



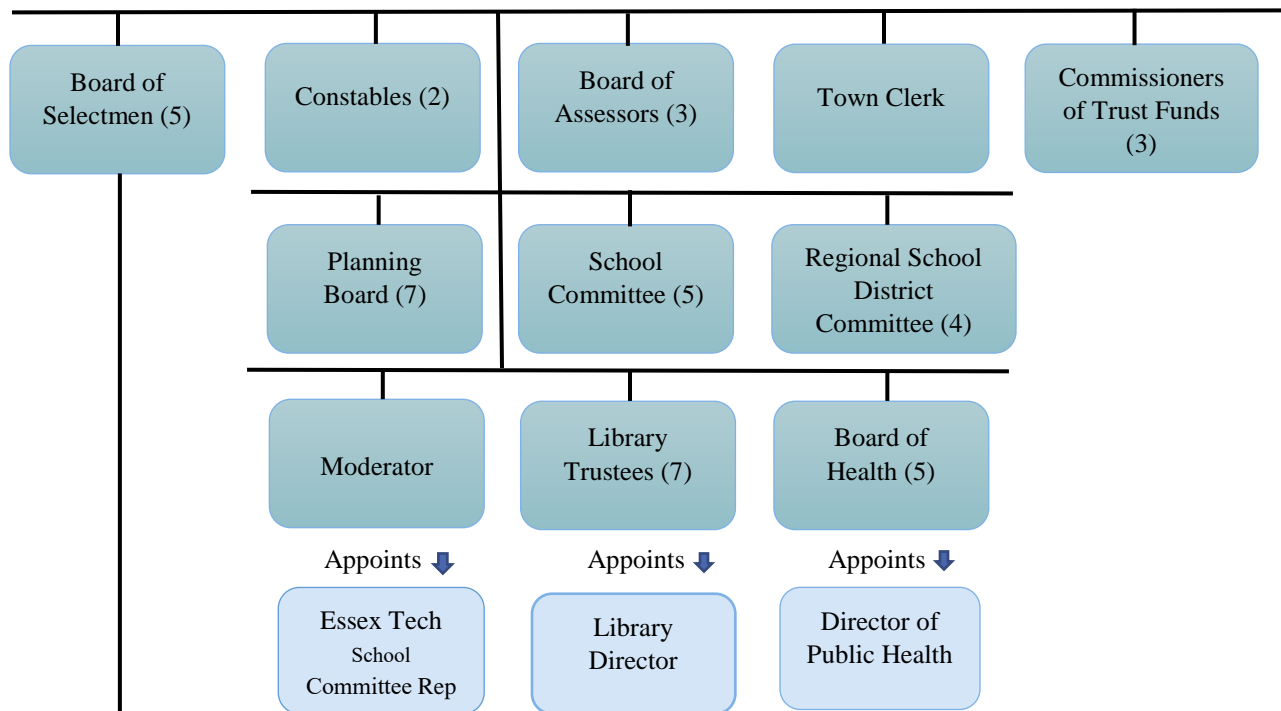
# TOWN OF BOXFORD ANNUAL REPORT 2018





# BOXFORD OFFICIALS

## Voters Elect



## Board of Selectmen Appointees

### OFFICERS

Town Administrator  
 Assistant Town Administrator  
 Animal Control Officer  
 Communications Director  
 Director of Municipal Finance/  
 Town Accountant  
 Director of Land Use  
 Emergency Management Director  
 Fire Chief  
 Election Officers  
 Forest Warden  
 Inspector of Animals, Buildings,  
 Wiring, Plumbing/Gas  
 Treasurer/Tax Collector  
 Parking Clerk  
 Police Chief  
 Town Engineer/DPW Superintendent  
 Sealer of Weights & Measures  
 Town Counsel  
 Veterans' Agent  
 Veterans' Grave 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





## *In Memoriam*



**Garth Tolman**

**March 13, 1960 – April 21, 2018**

Garth Tolman moved from Newmarket, NH to make his home in Boxford in 2001. Garth was a person of prodigious intelligence and generosity. Previously in Newmarket, Garth was a part-time police officer having graduated from the NH Police Academy in 1986, where he continued to serve as an active member of the force. Garth served on Boxford's Permanent Building Committee up until the time of his passing. All flags in Boxford were flown at half-mast in his honor on May 31, 2018. Garth is survived by his wife of 21 years, Lesley Tolman, and two daughters Maddie and Melissa.



**Kenneth E. Littlefield**

**April 28, 2018**

Ken was a founder of Four-Mile Village in Boxford. Seeing a need for early technical education, he was also a founder of North Shore Technical High School, now part of Essex Tech. He served for many years on the School Committee of the Masconomet Regional High School. Together with his wife Barbara, he ran The Boxford Chronicle, aptly dubbed "A towns own newspaper". Ken provided the gift of music, both as singer in the choir, and as organist, for Second Congregational Church. Ken was predeceased by his wife Barbara and his son David. His daughter Sandi passed away just a few months later. He leaves behind his loving wife Jane, daughter Nancy, 4 grandchildren and 3 great-grandchildren.



**James T. Stromberg**

**June 2, 1934 – June 12, 2018**

Jim and his wife of almost 62 years moved to Boxford in 1956, where they raised their three children Jeff, Laurie and Kristin. During his early years in town, Jim worked part-time as a Boxford police officer and owned and operated the North Beverly Hardware store. Upon retirement, he worked part-time at Dawson's hardware in Topsfield. Jim had been an active member of the Second Congregational Church in West Boxford and was a member of the church choir.



Sandra Nason  
May 19, 1955 – July 3, 2018

Sandi's language of choice was music. Music was her soul and she shared her music far and wide. She accompanied the Spofford Pond Elementary school chorus, and served as pianist for the Music Department of Masconomet Regional High School. She served as Director of Music for Second Congregational Church of West Boxford. She opened her home to private music students, to coaching sessions for aspiring young thespians, and to prep sessions for auditions and recitals. She was a Sunday School teacher and Troop Leader of Girl Scout Troop 007. Always willing to help any child, anywhere, anytime, she had her home designated as a safe place with Safe Place, a nationally recognized outreach program for youth. Somehow, she still found time to create homemade soup for the family business, Nason's Stonehouse Farm. Sandi is survived by her husband, Jimmy; her daughters, Melissa, Kimberly, and Rebecca; step-children, Jody and Kevin; and three grandsons.



Alexander "Gordon" Price  
February 13, 1931 – October 31, 2018

A lifelong Boxford resident, Gordon had a great love for the Town of Boxford. He served on various boards and committees including the Recreation Committee and School Committee, Board of the Assessors, the Planning Board, and he served as a director on the Boxford Historic Document Center. Over the years, Gordon and his mother donated land development rights in Boxford to help maintain its rural character. Gordon is survived by his beloved wife Susan of almost 64 years, his four children Alexander, Martha, Thomas, Catherine and 15 grandchildren.



Paul Jarosiewicz  
December 29, 2018

As a retired Cambridge MA detective, Paul was a welcomed presence at Stiles Pond where he generously volunteered as Beach Director for the BAA. He had exuberance for life doing jobs in his yard and around the house, and spending time with his children. Paul leaves behind his loving wife, Adrienne, of 23 years, and his adored children, Isabella and Joseph. His family was his pride and joy. Paul will be remembered as a loving family man.





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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 Alfred Vaz, Jr., Chair (2021)  
Barbara Jessel, Clerk (2020)  
Charles J. Costello (2021)  
Mary Anne Nay (2019)  
Peter C. Perkins (2019)

TOWN CLERK Robin Phelan (2019)

BOARD OF ASSESSORS David F. Benson, Chair (2019)  
Diana Headrick (2018)  
Kerrie L. Myers (2020)

BOXFORD SCHOOL COMMITTEE *David Rivers (2018)*  
Carole Jane Hubbard, Chair (2021)  
Terri Teleen (2020)  
Elizabeth Palmer (2019)  
Heather N. Vaz (2020)  
Terri Teleen (2020)

MASCONOMET REGIONAL DISTRICT  
SCHOOL COMMITTEE *Hagan Rivers (resigned)*  
Daniel Volchok (2020)  
Carolyn Julia Miller (2020)  
Kristen Demarco (2021)  
Vacancy (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 (2021)  
Dr. Hans C. Jeppesen (2021)  
Heather L. Forand (2020)  
Alexander Constan (2019)

TRUSTEES OF THE BOXFORD  
PUBLIC LIBRARIES Linda Shea, Chair (2019)  
Jeanette Glesmann, Vice Chair (2020)  
Heidi Ellard (2020)  
Carole Davis (2021)  
Stephen Harvey (2021)

Jayne Smallman (2019)  
Elizabeth Mullard (2021)

CONSTABLES

John Rowen (2020)  
David Smallman (2020)

COMMISSIONERS OF TRUST  
FUNDS

Judith A. Stickney (2021)  
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	Joseph LeBlanc, District Director
VETERANS' GRAVE OFFICER	Javier G. Morales
FOREST WARDEN	Brian D. Geiger
ANIMAL CONTROL OFFICER	Helen L. Phillips

AMERICAN DISABILITIES ACT  
COORDINATOR

Mary Anne Nay

PARKING CLERK

Ellen S. Guerin

SEALER OF WEIGHTS & MEASURES

Richard Zullo

ESSEX NORTH SHORE REGIONAL  
AGRICULTURAL AND TECHNICAL  
SCHOOL DISTRICT REPRESENTATIVE

Vacant

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 (2022)  
Judith Andersen (2022)  
Elizabeth Murphy (2020)  
Stephen A. Harvey (2019)  
Suzanne Cox (2021)  
Vacancy (2021)

### AGRICULTURAL COMMISSION

Randolph Johnson, Chair (2020)  
Laura Sapienza-Grabski, Vice-Chair  
(2021)  
Chuck Kornely (2020)  
Louis Athanas (2019)  
Frank DiLuna (2019)

### BOARD OF APPEALS

Paula Fitzsimmons, Chair (2020)  
J. Steven Merriam, Jr. (2021)  
Ralph Nay (2021)

### BOARD OF APPEALS (*Alternates*)

David Peterson (2020)  
Vacancy (2019)

### COMMUNITY PRESERVATION COMMITTEE

Peter Delaney, Chair (2019)  
J. Steven Merriam, Jr. (2019)  
Natasha Grigg (2019)  
Angela Steadman (2019)  
Virginia Havey (2019)  
Barbara G. Jessel (2019)  
F. Richard Shaw (2019)  
Jon Schwartz (2019)

### COMPUTER MANAGEMENT

David Manzi (2021)  
Jason Earl Taylor (2020)  
David S. Morton (2019)  
2 Vacancies (2020) (2021)

### CONSERVATION COMMISSION

*Lana Spillman* (2018)  
Peter Delaney (2020)  
Alan S. Fowler (2019)  
Francis A. DiLuna (2020)  
Mark P. Mitsch (2019)  
Natalie Grigg (2019)  
David Smallman (2020)  
Kerri Lummus (2021)

BOXFORD CULTURAL COUNCIL (ARTS  
COUNCIL)

*Christine Barry (2019) resigned*  
*Diane Gori (2020) resigned*  
*Susan Arsenault (2018)*  
Sarah Arrigo (2021)  
Anna Barbieri (2021)  
Judy Stickney (2019)  
Kathy Zolla (2020)  
Stephanie Meegan (2021)  
Marya DeCarlen (2020)  
Vacancy (2019)

ELECTION OFFICERS

Judith Anderson  
Lois E. Bell  
Ruthann Budrewicz  
Karen Collari-Troake  
Suzanne Cox  
Christine Delaney  
Joan Gordon  
Judith Gore  
Leona Gormley  
Natalie Grigg  
Anne V. Gyles  
Barbara Jessel  
Selma Johnson  
Virginia Keilty  
Nora Kelly  
Stephen Knowles  
Mary (Holly) Langer  
Sandy Leito  
Mary Lynn Lovejoy  
Charlene Mead  
Cynthia Middleton  
Jim Middleton  
Nancy Merrill  
Robyn Muetterties  
Tatjana Nugteren  
Beverly Perkins  
Sandra C. Pinkham  
Becky Potts  
Danny Rio  
Debra Schildkraut  
Linda Shea  
Jayne E. Smallman  
Judith A. Stickney  
Carolyn Tanner  
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 (2021) Phil McManus (2020)
TOWN FOREST COMMITTEE	David Smallman (2019) Brian Shea (2020) Vacancy (2021)
HISTORIC DISTRICT COMMISSION	Gwendolen Perkins, Chair (2020) Virginia Havey (2020) Andrew Gori (2019) Heather Barry (2021) Vacancy (2019)
HISTORIC DISTRICT COMMISSION (Alternates)	Nancy N. Merrill (2019) Christine Barendsfeld (2020) Vacancy (2021)
INSPECTOR OF ANIMALS	Allison A. Hayes (2019) Ruth Zarach, Alternate (2019)
INSPECTOR OF BUILDINGS	Robert Aldenberg (2019) David Harris, Alternate (2019)
DIRECTOR OF HEALTH	Kendell Longo (2018)
INSPECTOR OF GAS/PLUMBING	Stephen Galinsky (2019) Ray Abbott, Alternate (2019)
ELECTRICAL INSPECTOR	Douglas Small (2019) Allan Puduchowski (2019)
LAKES, PONDS & STREAMS COMMITTEE	Brooks Tingle, Chair (2019) Kerri Lummus (2019) 5 Vacancies (2-2019, 3-2020)
LAND COMMITTEE	Peter Delaney, Chair (2020) Peter Bernardin (2020) Robert C. Gore (2020) Natasha Grigg (2019) Stuart Saginor (2020)
MASCONOMET REGIONAL SCHOLARSHIP COMMITTEE	Diane E. Gori (2019) Andrew Gori (2019) Joan Gordon (2019) Dorothy Johnson (2019) Margaret Costello (2019)

