test in Science, Technology and Engineering. On that test, 71% of students scored either Advanced or Proficient in Science and Technology, compared to 46% statewide.

For more information, please visit the Department of Elementary and Secondary Education website at: <http://profiles.doe.mass.edu>.

Educational Program

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>.

Curriculum

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 2011. The Tri-Town Reading Committee continued the development of Reading Units of Study for grades K-2. Teachers have volunteered to pilot individual units and provide feedback to those developing the units. The units are expected to be complete in spring of 2018 with an anticipated roll-out in Fall 2018. In April of 2016, the Department of Elementary and Secondary Education released new Science and Technology/Engineering standards. In the Fall of 2017, Boxford Elementary Schools adopted the *Scott Foresman Science* program for Pre-K, *Inspire Science* for Grades K-5 and *iScience* for Grade 6. The new curricula was fully implemented, PK-6, and all grade levels have been engaged in hands-on learning experiences, enabling the district to align instruction with the revised state frameworks.

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 “What I Need” (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—using an array of instructional approaches and assessment tools—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 .5 FTE 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 continue to 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.

Extended Learning Opportunities

In 2017, 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) which reached 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 Boxford students were published in the winter and spring editions. Students have the opportunity to join our before school physical fitness program BOKS.

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 Fall, Winter and Spring on-site
- Drumlin Farm (3 programs) – Winter Survivors, Miraculous Mice and Wild Tales
- Museum of Science – Animal Habitats
- Windows on Wildlife, World of Raptors
- Young Audiences of Massachusetts – Ben Franklin
- Native American Nature Tales by Diane Edgecomb
- World of Owls
- Earth View—Bridgewater State College
- Techsploration Programs on Electricity and Transportation
- Hands on History - Revolutionary War
- Historical performance of Sally Ride
- Changes of Matter by Discovery Museum
- Global Perspectives Drumming
- Authors Steven Krasner and Brian Lies
- Assemblies and programs on character building and social development

Students also participate in after school learning through the Tri-Town Council's Horizons program throughout the school year. Classes are offered at both Cole and Spofford Pond schools. Some of the classes offered this year are Nature Club, Chess Club, sewing, felting, STEM projects with Legos, various art classes, floor hockey, young entrepreneurs, exercise classes, skiing at Ski Bradford, and ultimate frisbee. These programs change each season and are well-attended by students at both schools.

Science from Scientists

After two years of a pilot program supported by funding from BEST and New England BioLabs, Spofford Pond School adopted the *Science from Scientists* program. Fifth grade students experience a “scientist-in-residence” program in which they develop 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 students' understanding and knowledge of the fifth grade science curriculum. Additionally, sixth grade students are guided by their resident scientists to complete individual projects and participate in a Science Fair at the end of the school year.

Student Services/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, 2017, there were 139 students in the Boxford Elementary Schools, grades Pre-Kindergarten through grade six identified as eligible for special education; this represents a 10 student decrease over the past year. Over the past four years, the Dec. 1st special education headcount has been between 128-149; the four years prior to 2013, the headcount was between 135-150.

In 2017, the Tri-Town Union received an opportunity to partner with the Rennie Center, Teachers21 and Transforming Education to become part of the Excellence through Social Emotional Learning Network (exSEL). The TTU was selected as one of only nine districts across the state to be a part of the Network. The district has made the commitment to prepare our students both as learners and as citizens. It has never been more important than now to look at current approaches to teaching and helping support the development of social emotional competency skills. 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. The District views this as a responsibility to ensure that its educators are preparing the students to handle these challenges and giving students the tools they will need to be successful now and far into the future.

The Tri-Town School Union and the Masconomet Regional School District are working together in this joint effort to prepare all students, especially striving for consistency for students as they transition from the elementary based district (Tri-Town School Union) to the middle and high school regional district (Masconomet).

The Special Education PAC continue to be a strong committee across the Tri-Town. The Special Education PAC Board is comprised of a parent from each of our three towns and from across the grades, PK-12. The elementary and Masconomet SEPACs merged several years ago and have offered programs to interest parents from all grade levels. 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 has continued a grant program for the teachers and staff, and continued to bring in speakers and run programs to help support the parents of the Tri-Town. They plan to run an annual end of year “Carnival” as a fundraiser.

Educational Technology

The Boxford Public Schools and Tri-Town School Union are 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 students’ 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 as it enhances effective teaching and instructional practices, increases student learning, and promotes innovative thinking and creativity.

In 2017, the School Committee and Fincom supported incorporating a technology plan into the operating budget, in order to replace equipment that is aging out. This technology plan includes beginning the replacement of interactive SMART Boards, which are used regularly in classroom instruction. The plan also includes other end-user technology, such as Chromebooks, tablets and laptops. 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.

The current Wi-Fi network is at a 100mbps duplex fiber optic connection, which has been adequate for the schools’ needs. Although teachers and students have reported little to no connectivity problems, as we add additional devices into our schools we will work to make sure that our infrastructure can handle the need. The utilization of digital devices continues to increase as the reliability of the fleet of devices, technical support, and network infrastructure has improved.

The Boxford Public Schools and all schools across Tri-Town Union have shifted the email and calendar to Google Applications for Education (GAFE). We are in the process of shifting the storage of files to Google Drive, which is a cloud-based storage solution. 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. The District uses GAFE to collaborate, communicate and teach students digital citizenship, and 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.

Professional Development

Professional development is an investment in our educators to help give them the skills and tools to deliver the best service possible to our students. Educators participated in a variety of professional development courses during the year. Below is a list of the in-district courses offered.

- Mindful, Not Mind Full
- Implementing the New Science Practices
- Solving for “Why”: Best Practices in Mathematics Instruction
- Building your Professional Learning Network with Twitter
- Google Bootcamp

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.

- Grade Specific Science Training
- Tech Talk Series
- W.I.S.E: (Workshops in Special Education)
- ESL Workshop
- Co Teaching Workshop
- Science- Take a Closer Look at Module One in your new Science Program
- Strategies for working with Students with Anxiety
- Social/Emotional Developmental Milestones
- Book Club- Executive Functioning

Financial and Asset Management

Finance and Operations

The actual expenditures and approved elementary school budgets Fiscal Years 2015 - 2018 are detailed on the chart below.

				Operating Budget						
				School District: Boxford Elementary Schools						
Budget Summary				Actual Expense, Approved Budgets, & Proposed Budget						
				FY15 Approved Budget	FY15 Actual (after Applied Income)	FY16 Approved Budget	FY16 Actual (after Applied Income)	FY17 Approved Budget	FY17 Actual (after Applied Income)	FY18 Approved Budget
Expenses										
Salaries				7,885,000	7,181,626	8,248,694	7,732,404	8,513,699	7,953,793	8,796,852
Professional Development				115,041	96,319	129,407	105,292	134,960	148,895	135,475
Admin, Educational, & Support										
Supplies/Materials/Equipment/Services				410,849	447,167	473,908	454,900	426,490	377,019	435,588
In District Special Education Services (Non Salary - DW Only)				51,050	20,528	48,400	40,157	60,660	59,213	91,900
Food Service Contracted Services				-	-	-	-	-	-	-
Transportation (Regular & Sp. Ed.)				444,918	438,766	449,878	426,218	468,717	401,925	514,401
Utilities				243,714	222,046	263,341	242,226	235,933	238,777	237,339
Facilities				226,310	272,866	280,696	227,302	285,625	274,677	297,301
Insurance (Beneficial & Non-Beneficial)				1,405,693	1,362,600	1,401,284	1,372,537	1,644,336	1,647,387	1,742,189
Special Education Out of District Tuition				360,947	436,262	414,341	258,098	398,339	253,598	408,045
Total Operating Budget				11,143,522	10,478,180	11,709,949	10,859,134	12,168,759	11,355,284	12,659,089
Less: Applied Income				625,340		727,760		721,926		726,002
Total Local Appropriation Expenses				10,518,182	10,478,180	10,982,189	10,859,134	11,446,833	11,355,284	11,933,087
CHECK				10,518,182	10,478,180	10,982,189	10,859,134	11,446,833	11,355,284	11,933,087

Financial Management Software

In FY2018 we are in year one of the new accounting software (Infinite Visions). The transition has been successful and we continue to improve our service to the district as we work with Infinite Visions.

Spofford Pond School Roof Project

The District has completed Phase I of the Spofford Pond Roof Project. We are in the process of implementing Phase II as we have received the bids and are planning the renovation/replacement schedule for the summer of 2018. Phase II will involve window and door replacements at Spofford Pond School.

Special Education Reserve Fund

Through Town Meeting in 2017, a Special Education Reserve fund was created per Massachusetts General Law that allows the District to reserve up to 2% of projected net school spending as necessary, which can be carried over from year to year. An initial deposit of funds was made from the operating budget. Access to the fund requires an affirmative vote by the School Committee and the Board of Selectmen. Funds may only be used to cover special education tuition and/or special education transportation costs as necessary and is designed to help stabilize extraordinary special education costs in our district.

EPA Energy Star Schools

Notification was received in February 2018 from www.energystar.gov that the Spofford Pond and Harry Lee Cole Schools were again designated as “Energy Star” schools. The “Energy Star School” 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 seventh consecutive award for Spofford Pond School. The Harry Lee Cole School has earned the “Energy Star” designation for eight consecutive years.

Spofford Pond Playground

In 2017, needed repairs were made to the existing Spofford Pond playground structure, but more work remains. Work is ongoing to plan and implement new play structures that are ADA accessible, in addition to adding a safety surface that meets the regulations of the Massachusetts Architectural Access Board.

Student Information Management System

The TTU issued a Request For Proposal (RFP) for a new Student Information Management System. The Advisory Committee evaluated six proposals and interviewed four vendors. After an extensive evaluation and interview process, SchoolBrains out of Osterville, Massachusetts was selected as the most responsive, responsible, and advantageous vendor. The conversion process is underway and we expect to “go-live” with the new product before the start of the FY19 school year.

Student Health and Wellness

It is important to this committee to investigate issues and invest in student health and wellness, in a holistic approach to educating the “whole” child.

School Nutrition Program

This school year, the three TTU elementary school districts are in the third year 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. The Committee also wants 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.

Mayra Moltanado is the Food Service Director. Whitsons and Mrs. Moltanado provide the district’s nutrition program with services in management, marketing, professional development, procurement, and accounting. These services are integrated with existing District employees that work in our kitchens.

In addition to regular lunch, a new “Tasty Thursday” program was started during 2017. During this program students are encouraged to try a new food at lunchtime, prepared by cafeteria staff. This program is designed to get all students to try new things, and learn

about healthy foods.

School Start Times

In spring of 2016, the School Start Times Advisory Committee was formed to investigate the desirability and feasibility of a later morning start time for Masconomet, and to understand the impacts for students in grades K through 12, their families and the community. The committee included representation from the Masconomet School Committee, the Tri-Town School Committees, parents and educators.

In June 2017, the Masconomet, Boxford, Topsfield and Middleton school committees directed the Superintendents to investigate the feasibility of a changed start time for both districts where the elementary schools start first, followed by a later start for Masconomet. Both districts are working with our current transportation provider (Northeast Regional Transportation), and an external consultant (School Bus Consultants) to determine the impacts to transportation. Preliminary results of these studies were shared in January 2018 with a final report due from the consultant in March, 2018. This information will help frame the discussion for any future change.

Safety

The Boxford Schools, along with other schools in the Tri-Town are adopting the ALICE (Alert, Lockdown, Inform, Counter, Evacuate) crisis intervention model for dealing with active shooter threats. Training for elementary level will be developmentally appropriate, and a K-12 approach has been discussed with police and fire from all three towns. During the 2017-2018 school year, staff have begun training and training of more staff will continue later this school year.

Boxford Learning Community Support Organizations

Boxford Parent Teacher Organization

The Boxford PTO has budgeted an investment of approximately \$60,000 in the elementary schools for the 2017-2018 fiscal year. The goal of the PTO is to use parent and caregiver 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 2017-2018 fiscal year is \$20,000 for the "Teachers' Wishes" program, which funds teacher grant requests for supplies. This year's Teacher Wishes included guided reading materials, writing enrichment materials, organizers, various publications, OT and PT support materials, and variety of other curriculum enhancing materials, apps and software. One interesting addition this year was a Google Expeditions Virtual Reality Kit which includes 5 student devices and 1 teacher/leader device. This will be available to all classrooms at Spofford and supported by the Digital Learning Specialist who works with the classroom teachers on the related curriculum.

