



**TOWN OF BOXFORD**  
**OFFICE OF THE SELECTMEN**  
7A Spofford Road  
Boxford, MA 01921  
(978)-887-6000 – FAX: (978)-887-5361

## **WELCOME TO THE TOWN OF BOXFORD**

On behalf of the Board of Selectmen, allow me to welcome you to the Town of Boxford, outline a few services offered, and answer a few questions you may have about our Town Government.

**TOWN WEB SITE:** [www.town.boxford.ma.us](http://www.town.boxford.ma.us) The Town website is your best source for up to date information on Boxford. Announcements and meetings are posted almost daily and the latest town reports, town meeting and election information, even job postings and surplus property sales are found FIRST on the Town's web site. You may pay real estate and motor vehicle excise bills, obtain burning permits and even license your dog online. Make [www.town.boxford.ma.us](http://www.town.boxford.ma.us) a favorite on your home browser.

**CONTACT YOUR TOWN OFFICIALS:** You are encouraged to contact your town about any issues, questions or concerns or even to offer to volunteer to serve on a town board or committee. You may contact the Town via the web site by clicking on "Send Us Comments" or by calling the Office of the Board of Selectmen at 978-887-6000 x502. All Town boards, committees, and employees are committed to transparent and responsive local government.

**TOWN-WIDE TELEPHONE NOTIFICATION SYSTEM:** When the Town needs to provide all residents or selected geographic areas of town with public safety, road closure, and other urgent information, the Boxford Communications Department will send out a recorded voice message to all published land line phones. Please consider voluntarily providing the communications department with your unpublished numbers, your cell phone numbers and/or your e-mail addresses to ensure you are informed in case of an emergency. Click on "Town Telephone Notification System" on the homepage of the web site.

**ANNUAL TOWN MEETING:** Held on the second Tuesday in May in the auditorium at the Masconomet Regional High School. The Town Meeting Warrant may be picked up at Town Hall or at the library. You may also find the Town Meeting Warrant on the web site. **A SPECIAL FALL TOWN MEETING** is held on the fourth Tuesday in October on an annual basis as needed.

**TOWN ELECTIONS:** Town elections are held on the third Tuesday in May.

**ANNUAL TOWN REPORT:** These are available on the web site and hard copies are available for review at the Selectmen's Office at Town Hall or at the Library by May first of every year.

**BOARD OF SELECTMEN:** Board meets every Monday at 7 P.M. (with the exception of holidays and a reduced summer schedule) in the Town Hall Meeting Room #1. Meetings are televised live on cablevision –Comcast Channel 22, Verizon Channel 39. Contact the Selectmen's office if you would like to discuss an issue for their Agenda.

**SCHOOLS:**

**Boxford has two Elementary Schools:**

Harry Lee Cole Elementary School on Middleton Road – Grades K through 2; Phone: (978) 887-2856.

Spofford Pond Elementary School on Spofford Road – Grades 3 through 6; Phone: (978) 352-8616 The Elementary School Superintendent, located at 28 Middleton Road, can be reached at (978) 887-8042.

**Boxford shares a Regional Middle/High School (with Middleton and Topsfield)**

Masconomet Regional District School on Endicott Road, grades 7 through 12

The Masconomet Regional School District Superintendent can be reached at (978)887-2323.

**TRASH DISPOSAL:** Trash disposal and recycling are by means of curbside pickup on Monday - Thursday depending on your location and is handled by Waste Management (800) 972-4545. Trash or recycling pickup problems should be reported to the Board of Health office at 7A Spofford Road or call (978) 887-2875.

The current price for trash stickers is **\$3.00 each**. **Stickers should be adhered to the top of each 32-gallon trash barrel**. Stickers may be purchased at the Town Hall, at the East and West Village Stores, and Nason's Stone House Farm. You are allowed up to five 32 gallon trash barrels per week. **We highly recommend the use of barrels with a cover** to keep the animals away. **Do not place the trash sticker on your barrel or lid**. Please refer to the web site for confirmation of one day delay due to holidays and dates for large metal pickup days which are scheduled twice a year.

**BRUSH AND YARD WASTE:** Boxford residents have access to Topsfield's Highway Facility at 267 Boston Street, Topsfield between April 1 and November 15 from 9AM to 1PM on Saturdays. Residents must purchase compost tickets in Boxford at the Recycling Center or at the Treasurer's office for \$5 per visit to the Topsfield site.

**RECYCLING CENTER:** Recycling is mandatory. The entrance to the drop-off center is located at the entrance by the DPW Garage at 7B Spofford Road. It is open on Saturdays only from 8 A.M. until 3:30 P.M. No permit is required to use this facility, and the following materials are accepted only on Saturdays when an attendant is present to supervise and collect fees for TVs, computers, furniture, appliances, tires, auto batteries, fluorescent bulbs and construction and demolition material. Cardboard and button batteries are accepted for no charge. **Checks made payable to the Town of Boxford are the preferred method of payment; cash is accepted.**

Several donation collection boxes are available for clothing drop off or for books, records, CDs and DVDs.

### **Boxford Waste Oil Collection Center**

**Hours of Operation:** 8A.M. to Noon 1<sup>st</sup> Saturdays of the month only Acceptable

**Product:** Crankcase oil, diesel oil and diesel crankcase oil, transmission fluid

**Procedure:**

1. Boxford residents may drop off motor oil in suitable containers. Residents will be asked to sign a log giving: name, address, license plate number and quantity of oil.
2. All containers will be checked for contents and unacceptable material will be given back to the person delivering it.
3. Residents will wait while attendant who will then return the oil containers to residents for future use pours off their motor oil.