PERMANENT NON-SCHOOL BUILDING  
COMMITTEE

*Chuck Adam (2018)*  
*Garth Tolman (2018)*  
Margaret Chow-Menzer, Chair (2019)  
Robert Hazelwood (2019)  
Scott Novack (2019)  
Thomas Duval (2019)  
Richard O'Brien (2019)

PERMANENT BUILDING COMMITTEE  
PLANNING BOARD LIAISON

Vacancy

PERMANENT BUILDING COMMITTEE  
SENIOR CENTER MEMBERS

F. Richard Shaw (2018)  
Judith Andersen (2018)

PERMANENT BUILDING COMMITTEE  
LIBRARY MEMBERS

*George Fischer (2019)*  
Vacancy (2019)

PERMANENT BUILDING COMMITTEE  
HAYNES LAND COMMITTEE LIAISONS

Joseph Callahan (2018)  
William Brown (2018)

PERSONNEL BOARD

Timothy Feeney (2021)  
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  
Brian Church

Reserve Police Officers

Attilio Paglia  
Peter Cheverie  
Tyler Dechene  
Michael Ferraro  
Eric Renda, Jr.  
Al Manzi  
Melissa Witt  
Tami Broughton  
John Monaco



RECREATION COMMITTEE

Christina Eckert, Chair (2012)  
John Schwartz (2021)  
Jim Gikas (2019)  
John A. Rowen (2020)  
Paije Andrews (2019)  
Maria Simonetti (2019)  
Tony Pane (2020)

RECYCLING COMMITTEE

*Nancy C. Woolford (2018)*  
Karen Sheridan, Chair (2019)  
Linda H. Shea (2021)  
Patty Hojnowski-Diaz (2020)  
Georgia Cameron (2020)  
Joanna Daniel (2019)

REGISTRAR OF VOTERS

Robin Phelan, Town Clerk (2019)  
Anne C. Mannheim (2021)  
Karen L. Sheridan (2020)  
Bradley A. Sweet (2019)

ASSISTANT REGISTRAR

Michelle Johnson (2019)

WEIGHER OF COMMODITIES

David Barker (2019)  
Kurtis Anderson (2019)

## AD HOC COMMITTEES

### BORDER TO BOSTON TRAIL COMMITTEE

Steve Davis (2019)  
Carole Davis (2019)  
Nancy Merrill (2019)  
Anthony Brogna (2019)  
Peter Perkins (2019)  
Mark Phelan (2019)  
Al Nierenberg (2019)

### CABLE TELEVISION ADVISORY COMMITTEE

*Matt Ellis* (2019)  
Bradley Sweet (2019)  
Richard Rivers (2019)  
James Barnes (2019)  
Vacancy (2019)  
Vacancy (2019)

### FRIENDS OF THE ACKERMAN PLAYGROUND COMMITTEE

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

### HOUSING PARTNERSHIP COMMITTEE

Joseph C. Hill, Chair (2019)  
Peter Delaney (2019)  
Jim Barnes (2019)

### 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, Assistant Superintendent of Finance and Operations (x6112)  
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  
Heidi T. Riccio, Ed.D., Superintendent-Director  
Shannon Donnelly, Principal  
565 Maple Street, Hathorne, MA 01937

## **INDEPENDENT SERVICES FOR THE TOWN OF BOXFORD**

### **BOXFORD CABLE ACCESS TELEVISION**

1 Camelot Drive  
Boxford, MA 01921  
[www.boxfordcabletv.com](http://www.boxfordcabletv.com)

Rick Rivers  
President

BTA/BOLT, Inc.  
Boxford Trails Association/  
Boxford Open Land Trust, Inc.  
7 Elm Street 2<sup>nd</sup> Floor  
PO Box 95  
Boxford, MA 01921

Natasha Grigg  
President  
978-887-7031

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

Anthony DiPietro  
Executive Director  
978-744-8552

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

Martha Clark  
Archivist  
978-352-2733

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

Lisa Teichner  
Executive Director  
978-887-6512



## **MEETING AND SCHEDULE TOWN BOARDS/COMMITTEES**

BOARD OF SELECTMEN – Meets every two weeks 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**

This past year reflects a high level of activity for the Town as Boxford held two Town meetings – our regular Annual Town Meeting and a Special Fall Town Meeting in October. Our annual report includes all of the usual statistics covering the decisions of both town meetings, including capital expenditures and personnel management. However, it also highlights challenges faced by the Board and the acknowledgement of successful collaborative efforts as well. 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 the past year, we want to thank all of our volunteers and administrative staff who helped make these decisions come to life.

This year was like many past years when the Selectmen faced the perennial challenge of aging facilities, increased school budgets, and limited new revenues to meet these needs. At the 2018 Fall Special Town Meeting, the ONE PLAN was proposed for Town approval and appropriation and debt authorization in Article #5 of the 2018 warrant, followed by a proposition 2 ½ debt exclusion ballot question at the November 6, 2018 State election. The town voted down the Task Force's recommendation for five construction projects to be implemented as ONE PLAN over the course of the next five years. The failure of the proposed project caused the Board to regroup and move forward in 2019 with smaller scale targeted plans for facilities improvement.

As a Town with limited commercial zoning, one of the greatest challenges faced by Boxford is to find funding alternatives. One of the ways to free up funding is to increase efficiency. For example, the solar field continues to offset the expenses of Boxford's electrical usage in Town and School Buildings and that savings is being passed on to Masco as well this coming year. The Board agreed to pursue the Green Community status in 2018 through its Sustainability committee in an effort to decrease its carbon footprint while becoming eligible for state grants. Toward that effort, Town Meeting adopted the Stretch Energy Code and amended its Zoning Bylaw and Map to include a Solar Overlay District – thereby increasing the opportunity for energy savings.

### **Ongoing projects**

Ten years after the Haynes property became available, Boxford Common opened on September 9, 2017. The first turf field project has been a huge success, providing many additional hours of playing time for local sports teams. We expect the second grass field to further enhance this vital town resource. Through 2018 work continued to establish the second field, and we look forward to opening the field for the 2019 - 2020 season depending on the pace of growth of the field.

### **Technology and Communication**

The Selectmen's Office continues to execute technology initiatives supported by the Board. We have increased transparency by posting the public portion of the Board of Selectmen's packet before each meeting. In addition, the Board passed the Remote Participation Policy in 2018, allowing board members in excess of the quorum to remotely participate in their board meetings

via phone or video. The Selectmen's office is committed to reducing paper files and embracing paperless storage solutions in an effort to save space.

The office continues to utilize Facebook, the town's website, and reverse 911 to effectively communicate with residents. All of these methods of communication were used this past year when the town procured the latest trash contract and chose Waste Management as its new vendor. The Office of the Selectmen worked collaboratively with the Board of Health to create a mailing flyer, Facebook notifications, website announcements, and reverse 911 messages to educate the residents on the new schedule and services offered by Waste Management. The transition to the new vendor was smooth and continues to provide our residents with improved trash and recycling collection services.

Another successful communication initiative was the recent Facebook notifications, website announcements and reverse 911 messages, regarding the road closure and night paving for the Middleton Road Culvert project. The Town's contractor was able to efficiently limit negative impacts to residents by completing the project over a five day period and utilizing night paving to limit the traffic interruption.

#### Personnel & Benefits

Similar to all Massachusetts' municipalities, Boxford continued a long-term funding plan for its Other Post Employment Benefits (OPEB) liability with a transfer to the OPEB Trust Fund of \$350,000.

The Selectmen's Office and Personnel Board invested significant time in 2018 to continue to ensure Boxford's personnel were evaluated in a 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 brought back Human Resource Services (HRS) to Boxford this past year to upgrade the classification system. In collaboration with HRS, the Board of Selectmen continued its work with the Personnel Board focusing on revamping the pay matrix for the fulltime Boxford Firefighters and working to professionalize the Assistant Town Administrator position. The Board continued its professional approach to attracting and retaining high quality employees and refining the tools to support personnel throughout their career in 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 firearms, a replacement HVAC Roof Unit, and partial replacement of the ceiling tiles at the police station.
- The DPW received funding for a front-end loader, town beach building improvements, a new phone system, and a well pump at Colby Park.
- The Fire Department secured funding for the installation of a dehumidifier, interior painting, replacement of the water treatment system, a compressed air tank, a new phone system, and a replacement fire rescue vehicle

- Communications received funding for new receivers for Masco, Police and Fire, replacement of fire/burglary receivers, along with new fiber optic interfaces.

In addition, the Town committed funds to support several other capital purchases including its share of building improvements at Masconomet, and funds for Cole and Spofford Schools' Technology Improvements.

### Noteworthy

During the May election, the Board welcomed back a previous members, Charles J. Costello and Alfred Vaz, Jr. Their experience as members of the Board of Selectmen presents a wealth of expertise that is of great value to the Board of Selectmen as evidenced by their re-election to the Board. The board continued to collaborate, investigate, and educate themselves and the public with regard to many issues that are important to residents - see below for some of the areas that the town made achievements and others that the Board continues to seek improvements.

In 2018, the Town Administrator represented the Board to give testimony in a Department of Public Utilities hearing regarding National Grid's response to the October 29, 2017 storm. This call for action, lead National Grid to increase tree cutting and increase its frequency of pre-storm deployment of personnel in Boxford. We maintain efforts to continue to improve the service National Grid provides to Boxford customers.

Like many other Towns, Boxford is facing housing challenges as those who want to age in place struggle to keep pace with increasing taxes and expenses associated with home ownership. In addition, the lack of viable housing alternatives makes staying in Boxford post retirement a challenge. In 2018 the legislature passed Boxford's Home Rule Petition to allow tax exemption for residents of 4 Mile Village and Town Meeting also voted to rezone a 117-acre parcel from Residential-Agricultural to Elderly Housing to support the development of additional housing options. As a Board, we continue to support the careful evaluation of many different models to address the needs of the aging community as well as other sectors of the community whose housing needs are not currently met.

The Community Compact Best Practice Program was 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 was the Capital Improvement Plan (CIP). We have formalized this initiative and are working with the Collins Center to develop a Capital Improvement Plan for the Town of Boxford. The second Best Practice--the Public Accessibility Best Practice required completion of an Americans with Disabilities Act (ADA) Self Evaluation and the development of a Transition Plan to comply with Federal civil rights laws that require public buildings to be accessible to persons with disabilities. The Self Evaluation and Transition plan were completed in 2018.

After completing the second best practice, with the efforts of ADA coordinator Selectwoman Mary Anne Nay, Boxford utilized, applied for, and received a state grant to install automatic door

openers in three municipal buildings and to purchase and install a removable access mat from the parking lot to the water's edge at the Town Beach.

Residents in our Andrews Farm neighborhood have continued to struggle with water issues with the Andrews Farm Water Company. The Board of Selectmen continues to work with state regulators, our legislative 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 requirements stipulated in the comprehensive permit granted by the Town.

#### Volunteer

Boxford has a rich history of citizen leadership that has continued our long practice of fiscal conservatism, strict regulatory enforcement, preservation of our open space and reverence to our rural roots. Join us and volunteer your time and talents to the governance of this town; help us maintain a strong community with great schools and a safe place to raise a family and stay for life.

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.



## 2018 ANNUAL REPORT OF 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

This matter involves a dispute over the continued use of a mobile home on plaintiffs' property. The Town has filed a suggestion of death with respect to the plaintiff. It is understood that Ms. Straub's estate does not plan to advance the action. Should the estate not move forward with the action, the action will be dismissed by the Court.

4. Town of Boxford v. DLJ Mortgage Capital, Inc., Select Portfolio Servicing, Inc., Martha Kelley and Peter Caten  
Northeast Housing Court Docket No. 18H77SP000120

In this matter the Town sought to secure property, the home upon which was severely damaged by fire, to address a dangerous condition. As a result of this action, the remaining structure was demolished and the property secured.

5. Town of Boxford v. Douglas R. Conn, et al.  
Land Court, Case No. 18 MISC 000434-RBF

In this matter the Town seeks enforcement of conditions of a comprehensive permit. The case is currently in the discovery phase.