Approximately \$24,000 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. Many of the enrichment programs cover aspects of science, including biology and geology related topics. For details, see the section on Extended Learning Opportunities.

The PTO also helped to defray the costs of the 2nd and 6th grade activities and celebrations, and contributed \$1,000 to this year's 6th grade activities committee. Additionally, the PTO supports 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, a 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 and offer a small fundraising opportunity while still keeping the cost reasonable for family participation.

Primary sources of PTO funds are a membership drive in the fall, sale of directory ads to local businesses, a fall fundraiser, yearbook sales, the Tri-Town Sports Sale, and a spring fundraiser with an auction. This year the PTO has added additional fundraising opportunities that do not require as many volunteers to run, such as dining events held at local restaurants.

In addition to fundraising opportunities, the Boxford PTO uses its community power to access group pricing opportunities that will allow discounts to families looking for family-oriented entertainment or events.

Boxford Elementary Schools Trust (BEST)

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. Over the last 2 years of grant cycles, BEST donated over \$40,000 to Cole and Spofford Pond Schools by funding grants including:

- **A Chicken Hatchery** to showcase life cycles and foster collaboration via Skype between Grades 2 and 6
- A continuation of the visiting scientist program in fifth grade – **Science from Scientists** – 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
- **OSMO Learning Center** at Cole

- **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 – course mirrors the course that sixth graders take at the beginning of each year.

During the 2018 budget cycle, the Science from Scientists program was adopted and funded by the schools operating budget. This successful transfer of a pilot program is one of the benefits of a community partner like BEST.

In addition to fundraising, BEST has started a Mentor program, whose purpose is to welcome new families into the school environment. The Mentor program provides general information on school related opportunities and also helps develop connectivity and unity around school initiatives.

BEST provides these additions to our school community and our classrooms and are what help 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.

Closing Statement

The School Committee's 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 (BEST), 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, Chairperson
Elizabeth Palmer, Member
David Rivers, Member
Terri Teleen, Member
Heather Vaz, Vice Chairperson

MASCONOMET REGIONAL SCHOOL DISTRICT

2017 saw continued growth and innovation in the Masconomet Regional School District. We continued with some major projects and kicked off some new initiatives, all while continuing as a high-performing district. Boston Magazine rated Masconomet 20th among the best high schools in the state.

The budget process was again designed to provide transparency and open communication. We continued the format of holding a series of public meetings in which the academic and administrative areas discussed their wants, needs and future plans with the Budget Sub-Committee. This allowed for an open and honest discussion of potential budget issues. In conjunction with an open budget process, the District provides access to ClearGov (<http://www.cleargov.com/massachusetts/school/masconomet>) which provides a wealth of data related to finances and academic data for Masconomet and comparison districts.

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 FY18 budget which represented a 3.3% increase over FY17. Related to the budget discussions, the administration and School Committee studied the continuing enrollment decline and appropriate staffing levels. The High School faculty was reduced by 6.2 FTE in September 2017 while maintaining the full academic program, the opportunities for students with disabilities, and the signature offerings that distinguish Masconomet High School. The High School Principal resigned her position in March and one of the Assistant Principals was named interim. A search for a principal will take place in Spring 2018.

In addition to the operating budget, Masconomet has begun work on developing a long-term capital improvement plan. Following up on The Habeeb Report, a 2016 engineering analysis of the facility, the School Committee formed the District Capital Investment Task Force to create a responsible long-term strategic capital improvement plan. The goal is to implement this plan beginning in 2021 when the current funding bonds retire. In the meantime, the district is managing immediate capital needs through individual warrant articles at town meeting. In May 2017, the three towns approved \$656,000 in capital needs.

The district continues to work with Turf Masco, a parent group, to evaluate the possibility of installing one or more turf fields at Masconomet. The School Committee is concerned with the initial installation, upkeep and replacement costs as well as the impact on student/athletic safety. The parent group plans to engage an outside consultant to address these issues.

A Facility Use and Student Support Organization Task Force was established to study our relationship with booster and other support organizations as well as the use of our buildings by outside organizations and establish policies and procedures that avoid conflicts of interest, prevent violation of Massachusetts Interscholastic Athletic Association (MIAA) policies, and standardize the handling of funds by the school district and the SSOs.

Masconomet continues to work 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 \$44,141 this year, primarily for Middle School STEAM

Lab. Their Dancing with the Stars Fundraising event raised over \$50,000. Also, as a result of gifts from the 2008, 2012, 2016 graduating classes, we completed the construction and installation of a digital sign outside the high school.

The Masconomet Regional School District and the High School and Middle School individually continue to perform at the highest levels on the Massachusetts Comprehensive Assessment System (MCAS) measures ([District and School Report Cards](#)). On the last administration in 2017, the District and both schools met all achievement targets for all subgroups, an extraordinary achievement. Both schools are performing at Level 1 in narrowing achievement gaps. SchoolDigger ranks every school in the nation within the school's state. Masconomet Regional High School is ranked 15th of 340 Massachusetts high schools. Masconomet Middle School is ranked 52nd of 476 Massachusetts middle schools.

Vision 2025, the district vision and values launched in 2017, continues as a strategic plan is developed. The vision statement calls for *authentic* learning, which requires a change in roles for both teachers and students. While teachers remain “in charge” of the curriculum – meaning that they have the responsibility to ensure that all students learn core instructional objectives – students have much stronger roles in determining what the “work” of their own learning will look like: what problems they will study, the opportunity to discover their passions by experimenting, and helping to determine how they want to learn and how to effectively demonstrate what they have learned.

Authentic learning is considered a “strengths-based” approach to learning, where each student can best capitalize on his or her own unique interests and talents, while being less inhibited by his or her weaknesses and knowledge gaps. Some of the teaching practices that are used in authentic learning are inquiry-based instruction, project-based instruction, and problem-based instruction. An authentic learning approach puts teachers into a redefined role as facilitators of learning, with the students having much more input into how they learn both the *teacher's* objectives and *their own* objectives. Teaching and learning therefore becomes more student-centered, passion-driven, strength-based, learning-style advantaged, social, collaborative, and challenging. I find this exciting, because, done well, personalized learning develops deeper thinking, more critical thinking, more independent action, more confidence, persistence, resilience, flexibility, and effective work both independently and in teams! These are the skills that employers will seek, the skills that will enable our students to adapt to the quickly changing nature of their work—and the world.

As exciting as the prospect of authentic learning is, a school cannot change overnight – that is why we have a Vision for 2025. That does not mean that we wait until 2025 to take action and see results, but we do recognize that to change the environment and the culture of the school to one that is personal and authentic is a tremendous challenge that will require time, training, effort, and focus.

Over the past year, we have identified priorities for teacher and staff development and specific activities that we believe will lead to the cultural sea change that we seek. A philosophy of authentic learning is even more than making every classroom function like the vision – it requires the school, in all its practices, actions, policies, and programs, to become the

embodiment of the vision. Teaching every student well is a mantra that is gaining traction at Masco. We need to close the gap between *wanting* to do this and *actually* doing it.

Discussions and decisions regarding a potential change in school start time continued throughout the year. The Start Time Advisory Committee (STAC), a joint advisory committee comprised of Masconomet and Tri-Town Union School Committee members, studied the issue, conducted a survey of parents, students and faculty, and proposed 4 potential options. Through discussions with the Masconomet and Elementary School Committees, one option was deemed most favorable and further study was done. An external bus consultant was hired to evaluate the impact fiscally and operationally on bus operations and determine the impact of a start time change. Discussion and study continue with the intent of finalizing a decision in 2018. Concurrently with the start time discussion, in response to parent concerns, the district has begun looking at the level of homework. A study was conducted by the advanced statistics class that evaluated student perceptions of the amount of homework, how much time they spent on homework and the impact of after school activities and social distractions.

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 continues to refine our guidelines for crisis intervention and response. The district implemented A.L.I.C.E (Alert, Lockdown, Inform, Counter, Evacuate) active shooter training through a series of training and simulation drills with students, faculty and first responders.

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 results are in for the Massachusetts 2018 Scholastic Art and Writing Awards and the Masconomet Regional School District has once again received excellent results! This a testament to the hard work and talent of our students along with that of every member of the art department faculty. The high school received a total of 43 visual awards (12 Gold Key, 21 Silver Key, and 10 Honorable Mentions) and the middle school received a total of 18 visual awards (1 Gold Key and 17 Honorable Mentions). All Gold Key artwork is then judged on a national level with other Gold Key work from across the country later in the spring. This prestigious competition, which began in 1923, is the nation's longest running program for visual art and writing for teens in grades 7-12. In Massachusetts alone, there were more than 15,000 pieces of work submitted for review. There will be an awards ceremony at Tufts University for Gold and Silver Key winners on March 17, 2018 and an exhibit of Gold Key work will be on view at Tufts as well from March 17th through March 25th.

During the 2016-2017 school year, students and staff participated in foreign exchange trips to Costa Rica, China and France to fully immerse themselves in the language and fully experience the culture during their stay. Students and staff traveled to Quebec, Canada, which is an annual overnight trip for freshmen. Music Department Chair Walter O'Keefe, music staff and chaperones traveled with music/chorus students to Ireland who not only performed for audiences, but also experienced the Irish culture. Selected students demonstrated their talents performing at the All State Chorus/Band/Orchestra Festival in March.

The Masconomet athletic teams had another successful year. The football team won the CAL Kinney Division and lost to Billerica, 23-14, in the Division II north semi-finals. This past fall the team had an experience of a lifetime, playing at Fenway Park on Wednesday, November 22 v. Everett in the annual Thanksgiving game. The boys' soccer team won the CAL Kinney Division and lost to undefeated Nauset Regional HS, 2-1, in the Division II state championship. We were the only team the entire season to score a goal against Nauset. The girls' soccer team qualified for the state tournament and lost to Andover HS in the first round, 2-1. The field hockey team won the CAL Kinney Division and lost to Lexington, 3-1, in the 1st round of the MIAA Division I north tournament. The volleyball team finished 12-7 and lost to Lawrence, 3-2, in the Division I north first round. The golf team finished 8-4 and qualified for the Division II north state tournament. The girls' cross-country team finished 7-3 in the Cape Ann League while the boys' cross-country team finished undefeated at 10-0 for the second year in a row. The cheerleading team won the CAL Kinney Division and qualified for Nationals in Dallas, TX.

The girls' basketball team finished 15-8 and lost to Andover, 64-51, in the second round of the Division I north tournament. The girls' ice hockey team completed its best season in school history, losing in overtime, 2-1, in the Division I state semi-finals to Woburn. The boys' indoor track team finished at 8-1-1 while the girls' indoor track team finished at 5-5. The wrestling team finished 5th overall in Division II and 15th overall in the state. The boys' ski team finished second in the NSSL and the girls' team finished 5th. The swim/dive team completed an undefeated regular season and won the CAL Kinney Division. The girls' team finished 2nd overall in Division I, our best finish in school history. The baseball team finished 13-9 and lost to Burlington, 6-5, in the second round of the Division II north tournament. The lacrosse team finished 9-12 and lost to Billerica, 14-10, in the first round of the MIAA Division I north tournament. The girls' lacrosse team finished 9-11 and lost to rival North Andover, 10-6, in the second round of the Division I north tournament. The boys' tennis team finished 11-6 and lost to Belmont in the Division II north semi-finals. The boys' track & field team finished 7-1 and won the CAL Kinney Division while the girls' track & field team finished 4-4.

The school and students worked on a number of community activities and services including the following annual events. These included the September 11 Flag Display, the second Holiday Chorus and Band Concert for senior citizens in December, the High School Student Council St. Patrick's Dinner for senior citizens in March, and the Memorial Day ceremony for veterans in May.