Health, safety and cost factors mandate that we cannot accept contaminated motor oil! Specifically banned materials, which cannot be accepted are:

Gasoline      Anti-freeze      Kerosene

Paint thinners   Brake fluid   Transformer oils

and other highly flammable hydrocarbons or PCBs

**HOUSEHOLD HAZARDOUS WASTE DAY:** is held annually on a Saturday in late October or early November in the Masconomet Parking Lot from 9 A.M. to 1 P.M. Please check the Town's web site for this year's date! Gasoline, kerosene, antifreeze, oil based paints, and poisons are accepted.

**LIBRARY INFORMATION:** The Boxford Town Library is located on the first floor of Town Hall at 7A Spofford Road. The telephone number is (978) 887-7323. The Library is a member of the Merrimack Valley Library Consortium, an alliance of 35 area libraries. **The Library is closed on Saturdays during the summer.**

The Children's Librarian holds children's reading programs throughout the summer and school year. Call or visit the Library in person or on the web at [www.boxfordlibrary.org](http://www.boxfordlibrary.org) for detailed program information for all ages.

**TOWN BEACH:** The Boxford Athletic Association operates the Town Beach located on Stiles Pond. Its entrance is off of Main Street. A family or single membership fee is charged. These may be purchased at the beach when the season opens on the second Saturday in June. Watch the local papers for details or visit the Boxford Athletic Association's web site at [www.baasports.info/page/show/926212-stiles-beach](http://www.baasports.info/page/show/926212-stiles-beach).

**DOG LICENSES:** All dogs must be licensed at 6 months of age. Licenses are valid for one calendar year. The fee is \$20 for a spayed or neutered dog and \$25 for an intact dog. Late registrations will incur an additional fee of \$25. Dog licenses are available from the Town Clerk's office in Town Hall. Office hours are Monday through Thursday from 8 A.M. until 4:30 P.M. Dog licenses may also be purchased online on the Town web site.

**ANIMAL CONTROL OFFICER:** The Animal Control Officer may be contacted through the Boxford Communications Department concerning any domestic animal/dog problems at (978) 887-8135.

**PUBLIC WORKS:** If you have any concerns about a dangerous tree which you believed to be owned by the Town, pot holes, or the condition of your street (if it is a Town accepted road), contact the Superintendent, Department of Public Works, Town Engineer and Tree Warden at (978) 352-6255 or through the Communications Department at (978) 887-8135.

**OPEN BURNING:** Burning is allowed by permit only. The cost for a burning permit is \$20 per season during the specified time of January 15 through May 1. Permits may be purchased online on the Town web site.

**FIRE DEPARTMENT:** Call 911 for emergencies. If unable to talk, press #2. For other Fire Department business, call (978) 887-5725.

**POLICE DEPARTMENT:** Call 911 for emergencies. If unable to talk, press #1. For other Police Department business, call (978) 887-8135 or (978) 887-8136. The Police Department is located at 285 Ipswich Road.

**AMBULANCE:** Call 911 for emergencies. If unable to talk, press #3.

**COUNCIL ON AGING:** Located in the Community Center at 4 Middleton Road, the Council on Aging's mission is to improve the lives and encourage maximum independence for older adults by meeting their health, economic, social and cultural needs. To realize this mission, the Council offers health and wellness programs, outreach services, cultural opportunities, discussion groups, travel experiences, educational programming, nutritional services, exercise classes, transportation services, handy man services, medical equipment lending, insurance counseling, income tax assistance, and help with a variety of forms and applications. Any Boxford resident over the age of sixty is automatically a member and will receive a monthly newsletter detailing the Council's schedule and providing information pertinent to the age group. For additional information on the Council on Aging, contact the Director at (978) 887-3591.

**TOWN HALL OFFICES:** 7A Spofford Road. Town Hall is open Monday through Thursday 8 A.M. through 4:30 P.M. Residents may register to vote during these hours in the Town Clerk's office. Hours may vary for different departments. Please call ahead. All Town offices are closed on Fridays.

**REAL ESTATE TAXES:** Tax bills are mailed semi-annually, but due quarterly on February 1, May 1, August 1 and November 1. Please check to make sure that the Assessors' office is aware of your new ownership so bills may be sent to the correct owner. For questions on your home's assessed value, please contact the Assessors at (978) 887-6000 x 504. For questions on payment of bills or history of payments, please contact the Collector of Taxes at (978) 887-6000 x 505. Motor vehicle excise tax bills are sent out periodically.

I hope this informational letter is helpful to you. Please do not hesitate to call or email the Selectmen's office if you have any additional questions.

For the Board of Selectmen,

Alan J. Benson

Town Administrator

Filename: New resident letter from selectmen.docx  
Directory: C:\Users\sinman\Documents  
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Title:  
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Keywords:  
Comments:  
Creation Date: 6/2/2015 8:13:00 AM  
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Last Saved By: Robin Phelan  
Total Editing Time: 151 Minutes  
Last Printed On: 11/18/2015 9:48:00 AM  
As of Last Complete Printing  
Number of Pages: 5  
Number of Words: 1,862 (approx.)  
Number of Characters: 10,614 (approx.)