## 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. Additionally, the Board remains committed to ensuring that compensation for benefit eligible non-union positions are competitive with similar surrounding and other towns in the Commonwealth.

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.

During fiscal 2018 the Board invested considerable time and effort to its five year 'revisit' of all benefit eligible non-union positions to ensure the town remains competitive with salaries and incentives at all job levels. The Board once again engaged the assistance and input of Human Resource Services (HRS). Highlights include:

- ✓ Approved various job reclassifications and compensation adjustments including
  - Assistant Town Clerk, Assistant
  - Assistant Town Administrator
  - Director of Council on Aging,
  - Director of Land Use
- ✓ Approved the implementation and role out of a new Steps & Merit matrix for all full-time firefighters excluding the Chief. After considerable review, discussion and analysis the Board believes a fair and equitable matrix has been established for career firefighters in town. The matrix (1) establishes 'base' salary rates for each level of firefighter and (2) incorporates a 10-step increase based on meeting/attaining certain level criterium as established by the Fire Chief.

The Board along with the selectmen will also have input in the promoting and next-step recommendations submitted by the Chief.

As always, the Board encourages town employees and residents to join our meetings as posted.

Respectfully submitted,

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

# TOWN CLERK

ANNUAL TOWN MEETING: TUESDAY,  
MAY 8, 2018

ANNUAL TOWN ELECTION: TUESDAY,  
MAY 15, 2018

STATE PRIMARY ELECTION: TUESDAY,  
SEPTEMBER 4, 2018

SPECIAL TOWN MEETING: TUESDAY,  
OCTOBER 23, 2018

GENERAL ELECTION: TUESDAY,  
NOVEMBER 6, 2018

VITAL STATISTICS, LICENSES, AND PERMITS



## Annual Town Meeting: Tuesday, May 8, 2018

Boxford's Annual Town Meeting was called to order by Moderator Jerry Johnston at 7:20pm on Tuesday, May 8, 2018 in the Masconomet Auditorium, with 313 voters in attendance.

It was moved by Charles J. Costello, Chair of the Board of Selectmen, and duly seconded, that the Moderator NOT be required to read articles or motions of the warrant verbatim and further that he be authorized to summarize articles and motions as he deems appropriate.

This motion passed by unanimous voice vote.

**ARTICLE 1.** Charles J. Costello moved, and it was 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.** It was moved by Michael E. White, Chair of the Finance Committee, and duly seconded, to **raise and appropriate \$34,163,927 and transfer \$5,940 from "receipts reserved for appropriation - septic system loan program"**, for a total appropriation of **\$34,169,867**, for the use of several departments for Fiscal Year 2019, 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 article passed by majority voice vote.

**ARTICLE 3.** It was moved by Selectman Peter C. Perkins, and duly seconded, to transfer from Free Cash the sum of \$788,262 to fund **the list of proposed equipment and capital purchases** for FY 2019 as shown on page 16 of this warrant, for the use of several departments for fiscal year 2019 and authorize expenditure of these funds under the direction of the appropriate listed department and authorize the Board of Selectmen or School Committees to dispose of any equipment declared surplus if replaced.

Masconomet School Committee Chair Daniel Volchok moved, and it was duly seconded, to amend Article 3 by deleting Line 17 of the Proposed Equipment and Capital Purchases for FY 2019, located on page 16 of the warrant. This line item represents Boxford's share of the Masconomet building improvement in the amount of \$208,151. The amendment was offered because the Town of Topsfield, at its May 1 Annual Town Meeting, declined to fund its share of the Masconomet building improvements, which requires the approval of all three towns comprising the Masconomet Regional School District in order to pass. This amendment brings the total proposed equipment and capital purchases for FY 2019 to \$508,111.

The amendment passed by majority voice vote.

Article 3, as amended, passed by majority voice vote.

**ARTICLE 4.** It was moved by Selectman Alfred Vaz, Jr., and duly seconded, to transfer from Free Cash the sum of **\$95,000 to supplement current consulting and other professional services assisting in preparing**

**and evaluating a proposed Non-School Municipal Facilities Master Plan**, said funds to be available for expenditure in FY 2018, said funds to be expended under the direction of the Planning Board.

This article passed by majority voice vote.

**ARTICLE 5.** It was moved by Chair of the Board of Library Trustees, Linda Shea, and duly seconded, to create a special stabilization fund pursuant to the provisions of M.G.L. c.40 § 5B, to be known as the Library Stabilization Fund and **transfer from Free Cash the sum of \$475,000 to the Library Stabilization Fund, for the specific restricted purpose of use for library purposes excluding annual operating expenses, as may be proposed to Town Meeting by the Library Trustees, in order to comply with the intent of the original donors who gifted the property at 10 Elm Street to the Town for library purposes; and to transfer the care, custody and control of the property and building thereon at 10 Elm Street currently held by the Library Trustees for library purposes to the care, custody and control of the Board of Selectmen for general municipal purposes** and to authorize the Board of Selectmen to take any action or execute any document or agreement necessary to effectuate the purposes of this article.

This article passed by a greater than two-thirds voice vote.

**ARTICLE 6.** It was moved by Selectman Mary Anne Nay, and duly seconded, to **adopt M.G.L. Chapter 59, § 5C½, which provides for an additional real estate exemption for taxpayers who are granted personal exemptions on their domiciles under M.G.L. c59, §5, including certain blind persons, veterans, surviving spouses and seniors, and to provide that the additional exemption shall be up to 100 percent of the personal exemption, to be effective for exemptions granted for any fiscal year beginning on or after July 1, 2018.**

This article passed by unanimous voice vote.

**ARTICLE 7.** It was moved by Charles J. Costello, and duly seconded, to transfer from Free Cash the sum of **\$40,000 to fund supplemental DPW roadside tree cutting, roadside tree and branch debris clearing, including subcontracted services and employee overtime as may be required**, said funds to be available for expenditure in FY 2018, said funds to be expended under the direction of the Board of Selectmen.

Article 7 passed by unanimous voice vote.

**ARTICLE 8.** It was moved by Charles J. Costello, and duly seconded, to transfer from Free Cash the sum of **\$100,000 to supplement the “Snow & Ice Removal” line item of the FY 2018 Annual Operating Budget** adopted as part of Article #5 of the May 9, 2017 Annual Town Meeting.

Article 8 passed by unanimous voice vote.

**ARTICLE 9.** It was moved by Selectman Barbara Jessel, and duly seconded, to transfer from Free Cash the sum of **\$7,000 to fund consulting services to assist with the preparation and mandatory update of the Town’s Other Post Employment Benefit (OPEB) liability report**, said funds to be expended under the direction of the Board of Selectmen.

Article 9 passed by unanimous voice vote.

**ARTICLE 10.** It was moved by Board of Health member Richard Taylor, and duly seconded, to set the **annual curbside solid waste collection fee at \$2.50 for each 32-gallon bag or container (each use).**

Article 10 passed by unanimous voice vote.

**ARTICLE 11.** It was moved by to Community Preservation Chair Peter Delaney to **appropriate or reserve from the Community Preservation Fund FY 2019 estimated annual revenues** in the amounts recommended by the Community Preservation Committee for committee administrative expenses, debt service, community preservation projects and other expenses in Fiscal Year 2019, with each item to be considered a separate appropriation:

**Appropriations:**

Sawyer-Richardson Open Space Bond expense	\$172,225
Lincoln Hall Historic Renovation Bond expense	\$ 47,863
Haynes Land Purchase Bond expense	\$136,750
Aaron Wood Renovation Bond expense	\$ 14,326
Boxford Common Bond expense	\$148,889
Committee Administrative Expenses	\$ 43,198

**Reserves:**

Historic Resources Reserve	\$ 24,206
Community Housing Reserve	\$ 86,395
FY 2019 Budgeted Reserve	\$180,000

Article 11 passed by unanimous voice vote.

**ARTICLE 12.** It was moved by Peter Delaney to appropriate the sum of **\$100,000 from the Community Preservation Fund Undesignated Fund for rehabilitation of land for recreational use, in particular** to fund the installation of new playground surfaces at Boxford Common consistent with the requirements of 521 CMR 2.1, 3.2, 19.7, and 29.1; including incidental costs and expenses, said funds to be expended under the direction of the Community Preservation Committee.

Article 12 passed by majority voice vote.

**ARTICLE 13.** It was moved by School Committee member Carol Hubbard to appropriate the sum of **\$320,000 to fund site preparation and construction of a new elementary school playground at Spofford Pond School, Spofford Road, including incidental costs and expense; and to fund said appropriation, that \$70,000 be transferred from Free Cash, that \$200,000 be transferred from the Community Preservation Fund Undesignated Fund for rehabilitation of land for recreational use, and \$50,000 be transferred from a gift fund established for said purpose**, said funds to be available for expenditure in FY 2018, said funds to be expended under the direction of the School Committee in consultation with the Community Preservation Committee.

Article 13 passed by unanimous voice vote.

**ARTICLE 14.** It was moved by Mary Anne Nay, and duly seconded, to **amend the Town’s general bylaw by adding a new section, Town Code \_\_\_\_\_, Marijuana Establishments**, as follows:

Section \_\_\_\_ Consistent with M.G.L. c. 94G § 3(a)(2), all types of non-medical “marijuana establishments” as defined in M.G.L. c. 94G § 1, including marijuana cultivators, independent testing laboratories, marijuana product manufacturers, marijuana retailers or any other types of licensed marijuana-related businesses, shall be prohibited in the Town of Boxford.

Article 14 passed by majority voice vote.

**ARTICLE 15.** It was moved by Mary Anne Nay, and duly seconded, to **amend the Town Zoning Bylaw, Town Code, Chapter 196 by adding the following new paragraph to §196-10. Conformity with bylaw required, prohibited uses**, as follows:

Consistent with G.L. c. 94G, §3(a)(2), all types of non-medical “marijuana establishments” as defined in G.L. c. 94G, §1, including marijuana cultivators, independent testing laboratories, marijuana product manufacturers, and marijuana retailers, and any other types of licensed marijuana or licensed marijuana-related businesses, shall be prohibited within the Town of Boxford.

It was moved by Laura Sapienza Grabski and duly seconded, to pass over Article 15. This motion passed by majority voice vote.

**ARTICLE 16.** It was moved by Gary Martin, Chair of the Sustainability Committee, and duly seconded, to adopt the “Stretch Energy Code” set forth in the State Building Code at 780 CMR 115.AA as may be amended from time to time, by amending the Code of the Town of Boxford by inserting the new Chapter 164 entitled “Stretch Energy Code” as printed in Article #16 of this warrant with one correction to delete the reference to a “concurrency start date of July 1, 2018” in section 164-6 as it is not needed.

This article passed by majority voice vote.

**ARTICLE 17.** It was moved by Gary Martin to amend the Town Zoning Bylaw, Town Code, Chapter 196 by adding the following new section 196-22.2: Solar Overlay District, and to amend the Zoning Map of the Town of Boxford and §196-2 of the Zoning Bylaw, to add the Solar Overlay District as defined in Section 196-22.2, as printed in article #17 of this warrant with the exceptions of correcting the map reference in the last clause of the third paragraph entitled SOLAR OVERLAY DISTRICT which incorrectly reads Map 42, Block 1, Lot 1 but should read, Map 43, Block 1, Lot 1.; AND correcting the amendment to 196-30 of the Zoning Bylaw listed at the end of the article to change the incorrect reference to §196-18C to correctly read §196-22.2.

Article 17 passed by a greater than two-thirds voice vote.

**ARTICLE 18.** It was moved by Joseph C. Hill, Chair of the Boxford Housing Partnership, and duly seconded, to amend the Town Zoning Bylaw, Town Code, Chapter 196 Section 196-20 and 196-35, by deleting the language shown as ~~struck through~~ and inserting the language underlined, and adding a new section 196-20C, as printed in Article #18 of this warrant.

Article 18 passed by a greater than two-thirds vote of 148 yes, 69 no.

**ARTICLE 19.** It was moved by Joseph C. Hill, and duly seconded, to amend the Zoning Map of the Town of Boxford by rezoning from R-A Residence-Agricultural District to E-H Elderly Housing District a certain parcel of land consisting of 117.62 acres located on the north side of Willow Road, between Pine Plain Road and Whittier Terrace, as shown on a plan entitled “Plan of Land on Willow Road in Boxford, Massachusetts,” dated March 1, 2018, prepared for Price Family LLC by Christiansen & Sergi, Inc. on file with the Town Clerk.

Article 19 passed by a greater than two-thirds vote of 155 yes, 51 no.



**ARTICLE 20.** It was moved by Kurtis Anderson, and duly seconded, to adopt M.G.L. Chapter 33, section 59, as it may be amended, entitled, Effect Of Military Service On Salary, Seniority And Leave Allowances Of Public Employees.