The Masconomet students, faculty and staff appreciate the support from the Tri-Town communities and continues 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
Tasha Cooper
Arete Pascucci
Kosta Prentakis
Linda Richards

Topsfield Members
William Hodges (Vice Chair)
Kim Sherwood
John Spencer

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

**William H. Lupini, Ed.D.
Superintendent-Director**

**Michelle Amato
School Committee Representative**

Essex Technical High School (ETHS) is Massachusetts' 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
Arboriculture

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 new Highland Road drainage pipe is shown above. The new pipe was installed in August 2017 during a four day shutdown of Highland Road. The DPW continues to replace deteriorated drainage pipes throughout the Town in accordance with a schedule prepared 5 years ago as a result of an engineering study of the Town's drainage systems.

The winter of 2017 was unusual by New England standards. The end of December was one of the coldest on record with temperatures in the negative range, especially with the wind chill. During the seasonal ice and snow storms, the DPW plowed snow and 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 “How loud is the horn on the big truck?”

The DPW continued to pave roadways in accordance with the Pavement Management Plan. In 2017, over 6 miles of roads were paved, including, Highland Road, High Ridge Road, Cross Road, Silverbrook Road, Valley Road, Brookview Road, Dole Hill Road, Pond Street and Glendale 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. In addition, in September, the new artificial turf field at Boxford Common was opened for sporting events. The DPW was trained on the maintenance of the new field with specialized grooming equipment. Regular maintenance of the natural turf fields 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.

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

Respectfully submitted,

John C. Dold, PE
Department of Public Works Superintendent

HEALTH AND INSPECTIONS

BOARD OF HEALTH

ANIMAL INSPECTOR

OFFICE OF BUILDING, PLUMBING
AND GAS INSPECTIONS

SEALER OF WEIGHTS AND MEASURES

VISITING NURSES ASSOCIATION

BOARD OF HEALTH

The Boxford Board of Health has five elected members dedicated to protecting the health and safety of Boxford residents. Under the authority of state law, the Board has taken an active role in protecting Boxford's water and environment. Because of Boxford's dependence on septic systems and wells, Boxford BOH regulations extend and exceed Massachusetts regulations. The success of these regulations over the past 30 years has been verified by health records and water testing results.

The BOH also provides a forum for discussion of new and current health issues. These have ranged from the potential hazards of artificial turf sports fields to ongoing concerns about leaking natural gas pipelines. Our position on salt contamination of wells in the East Village resulted, after seven years in court, to prohibition of salt storage and use at the Mass Highway garage on Topsfield Road. We have supported the health basis for changing school starting times to allow extra sleep for our students. We are actively discussing means to better address senior needs in cooperation with the Council on Aging.

Each health and safety issue brought before us is investigated by the health professionals and scientists on the Board to ensure we are guided by facts grounded in credible scientific and clinical studies. We invite and welcome any new topics residents may want us to address.

Trash Collection

Under the ongoing contract JRM's is collecting trash and recycling in 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 'shredding day' for residents. This date coincides with 'Earth Day' 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. JRM trash contract expires on June 30th, 2018 and will be going out to bid Spring 2018.

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, shipped and disposed of according to legal requirements.

Landfill

The Boxford Landfill area is a designated Board of Health and DEP (Department of Environmental Protection) controlled site comprising approximately 40 acres off of Spofford Pond Road and including the two closed landfills, Town Hall, Police Department, DPW Garage, three soccer fields (Chadwick 1,2 and 3), Johnson softball field, the girls' softball field, and the Recycling Center. The large landfill in the back of the area, now supporting the solar field, was officially closed in 2015 subject to the provisions of Massachusetts regulation 310 CMR 19.000. One requirement of this regulation is that water and gas testing of the site will continue for 30 years, until 2045.

The BOH passed a new regulation this year (Town Code §207) to ensure that all provisions of 310 CMR 19.000 are followed in the landfill area, protecting the Town from DEP action against the Town and possible penalties and fines. Essentially, no activities leading to disturbance of soils, such as those related to construction, digging, or trenching, can occur at any location on the 40 acres without prior review and approval of a plan for such activities by the BOH and possibly the DEP.

Solar Field

The solar field installed on the top of the closed, back landfill area finally came on line this September 2017. The Town will now reap the benefits of power generated by the array.

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 2017. During 2017 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 2017. During the peak mosquito season, Boxford remained at a “Low probability of locally acquired Human disease” for both Eastern Equine Encephalitis and West Nile Virus.

Boxford is a member of the Northern Essex Mosquito Control District (NEMCD) which weekly tests mosquito pools for EEE and WNV bearing mosquitoes. While no roadside spraying was conducted in 2017, the BOH requested that NEMCD use Zenivex® an adulticide with fewer health 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 and continued to carry out these projects in Boxford during 2017. 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 2017. Towards the end of 2017, a Web based option-out request system was put into place which resident may access at: <https://www.mass.gov/how-to/exclusion-from-wide-area-pesticides-application>.

Tick Borne Disease

The most prevalent tick borne disease in Massachusetts is Lyme disease; over 4,224 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 (513 cases in 2016, a 15% increase over 2015) and Anaplasmosis (828 cases in 2016, a 8% increase over 2015) 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 Babesiosis and 41 Anaplasmosis. Powassan, a newly identified tick borne disease, is a viral infection that has been reportable since 2013. One case of Powassan was reported in Massachusetts in 2017.

The majority of tick borne disease cases occur in June, July and August, with only 24% of cases reporting awareness of a recent tick bite. 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. 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.

Board of Health Staff and Board Members 2017

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

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

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

In 2015/2016 Kendell commenced working on behalf of the Town of Boxford with Topsfield and Middleton to develop a Tri-Town Regional Emergency Dispensing Plan. The work on this plan continues to be ongoing. The primary role of government is to provide the welfare of its citizens. The welfare and safety of citizens is never more threatened than 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

Organization: The Board members are as follows:

Richard Taylor, Chair

Hans Jeppesen, Vice Chair

Rick Fahrner

Heather Forand

Alex Constan

	Title 5		Install	Hauler	Food	Stable	Rec. Camps	Well	DSCP	DSCP	Trench	food re-				
	review	Soils	renew	renew	Renew	renew	renewals	permit	(new)	(repair)	Permits	insp	Copies	Tick Tubes	Fines	TOTALS
January	\$225.00		\$1,800.00	\$800.00	\$300.00	\$10.00		\$300.00		\$300.00	\$100.00		\$3.00	\$41.25		\$3,879.25
February	\$450.00	\$450.00	\$600.00	\$100.00	\$225.00	\$40.00				\$100.00				\$41.25		\$2,006.25
March	\$975.00	\$75.00		\$200.00	\$150.00	\$10.00		\$100.00	\$800.00	\$100.00	\$100.00		\$4.00	\$1,154.00		\$3,668.00
April	\$825.00	\$150.00			\$200.00	\$20.00			\$800.00	\$50.00	\$150.00		\$26.00	\$1,443.75		\$3,664.75
May	\$1,350.00	\$825.00	\$100.00			\$20.00	\$75.00	\$300.00	\$1,600.00	\$200.00	\$150.00			\$1,938.75		\$6,558.75
June	\$750.00	\$150.00	\$200.00		\$300.00	\$20.00	\$225.00	\$100.00	\$800.00	\$500.00	\$100.00		\$17.15	\$412.50		\$3,574.65
July	\$1,200.00	\$1,725.00						\$200.00	\$400.00	\$350.00	\$250.00		\$5.00	\$123.75		\$4,253.75
August	\$900.00	\$225.00	\$100.00		\$50.00			\$400.00		\$400.00	\$150.00			\$123.75		\$2,348.75
September	\$1,575.00	\$2,436.25			\$125.00					\$200.00	\$250.00		\$20.00	\$41.25		\$4,647.50
October	\$825.00	\$75.00						\$100.00	\$400.00	\$450.00	\$300.00		\$17.00	\$82.50		\$2,249.50
November	\$600.00	\$225.00								\$350.00	\$150.00		\$3.45			\$1,328.45
December	\$675.00		\$1,500.00	\$1,800.00		\$30.00			\$400.00	\$150.00						\$4,555.00
TOTAL	\$10,350.00	\$6,336.25	\$4,300.00	\$2,900.00	\$1,350.00	\$150.00	\$300.00	\$1,500.00	\$5,200.00	\$3,150.00	\$1,700.00		\$95.60	\$5,402.75		\$42,734.60

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 2017 inspections: Over 125 properties were visited with 118 having livestock or poultry currently in residence. The following numbers were recorded: 162 horses, 26 ponies, 14 miniature horses, 24 donkeys, 1 mule, 70 goats, 91 sheep, 16 head of cattle, 4 llamas, 5 pet pigs, and 77 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 2017, 16 incidents involving domestic animals biting/scratching humans or domestic animals were reported. Ten day quarantines were completed without complication in all cases. Two ten day quarantines carried over from 2016 were also completed without complication.

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 2018. One quarantine carried over from 2016 was also successfully released. Owners please keep all pets current on rabies vaccinations – it is very important for the safety of your pet and your family.

One complaint forwarded by Health Agent K. Longo was investigated with no action being required.

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 Alternate Animal Inspector, Nancy Drago has been greatly appreciated when timely issue or release of a quarantine has been impossible for me to attend to.

Allison Hayes, Animal Inspector

INSPECTOR OF BUILDINGS



TOWN OF BOXFORD OFFICE OF INSPECTIONS & ZONING

Robert M. Aldenberg, C.B.O.

ANNUAL REPORT OFFICE OF THE INSPECTOR OF BUILDINGS

During 2017 there were a total of 1,193 permits issued by the Building Department. The Building Inspector conducted 693 inspections, the Electrical Inspector conducted 441 inspections, and the Plumbing/Gas Inspector conducted 290 and 241 inspections, respectively. The breakdown is as follows:

PERMITS CONSTRUCTION	FEES COLLECTED	COST OF
447 Building Permits	\$243,918.00	\$21,522,355.00
290 Electrical Permits	\$46,819.00	
161 Plumbing Permits	\$30,610.00	
181 Gas Permits	\$14,180.00	
TOTAL FEES	\$335,527.00	

I wish to thank the members of my staff.

Staff members:

Alternate Building Inspector - - - - - David Harris
Electrical Inspector - - - - - Douglas Small
Plumbing/Gas Inspector - - - - - Stephen Glainsky
Secretary - - - - - Robyn Holt

Respectfully Submitted,

Robert M. Aldenberg
Inspector of Buildings

2017	TOTALS
Accessory Building	11
Addition	33
Chimney/Masonry	0
Demolition	3
Fence/Retaining Wall	8
Insulation/Weatherization	12
New Home	10
Other	48
Pool	6
Renovations/Repairs	137
Sheet Metal	24
Siding/Roofing	78
Sign	0
Solar	20
Solid Fuel Burning	9
Windows/Doors	48
TOTAL	447

SEALER OF WEIGHTS AND MEASURE

The Sealer of Weights and Measure generated the following fees in 2017:

1. Ingaldsby Farms, Washington Street, West Boxford	\$18.00
2. Paisley Farms, Washington Street, West Boxford	\$12.00
TOTAL RECEIPTS	\$30.00

Respectfully submitted,

Richard Zullo
Sealer of Weights and Measure

VNA CARE 2017 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 2017 includes these elements:

1. Elder Health Clinics
3. Communicable Disease Follow-up
4. Publicity

ELDER HEALTH CLINICS

These clinics are free and open to residents age 60 and over. Run by VNA Care 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	1 st Wednesday	9:00am-11:00 am
Four Mile Village	3 rd Wednesday	9:00am-11:00am
Boxford Senior Center	1 st Thursday	11:15am-12:15pm
Boxford senior Center	3 rd Thursday	11:15am-12:15am

2017 BOXFORD ELDER HEALTH CLINIC ATTENDANCE

<u># Clinic Visits</u>	<u># Participants</u>
4-Mile Village	101
Senior Center	97

TOTAL CLINIC ATTENDANCE **198**
(two clinics cancelled at senior center, one due to snow and the other because center was closed)

2017 INFLUENZA VACCINE ADMINISTRATION

Flu Vaccines

No flu clinics were held by VNA this year.

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.