It was moved by Susan Knowles, and duly seconded, to pass over Article 20. The motion to pass over passed by a majority voice vote.

A true record,  
Respectfully submitted,  
Robin Phelan, Town Clerk

Official Election Results: Local Election  
Tuesday, May 15, 2018

		<u>Pct. 1</u>	<u>Pct. 2</u>	<u>Pct.3</u>	<u>Total</u>
Board of Selectmen - 3 yr (vote for <b><u>two</u></b> )					
	<b>Charles J. Costello</b>	<b>145</b>	<b>213</b>	<b>162</b>	<b>520</b>
	<b>Alfred Vaz, Jr.</b>	<b>152</b>	<b>225</b>	<b>182</b>	<b>559</b>
	Richard K. Anderson	87	154	90	331
	Write-ins	0	0	1	1
	Blanks	56	114	49	219
Board of Assessors - 3 yr (vote for <b><u>one</u></b> )					
	<b>Diana M. Headrick</b>	<b>161</b>	<b>259</b>	<b>189</b>	<b>609</b>
	Write-ins	1	1	0	2
	Blanks	58	93	53	204
Board of Assessors - 2 yr (vote for <b><u>one</u></b> )					
	<b>Kerrie L. Myers</b>	<b>161</b>	<b>265</b>	<b>186</b>	<b>612</b>
	Write-ins	0	2	0	2
	Blanks	59	86	56	201
Board of Health - 3 yr (vote for <b><u>two</u></b> )					
	<b>Richard J. Fahrner</b>	<b>159</b>	<b>250</b>	<b>190</b>	<b>599</b>
	<b>Hans C. Jeppesen</b>	<b>155</b>	<b>247</b>	<b>182</b>	<b>584</b>
	Write-ins	0	1	0	1
	Blanks	126	208	112	446
Boxford School Committee - 3 yr (vote for <b><u>two</u></b> )					
	<b>Carol Jane Hubbard</b>	<b>148</b>	<b>244</b>	<b>182</b>	<b>574</b>
	<b>Rene C. Schildkraut</b>	<b>155</b>	<b>243</b>	<b>170</b>	<b>568</b>
	Write-ins	0	2	0	2
	Blanks	137	217	132	486

		<u>Pct. 1</u>	<u>Pct. 2</u>	<u>Pct.3</u>	<u>Total</u>
Masco School Committee - 3 yr (vote for <b><u>one</u></b> )					
	<b>Kristen A. Delmarco</b>	<b>155</b>	<b>258</b>	<b>186</b>	<b>599</b>
	Write-ins	2	0	0	2
	Blanks	63	95	56	214
Board of Library Trustees - 3 yr (vote for <b><u>three</u></b> )					
	<b>Carole I. Davis</b>	<b>154</b>	<b>243</b>	<b>169</b>	<b>566</b>
	<b>Stephen A. Harvey</b>	<b>144</b>	<b>235</b>	<b>162</b>	<b>541</b>
	<b>Elizabeth B. Mullard</b>	<b>155</b>	<b>231</b>	<b>162</b>	<b>548</b>
	Write-ins	24	46	24	94
	Blanks	183	304	209	696
Board of Library Trustees - 1 yr (vote for <b><u>one</u></b> )					
	<b>Write-in Jayne Smallman</b>	<b>41</b>	<b>64</b>	<b>37</b>	<b>142</b>
	Write-in Diana Merriam	4	27	9	40
	Write-in John Paul Ryan	11	6	8	25
	Write-ins Other	12	20	12	44
	Blanks	152	236	176	564
Board of Commissioners of Trust Funds - 3 yr (vote for <b><u>one</u></b> )					
	<b>Judith A. Stickney</b>	<b>180</b>	<b>285</b>	<b>202</b>	<b>667</b>
	Write-ins	0	0	0	0
	Blanks	40	68	40	148
TOTAL VOTES		220	353	242	815

Official Election Results: Democratic Primary Precinct 1  
Tuesday, September 4, 2018

		<u>Pct. 1</u>	<u>Total</u>
Senator in Congress			
	<b>Elizabeth A. Warren</b>	<b>171</b>	
	Write-ins	2	
	Blanks	11	
			184
Governor			
	<b>Jay M. Gonzalez</b>	<b>90</b>	
	Bob Massie	54	
	Write-ins	3	
	Blanks	37	
			184
Lieutenant Governor			
	Quentin Palfrey	70	
	<b>Jimmy Tingle</b>	<b>71</b>	
	Write-ins	1	
	Blanks	42	
			184
Attorney General			
	<b>Maura Healey</b>	<b>167</b>	
	Write-ins	1	
	Blanks	16	
			184
Secretary of State			
	<b>William Francis Galvin</b>	<b>124</b>	
	Josh Zakim	53	
	Write-ins	1	
	Blanks	6	
			184

		<u>Pct. 1</u>	<u>Total</u>
Treasurer			
	<b>Deborah B. Goldberg</b>	<b>151</b>	
	Write-ins	0	
	Blanks	33	
			184
Auditor			
	<b>Suzanne M. Bump</b>	<b>145</b>	
	Write-ins	0	
	Blanks	39	
			184
Representative in Congress			
	<b>Seth Moulton</b>	<b>166</b>	
	Write-ins	1	
	Blanks	17	
			184
Councillor			
	<b>Eileen R. Duff</b>	<b>134</b>	
	Nicholas S. Torresi	13	
	Write-ins	0	
	Blanks	37	
			184
Senator in General Court			
	Write-ins	10	
	Blanks	174	
			184
Representative in General Court			
	<b>Tram T. Nguyen</b>	<b>167</b>	
	Write-ins	0	
	Blanks	17	
			184

		<u>Pct. 1</u>	<u>Total</u>
District Attorney			
	<b>Jonathan W. Blodgett</b>	<b>145</b>	
	Write-ins	1	
	Blanks	38	
			184
Clerk of Courts			
	<b>Thomas H. Driscoll, Jr.</b>	<b>136</b>	
	Write-ins	1	
	Blanks	47	
			184
Register of Deeds			
	John L. O'Brien, Jr.	75	
	<b>Alice Rose Merkl</b>	<b>83</b>	
	Write-ins	0	
	Blanks	26	
			184

Official Election Results: Republican Primary Precinct 1  
Tuesday, September 4, 2018

		<u>Pct. 1</u>	<u>Total</u>
Senator in Congress			
	<b>Geoff Diehl</b>	<b>81</b>	
	John Kingston	24	
	Beth Joyce Lindstrom	80	
	Write-ins	0	
	Blanks	10	
			195
Governor			
	<b>Charles D. Baker</b>	<b>131</b>	
	Scott D. Lively	61	
	Write-ins	0	
	Blanks	3	
			195
Lieutenant Governor			
	<b>Karyn E. Polito</b>	<b>145</b>	
	Write-ins	1	
	Blanks	49	
			195
Attorney General			
	<b>James R. McMahon III</b>	<b>81</b>	
	Daniel L. Shores	59	
	Write-ins	1	
	Blanks	54	
			195
Secretary of State			
	<b>Anthony M. Amore</b>	<b>133</b>	
	Write-ins	0	
	Blanks	62	
			195

		<u>Pct. 1</u>	<u>Total</u>
Treasurer			
	<b>Kieko M. Orrall</b>	<b>129</b>	
	Write-ins	0	
	Blanks	66	
			195
Auditor			
	<b>Helen Brady</b>	<b>127</b>	
	Write-ins	0	
	Blanks	68	
			195
Representative in Congress			
	<b>Joseph S. Schneider</b>	<b>128</b>	
	Write-ins	1	
	Blanks	66	
			195
Councillor			
	<b>Richard A. Baker</b>	<b>122</b>	
	Write-ins	0	
	Blanks	73	
			195
Senator in General Court			
	<b>Bruce E. Tarr</b>	<b>161</b>	
	Write-ins	0	
	Blanks	34	
			195
Representative in General Court			
	<b>James J. Lyons, Jr.</b>	<b>147</b>	
	Write-ins	0	
	Blanks	48	
			195



		<u>Pct. 1</u>	<u>Total</u>
District Attorney			
	Write-ins	16	
	Blanks	179	
			195
Clerk of Courts			
	Write-ins	13	
	Blanks	182	
			195
Register of Deeds			
	<b>Jonathan E. Ring</b>	<b>122</b>	
	Write-ins	0	
	Blanks	73	
			195

Official Election Results: Libertarian Primary Precinct 1

Tuesday, September 4, 2018

		<u>Pct. 1</u>	<u>Total</u>
Senator in Congress			
	Write-ins	0	
	Blanks	2	
			2
Governor			
	Write-ins	0	
	Blanks	2	
			2
Lieutenant Governor			
	Write-ins	0	
	Blanks	2	
			2
Attorney General			
	Write-ins	0	
	Blanks	2	
			2
Secretary of State			
	Write-ins	0	
	Blanks	2	
			2
Treasurer			
	Write-ins	0	
	Blanks	2	
			2
Auditor			
	<b>Daniel Fishman</b>	<b>2</b>	
	Write-ins	0	
	Blanks	0	
			2

		<u>Pct. 1</u>	<u>Total</u>
Representative in Congress			
	Write-ins	0	
	Blanks	2	
			2
Councillor			
	<b>Mark Mercier</b>	<b>2</b>	
	Write-ins	0	
	Blanks	0	
			2
Senator in General Court			
	Write-ins	0	
	Blanks	2	
			2
Representative in General Court			
	Write-ins	0	
	Blanks	2	
			2
District Attorney			
	Write-ins	0	
	Blanks	2	
			2
Clerk of Courts			
	Write-ins	1	
	Blanks	1	
			2
Register of Deeds			
	Write-ins	2	
	Blanks	0	
			2

Official Election Results: Democratic Primary Precincts 2 & 3  
Tuesday, September 4, 2018

		<u>Pct. 2</u>	<u>Pct. 3</u>	<u>Total</u>
Senator in Congress				
	<b>Elizabeth A. Warren</b>	<b>260</b>	<b>203</b>	<b>463</b>
	Write-ins	1	6	7
	Blanks	56	27	83
	Total	317	236	553
Governor				
	<b>Jay M. Gonzalez</b>	<b>144</b>	<b>103</b>	<b>247</b>
	Bob Massie	101	61	162
	Write-ins	3	5	8
	Blanks	69	67	136
	Total	317	236	553
Lieutenant Governor				
	<b>Quentin Palfrey</b>	<b>132</b>	<b>94</b>	<b>226</b>
	Jimmy Tingle	114	78	192
	Blanks	70	63	133
	Write-Ins	1	1	2
	Total	317	236	553
Attorney General				
	<b>Maura Healey</b>	<b>280</b>	<b>212</b>	<b>492</b>
	Write-ins	2	2	4
	Blanks	35	22	57
	Total	317	236	553
Secretary of State				
	<b>William Francis Galvin</b>	<b>187</b>	<b>151</b>	<b>338</b>
	Josh Zakim	109	72	181
	Blanks	21	13	34
	Write-ins	0	0	0
	Total	317	236	553

		<u>Pct. 2</u>	<u>Pct. 3</u>	<u>Total</u>
Treasurer				
	<b>Deborah B. Goldberg</b>	<b>239</b>	<b>182</b>	<b>421</b>
	Blanks	76	53	129
	Write-ins	2	1	3
	Total	317	236	553
Auditor				
	<b>Suzanne M. Bump</b>	<b>237</b>	<b>175</b>	<b>412</b>
	Blanks	79	59	138
	Write-ins	1	2	3
	Total	317	236	553
Representative in Congress				
	<b>Seth Moulton</b>	<b>285</b>	<b>210</b>	<b>495</b>
	Blanks	30	26	56
	Write-ins	2	0	2
	Total	317	236	553
Councillor				
	<b>Eileen R. Duff</b>	<b>201</b>	<b>168</b>	<b>369</b>
	Nicholas Torresi	54	18	22
	Blanks	62	49	111
	Write-ins	0	1	1
	Total	317	236	553
Senator in General Court				
	Blanks	297	221	518
	Write-ins	20	15	35
	Total	317	236	553
Representative in General Court				
	<b>Christina Eckert</b>	<b>294</b>	<b>208</b>	<b>502</b>
	Blanks	76	51	49
	Write-ins	1	1	2
	Total	317	236	553

		<u>Pct. 2</u>	<u>Pct. 3</u>	<u>Total</u>
District Attorney				
	<b>Jonathan W. Blodgett</b>	<b>241</b>	<b>184</b>	<b>425</b>
	Blanks	76	51	127
	Write-ins	0	1	1
	Total	317	236	553
Clerk of Courts				
	<b>Thomas H. Driscoll, Jr.</b>	<b>230</b>	<b>178</b>	<b>408</b>
	Blanks	87	56	143
	Write-ins	0	2	2
	Total	317	236	553
Register of Deeds				
	<b>John L. O'Brien, Jr.</b>	<b>117</b>	<b>96</b>	<b>213</b>
	Alice Rose Merkl	138	100	238
	Blanks	62	40	102
	Write-ins	0	0	0
	Total	317	236	553

**Official Election Results: Republican Primary Precincts 2 & 3**  
**Tuesday, September 4, 2018**

		<u>Pct. 2</u>	<u>Pct. 3</u>	<u>Total</u>
Senator in Congress				
	<b>Geoff Diehl</b>	<b>107</b>	<b>107</b>	<b>214</b>
	John Kingston	50	49	99
	Beth Joyce Lindstrom	76	72	148
	Write-ins	0	0	0
	Blanks	13	9	22
	Total	246	237	483
Governor				
	<b>Charles D. Baker</b>	<b>160</b>	<b>156</b>	<b>316</b>
	Scott D. Lively	80	80	160
	Write-ins	0	0	0
	Blanks	6	1	7
	Total	246	237	483
Lieutenant Governor				
	<b>Karyn Polito</b>	<b>181</b>	<b>180</b>	<b>361</b>
	Write-ins	1	3	4
	Blanks	64	54	118
	Total	246	237	483
Attorney General				
	<b>James R. McMahon III</b>	<b>96</b>	<b>113</b>	<b>209</b>
	Daniel L. Shores	88	25	163
	Write-ins	1	0	1
	Blanks	61	49	110
	Total	246	237	483
Secretary of State				
	<b>Anthony M. Amore</b>	<b>163</b>	<b>169</b>	<b>332</b>
	Write-ins	2	1	3
	Blanks	81	67	148
	Total	246	237	483

		<u>Pct. 2</u>	<u>Pct. 3</u>	<u>Total</u>
Treasurer				
	<b>Kieko M. Orrall</b>	<b>158</b>	<b>164</b>	<b>322</b>
	Write-ins	2	1	3
	Blanks	86	72	158
	Total	246	237	483
Auditor				
	<b>Helen Brady</b>	<b>157</b>	<b>164</b>	<b>321</b>
	Write-ins	3	1	4
	Blanks	86	72	158
	Total	246	237	483
Representative in Congress				
	<b>Joseph S. Schneider</b>	<b>159</b>	<b>172</b>	<b>331</b>
	Write-ins	6	1	7
	Blanks	81	64	145
	Total	246	237	483
Councillor				
	<b>Richard A. Baker</b>	<b>161</b>	<b>168</b>	<b>329</b>
	Write-ins	3	0	3
	Blanks	82	69	151
	Total	246	237	483
Senator in General Court				
	<b>Bruce E. Tarr</b>	<b>199</b>	<b>188</b>	<b>387</b>
	Write-ins	2	0	2
	Blanks	45	38	83
	Total	246	237	483
Representative in General Court				
	<b>Leonard Mirra</b>	<b>182</b>	<b>187</b>	<b>369</b>
	Write-ins	5	0	5
	Blanks	59	50	109
	Total	246	237	483



		<u>Pct. 2</u>	<u>Pct. 3</u>	<u>Total</u>
District Attorney				
	Write-ins	28	31	59
	Blanks	218	206	424
	Total	246	237	483
Clerk of Courts				
	Write-ins	20	20	40
	Blanks	226	217	443
	Total	246	237	483
Register of Deeds				
	<b>Jonathan E. Ring</b>	<b>154</b>	<b>162</b>	<b>316</b>
	Write-ins	2	0	2
	Blanks	90	75	165
	Total	246	237	483

Official Election Results: Libertarian Primary Precincts 2 & 3  
Tuesday, September 4, 2018

		<u>Pct. 2</u>	<u>Pct. 3</u>	<u>Total</u>
Senator in Congress				
	Write-ins	0	1	1
	Blanks	0	1	1
	Total	0	2	2
Governor				
	Write-ins	0	1	1
	Blanks	0	1	1
	Total	0	2	2
Lieutenant Governor				
	Write-ins	0	1	1
	Blanks	0	1	1
	Total	0	2	2
Attorney General				
	Write-ins	0	1	1
	Blanks	0	1	1
	Total	0	2	2
Secretary of State				
	Write-ins	0	2	2
	Blanks	0	0	0
	Total	0	2	2
Treasurer				
	Write-ins	0	1	1
	Blanks	0	1	1
	Total	0	2	2
Auditor				
	<b>Daniel Fishman</b>	<b>0</b>	<b>1</b>	<b>1</b>
	Write-ins	0	0	0
	Blanks	0	1	1
	Total	0	2	2

		<u>Pct. 2</u>	<u>Pct. 3</u>	<u>Total</u>
Representative in Congress				
	Write-ins	0	1	1
	Blanks	0	1	1
	Total	0	2	2
Councillor				
	<b>Mark Mercier</b>	<b>0</b>	<b>2</b>	<b>2</b>
	Write-ins	0	0	0
	Blanks	0	0	0
	Total	0	2	2
Senator in General Court				
	Write-ins	0	1	1
	Blanks	0	1	1
	Total	0	2	2
Representative in General Court				
	Write-ins	0	0	0
	Blanks	0	2	2
	Total	0	2	2
District Attorney				
	Write-ins	0	0	0
	Blanks	0	2	2
	Total	0	2	2
Clerk of Courts				
	Write-ins	0	0	0
	Blanks	0	2	2
	Total	0	2	2
Register of Deeds				
	Write-ins	0	0	0
	Blanks	0	2	2
	Total	0	2	2

## Town of Boxford Special Town Meeting Minutes October 23, 2019

The Town of Boxford's Special Town Meeting was called to order by Town Moderator Gerald Johnston at 7:12 pm in the Masconomet Regional School Auditorium and Gymnasium with 721 voters present.

It was moved by Al Vaz, Board of Selectmen, and duly seconded, that the Moderator NOT be required to read articles or motions verbatim and further that he be authorized to summarize articles and motions as he deems appropriate. This motion carried by a majority hand count.

Sponsored and supported by Elementary School Committee

Finance Committee recommends adoption of this article

**ARTICLE 1.** To see if the Town will vote to raise and appropriate or transfer from available funds to supplement the FY 2019 budget appropriations adopted as Article #2 of the May 8, 2018 Annual Town Meeting and **increase the Salary Reserve line item by \$44,579** and to adopt the **Classification Plan and Compensation Plan** for FY 2019, as submitted by the Personnel Board under Chapter 23 of the Town Code; said Classification Plan and Compensation Plan as printed on pages 8 through 11 of this warrant; or take any other action thereon.

Sponsored and Supported by the Personnel Board

Finance Committee to make recommendation at Town Meeting

Board of Selectmen recommends adoption of this article

**Backup information:** [www.town.boxford.ma.us/stm-documents](http://www.town.boxford.ma.us/stm-documents)

**ARTICLE 1.** It was moved by Tim Feeney of the Personnel Board, and duly seconded, to raise and appropriate to supplement the FY 2019 budget appropriations adopted as Article #2 of the May 8, 2018 Annual Town Meeting and increase the Salary Reserve line item by \$44,579 and to adopt the Classification Plan and Compensation Plan for FY 2019, as submitted by the Personnel Board under Chapter 23 of the Town Code; said Classification Plan and Compensation Plan as printed on pages 8 through 11 of this warrant. This motion passed by majority hand count.

**ARTICLE 2.** To see if the Town will vote to raise and appropriate or transfer from available funds to supplement the FY 2019 budget appropriations adopted as Article #2 of the May 8, 2018 Annual Town Meeting and **increase the Town Clerk salary line item by \$9,221 to fund a salary adjustment for the elected Town Clerk to a new FY19 salary of \$71,000**, or take any other action thereon.

Sponsored and supported by the Personnel Board

Board of Selectmen recommends adoption of this article

Finance Committee recommends adoption of this article

**[www.town.boxford.ma.us/stm-documents](http://www.town.boxford.ma.us/stm-documents)**

**ARTICLE 2.** It was moved by Tim Feeney, and duly seconded, to raise and appropriate to supplement the FY 2019 budget appropriations adopted as Article #2 of the May 8, 2018 Annual Town Meeting and increase the Town Clerk salary line item by \$9,221 to fund a salary adjustment for the elected Town Clerk to a new FY19 salary of \$71,000. This motion passed by majority hand count.

**ARTICLE 3.** To see if the Town will vote to appropriate from the **Community Preservation Committee Undesignated Fund** the total sum of **\$1,000 to upgrade existing tennis courts** located adjacent to the Boxford Police Station to accommodate the playing of “Pickle ball” in addition to tennis, or take any other action thereon.

Sponsored and supported by the Community Preservation Committee

Board of Selectmen recommends adoption of this article

Finance Committee recommends adoption of this article

**Backup information: [www.town.boxford.ma.us/stm-documents](http://www.town.boxford.ma.us/stm-documents)**

**ARTICLE 3.** It was moved by Peter Delaney of the Community Preservation Committee, and duly seconded, to appropriate from the Community Preservation Committee Undesignated Fund the total sum of \$1,000 to upgrade existing tennis courts located adjacent to the Boxford Police Station to accommodate the playing of “Pickle ball” in addition to tennis. This motion passed by a greater than majority hand count.

**ARTICLE 4.** To see if the Town will vote to amend its bylaws by adding the phrase shown in *Underlined Bold Italic* below to Town Code, Chapter 7, Commissions, Committees and Boards, Article XI, Permanent Building Committee, §7-20 Membership, B. Temporary members:

- A. Regular members. The Permanent Building Committee shall consist of five regular voting members, all serving without compensation. The appointing authority shall endeavor to appoint, to the extent possible, one registered architect, one licensed engineer, one licensed builder, one accountant, and one attorney, none of whom serve on other regulatory boards within the Town. All regular members shall be residents of the Town of Boxford. All regular members shall be appointed for one-year terms by the Board of Selectmen.
- B. Temporary members. For each municipal project, two temporary members shall be appointed who are members, professional employees of the Town, and/or designees of the appointed or elected board or committee sponsoring or requesting a construction or major maintenance project; or in the case of major maintenance initiated by the Permanent Building Committee itself, the board or committee whose facility would be the recipient thereof. *In the case of a*

*project with multiple buildings with simultaneous and coordinated design and construction, in addition to the two temporary members from the sponsoring committees cited above who have full membership and voting rights during deliberation on their respective building's project; an additional two temporary members shall be appointed at large.* The temporary members shall be appointed at large for one-year terms by the Board of Selectmen. Temporary members shall be appointed at large for one-year terms by the Board of Selectmen. Temporary members shall have the right to vote on the activities of the Permanent Building Committee only with respect to the particular project for which such member was appointed.

Sponsored and supported by the Board of Selectmen

Backup information: [www.town.boxford.ma.us/stm-documents](http://www.town.boxford.ma.us/stm-documents)

**ARTICLE 4.** It was moved by Mary Anne Nay of the Board of Selectmen, and duly seconded, to amend the Town's bylaws by adding the phrase shown in Article #4 of this warrant in ***Underlined Bold Italic*** and thereby amend the section of the Town Code, Chapter 7, Commissions, Committees and Boards, Article XI, Permanent Building Committee, §7-20 Membership, B. Temporary members. This article passed by a greater than two-thirds vote.

**ARTICLE 5.** To see if the Town will vote to appropriate the **sum of \$24,525,000 to pay costs of design, permitting, construction and all other incidental and related expenses to implement the Non-School Municipal Facilities Plan dated October 1, 2018** and on file with the Office of the Town Clerk which may include, but is not limited to, any or all of the following: **1) a new Department of Public Works building and associated structures on Town-owned land off Spofford Road; 2) expanded COA/Community Center at 4 Middleton Road and 3) an expanded Town Library at 7A Spofford Road;** said amount to be expended under the direction of the Permanent Building Committee; **and to meet this appropriation, 1) the sum of \$1,050,000 shall be transferred from Free Cash; 2) the sum of \$475,000 shall be transferred from the Library Stabilization Fund created and funded by Article #5 of the May 8, 2018 Annual Town Meeting and that the Library Stabilization Funds be used for the Library construction portion of the project; and 3) the Treasurer with the approval of the Board of Selectmen is authorized to borrow \$23,000,000** 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 upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount. 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. The Permanent Building Committee is 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. The Board of Selectmen, Council on Aging, and the Board of Library Trustees are authorized to solicit, seek, receive and accept, grants, donations and reimbursements for this project.

Sponsored and Supported by the Planning Board

Finance Committee recommends adoption of this article

Board of Selectmen recommends adoption of this article

Board of Library Trustees recommends adoption of this article

Council on Aging recommends adoption of this article

Historic District Committee/Historical Commission recommends adoption of this article

**NOTE:** *As an implementation committee, the Permanent Building Committee (PBC) chooses not to advocate for particular project proposals as they come before Town Meeting. However, the PBC believes it can execute the plan based on the assumptions and contingencies put forth by the task force.*

It was moved by Charles Costello of the Board of Selectmen and duly seconded by William Cargill, Jr., that Article 5 be voted on as written, without amendment. This article passed by a greater than two-thirds vote.