2017 BOXFORD COMMUNICABLE DISEASE FOLLOW-UP

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

Overall, the number of communicable disease infections requiring LBOH follow-up was 27 confirmed, 6 probable, 44 suspect and 10 cases were revoked. The VNA did the appropriate follow up on all these 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 and Beverly Salate attended a seminar in March on ending TB. Joan and Beverly also attended two separate all day events in relation to the opioid crisis. Beverly is a member of the Department of Public Health Coalition in relation to opioids. Joan attended The Massachusetts Department of Public Health Annual Meeting. Joan also attended a seminar on emergency preparedness and distributed know/plan/prepare to the keep well clinic clients. Beverly is currently pursuing her graduate degree in public health at Worcester State University

Infections	Number
Ehrlichiosis & Anaplasmosis	0
Babesiosis	1 confirmed, 1 probable, 4 revoked, 1 suspect
Brucellosis	0
Campylobacter	0
Salmonella	1 confirmed
Calicivirus/Norovirus	0
Cryptosporidiosis	1 confirmed
Clostridium perfringens	0
Group A streptococcus	1 revoked
Pertussis	0
Legionellosis	0
Viral Meningitis	0
Varicella	0
Ehrlichiosis	3 revoked
Gardiasis	0
Group B Streptococcus	0
Hepatitis A	0
Hepatitis B	1 probable, 1 suspect
Hepatitis C	1 confirmed 3 revoked

Human Granulocytic Anaplasmosis	3 confirmed, 1 suspect, 7 revoked, 1 probable
Influenza	18 confirmed
Listeriosis	0
Lyme Disease	44 suspect
Measles	0
Mumps	1 suspect
Pertussis	4 confirmed, 1 suspect
Rabies –human	0
Rocky Mountain Spotted Fever	1 suspect, 2 revoked
Typhus fever	1 suspect
Shigellosis	0
TB-LBTI	1 suspect0
Varicella	2 suspect
Zika virus infection	4 revoked, 2 contact

COMMUNICABLE DISEASE FOLLOW-UP YEAR END TOTAL:

29 (confirmed)

- **Enteric infections** were 1 salmonella for 2017.
- **Lyme** – follow-up is conducted by the providers. There were 44 total cases. Of these all were suspect. VNA nurse continues to monitor these numbers for clustering and trends.
- **Influenza** – As of this report, there are 18 confirmed cases of influenza.
- **Mumps – None reported..**
- **Chronic Hepatitis C:** 1 confirmed, 3 revoked.
- **Chronic Hepatitis A: none.** Cases received follow-up by physicians.
- **Hepatitis B:** 1 probable and 1 suspect..
- **Pertussis:** 4 confirmed and 1 suspect.

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.

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

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 Boxford's recreational farming community and the two remaining positions are appointed at-large. The Commission must represent diversity of farming within the Town of Boxford. The terms are staggered 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; and 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 maintain woodlands for timber, recreation and wildlife. This year we presented a warrant article at the May 19, 2017 Annual Town Meeting to fund the development of a Forest Stewardship Plan for the "Wildcat" conservation property. This passed by voice vote and was for

\$3,000. A majority of the Plan was completed by November 2017 and should be completed early in 2018.

Boxford Commissioners continue to be statewide leaders within the Massachusetts Association of Agricultural Commissions (MAAC) of which several members hold key executive positions and are principal participants for Ag Day at the State House. One member is President of the MAAC and another is Treasurer. Several members also were major contributors to the February 2017 Annual Meeting of the MAAC held at the Topsfield Fair Grounds. This year, the MAAC along with the Mass. Association of Boards of Health and Mass. Farm Bureau conducted several "bootcamps" throughout the State to address the problems of Animal Health Regulations and Resources. In addition, some commissioners,

travelled throughout the State, helping educate other Ag Comms about these same issues. 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 North Shore Agricultural and Technical High School District.

The Boxford Agricultural Commission's 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 Fireman's 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 Assessors' office at 978-887-6000 ext. 141.

In late 2017, Boxford received another round of matching funds from the state. Our grant of \$152,339 was equal to 22% of the \$678,053 we collected locally in Fiscal Year 2017 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 2017 the town appropriated \$45,000 for the rehabilitation of Ackerman Playground, \$1,581 for trail signs at Town Forest, and \$4800 for a hydrology study of Holmes Pond. The CPC also continued to monitor and approve payment on invoices for various ongoing projects during 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

Jon Schwartz, Recreation Committee representative

Barbara Jessel, At Large member

Steve Merriam, At Large member

F. Richard Shaw, At Large member

Vacant, At Large member

Staff: Ross Povenmire, CPC Administrator

Phaedra Doucette, Minutes Secretary

CONSERVATION COMMISSION

The Boxford Conservation Commission is composed of seven volunteer members appointed by the Board of Selectmen for renewable three-year terms, and is supported by a full-time Director, a shared clerical staff and a Minutes Secretary.

The Commission holds public meetings on the first and third Thursdays of each month, or as otherwise announced. Meetings normally begin at 7:30 p.m. The Commission's office is located at Town Hall, 7A Spofford Road, Boxford, MA 01921, and the telephone number is (978) 887-6000, extension 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 2017

2017 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 construction of a wetland replication area, and the review and approval of proposed hiking trails within the undeveloped portions of Boxford Common, were initiated in late fall 2017 and will continue in spring, 2018.

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 2017 volunteers working with BTA/BOLT, Inc. placed numerous trail 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 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, Hovey's 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 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 Town's compliance efforts relative to its Phase 2 Municipal Separate Storm Sewer System (MS4) permit by distributing education and outreach materials, and coordinating an elementary school seminar on watersheds.

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 committees. 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 Commission's Minutes Secretary. Leanne Mihalchik provides clerical assistance on a shared basis with other departments.

Conservation Commission members (term ends): Peter Delaney, Chair (6-30-20); Lana Spillman, Vice-Chair (6-30-18); Frank DiLuna (6-30-20), Natasha Grigg (6-30-19), Alan Fowler (6-30-19), Mark Mitsch (6-30-19), David Smallman (6-30-20).

LAKES, PONDS AND STREAMS COMMITTEE

The Lakes Ponds and Streams Committee is an ad-hoc committee whose seven volunteer members are appointed by the Board of Selectmen to staggered two-year terms. The Lakes Ponds and Streams Committee has no independent regulatory or spending authority; its main purpose is to assist the Conservation Commission and the Selectmen in the management of Boxford's lakes, ponds and streams. The Committee is charged with identifying lake, pond and stream management issues for public discussion and study, such as: lake and pond drawdown, minimum discharge stream flow, management of invasive species, nutrient inputs, regulations relating to the use of lakes ponds and/or streams, beaver control, beach management, and public access. Other committee objectives include: the coordination of public outreach and education regarding lake, pond and stream issues, and to report to the Conservation Commission and Board of Selectmen with its findings and recommendations regarding such issues.

The Committee holds public meetings on the second Tuesday of each month or otherwise announced. Meetings normally begin at 7:30 p.m. The Committee works out of the Conservation Commission office, which is located at Town Hall, 7A Spofford Road, Boxford, MA 01921, and the telephone number is (978) 887-6000, extension 182.

The Committee membership was reduced in late 2016 and early 2017 with the departures of Greg Murrer, Tim Smith, and Karen Melanson. The Committee thanks them for their valuable contributions, and invites anyone interested in joining the Committee to contact the Board of Selectmen's office.

Kerri Lummus was appointed in 2017. There is not currently a quorum of members, however, and so the Committee has not been able to meet.

Brooks Tingle, Chair

Kerri Lummus

Vacancy

Vacancy

Vacancy

Vacancy

Vacancy

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 2017, the Land Committee assisted the DPW culvert replacement project on Highland Road by acquiring the necessary easements allowing the reconstruction of a partially collapsed culvert. The committee has been closely watching the Task Force of the Municipal Facilities Master Plan contemplating uses of town owned parcels. We also are watching a Private landowner potentially re-zoning a parcel with Chapter 61 protection from RA district to an Elderly Housing District overlay at a future town meeting.

The Land 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 2018 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

For those who are not familiar with this committee, the Permanent Building Committee (PBC) is responsible for oversight of all construction projects of the eleven town buildings and elementary schools, including recreation areas.

Spofford School-Last year the PBC provided oversight of the bidding and installation of a new roof and HVAC system upgrades at the Spofford Pond School, a two million dollar project funded by the town and the state. The multi-million dollar project involved the replacement of all roofing materials, skylights, roof-top HVAC units, replacement of interior ceiling tiles, electrical work, and interior painting.

The second phase of the Spofford Pond project involves the million dollar replacement of exterior wall window units to improve the school heating efficiency.

Boxford Common- 2017 saw the grand opening of the synthetic turf soccer field across from the Cole School on Middleton Road. A year of construction came after seven years of planning by the Haynes Committee to bring this portion of the project to completion. The Committee also spent many meetings with the project architect addressing concerns that have arisen during the construction of the second grass soccer field that is not yet completed.

Town Hall-The PBC was made aware of deficiencies in the 2004 construction of the town hall following the commissioning of an architect' exploratory review of the exterior envelope in 2016. The PBC hired Gale Associates of Boston in 2017 to conduct an extensive investigation of water infiltration issues in the building and propose remedial actions necessary to repair the building envelope. An extensive review of the heat and humidity issues within the town hall was conducted by a HVAC consultant revealed that extensive equipment replacement is needed.

Other projects- The Committee has been involved with other projects during 2017 including the review of up-coming building maintenance projects brought forth by Supt. John Dold of the DPW who oversees all non-school town buildings. Examples of these projects are water treatment equipment and new flooring at the fire house, new gas heater at the police station, fire suppression system for Stiles Pond building, interior painting, Ackerman playground upgrades.

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 four applications under the process of “Approval Not Required” (ANR). All applications were approved.

Subdivision Activity

Construction work continued on the Weathered Walls Subdivision (Sagamore Lane) and Pine Ridge Subdivision (Deer Run Road) throughout 2017. The final paving and adjustments to stormwater management structures was completed at Budnick Way.

There were no new subdivision applications received in 2017. Preliminary discussions were held with property owners of a large parcel on

Zoning Board of Appeals

The Town’s Zoning Bylaw requires that the Planning Board make a recommendation to the Zoning Board of Appeals (ZBA) for each appeal, application, or petition that comes before them. The Planning Board appointed Pat Canonica to act as a liaison between the Planning Board and the ZBA. In this capacity, Mr. Canonica attends ZBA hearings and facilitates communication between the ZBA and the Planning Board.

The Planning Board reviewed a total of eighteen ZBA cases in 2017. A favorable recommendation was issued in seventeen cases. Some of these recommendations were subject to conditions. One case was continued into 2018 and recommended for denial.

Notable ZBA cases included the installation of a score board for Masconomet High School, and temporarily allowing two dwellings on a lot during construction at 128 Main Street.

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 2017 four driveway applications were reviewed by the Planning Board. A favorable recommendation was issued in three cases. The fourth case was withdrawn by the applicant.

Other Activities

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

The Planning Board continued its work on the Municipal Facilities Master Plan in 2017, working through the Municipal Facilities Task Force. The Task Force met several times

each month in addition to the regularly scheduled Planning Board meetings. The Task Force worked with The Harriman Group to develop plans and proposals in accordance with guidelines adopted at 2016 Annual Town Meeting and as extended at 2017 Annual Town Meeting. The Task Force is on track to present plans and proposals at 2018 Annual Town Meeting for approval.

Board Membership

The members of the Planning Board are elected to five year overlapping terms of office as follows (term expires as indicated).

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 2022)
Pat Canonica	ZBA liaison (May 2022)
John Adams	(May 2022)

Respectfully submitted,
Robert C. Gore, Chairman

SUSTAINABILITY COMMITTEE

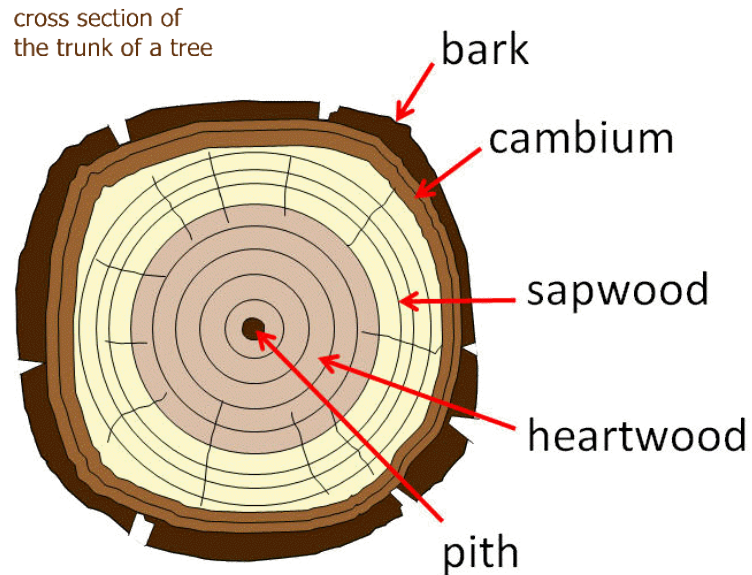
The Sustainability Committee has worked on the development of a 1 MW Solar Array on the town's closed landfill since 2103. The construction of this Array was completed in early 2107, and after a number of delays related to interconnecting with National Grid, the Array started producing power in September of 2017.