**ARTICLE 5.** It was moved by Robert Gore of the Planning Board, and duly seconded, that the Town appropriates the sum of \$24,525,000 to pay costs of design, permitting, construction and all other incidental and related expenses to implement the Non-School Municipal Facilities Plan dated October 1, 2018 and on file with the Office of the Town Clerk which may include, but is not limited to, any or all of the following: 1) a new Department of Public Works building and associated structures on Town-owned land off Spofford Road; 2) expanded COA/Community Center at 4 Middleton Road and 3) an expanded Town Library at 7A Spofford Road, said amount to be expended under the direction of the Permanent Building Committee; and to meet this appropriation, 1) the sum of \$1,050,000 shall be transferred from Free Cash; 2) the sum of \$475,000 shall be transferred from the Library Stabilization Fund created and funded by Article #5 of the May 8, 2018 Annual Town Meeting and that the Library Stabilization Funds be used for the Library construction portion of the project; and 3) the Treasurer with the approval of the Board of Selectmen is authorized to borrow \$23,000,000 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 upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount. 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. The Permanent Building Committee is 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. The Board of Selectmen, Council on Aging, and the Board of Library Trustees are authorized to solicit, seek, receive and accept, grants, donations and reimbursements for this project. This motion failed due to a less than two-thirds majority vote of 437 in favor, 320 opposed.

**ARTICLE 6.** To transact any other business to legally come before this meeting.

It was moved by Al Vaz, and duly seconded, to dissolve the Special Town Meeting. This motion passed by majority vote.

A true record,

Robin Phelan, Town Clerk



Official Election Results: General Election  
Tuesday, November 6, 2018

		<u>Pct. 1</u>	<u>Pct. 2</u>	<u>Pct. 3</u>	<u>Total</u>
Senator in Congress					
	Elizabeth A. Warren	661	739	654	2054
	<b>Geoff Diehl</b>	<b>677</b>	<b>761</b>	<b>698</b>	<b>2136</b>
	Shiva Ayyadurai	59	80	76	215
	Write-ins	2	2	0	4
	Blanks	18	15	28	61
Governor and Lt. Governor					
	<b>Baker and Polito</b>	<b>1095</b>	<b>1207</b>	<b>1132</b>	<b>3434</b>
	Gonzales and Palfrey	278	327	264	869
	Write-ins	8	11	8	27
	Blanks	36	52	52	140
Attorney General					
	<b>Maura Healey</b>	<b>836</b>	<b>891</b>	<b>814</b>	<b>2541</b>
	James R. McMahon, III	550	668	605	1832
	Write-ins	1	1	0	2
	Blanks	30	37	37	104
Secretary of State					
	<b>William Francis Galvin</b>	<b>819</b>	<b>895</b>	<b>811</b>	<b>2525</b>
	Anthony M. Amore	525	605	561	1691
	Juan G. Sanchez	31	37	28	96
	Write-ins	0	2	1	3
	Blanks	42	58	55	155
Treasurer					
	<b>Deborah B. Goldberg</b>	<b>736</b>	<b>792</b>	<b>729</b>	<b>2257</b>
	Keiko M. Orrall	582	665	610	1857
	Jamie M. Guerin	29	49	31	109
	Write-ins	0	1	0	1
	Blanks	70	90	86	246

		<u>Pct. 1</u>	<u>Pct. 2</u>	<u>Pct. 3</u>	<u>Total</u>
Auditor					
	<b>Suzanne M. Bump</b>	<b>649</b>	<b>715</b>	<b>648</b>	<b>2012</b>
	Helen Brady	573	651	612	1836
	Daniel Fishman	106	107	79	292
	Edward J. Stamas	14	31	14	59
	Write-ins	1	2	0	3
	Blanks	74	91	103	268
Representative in Congress					
	<b>Seth Moulton</b>	<b>815</b>	<b>870</b>	<b>799</b>	<b>2484</b>
	Joseph S. Schneider	539	629	574	1742
	Mary Jean Charbonneau	37	53	38	128
	Write-ins	1	5	0	6
	Blanks	25	40	45	110
Councillor					
	<b>Eileen R. Duff</b>	<b>643</b>	<b>712</b>	<b>637</b>	<b>1992</b>
	Richard A. Baker	562	632	604	1798
	Marc C. Mercier	134	171	124	429
	Write-ins	0	1	1	2
	Blanks	78	81	90	249
Senator in General Court					
	<b>Bruce E. Tarr</b>	<b>1091</b>	<b>1257</b>	<b>1153</b>	<b>3501</b>
	Write-ins	14	17	18	49
	Blanks	312	323	285	920
Representative in General Court					
	James J. Lyons, Jr.	652			652
	<b>Tram T. Nguyen</b>	<b>728</b>			<b>728</b>
	Leonard Mirra		705	675	1380
	<b>Christina Eckert</b>		<b>839</b>	<b>715</b>	<b>1554</b>
	Write-ins	1	1	1	3
	Blanks	36	52	65	153

		<u>Pct. 1</u>	<u>Pct. 2</u>	<u>Pct. 3</u>	<u>Total</u>
District Attorney					
	<b>Jonathan W. Blodgett</b>	<b>971</b>	<b>1074</b>	<b>959</b>	<b>3004</b>
	Write-ins	18	25	18	61
	Blanks	428	498	479	1405
Clerk of Courts					
	<b>Thomas H. Driscoll, Jr.</b>	<b>932</b>	<b>1048</b>	<b>925</b>	<b>2905</b>
	Write-ins	17	19	18	54
	Blanks	468	530	513	1511
Register of Deeds					
	<b>John L. O'Brien, Jr.</b>	<b>724</b>	<b>806</b>	<b>694</b>	<b>2224</b>
	Jonathan E. Ring	559	630	595	1784
	David D. Colpitts	37	43	46	126
	Write-ins	0	2	0	2
	Blanks	97	116	121	334

## Question #1

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 2, 2018?

### SUMMARY

This proposed law would limit how many patients could be assigned to each registered nurse in Massachusetts hospitals and certain other health care facilities. The maximum number of patients per registered nurse would vary by type of unit and level of care, as follows:

- In units with step-down/intermediate care patients: 3 patients per nurse;
- In units with post-anesthesia care or operating room patients: 1 patient under anesthesia per nurse; 2 patients post-anesthesia per nurse;
- In the emergency services department: 1 critical or intensive care patient per nurse (or 2 if the nurse has assessed each patient's condition as stable); 2 urgent non-stable patients per nurse; 3 urgent stable patients per nurse; or 5 non-urgent stable patients per nurse;
- In units with maternity patients: (a) active labor patients: 1 patient per nurse; (b) during birth and for up to two hours immediately postpartum: 1 mother per nurse and 1 baby per nurse; (c) when the condition of the mother and baby are determined to be stable: 1 mother and her baby or babies per nurse; (d) postpartum: 6 patients per nurse; (e) intermediate care or continuing care babies: 2 babies per nurse; (f) well-babies: 6 babies per nurse;
- In units with pediatric, medical, surgical, telemetry, or observational/outpatient treatment patients, or any other unit: 4 patients per nurse; and
- In units with psychiatric or rehabilitation patients: 5 patients per nurse.

The proposed law would require a covered facility to comply with the patient assignment limits without reducing its level of nursing, service, maintenance, clerical, professional, and other staff.

The proposed law would also require every covered facility to develop a written patient acuity tool for each unit to evaluate the condition of each patient. This tool would be used by nurses in deciding whether patient limits should be lower than the limits of the proposed law at any given time.

The proposed law would not override any contract in effect on January 1, 2019 that set higher patient limits. The proposed law's limits would take effect after any such contract expired.

The state Health Policy Commission would be required to promulgate regulations to implement the proposed law. The Commission could conduct inspections to ensure compliance with the law. Any facility receiving written notice from the Commission of a complaint or a violation would be required to submit a written compliance plan to the Commission. The Commission could report violations to the state Attorney General, who could file suit to obtain a civil penalty of up to \$25,000 per violation as well as up to \$25,000 for each day a violation continued after the Commission notified the covered facility of the violation. The Health Policy Commission would be required to establish a toll-free telephone number for complaints and a website where complaints, compliance plans, and violations would appear.

The proposed law would prohibit discipline or retaliation against any employee for complying with the patient assignment limits of the law. The proposed law would require every covered facility to post within each unit, patient room, and waiting area a notice explaining the patient limits and how to report violations. Each day of a facility's non-compliance with the posting requirement would be punishable by a civil penalty between \$250 and \$2,500.

The proposed law's requirements would be suspended during a state or nationally declared public health emergency.

The proposed law states that, if any of its parts were declared invalid, the other parts would stay in effect. The proposed law would take effect on January 1, 2019.

**A YES VOTE** would limit the number of patients that could be assigned to one registered nurse in hospitals and certain other health care facilities.

**A NO VOTE** would make no change in current laws relative to patient-to-nurse limits

Q.#1: Mandatory Nurse/Patient Ratios					
		<u>Pct. 1</u>	<u>Pct. 2</u>	<u>Pct. 3</u>	<u>Total</u>
	Yes	259	308	260	827
	<b>No</b>	<b>1118</b>	<b>1239</b>	<b>1146</b>	<b>3503</b>
	Blanks	40	50	50	140

## Question #2

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 2, 2018?

### SUMMARY

This proposed law would create a citizens commission to consider and recommend potential amendments to the United States Constitution to establish that corporations do not have the same Constitutional rights as human beings and that campaign contributions and expenditures may be regulated.

Any resident of Massachusetts who is a United States citizen would be able to apply for appointment to the 15-member commission, and members would serve without compensation. The Governor, the Secretary of the Commonwealth, the state Attorney General, the Speaker of the state House of Representatives, and the President of the state Senate would each appoint three members of the commission and, in making these appointments, would seek to ensure that the commission reflects a range of geographic, political, and demographic backgrounds.

The commission would be required to research and take testimony, and then issue a report regarding (1) the impact of political spending in Massachusetts; (2) any limitations on the state's ability to regulate corporations and other entities in light of Supreme Court decisions

that allow corporations to assert certain constitutional rights; (3) recommendations for constitutional amendments; (4) an analysis of constitutional amendments introduced to Congress; and (5) recommendations for advancing proposed amendments to the United States Constitution.

The commission would be subject to the state Open Meeting Law and Public Records Law. The commission's first report would be due December 31, 2019, and the Secretary of the Commonwealth would be required to deliver the commission's report to the state Legislature, the United States Congress, and the President of the United States.

The proposed law states that, if any of its parts were declared invalid, the other parts would stay in effect. The proposed law would take effect on January 1, 2019.

**A YES VOTE** would create a citizens commission to advance an amendment to the United States Constitution to limit the influence of money in elections and establish that corporations do not have the same rights as human beings.

**A NO VOTE** would not create this commission.

Q.#2: Committee to advance amendment to US Constitution					
		<u>Pct. 1</u>	<u>Pct. 2</u>	<u>Pct. 3</u>	<u>Total</u>
	<b>Yes</b>	<b>893</b>	<b>1003</b>	<b>867</b>	<b>2763</b>
	No	477	538	525	1540
	Blanks	47	56	64	167

### Question #3

Do you approve of a law summarized below, which was approved by the House of Representatives and the Senate on July 7, 2016?

#### SUMMARY

This law adds gender identity to the list of prohibited grounds for discrimination in places of public accommodation, resort, or amusement. Such grounds also include race, color, religious creed, national origin, sex, disability, and ancestry. A "place of public accommodation, resort or amusement" is defined in existing law as any place that is open to and accepts or solicits the patronage of the general public, such as hotels, stores, restaurants, theaters, sports facilities, and hospitals. "Gender identity" is defined as a person's sincerely held gender-related identity, appearance, or behavior, whether or not it is different from that traditionally associated with the person's physiology or assigned sex at birth.

This law prohibits discrimination based on gender identity in a person's admission to or treatment in any place of public accommodation. The law requires any such place that has separate areas for males and females (such as restrooms) to allow access to and full use of those areas consistent with a person's gender identity. The law also prohibits the owner or manager of a place of public accommodation from using advertising or signage that discriminates on the basis of gender identity.

This law directs the state Commission Against Discrimination to adopt rules or policies and make recommendations to carry out this law. The law also directs the state Attorney General to issue regulations or guidance on referring for legal action any person who asserts gender identity for an improper purpose.

The provisions of this law governing access to places of public accommodation are effective as of October 1, 2016. The remaining provisions are effective as of July 8, 2016.

**A YES VOTE** would keep in place the current law, which prohibits discrimination on the basis of gender identity in places of public accommodation.

**A NO VOTE** would repeal this provision of the public accommodation law.

Q.#3: Maintain prohibition on discrimination due to gender identity					
		<u>Pct. 1</u>	<u>Pct. 2</u>	<u>Pct. 3</u>	<u>Total</u>
	<b>Yes</b>	<b>911</b>	<b>976</b>	<b>902</b>	<b>2789</b>
	No	486	589	511	1586
	Blanks	20	32	43	95

#### Question #4

Shall the Town of Boxford be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to pay costs of design, permitting, construction and all other related expenses to implement the Non-School Municipal Facilities Plan dated October, 2018 and on file with the Office of the Town Clerk which may include any or all of the following as determined by Town Meeting: 1) construction of a new Department of Public Works building and associated structures; 2) new or expanded Community Center; and 3) an expanded Town Library?

Q. #4 Municipal Facilities		<u>Pct. 1</u>	<u>Pct. 2</u>	<u>Pct. 3</u>	<u>Total</u>
	Yes	492	532	501	1526
	<b>No</b>	<b>790</b>	<b>951</b>	<b>816</b>	<b>2557</b>
	Blanks	135	113	139	387
	<b>TOTAL VOTES</b>	<b>1417</b>	<b>1597</b>	<b>1456</b>	<b>4470</b>

## Vital Statistics

Population: 8,544

Registered Voters: 6,138

Births: 79

Deaths: 55

Dog Licenses: 1,210

Kennel Licenses: 14



# 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, 2018**

**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, 2018, 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, 2018, and the respective changes in financial position and the respective budgetary comparison for the general fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, and the Pension and OPEB schedules appearing on pages 52 to 55 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*

November 12, 2018

## **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, 2018. 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 \$40,471,455 (i.e., net position), a change of \$894,209 in comparison to the prior year.
- At the end of the current fiscal year, governmental funds reported combined ending fund balances of \$7,964,492, a change of \$(1,556,269) in comparison to the prior year.
- At the end of the current fiscal year, unassigned fund balance for the general fund was \$4,588,939, a change of \$(246,901) 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>2018</u>	<u>2017</u>
Current and other assets	\$ 12,754	\$ 11,988
Capital assets	<u>62,056</u>	<u>59,732</u>
Total assets	74,810	71,720
Deferred outflows of resources	3,073	1,215
Current liabilities	5,658	3,346
Noncurrent liabilities	<u>30,740</u>	<u>27,696</u>
Total liabilities	36,398	31,042
Deferred inflows of resources	1,012	391
Net position:		
Net investment in capital assets	52,706	50,999
Restricted	3,543	3,157
Unrestricted	<u>(15,777)</u>	<u>(12,654)</u>
Total net position	<u>\$ 40,472</u>	<u>\$ 41,502</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 \$40,471,455, a change of \$894,209 from the prior year.

The largest portion of net position \$52,705,549 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 \$3,543,020 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 \$(15,777,114) resulting from the Town's unfunded OPEB and net pension liabilities.

# CHANGES IN NET POSITION

	Governmental Activities	
	<u>2018</u>	<u>2017</u>
Revenues:		
Program revenues:		
Charges for services	\$ 1,529	\$ 1,717
Operating grants and contributions	4,491	4,464
Capital grants and contributions	1,360	474
General revenues:		
Property taxes	29,117	28,891
Excises	1,670	1,644
Penalties and interest on taxes	74	74
Grants and contributions not restricted to specific programs	819	813
Investment income	74	94
Other	53	30
Total revenues	<u>39,187</u>	<u>38,201</u>
Expenses:		
General government	1,503	2,088
Public safety	3,321	3,485
Education	28,592	27,325
Public works	3,529	2,974
Health and human services	367	379
Culture and recreation	644	669
Interest on long-term debt	190	226
Intergovernmental	146	143
Total expenses	<u>38,292</u>	<u>37,289</u>
Change in net position	895	912
Net position - beginning of year, as restated	<u>39,577</u>	<u>40,590</u>
Net position - end of year	<u>\$ 40,472</u>	<u>\$ 41,502</u>

Fiscal year 2017 amounts were not restated as the Town applied GASB 75 prospectively.

**Governmental activities.** Governmental activities for the year resulted in a change in net position of \$894,209. Key elements of this change are as follows:

General fund operations	\$ 134,477
Community Preservation fund change in fund balance (accrual basis)	380,231
Boxford Common Fields fund change in fund balance (accrual basis)	12,190
Spofford Pond School Roof fund change in fund balance (accrual basis)	826,134
Other governmental funds operations (accrual basis)	587,976
Depreciation expense in excess of principal debt service	(956,537)
Other post employment benefits liability	(1,854,239)
Change in deferred outflows related to OPEB	1,457,378
Net pension liability	197,600
Change in deferred outflows/inflows related to pensions	(527,809)
Change in long-term liabilities	(199,266)
Other	836,074
Total	<u>\$ 894,209</u>

#### D. FINANCIAL ANALYSIS OF 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 \$7,964,492, a change of \$(1,556,269) 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	\$ 134,477
Community Preservation fund revenues in excess of expenditures	354,993
Boxford Common Fields fund other financing sources in excess of expenditures	3,085
Spofford Pond School Roof fund other financing sources in excess of expenditures	(2,013,419)
Nonmajor fund expenditures and other financing uses in excess of revenues and other financing sources	<u>(35,405)</u>
Total	<u>\$ (1,556,269)</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 \$4,588,939, while total fund balance was \$6,673,072. 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>6/30/18</u>	<u>6/30/17</u>	<u>Change</u>	<u>% of Total General Fund Expenditures</u>
Unassigned fund balance	\$ 4,588,939	\$ 4,835,840	\$ (246,901)	13.3%
Total fund balance	\$ 6,673,072	\$ 6,538,595	\$ 134,477	19.3%

The total fund balance of the general fund changed by \$134,477 during the current fiscal year. Key factors in this change are as follows:

Revenues in excess of budget	\$ 382,213
Expenditures less than budget	511,335
Use of free cash as a funding source	(1,092,185)
Current year encumbrances in excess of prior year encumbrances	399,335
Change in stabilization fund balance	(14,373)
Other	<u>(51,848)</u>
Total	<u>\$ 134,477</u>

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

	<u>6/30/18</u>	<u>6/30/17</u>	<u>Change</u>
General stabilization fund	\$ 824,394	\$ 838,767	\$ (14,373)

#### **E. GENERAL FUND BUDGETARY HIGHLIGHTS**

There were no differences between the original budget and final amended budget.

#### **F. CAPITAL ASSET AND DEBT ADMINISTRATION**

**Capital assets.** Total investment in capital assets for governmental activities at year end amounted to \$62,056,003 (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:

- \$3,432,801 for construction in progress, the majority of which was for the Spofford Pond School Roof project.
- \$663,524 for various machinery, equipment, and vehicles, including a highway dump truck.
- Current year depreciation expense of \$1,985,098.

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

**Credit rating.** As of June 30, 2018, 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 \$5,744,003, 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, 2<sup>nd</sup> Floor  
Boxford, Massachusetts 01921

## TOWN OF BOXFORD, MASSACHUSETTS

## STATEMENT OF NET POSITION

JUNE 30, 2018

	Governmental Activities
<b>ASSETS</b>	
Current:	
Cash and short-term investments	\$ 8,658,389
Investments	3,787,454
Receivables, net of allowance for uncollectibles:	
Property taxes	161,235
Excises	76,225
Betterments	5,940
Due from other governments	33,710
Noncurrent:	
Receivables, net of allowance for uncollectibles:	
Property taxes	24,712
Betterments	6,366
Capital assets:	
Land and construction in progress	28,562,185
Other capital assets, net of accumulated depreciation	33,493,818
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Related to pensions	1,239,373
Related to OPEB	1,833,388
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</b>	<b>77,882,795</b>
<b>LIABILITIES</b>	
Current:	
Warrants payable	459,783
Accrued liabilities	214,223
Tax refunds payable	6,909
Notes payable	3,750,000
Other current liabilities	91,353
Current portion of long-term liabilities:	
Bonds payable	1,008,562
Other	127,509
Noncurrent:	
Bonds payable, net of current portion	4,735,441
Net pension liability	13,895,133
Net OPEB liability	10,617,134
Other, net of current portion	1,493,247
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Related to pensions	864,032
Related to OPEB	76,010
Other	72,004
<b>TOTAL LIABILITIES AND DEFERRED INFLOWS OF RESOURCES</b>	<b>37,411,340</b>
<b>NET POSITION</b>	
Net investment in capital assets	52,705,549
Restricted for:	
Community preservation funds	2,354,129
Grants and other statutory restrictions	1,174,488
Permanent funds:	
Nonexpendable	4,993
Expendable	9,410
Unrestricted	(15,777,114)
<b>TOTAL NET POSITION</b>	<b>\$ 40,471,455</b>

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

TOWN OF BOXFORD, MASSACHUSETTS

STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED JUNE 30, 2018

		Program Revenues			Net (Expenses) Revenues and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
	Expenses				
<b>Governmental Activities:</b>					
General government	\$ 1,503,738	\$ 93,792	\$ 65,937	\$ 25,000	\$ (1,319,009)
Public safety	3,321,234	454,291	69,692	-	(2,797,251)
Education	28,591,920	594,028	4,283,511	826,134	(22,888,247)
Public works	3,528,748	285,911	-	509,056	(2,733,781)
Health and human services	367,064	36,954	52,402	-	(277,708)
Culture and recreation	644,520	64,115	19,426	-	(560,979)
Interest	189,903	-	-	-	(189,903)
Intergovernmental	146,371	-	-	-	(146,371)
Total Governmental Activities	<u>\$ 38,293,498</u>	<u>\$ 1,529,091</u>	<u>\$ 4,490,968</u>	<u>\$ 1,360,190</u>	(30,913,249)
<b>General Revenues:</b>					
					29,116,841
Property taxes					1,669,863
Excises					73,938
Penalties, interest and other taxes					819,286
Grants and contributions not restricted to specific programs					74,308
Investment income					53,222
Miscellaneous					<u>31,807,458</u>
Total general revenues					894,209
Change in Net Position					
<b>Net Position:</b>					
Beginning of year, as restated					<u>39,577,246</u>
End of year					<u>\$ 40,471,455</u>

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



## TOWN OF BOXFORD, MASSACHUSETTS

## GOVERNMENTAL FUNDS

## BALANCE SHEET

JUNE 30, 2018

	General Fund	Community Preservation Fund	Boxford Common Fields Fund	Spofford Pond School Roof Fund	Nonmajor Governmental Funds	Total Governmental Funds
<b>ASSETS</b>						
Cash and short-term investments	\$ 6,577,613	\$ -	\$ 153,156	\$ 937,921	\$ 989,699	\$ 8,658,389
Investments	824,394	2,356,545	246,940	-	359,575	3,787,454
Receivables:						
Property taxes	183,076	2,871	-	-	-	185,947
Excises	92,909	-	-	-	-	92,909
Other	12,306	-	-	-	-	12,306
<b>TOTAL ASSETS</b>	<b>\$ 7,690,298</b>	<b>\$ 2,359,416</b>	<b>\$ 400,096</b>	<b>\$ 937,921</b>	<b>\$ 1,349,274</b>	<b>\$ 12,737,005</b>
<b>LIABILITIES</b>						
Warrants payable	\$ 459,783	\$ -	\$ -	\$ -	\$ -	\$ 459,783
Accrued liabilities	191,846	-	-	-	-	191,846
Tax refunds payable	6,909	-	-	-	-	6,909
Notes payable	-	-	1,250,000	2,500,000	-	3,750,000
Other liabilities	91,353	-	-	-	-	91,353
<b>TOTAL LIABILITIES</b>	<b>749,891</b>	<b>-</b>	<b>1,250,000</b>	<b>2,500,000</b>	<b>-</b>	<b>4,499,891</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>						
Unavailable revenues	267,335	5,287	-	-	-	272,622
<b>FUND BALANCES</b>						
Nonspendable	-	-	-	-	4,993	4,993
Restricted	-	2,354,129	-	-	1,325,720	3,679,849
Committed	583,561	-	-	-	89,818	673,379
Assigned	1,500,572	-	-	-	-	1,500,572
Unassigned	4,588,939	-	(849,904)	(1,562,079)	(71,257)	2,105,699
<b>TOTAL FUND BALANCES</b>	<b>6,673,072</b>	<b>2,354,129</b>	<b>(849,904)</b>	<b>(1,562,079)</b>	<b>1,349,274</b>	<b>7,964,492</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>	<b>\$ 7,690,298</b>	<b>\$ 2,359,416</b>	<b>\$ 400,096</b>	<b>\$ 937,921</b>	<b>\$ 1,349,274</b>	<b>\$ 12,737,005</b>

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, 2018

<b>Total governmental fund balances</b>	<b>\$ 7,964,492</b>
• Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.	62,056,003
• Revenues are reported on the accrual basis of accounting and are not deferred until collection.	217,644
• 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.	(29,744,307)
• Other	<u>(22,377)</u>
<b>Net position of governmental activities</b>	<b>\$ <u>40,471,455</u></b>