The Solar Array was constructed at no cost to the Town. In 2017, it provided the Town a total of \$41,000 through net metering credits and other payments to the Town.

Gary Martin, Chair

Members: Marc Aronson, Keith Sampson, Holly Langer, Pat Canonica

BOXFORD TREE WARDEN



Boxford has been certified as a Tree City USA by the Arbor Day Foundation and the Massachusetts Department of Conservation and Recreation for 11 years. One of the requirements to maintain this certification is a community Arbor Day Celebration.

2017's annual Arbor Day celebration was held on June 16 outdoors at the Harry Lee Cole School. The special guest speakers were Selectman Al Vaz, Brian Middleton Cox, Principal of Cole School, and Dan Mayer, owner of Mayer Tree Service. Second grade students helped Dan Mayer plant a maple tree on the campus by the Little Red Schoolhouse. At the end of the ceremony, Red Maple Seedlings for planting were handed to each of the students.

Respectfully submitted,
John C. Dold, PE
Tree Warden

ZONING BOARD OF APPEALS

In 2017 the Zoning Board of Appeals' heard 12 cases, ten special permits and two variances.

The Board heard and granted three 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 permits included, five for garage space for more than three vehicles, one expansion on a non-conforming lot, and one shared driveway,

The Board also had two applications for variances, both withdrawn by the respective applicants prior to the Board rendering a decision.

Two appeals of the Inspector of Buildings for the use of a trailer as living space exceeding one year without a special permit which were continued from 2016 to 2017 were resolved. The first in which the applicant worked with the Board and the Inspector of Buildings and upon receiving an occupancy permit for their reconstructed home, withdrew the appeal. The second in which the Board upheld the decision of the Inspector of Buildings and directed the applicant to remove the trailer. The second applicant has filed an appeal of the Board's decision which is making its way through the Land Court.

Steve Merriam moved from serving as an alternate to full time voting member of the Board and David Peterson moved from serving as a full time voting member of the Board to an alternate position. The Board was pleased to welcome a Ralph Nay as an alternate member of the Board. Ralph brings a wealth of knowledge as a general contractor to the Board. Ralph quickly moved into a position as a full time voting member of the Board when vice-chair Barbara Jessel was elected a selectman and resigned her position on the Board. We thank Barbara for her service to the Zoning Board.

Steve Merriam serves as vice-chair and Ralph Nay 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 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

Steve Merriam, Vice Chair

Ralph Nay, Clerk

David Peterson, Alternate

COMMUNITY SERVICES

**BORDER TO BOSTON RAIL TRAIL
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

2017, like 2016, was a slow year for moving ahead with MASS DOT's plans to construct a rail trail within the three towns of Boxford, Georgetown, and Newbury. National Grid did approve the engineer's wire measurements from ground to electric wires to meet OSHA standards. We now wait for the drafting and signing of a 99 lease from National Grid to permit these three towns and MASS DOT to finish the Border to Boston rail trail project.

While waiting, the Boxford rail trail committee has installed two kiosks: Georgetown Road and Pye Brook Lane intersections with the rail trail (2015), maintained the rail bed: cutting brush and mowing, and signed the on-road ECG (East Coast Greenway) bike route.

A Public meeting was not held as MA DOT is busy this year designing the section of the Border to Boston rail trail in Salisbury from the north end of Salisbury's Old Eastern Marsh Trail at Mudnock Road to the New Hampshire state line. Construction is planned in 2019-2020.

The next section MASS DOT plans to build is from Route 97, Georgetown to Georgetown Road, Boxford.

For now, the Boxford Rail Trail is open. The surface is mowed grass north of Pond Street. The Boxford BtoB Rail Trail Committee members are mowing and trimming the edges. The Kelsey Arboretum perimeter trail is open, except during a snow cover. The front gate fell down, twisting the hinges and breaking the latch. This will be fixed.

BTA/BOLT's Hemlock Junction is across from the Kelsey Arboretum and provides a safe passage to the rail trail, avoiding the old dangerous Kelsey Road crossing. Volunteers, with Boxford DPW help, are working to provide a parking area and a pleasant resting spot. The trail is connected by a gentle slope at the very end of the rail trail near Kelsey Road. The previously used steep access from rail trail to this lot is discontinued.

Members of this committee, with DPW help, have posted East Coast Greenway (ECG) signage along the route by road from Georgetown Road to the Pye Brook rail trail entrance.

Respectively submitted,

Nancy Merrill
Al Nierenberg

Tony Brogna
Peter Perkins

Carole Davis
Mark Phelan

Steve Davis

BOXFORD CULTURAL COUNCIL

The Boxford Cultural Council (BCC) is a community organization supported through funding from the Massachusetts Cultural Council, a state organization which disperses 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 garnered 15 grant applications, of which 12 were funded. Among the council grants approved for the 2016 grant cycle, are the following:

- “New Repertory Theatre” flagship educational outreach program, Classic Repertory Company (CRC), will perform a 90-minute adaptation of William Shakespeare's "Romeo and Juliet" at New Hope Tutorials. The proven successful tour, now in its 17th season, includes study guides, a workshop, and an artist-led post-show discussion.
- “Mass Audubon's Ipswich River Wildlife Sanctuary” naturalists provide Boxford adult residents with a 2-hour nature walk at Boxford State Forest to highlight the many birds living in the forest's diverse terrains. Birdwatching has become a very popular activity for adults to exercise both their bodies and minds through bird identification.
- “Diane’s Song” Certified Music Practitioner (CMP) Diane McGary, Resident Therapeutic Musician at Lawrence General Hospital, providing live therapeutic music for patients throughout the hospital. The Resident Therapeutic Musician will work with patients of all ages, races, ethnicities, cultures, socio-economic status and sexual orientations, and with any diagnosis.
- “Silk Painting” - Learn to paint on silk with cold water dyes that can be 'set' with just an iron. Working with water-soluble resist, silk fabric and beautiful dyes, we'll create colorful works of art. On the first day, we will practice with using resist and make a 'sampler' with all the methods of using the dyes, such as watercolor, salt dyeing and blending.
- “American Revolutionary War” Our mission is to bring the American Revolution to the doorstep of as many students in Massachusetts as possible. Hands on History brings over \$80,000 worth of artifact, uniforms, musical instruments, historic

documents, and a variety of items for camp life in the 18th century. Students are immersed in the ways of the Continental Soldier, the French Army, German Hessians, as well as the British Royal Army.

To learn more about the Massachusetts Cultural Council, or apply for a grant, check out www.massculturalcouncil.org. There are openings 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:

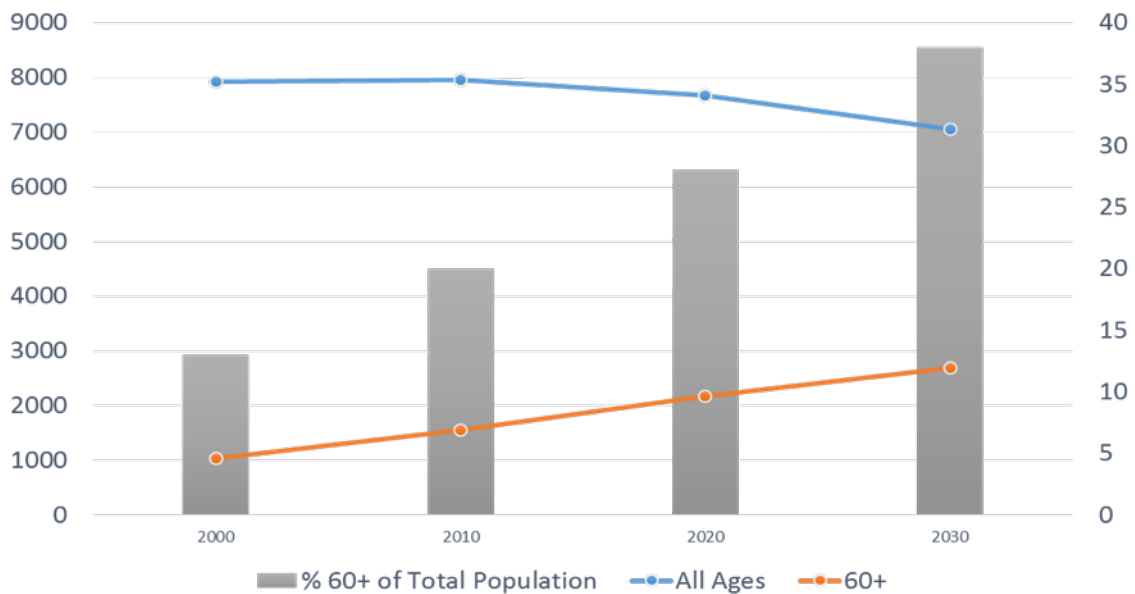
Anna Barbieri 2018, Chair
Sarah Arrigo 2018, Member
Susan Arsenault 2018, Secretary
Judi Stickney 2019, Member
Christine Barry 2019, Treasurer
Diane Gori 2020, Member
Vacancy

COUNCIL ON AGING

The Council on Aging has had a busy and productive year. The need and demands for our services has pushed our resources to its limits and demand is outstripping supply. Our small staff (Director, part time secretary, part time outreach worker and part time van driver) continues to provide as many services as possible, but have the extra challenge of working in an old and very undersized building. Without our dedicated volunteers working every day in our office and kitchen, we could not answer the needs of Boxford Seniors. But those needs continue to grow, and after years of service growth, we are now at a limit.

We are asked many times about Boxford's Senior population. Many do not believe that the number of Boxford Seniors continues to increase and will do so for the foreseeable future. That fact has been determined in three, independent studies on Boxford Seniors, one by the UMass/Boston Gerontology Department, one for the Boxford Housing Partnership Committee, and a third by the Merrimack Valley Planning Commission, all concluded that by 2030, Seniors will represent close to 30% of Boxford's population. This is illustrated in the following graph from the UMass/Boston study.

Growth of Boxford Population, by Age and % of the Population, 2000 to 2030



Source: Population figures for 2000-2010 are from the U.S. Census. Figures for 2020 and 2030 are projections generated by the Donahue Institute, University of Massachusetts: <http://pep.donahue-institute.org/>

If the COA is to meet the needs of this growing Senior population, we will need to increase our staff and space. During the last 3 years, the COA has been closely involved with the Planning Board Task Force on new municipal facilities, including a new Senior/Community Center. As of this Report, the Task Force has arrived at a plan to build a 9000 square foot Senior Center in the East Village. While studies done for the COA and the Task Force have concluded that we need 11,000 square Feet of space, the COA Board has compromised at the 9000 square foot space to save money. We can and will be able to provide our growing service needs in this space.

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 “Boomers and Beyond” provides current information about services, classes and other programs.

In the past year, the COA provided 28545 units of general information to its clients. General information includes telephone contacts, newsletters and walk in visitors. We provided 4700 units of fitness and exercise which includes chair yoga, yoga, tai-chi, and line dancing.

An emphasis was placed on more Community Education and we delivered over more than 2005 units of service. This was accomplished through speakers, weekly discussion group News and Views, Facts and Figures, monthly Science classes, Garden Club classes, and numerous other activities. We provided several small and three large social events, several recreational activities and numerous cultural events for amounting to 8220.

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 and Fire Departments on cases of mutual concern. The 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.

Our outreach services were numbers were 3593 in assistance to individuals and families. 1664 Meals on Wheels were delivered and 1480 meals were eaten socially. Through the van and with our NEET program 1436 rides to medical, grocery shopping and other activities was provided.

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 Crosby’s Market for their generosity. To the many members of the community who have lent us their time and talents our heartfelt thanks. If the town was asked to pay for the work hours of our volunteers and the donations of the Friends to COA activities and needs, we require a tremendous increase to our budget.

Respectfully Submitted,
Council on Aging Board
Richard Taylor / Chairman
Richard Shaw / Vice Chairman
Steve Harvey
Elizabeth Murphy
Judy Andersen
Suzanne Cox

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

HISTORIC DISTRICT 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 Commission's 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 2018) 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 2017 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, the new barn at Lillooet Farm and a presentation for a possible new addition to the Community Center.

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, with the backing of the Cole School principal, 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 have reached out to the Permanent Building Committee and hope to begin the restoration in 2018.

It is the hope of the Commission that Little Red Schoolhouse will become a “window” into school life in the 1860s. It is their mission to have the school be used in the way the Haynes family envisioned when they gave Boxford's last remaining one-room school house for the use of the children of the town. This building could be used for classroom study of the era, for after school activities and local youth groups, i.e. Cub Scouts, Girl Scouts, Craft classes, etc.

Anyone who is interested in working on this project should get ahold of Nancy Merrill 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 be on the Historical Commission agenda to present to the CPC in 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 2018 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 homeowners 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 2017, 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.

- 432 Children Registered (399 in 2016)
- 47 Local High School and College Students Employed (49 in 2016)
- 56 unpaid interns (55 in 2016)
- 44 counselors-in-training

Certified teacher and Boxford mom Nancy Coughlin continued as the Park Director; Boxford parent Gabrielle Burnham was Assistant Director. This year we hired 2 additional Assistant Directors: Nicole Silva and Jessica Fuller. Both are teachers, well experienced with working with children. Briana Posanka continued as the program's Nurse. Darlene King and Michele Delfino continued as Art Directors to organize crafts.

Other events for program participants:

- 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 2017 and maintains a positive balance going into 2018.

Planning is already underway for 2018. The Rec Committee and Personnel Board have approved hiring two additional Assistant Park Directors to supervise the large number of kids. The application for counselor positions is available on the website; applications are already coming in.

Christina Eckert

CAMP SACAJAWEA/ STEPPING STONE

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 Wednesday.

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.

The turf field at Boxford Common came online in 2017.

The Recreation Committee met with members of the BAA, as well as Susan Inman of the Town Manager's office, to explore ways to support field maintenance. BAA and John Dold are currently working on a plan, for which they will seek approval from the Selectmen.

Respectively submitted,

John Rowen
Christina Eckert
Paige Andrews
Jon Schwartz
Maria Simonetti

RECYCLING COMMITTEE

Our comprehensive Recycling Program in Boxford continues to flourish. In 2017 our town recycled approximately 37% of our trash. 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. China's "National Sword" policy of severely restricting accepting US recyclables has disrupted recycling markets. Vendors are demanding zero contamination from collected recyclables. Absolutely **NO** plastic bags and **NO** liquids or food can be accepted in recycling bins.

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 \$7,200 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 Paper Shredding Day and an April Earth Day celebration in conjunction with the Boxford Village Garden Club and our thirty-first annual Household Hazardous Waste collection day with the towns of Topsfield and Middleton in November. **Our 2018 HHW collection will be held this fall.** Residents are urged to take advantage of this opportunity to properly dispose of any household toxic product.

Through an agreement with the Town of Topsfield's Road Commissioners, Boxford residents continue to have access to Topsfield's composting site. For a **\$10** fee per visit payable by first purchasing a compost ticket in Boxford, residents can drop-off brush and yard waste at Topsfield's Highway Facility, 267 Boston St., between April 1 and Nov. 15 from 9 AM to 1 PM on Saturdays.

Please note that our vendor, *Recycle That*, will pay our town for collecting acceptable items in their bin at the Drop-Off Center. Items accepted include: hardcovers and paperbacks, CDs, DVDs, audio books, records, textbooks. (They no longer collect encyclopedias or home made recorded or taped media.) They also accept clothing, textiles, shoes and bedding which just needs to be clean and dry.

Volunteers are the lifeblood of our town. The Recycling Committee is extremely gratified by the volunteer efforts of neighborhood groups, Scout troops, families and individuals who picked up litter and recyclables from roadways on Earth Day; and by community residents and League of Women Voters members who helped out on Household Hazardous Waste Day.

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

Please find below the total amount of materials recycled in Boxford during calendar year 2014

	TONS		UNITS
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Mixed Paper & Cardboard	559		
Commingled	458		
(Plastics #1, #2, #3, #4, #5, #6 #7; Glass; Aluminum cans; Tin cans)			

TOTAL CURBSIDE	1017		
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Corrugated Cardboard	76	Tires	145 car
Scrap Metal & Appliances	59	Auto Batteries	50
Computers/TV	15	Motor Oil	900 gallons
Recycle That (books & textiles)	3	Oil Filters	1 (55-gal)
Salvation Army bins	5	Propane Tanks	98
Scout Magazine bin	8		

EST. DROP-OFF	166		
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Combined Tons Diverted(Recycled)	1183
Disposed Trash	2094
Estimated Diversion Rate	37 %

Karen Sheridan, Chair
 Georgia Cameron
 Patty Hojnowski-Diaz
 Linda Shea
 Nancy Woolford



CURBSIDE RECYCLING

Preparing Recyclables

MATERIAL	WHAT TO RECYCLE	PREPARATION	DO NOT INCLUDE
ALUMINUM	Only pure aluminum cans.	Rinse clean.	No pie plates, foil, cans with paper or plastic parts.
GLASS	Bottles and jars that have been used for food or drink.	Rinse clean, remove caps or corks. O.K. to leave paper labels on.	No broken glass, dishes, ceramics, mirrors, plate glass, light bulbs, metallic coverings.
METAL CANS	Steel or tin & mixed metal tin cans.	Rinse clean.	No cans with paper parts No paint cans. No automotive product cans. No scrap metal.
NEWSPAPER and CORRUGATED CARDBOARD	Newspaper, corrugated cardboard, brown paper bags, magazines, catalogs, telephone books, junk mail, paperboard (i.e., cereal & tissue boxes) aseptic milk & juice containers	Place in paper bags or tie with string. Cardboard needs to be in 2' x 2' squares or smaller and can be commingled with mixed paper and paperboard. Remove cereal box liners.	No waxed/coated paper. No plastic bags.
PLASTIC 	Only rigid containers marked: #1 – PETE, #2 – HDPE, #3 – PVC, #4 – LDPE, #5 – PP, #6 – PS, or #7 – OTHER	Rinse clean. Comingle 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 No food or liquids
<i>Use it up, wear it out, make it do, or do without.</i> New England Proverb			

These items can only be recycled at curbside, **NOT** drop-off.
The reverse holds true for the drop-off items, only drop-off **NOT** curbside.

12/31/17

Drop-Off Recycling Center

Located behind DPW Garage, 7 B Spofford Road
Open Saturdays from 8:00 A.M. to 3:30 P.M.

Checks made payable to
Town of Boxford

Material	What To Recycle	Preparation	Do Not Include
Aluminum	Pans, foil	Rinse clean.	
Batteries Motor Vehicle *Fee \$5 Button Ni-Cd Rechargeable	Car, truck, motorcycle, open cell Small buttons used in watches, hearing aids, pacemakers, cameras Batteries in power tools, computers, camcorders	Place in marked bin. Place in marked container. Place in marked container.	No alkaline household batteries.
Bulky Items *Fee based on volume	Mattresses, sofas, rugs	Place in marked bin.	
C&D-Construction&Demolition Debris Wood *Fee based on volume	Wood, lumber, doors, windows, plate glass, mirrors, plaster, plumbing fixtures, tiles-ceramic, linoleum, shingles, cabinetry, brush	Place in marked bin.	No bricks, mortar, cement, blocks, stones, rubble, hazardous wastes: lead, asbestos, toxic chemicals.
Corrugated Cardboard	Heavy cardboard, usually brown with ridged layer sandwiched between two flat sheets	Must be flattened. Keep dry.	No cereal or gift boxes, frozen food boxes, milk or juice boxes, other types of cardboard.
Recycle That Items	Books, videos, CDs, DVDs, records, LPs, sport cards, comic books, clothing, textiles, shoes	Place in <i>Recycle That</i> 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.
Mercury-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.
Televisions & Computer Monitors, Printers *Fee: \$30 – up to 31 inch \$40 – 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

12-31-17

DEPARTMENT OF VETERANS SERVICES NORTH ANDOVER / BOXFORD DISTRICT

The Department of Veterans ' Services is to advocate on behalf of all the Commonwealth's Veterans and provide them with quality support services and to direct an emergency financial assistance program for those Veterans and their dependents who are in need of benefits and services. In 1946, the Selectmen of the Towns of North Andover and Boxford voted to form a district and appointed a District Director of Veterans' Services to carry out the provisions of Chapter 115 of the General Laws. The Veterans Service Officer (**VSO**) is located at the North Andover Town Hall on Main Street. Walk-ins are always welcome however; we recommend calling first to ensure a representative is present.

OFFICE HOURS:

Monday 8:00 to 4:30, Tuesday 8:00 to 6:00, Wednesday 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 jleblanc@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 FY2019 total \$ 72,738.61. The Town of Boxford apportionment for salary and office expenses total \$18,592.71

Enhancements: Gerry Maguire has retired as of September 2017. The new District Director Joseph LeBlanc started October 2017.

NORTH ANDOVER / BOXFORD VETERANS SERVICES DISTRICT BOARD MEMBERS:

Joseph LeBlanc

District Director of Veterans Services

Alan Benson

Boxford Town Manager

Andrew W. Maylor

North Andover Town Manager



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

Is your income less than \$ 1,915.00 per month (single applicants) with cash assets below \$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 2017 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	120	Brookside Cemetery	73
Georgetown Road		Main Street	
East Boxford Village		West Boxford Village	
Harmony Cemetery	39	Mt. Vernon Cemetery	115
Ipswich Road		Mt. Vernon Road	

Flags were replaced at all Veterans' Monuments this year: (3) The Melvin Green Monument, (1) the Fireman's Monument in the East Village, (1) the Veteran's Morse-Parker House Memorial Park Monument on Washington Street, (1) The Ancient Cemetery, (1) The Round Top Memorial Site, (1) Perkins Lot Behind 99 Great pond Road, (3) at The Civil War Monument at the corner of Main Street and Washington Street, (4) at Killam / Curtis Cemetery behind Masconomet Ball fields and (1) Col. Thomas Knowlton Memorial at West Boxford Historical Society Building. Also replaced (1) POW flag, (1) State flag, (1) US flag for town flag poles at Melvin Green and (4) US flags at town flag poles.

Javier G. Morales
Veterans' Graves Officer
03/26/18

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
AND FAMILY SERVICES

BOXFORD CABLE ACCESS TELEVISION (BACTv)
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:

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

During 2017 we videoed and broadcasted over 270 public meetings that occurred at Boxford Town Hall and other meeting venues. Meetings that are held in Meeting Room 1 at Boxford Town Hall are typically broadcast live. Meetings in Meeting Room 2 are also broadcast live, if there is no meeting in Meeting Room 1.

Lance Cluster, our Government Access Coordinator, always manages to get as many meetings as possible recorded for playback during the week and uploaded to the web so they can be viewed online 24 hours per day on 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 520 local events in 2017. These events reflect each videographer's individual interests, such as music, sports, lectures, parades, school events, etc. Most of these videos can be viewed in HD (high definition) on our website, as well.

We also aired over 100 religious services donated by local Boxford and Topsfield houses of worship, as well as another 250 plus videos of various subject matters of local interest provided at no charge to BCATv by other cable stations and producers.

During this past year we invested in live broadcasting technology, which allows us to do live events, such as the Masco Senior Week activities, sporting events, etc.

The coolest use of this technology was broadcasting the solar eclipse live this summer from Tennessee on our Public Access channel. Middle Tennessee State University provided BCATv with access to their live stream of this event. They are uniquely located in the 100% eclipse path and made this a true educational event with presentations from their astrology professors and guests from NASA. It was an amazing show to watch live as the sun dimmed in Boxford!

Most recently we have been live streaming home and away Masco Soccer, Football, and Basketball games on our Bulletin Board streaming channel on our web site, wherever we have internet connectivity. We have received many positive responses from grand-parents and other relatives who live out of state but want to watch these games.

The Town of Topsfield renewed BCATV's contract to manage the Topsfield Cable Access Media (TCAM) station through June 30, 2018. 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, Tri-Town sporting events, and concerts that are broadcast in both towns. We have submitted a proposal to Topsfield for Fiscal 2019.

Jonathan Rivers, who accepted a full-time position at a radio station conglomerate in Boston this past summer, continues to remotely schedule the TCAM channel on a weekly basis. Ben and Maddy Demers from Topsfield have religiously setup equipment at Proctor School for live Selectmen and Topsfield School Committee meetings again this past year.

BCATv sponsored Max Simonelli from Boxford and Jeff Saramela from Middleton in the Masco Senior Internship Program which runs for 5 weeks following April school vacation. Brad Sweet was their on-site mentor.

Max helped video the Masco Senior Frolics by running 2 of the 4 cameras used to record this event. During internship he learned how to use our video editing software. He edited the footage from these 4 cameras, created the cover art for the DVD case, and produced a 2 DVD set which Masco had taken 100 orders for.

Jeff also learned how to use our video editing software and created a highlights video for one of the Masco sports team. He also did play by play for several varsity lacrosse games and edited them for airing on our Educational channel. He also edited many youth sports game for broadcast as well and fulfilled several DVD orders received from parents.

Using proceeds from ongoing DVD sales, we established a scholarship fund 2 years ago for graduating seniors who have made significant contributions to BCATv over the years. This past year we awarded a \$500 scholarship to Max Simonelli of Boxford and to Jeff Saramela of Middleton for their contributions to BCATv. Max started with BCATv as a sophomore and Jeff as a freshman. Both are still involved with BCATv.

This coming year we want to upgrade the 12-year-old robotic camera equipment in Meeting Rooms 1 and 2 at Boxford Town Hall from SD (standard definition) to HD to make it easier for viewers to see charts, presentation, plot plans, etc. that are presented in

government meetings. We are also looking at a permanent robotic camera solution for Conference Room 2 at Town Hall.

Respectfully submitted,

Brad Sweet, General Manager and Controller

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

BOXFORD TRAILS ASSOCIATION (BTA/BOLT)

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 in order 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.

BTA/BOLT is currently working to finalize the new trail confluence at "Hemlock Junction" of the Bay Circuit Trail, National Greenway and Border to Border, as well as a great connection for local hikers and cyclists. We plan to place a shed as well as a picnic table and kiosk there.

We applied for, and got a large grant to help us re-build the destroyed bridge at Lowe's Pond which we will be working on this summer.

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. In 2017 we organized our Dog Show, and in the Fall held our first Trail Running Festival in West Boxford. It was very well attended, the weather was perfect and everyone had a great time! The following weekend we held our ever-popular Annual Pumpkin Hunt on the Cargill Fields. We conducted almost weekly walks not just in Boxford, but in surrounding towns as well. We published our new and very much improved Guide to Walks in Boxford and were also able to showcase 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; they are also available on our web site: www.btabolt.org, as is our quarterly publication, the ACORN - by mail and on line.

We continue to help fund the Nature Program at the Cole School with Mass. Audubon and give our annual \$500 scholarship to a Masco senior who is pursuing interests in the environment. Another Masco student, Olivia Inman planted a pollinator garden under our supervision on the Davis Hayfield!

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

Natasha Grigg, President and our wonderful Board: Dave and Bev Ingalls, Nancy Merrill, Angela Steadman, Jessica Grigg, Bonnie Lucas, Chris Delaney, Catherine Wallace, Dennis Pyburn, Allison Chase, Stephen Davis, Priscilla Welch, Jeff Hixon, Richard Tomscy, Judy Gore, Jennie Bridges and Bruce Eaton

H.A.W.C. **(Help for Abused Women and Their Children)**

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 survivors of domestic violence, including: a 24-Hour Hotline, Emergency Shelter, Legal Services, Advocacy & Education, Support Groups, Parent-Child Trauma Recovery Program, and community outreach and education.

With outreach offices in Salem, Gloucester and Lynn, an office at North Shore Medical Center, and our emergency shelter, HAWC has been a place of safety and solace for the North Shore for four decades.

FY17 Highlights

- Paula Herrington, Interim Executive Director, was named as the agency's permanent Executive Director, bringing more than 27 years of nonprofit leadership experience.
- Sara Stanley, HAWC's Attorney Director, was named Deputy Director, a decision that solidified the agency's commitment to building strong leadership within.
- The position of Senior Manager of Educational Program was created with the intention of amplifying HAWC's outreach and education in the community and to ramp up our internship program. The position is now held by Elisabeth Nash-Wrenn, MSW, a seasoned advocate with 15 years of experience in the field.
- FY17 marked the first full year of two full-time Legal Advocates covering the Lynn and Salem District Courts and Essex County Probate Court in Salem.
- HAWC's two state contracts with the Massachusetts Department of Public Health were renewed for 10 years, ensuring our programs will be available to the North Shore for years to come.

FY17 Outcomes

- **1,243 individuals** called our hotline a total of **3,740** times for information and support
- **645 individuals** received one-on-one advocacy
- **82 people** attended a total of **456** support group meetings
- **38 families** received counseling through our Parent-Child Trauma Recovery Program
- **1,934 clients** received legal assistance
- **96 high-risk cases** were reviewed for on-going safety planning to prevent homicide.
- **53 families** entered into HAWC's Emergency Shelter

- **69** 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 FY17:

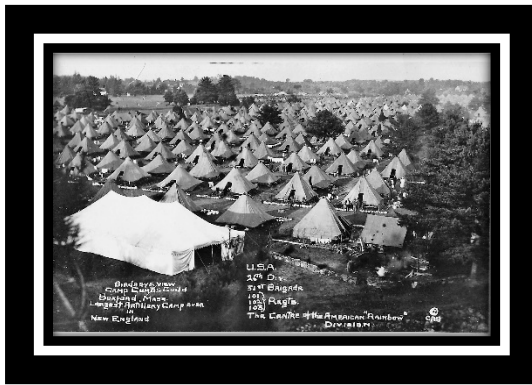
- Total number of clients served: **4**
- Hotline: **2**
- Legal advocacy: **1**

BOXFORD HISTORIC DOCUMENT CENTER

For forty-one years, the Boxford Historic Document Center has served as an archives and local history center for the town. Focusing on the documentation of Boxford's history through written records, maps, and photographs, the collections at the Center range in date from the 17th century through to the present. This material helps provide the necessary context for understanding the history of the town and its people. In addition, the Document Center continues to collect contemporary material, reflecting what Boxford is like today. It's easy to forget how quickly present day activities become part of a community's tradition and history!

Perhaps you've noticed the Document Center, the little brick building in West Boxford Village next to the Second Congregational Church, and wondered what was inside. In 2017 many curious people, including students, genealogists, historians, and residents, visited the BHDC to ask questions about the town and its inhabitants. Others attended the open house held on December 2, in conjunction with the West Boxford Winter Fest.

Among the Center's activities in 2017 was the development of a new exhibit celebrating the 100th anniversary of Camp Curtis Guild, the World War I artillery training camp held in Boxford in the summer and fall of 1917. Over 5,000 soldiers camped near Lowe Pond, making it the largest artillery camp in New England. The exhibit previewed at the Apple Festival and may now be viewed at the Document Center.



The BHDC has also been working on a project with BCATv exploring the agricultural heritage of the town, by talking with local farmers.

The Document Center also works to protect Boxford's historical legacy by offering 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 “old” or “valuable” as long as they document the history of the town and its people. Among the donations we enthusiastically accept are photographs and postcards of buildings or town events, memorabilia and records of local organizations, schools, and churches, newspaper articles, scrapbooks, and files recording personal involvement in town government.

The 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. We also welcome volunteers!

Martha Clark
Archivist



7 Grove Street Topsfield MA 01983
(978) 887-6512 www.tritowncouncil.org

November 30, 2017

Board of Selectmen
7A 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 2017.

Tri-Town Council is proud to have served the communities of Boxford, Topsfield and Middleton for nearly five decades. We work with thousands of youth, parents, educators and vested community members providing parent education, youth programs, professional development, prevention services, after-school enrichment and various types of family and community support. TTC, established in 1968 and originally called the *Tri-Town Council on Drugs*, was organized by concerned citizens to address youth drug and alcohol abuse. While our service delivery model has adapted for changing times and needs, this focus continues to be foundational in our work.

As a result of your support, TTC has become a community mainstay working with the Masconomet Regional School District, Tri-Town Elementary Schools, law enforcement, public health and many community partners. We are laser focused on strengthening youth 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, and resilient adults.

Tri-Town Council continues to support and adapt to 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 FY17. 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.

As we approach 50 years of service, we 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 Bhaju
President, Board of Directors

Lisa G. Teichner
Executive Director



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

Advisory Board: Mary Dodge, Middleton; Christine 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; Robin Wildman, Joan Murphy, and Adam Thurlow Masconomet Regional School District

IRS Tax # 23-7130785



Our Community. Your Impact.

OPEN GYM



- Saturday nights during winter for MASCO Youth
- Special welcome event for incoming 7th graders



PROJECT Safety Net

when times are tough
call or text **978.771.4619**
24/7 for help
it's anonymous

THE COALITION

Connect. Communicate. Prevent.
A TRI-TOWN COUNCIL PROGRAM

Community Partnership

Promoting healthy behaviors and fostering an environment where youth choose to be substance free.

Community Education

- Town-wide mailings
- News articles
- Quarterly newsletters
- Opioid Education Forum & Advocacy
- Resources & referrals
- Community conversations

Convening

35 Members **12** Sectors

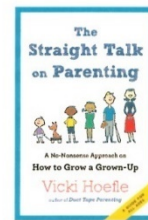
TEEN PROGRAMS

- MASCO Youth Leadership Councils
- Internet Safety/Bullying Prevention
- Teen Leadership Retreats
- MA Conference for Women
- Youth Artisan Fair
- Stand Tall! Tween & Teen Girls
- Girl 4 Girl mentoring program
- In-school speaker programs on relevant issues



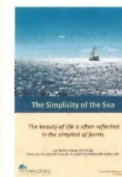
PARENT/EDUCATOR WORKSHOPS

- Stress & Anxiety
- Teen Issues
- Mindfulness
- "Screenagers" Screening & Discussion
- Addiction & the Developing Brain
- Internet Safety
- Boy Sense (Emotional Intel for Boys)
- Social Skills
- Essex County DA Safety Conference & more



YOUTH RISK BEHAVIOR SURVEY

2,000 youth at
MASCO & Community Adult
Perception Survey



PHOTOVOICE

Youth create powerful messages through photography and written word.

HORIZONS over **80** classes K-6 serving 600+ children



YEAR-ROUND HORIZONS PROGRAMS

including Camp Invention and Ski Bradford



RESOURCE FOR FAMILIES IN NEED

SPONSORED PROGRAMS

- Sponsor-a-Child
- Dash (Disability Awareness Starts Here)

www.tritowncouncil.org



@TritownCouncil



TRI-TOWN COUNCIL ANNUAL REPORT - FY 2017
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. We are a 501c3 not-for profit organization proudly serving the communities of Boxford, Topsfield and Middleton, Massachusetts.

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** and **Positive Community Norms (PCN)** using The Science of the Positive (SOTP). 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.



The **Positive Community Norms** approach to improving community health is founded on the **Science of the Positive**. Science of the Positive focuses on growing the healthy, positive, protective factors that already exist in our community. It is based on the core assumption that the positive is real and is worth growing –in ourselves, our families, our workplaces, and our communities (Linkenbach, 2007).

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, health departments, police departments,



working together for kids

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 powered by 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 2016-2017 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.

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 experienced adults, may include art, science,



working together for kids

cooking, physical activity, Lego Engineering, sewing, drama and nature workshops. And, new this year, we offered several classes initiated and taught by Masconomet High School youth with adult supervision including ultimate frisbee, dance and art. 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 and at various locations during the summer. During FY17 more than 500 Tri-Town elementary youth participated in after-school Horizons and 10 high school youth served as volunteer counselors during summer Camp Invention.



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 our 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. In FY17 we established a formal relationship with the Masco MS Student Council Advisors, tapping into the resources and energy of this group to help with TTC programs and initiatives including Tuesday Tag It's and the 6th Grade Welcome to Masco Night.

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-7 AM) 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. Over 275 graduated seniors and 40 chaperones participated in the 2017 event.



Tri-Town Council Scholarship Program– Scholarships are awarded to three graduating Masconomet Seniors, one from each of the tri-towns, recognized for their academic



performance, community service and being exemplary role models to peers during their high school years. The 2017 recipients were Dan Frasca, Ben Walls and Julianne Doherty. FY17 marks the 7th year these scholarships have been awarded. In FY17 TTC awarded \$500 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 - 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 ([Community Resource Guide](#)) 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 YRBS was administered in November 2016 to almost 2000 middle and high school youth. The Executive Summary was released in the spring of 2017. Survey findings were presented to the Masconomet School Committee in the spring of 2017; presentations to stakeholders will continue in all three towns in FY18. The survey data is used to inform our programming, in particular our Positive Community Norms initiative, and is shared and used by Masconomet, public health and others. Executive summaries of all YRBS administered are available at <http://www.tritowncouncil.org/coalition-3/news-and-articles/>.

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. 500 adults participated in the 2017 survey, offering us an insight into areas of concern as well as perceived alcohol and drug abuse among tri-town youth. This information will be presented to the community in conjunction with the YRBS survey data in November 2017. Executive summaries of Adult Perception Surveys 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? What do you wish adults knew about youth in the tri-town?*



Massachusetts Conference for Women (Young Women’s Program) Tri-Town Council, for the sixth year, secured sponsorship for 12 Masco Junior and Senior girls and 2 adult chaperones to attend this annual event in December which focuses on leadership, self-esteem and empowerment. In 2016 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 2017 topic was “**Youth Exploring Optimism Through the Lens of the Life is Good Superpowers**”. 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 as well as in the lobby of the Masconomet Middle School.



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. This year we expanded to include board games and some craft activities.



6th Grade Fun Night now in its fourth year. TTC provides 1-way bus transportation from the upper elementary schools to Masconomet.





working together for kids

This two hour event provides another opportunity for tri-town 6th graders to meet one another in a casual environment 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 275 6th graders attended this now annual event in May 2017.

High School Youth Leadership Retreat –5th annual ½ day workshop held on an early release day in March, this year at Danvers Indoor Sports. Over 40 Masconomet high school youth (grades 9-12) participated in this free program focused on leadership, communication and self-advocacy. TTC provides 1-way transportation from Masco to Danvers Indoor Sports.



Middle School Youth Leadership Retreat –now in its second year, the afternoon focused on team building and making new connections with peers. Over 20 middle school youth attended the program which was held at Danvers YWCA Stiles Pond campus in Boxford.



Media Girls –a mother (or special adult) and daughter program facilitated by Michelle Cove where we explored how to help girls better navigate the social, emotional and school pressures they face each day. This program was offered in partnership with Middleton Health & Wellness Committee and represents our first formal collaboration.



Empowerment Project screening –Spotlighting 8 positive and powerful women leaders across a variety of lifestyles and industries, the Empowerment Project inspires women and girls to push their boundaries and not be afraid to fail. Screening of The Empowerment Project was followed by facilitated discussion with Dierdre Baker, Technology Integration Specialist at Howe Manning School and TTC staff. This film was offered in collaboration with Middleton Health & Wellness.

Taylor's Message Presentation to the Junior Class –Kathi Meyer Sullivan presented the heartbreaking account of her daughter's death as a result of a night of binge drinking and poor choices by Taylor and her friends. Kathi shares Taylor's story with students in hopes that her message will enlighten others on the dangers of underage drinking and poor choices. This presentation was on the same day as the Junior Prom.





Meditation and Stress Reduction Presented to the Junior Class - TTC sponsored a series of classroom visits from Joan Amaral, Zen Center North Shore Guiding Teacher in collaboration with Masconomet educator Ryan Quinn providing guided instruction and physical and emotional benefits of meditation to students and classroom teachers.



Mark Wahlberg Youth Foundation MA Summit on Opioid Awareness – TTC attended with several high school youth this half-day event intended to educate youth about the dangers and realities of opioid addiction. Agenda included a screening of James Wahlberg's film If Only.

Girls 4 Girls Mentoring Program –completing its second 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. In 2017 we had 16 Mentor/Mentee matches.



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.



Weekly Asset Tips and School Assemblies (K-6) -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 @ Strawberry Festival - 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.



Parent/Community Presentations & Workshops

Boy Sense: Decoding the Developmental Needs & Nurturing the Resilience of Boys at Home & School presented by Stephanie Meegan - providing practical insights and powerful recommendations that adults can implement at home and in the classroom supporting the unique needs of all young boys.

Growing Up Mindful: Essential practices to help children, teens and families find balance, calm and resilience presented by Christopher Willard. In this presentation, Dr. Willard shared how adults can embody and model the skills of mindfulness to empower children and teens with resilience throughout their lives.

Screenagers Documentary Film explores struggles over social media, video games, academics and internet addiction revealing how tech time impacts kids' development and offering solutions on how adults can empower kids to best navigate the digital world and find balance. Film was followed by a panel discussion featuring staff from Masco and TTSU.



Balancing Technology Use in Family Life: How to Avoid Screen-Distracted Parenting through Mindful Media Management -conversation facilitated by Stephanie Meegan for pre-school parents/educators.

Under Construction! What Every Parent Must Know about Your TWEEN/TEEN'S Brain Development by Dr. Ruth Poter -a discussion about teen brain development, its impact on risk-taking behavior, including the use of drugs and alcohol, and what this means for parents of teens.



Hidden in Plain Sight - an adults-only (over 21) exhibit offering an opportunity for participants to explore all of the ways drugs, alcohol and other risky behaviors (self-harm, eating disorders) can be hidden in plain sight via a mock teen bedroom. Opportunity to identify red flags, talk to local experts and gather resources. This 3 day event held at the Topsfield Fairgrounds, Coolidge Hall, was in partnership with Topsfield, Boxford and Middleton Police Departments.





Growing A Grown Up presented by Vicki Hoefle - this presentation offered an overview on Vicki's books: *The Straight Talk on Parenting: A No-Nonsense Approach on How to Grow a Grown-Up* *Duct Tape Parenting: A Less is More Approach to Raising Responsible, Respectful & Resilient Kids*.

Professional Development for Educators, Administrators & Community Partners

- ❖ Provided multiple copies of **Change your Brain, Change your Life** by Dr. Daniel Amen to Masconomet Middle School for a faculty read.
- ❖ Sponsored **after-school meditation** for Masconomet staff with Zen Center North Shore
- ❖ **The Adolescent Brain & The Physiology of Addiction: A Concern for Us All**
Presented by Dr. Ruth Potee: Board Certified Family & Addiction Medicine Physician to tri-town educators and administrators
- ❖ Sponsored local participation (16 community partners – including school and law enforcement representatives) at the **Essex County District Attorney Annual Safety Conference** in March.

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 and regularly attends meetings of town and school boards to share our work. Examples of this outreach include:

- o Steward School Wellness Fair
- o Middleton Gets Moving Night
- o Topsfield Holiday Walk
- o Topsfield Strawberry Festival
- o Masconomet MS and HS Open Houses
- o Presentations to Boards of Selectmen
- o Presentations to Boards of Health
- o Presentations to School Committees (K-12)
- o Programming information sent regularly via TTC e-mail
- o Social media presence including TTC Facebook page and Twitter



AFFILIATED ORGANIZATIONS

Tri-Town Council has 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 in Middleton. This parent led program relying on more than 250 volunteers is embraced by the elementary 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 dozens of classroom volunteers to more than 35 needy children in 2016.

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 fund raising events. This funding is vital to the financial health and organizational stability of the Tri-Town Council.

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 and blogs, in local media resources such as the Tri-Town Transcript 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. 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 cyberbullying, social media and Internet safety, stress/anxiety 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; faith-based institutions and TTC maintains connections with professional groups including of CADCA, Community Anti-Drug Coalitions of America, MassTapp, Bolster Collaborative and the Massachusetts Non-Profit Network. We work with local organizations and agencies sharing ideas, co-sponsoring programs



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 BOARD OF DIRECTORS

FY 17

Zillie Bhujju, President
Susan Fowler, Treasurer
Alison Giacchino, Secretary
Emily Collins
Marise Stewart
Jane Pappas
Stacie Bloxham
Laura O'Connor
Johanna Bernard
Susie Read
Mary Dodge, Past President

FY18

Zillie Bhujju, President
Susan Fowler, Treasurer
Alison Giacchino, Secretary
Emily Collins
Marise Stewart
Jane Pappas
Stacie Bloxham
Laura O'Connor
Johanna Bernard
Susie Read

TRI-TOWN COUNCIL ADVISORY BOARD FY17

Mary Dodge; Jeanne Richards; Chris Rothman; Sally Dahlgren; Susan Block; Robin Wildman;
Rhonda Fogel; Donna Davis; Dana Webster; Rodney Pendleton; Leslie Levenson; Mark Landgren;
Diane Frampton; Jan Pazar; Joan Murphy; Adam Thurlow

Respectfully submitted,

Lisa G. Teichner
Executive Director
lteichner@tritowncouncil.org
(978) 887-6512

Fed EIN #23-7130785

BOXFORD TELEPHONE NUMBERS



COMMUNITY SERVICES

Council on Aging	978-887-3591
Town Beach at Stiles Pond-Emergency Only	978-352-7033
Historic Document Center	978-352-2733
Sealer of Weights & Measures	978-887-4101
HAWC (Help for Abused Women & Children)	978-744-8552
Tri-town Council on Youth and Family Services	978-887-6512
Veteran's Agent	978-688-9525

DEPARTMENT OF PUBLIC WORKS (Fax: 352-5558)

Highway Garage	978-352-6555
24 hour contact via the Communications Dept	978-887-8135

EMERGENCY (Police and Fire) **911**

PUBLIC SAFETY (Fax: 978-887-8138)

Animal Control Officer	978-887-8136
Communications Department	978-887-8136
Fire Department	978-887-5725
Police Department	978-887-8135

LIBRARY (Fax: 978-887-6352)

Boxford Town Library at Town Hall	978-887-7323
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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
Assessor's 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

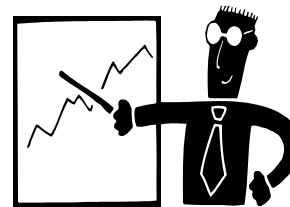
SCHOOL DEPARTMENT

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 – 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 – 8,544
NUMBER OF RESIDENCES (2017) - 2779
REGISTERED VOTERS – 6,138
AREA - 24.39 square miles
POPULATION DENSITY – 441 Persons per sq. mile
AVERAGE HOUSE VALUE - \$623,000
MILES OF ROADS – 96.5
NUMBER OF NAMED STREETS - 180
TAX RATE (FY 2017) – \$16.20 per thousand



STATE AND FEDERAL REPRESENTATION

U. S. SENATORS

Elizabeth A. Warren (D)
United States Senate
2 Russell Courtyard
Washington, D.C. 20510
Tel: (617) 565-3170 (Boston)

Edward J. Markey (D)
United States Senate
218 Russell Senate Office Building
Washington, D.C. 20510
Phone: 202-224-2742

U. S. CONGRESSMAN

Seth W. 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

Charles D. 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

Email: Bruce.Tarr@masenate.gov

STATE REPRESENTATIVES:

Precinct I
James J. Lyons, Jr.(R) 18th Essex District
State House Room 39
Boston, MA 02133
Tel: (617) 722-2014
Fax: (617) 626-0246
Email: james.lyons@mahouse.gov Home:
Andover

Precinct 2 & 3
Leonard Mirra (R)
State House Room 130
Boston, MA 02133
Tel: (617) 722-2130
Fax: (617) 626-0339
Email: Lenny.Mirra@mahouse.gov
Home: West Newbury 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)

THANK YOU FOR YOUR INTEREST IN SERVING THE TOWN



***Boxford, Massachusetts
Annual Report
2017***