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, 2018

	General Fund	Community Preservation Fund	Boxford Common Fields Fund	Spofford Pond School Roof Fund	Nonmajor Governmental Funds	Total Governmental Funds
<b>Revenues:</b>						
Property taxes	\$ 28,431,254	\$ 695,432	\$ -	\$ -	\$ -	\$ 29,126,686
Excises	1,652,758	-	-	-	-	1,652,758
Penalties, interest and other taxes	72,990	948	-	-	-	73,938
Charges for services	308,870	-	-	-	720,259	1,029,129
Licenses and permits	458,165	-	-	-	-	458,165
Intergovernmental	3,538,924	152,339	-	826,134	981,758	5,499,155
Fines and forfeitures	50,732	-	-	-	-	50,732
Investment income	108,853	(38,239)	-	-	(2,805)	67,809
Miscellaneous	31,843	-	-	-	134,665	166,508
Total Revenues	34,654,389	810,480	-	826,134	1,833,877	38,124,880
<b>Expenditures:</b>						
Current:						
General government	1,741,861	57,914	-	-	101,076	1,900,851
Public safety	2,755,802	-	-	-	86,695	2,842,497
Education	23,567,275	-	-	2,839,553	846,632	27,253,460
Public works	2,086,546	-	-	-	566,142	2,652,688
Health and human services	298,768	-	-	-	82,073	380,841
Culture and recreation	467,433	-	17,764	-	90,494	575,691
Employee benefits	2,693,658	-	-	-	-	2,693,658
Debt service	837,519	397,573	-	-	-	1,235,092
Intergovernmental	146,371	-	-	-	-	146,371
Total Expenditures	34,595,233	455,487	17,764	2,839,553	1,773,112	39,681,149
Excess (deficiency) of revenues over expenditures	59,156	354,993	(17,764)	(2,013,419)	60,765	(1,556,269)
<b>Other Financing Sources (Uses):</b>						
Transfers in	90,846	-	20,849	-	-	111,695
Transfers out	(15,525)	-	-	-	(96,170)	(111,695)
Total Other Financing Sources (Uses)	75,321	-	20,849	-	(96,170)	-
Change in fund balance	134,477	354,993	3,085	(2,013,419)	(35,405)	(1,556,269)
Fund Balance, at Beginning of Year, as restated	6,538,595	1,999,136	(852,989)	451,340	1,384,679	9,520,761
Fund Balance, at End of Year	\$ 6,673,072	\$ 2,354,129	\$ (849,904)	\$ (1,562,079)	\$ 1,349,274	\$ 7,964,492

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, 2018

<b>Net changes in fund balances - total governmental funds</b>	<b>\$ (1,556,269)</b>																		
<ul style="list-style-type: none"> <li>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;">4,325,119</td></tr> <tr> <td>Loss on disposal of assets</td><td style="text-align: right;">(15,653)</td></tr> <tr> <td>Depreciation</td><td style="text-align: right;">(1,985,098)</td></tr> </table> </li> <li>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;">1,028,561</td></tr> </table> </li> <li>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. <table> <tr> <td></td><td style="text-align: right;">7,260</td></tr> </table> </li> <li>Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds: <table> <tr> <td>Net pension liability and related deferred outflows and inflows of resources</td><td style="text-align: right;">(330,209)</td></tr> <tr> <td>Net OPEB liability and related deferred outflows and inflows of resources</td><td style="text-align: right;">(396,861)</td></tr> <tr> <td>Other</td><td style="text-align: right;">(199,266)</td></tr> </table> </li> <li>Other differences. <table> <tr> <td></td><td style="text-align: right;">16,625</td></tr> </table> </li> </ul>	Capital outlay	4,325,119	Loss on disposal of assets	(15,653)	Depreciation	(1,985,098)	Repayments of debt	1,028,561		7,260	Net pension liability and related deferred outflows and inflows of resources	(330,209)	Net OPEB liability and related deferred outflows and inflows of resources	(396,861)	Other	(199,266)		16,625	
Capital outlay	4,325,119																		
Loss on disposal of assets	(15,653)																		
Depreciation	(1,985,098)																		
Repayments of debt	1,028,561																		
	7,260																		
Net pension liability and related deferred outflows and inflows of resources	(330,209)																		
Net OPEB liability and related deferred outflows and inflows of resources	(396,861)																		
Other	(199,266)																		
	16,625																		
<b>Change in net position of governmental activities</b>	<b>\$ <u>894,209</u></b>																		

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, 2018

	<u>Budgeted Amounts</u>		Actual Amounts (Budgetary Basis)	Variance with Final Budget Positive (Negative)
	<u>Original Budget</u>	<u>Final Budget</u>		
<b>Revenues and other sources:</b>				
Property taxes	\$ 28,383,244	\$ 28,383,244	\$ 28,383,244	\$ -
Excises	1,470,000	1,470,000	1,652,758	182,758
Interest, penalties, and other taxes	70,000	70,000	72,990	2,990
Charges for services	250,000	250,000	308,870	58,870
Licenses and permits	445,000	445,000	458,165	13,165
Intergovernmental	2,376,834	2,376,834	2,389,721	12,887
Fines and forfeitures	45,000	45,000	50,732	5,732
Investment income	50,000	50,000	123,226	73,226
Miscellaneous	-	-	31,843	31,843
Transfers in	5,940	5,940	6,682	742
Other sources	99,859	99,859	99,859	-
Use of fund balance	<u>1,092,185</u>	<u>1,092,185</u>	<u>1,092,185</u>	<u>-</u>
Total Revenues and Other Sources	34,288,062	34,288,062	34,670,275	382,213
<b>Expenditures and other uses:</b>				
General government	1,848,751	1,848,751	1,735,232	113,519
Public safety	2,816,731	2,816,731	2,751,044	65,687
Education	22,715,177	22,715,177	22,664,797	50,380
Public works	2,302,154	2,302,154	2,247,779	54,375
Health and human services	299,776	299,776	295,768	4,008
Culture and recreation	481,940	481,940	473,197	8,743
Employee benefits	2,522,511	2,522,511	2,343,658	178,853
Debt service	753,356	753,356	753,356	-
Intergovernmental	182,414	182,414	146,371	36,043
Transfers out	<u>365,252</u>	<u>365,252</u>	<u>365,525</u>	<u>(273)</u>
Total Expenditures	<u>34,288,062</u>	<u>34,288,062</u>	<u>33,776,727</u>	<u>511,335</u>
Excess of revenues and other sources over expenditures and other uses	\$ <u>-</u>	\$ <u>-</u>	\$ <u>893,548</u>	\$ <u>893,548</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, 2018

	Other Post Employment Benefits Trust <u>Fund</u>	Private Purpose Trust <u>Funds</u>	Agency <u>Funds</u>
<b>ASSETS</b>			
Cash and short-term investments	\$ -	\$ -	\$ 38,182
Investments	2,182,433	61,609	17,560
Accounts receivable	<u>-</u>	<u>-</u>	<u>47,262</u>
Total Assets	2,182,433	61,609	103,004
 <b>LIABILITIES AND NET POSITION</b>			
Deposits held in escrow	-	-	71,780
Student activity funds	<u>-</u>	<u>-</u>	<u>31,224</u>
Total Liabilities	-	-	103,004
 <b>NET POSITION</b>			
Restricted for:			
Endowment	-	12,518	-
Unrestricted	<u>2,182,433</u>	<u>49,091</u>	<u>-</u>
Total net position held in trust	<u>\$ 2,182,433</u>	<u>\$ 61,609</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, 2018

	Other Post Employment Benefits Trust Fund	Private Purpose Trust Funds
<b>Additions:</b>		
Contributions:		
Employers	\$ 989,372	\$ -
Other	<u>-</u>	<u>13,736</u>
Total contributions	989,372	13,736
Investment Income (Loss):		
Interest	173,023	1,322
Increase (decrease) in fair value of investments	<u>-</u>	<u>(2,367)</u>
Net investment income (loss)	<u>173,023</u>	<u>(1,045)</u>
Total additions	1,162,395	12,691
<b>Deductions:</b>		
Benefit payments to plan members, beneficiaries and other systems	639,372	-
Education	<u>-</u>	<u>15,926</u>
Total deductions	<u>639,372</u>	<u>15,926</u>
Net increase (decrease)	523,023	(3,235)
<b>Net position restricted for pensions and other purposes:</b>		
Beginning of year	<u>1,659,410</u>	<u>64,844</u>
End of year	<u>\$ 2,182,433</u>	<u>\$ 61,609</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 2018, 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, certain expenditures such as debt service, claims and judgments, compensated absences, OPEB, and pension 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 *Spofford Pond School Roof Fund* is a capital project fund used to account for activity associated with the replacement of the school roof.

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 2018 tax levy reflected an excess capacity of \$1,370,459.

*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, 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)	\$ 34,654,389	\$ 34,595,233
Other financing sources/uses (GAAP basis)	<u>90,846</u>	<u>15,525</u>
Subtotal (GAAP Basis)	34,745,235	34,610,758
Adjust tax revenue to accrual basis	(48,010)	-
Reverse beginning of year appropriation carryforwards from expenditures	-	(550,326)
Add end of year appropriation carryforwards to expenditures	-	949,661
Record budgeted use of free cash	1,092,185	-
Reverse effect of non-budgeted State contributions for teachers' retirement	(1,149,203)	(1,149,203)
Reverse effects of combining general fund and stabilization fund (GASB54)	14,373	-
Reverse effect of other non-budgeted activity	<u>15,695</u>	<u>(84,163)</u>
Budgetary basis	<u>\$ 34,670,275</u>	<u>\$ 33,776,727</u>

**D. Deficit Fund Equity**

Certain individual funds reflected deficit balances as of June 30, 2018.

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, 2018, \$3,362,821 of the Town's bank balance of \$7,815,555 was exposed to custodial credit risk as uninsured or uncollateralized. \$3,245,420 of the Town's uninsured and uncollateralized amount is on deposit with the Massachusetts Municipal Depository Trust, which is the state investment pool as authorized by Massachusetts General Law, Chapter 29, Section 38A.

#### 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, 2018, 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	\$ 911	N/A	\$ 911	\$ -	\$ -	\$ -	\$ -	\$ -
Federal agency securities	1,086	N/A	-	1,086	-	-	-	-
Corporate bonds	1,049	N/A	-	-	247	181	189	432
Corporate equities	805	N/A	805	-	-	-	-	-
Mutual funds	16	N/A	16	-	-	-	-	-
PRIT*	<u>2,182</u>	N/A	<u>2,182</u>	-	-	-	-	-
Total investments	<u>\$ 6,049</u>		<u>\$ 3,914</u>	<u>\$ 1,086</u>	<u>\$ 247</u>	<u>\$ 181</u>	<u>\$ 189</u>	<u>\$ 432</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, 2018, 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, 2018, 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, 2018, 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	\$ 911	\$ 60	\$ 851
Federal agency securities	1,086	580	506
Corporate bonds	<u>1,049</u>	<u>-</u>	<u>1,049</u>
Total	<u>\$ 3,046</u>	<u>\$ 640</u>	<u>\$ 2,406</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, 2018 (in thousands):

		Fair Value Measurements Using:		
		Quoted prices in active markets for identical (Level 1)	Significant observable inputs (Level 2)	Significant unobservable inputs (Level 3)
<u>Description</u>				
Investments by fair value level:				
Debt securities:				
Federal agencies	\$ 1,086	\$ -	\$ 1,086	\$ -
Corporate bonds	1,049	\$ -	\$ 1,049	\$ -
Equity securities:				
Various securities	805	\$ 805	\$ -	\$ -
Investments measured at the net asset value (NAV):				
External investment pool	<u>2,182</u>			
Total	<u>\$ 5,122</u>			

<u>Description</u>	<u>Value</u>	<u>Unfunded Commitments</u>	<u>Redemption Frequency (If currently eligible)</u>	<u>Redemption Notice Period</u>
External investment pool	\$ 2,182	\$ -	Monthly	30 days

## 5. Property Taxes and Excises Receivables

Real estate and personal property taxes are levied and based on values assessed on January 1 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.

	Gross Amount (fund basis)	Allowance for Doubtful Accounts	Net Amount (accrual basis)
Real estate taxes	\$ 139,234	\$ -	\$ 139,234
Personal property taxes	994	-	994
Tax liens	42,848	-	42,848
Other	2,871	-	2,871
Total property taxes	\$ 185,947	\$ -	185,947
Less current portion			161,235
Noncurrent taxes receivable			\$ 24,712
Motor vehicle excise	\$ 92,909	\$ (16,684)	\$ 76,225
Total excises	\$ 92,909	\$ (16,684)	\$ 76,225

## 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	\$ 90,846	\$ 15,525
Boxford Common Fields - Major Fund	20,849	-
Nonmajor Funds:		
Special Revenue Funds:	-	95,091
Expendable Trust Funds	-	1,079
Subtotal Nonmajor Funds	-	96,170
Grand Total	\$ 111,695	\$ 111,695

The Town's other routine transfers include transfers made to move (1) unrestricted revenues or balances that have been collected or accumulated in the general fund to other funds based on budgetary authorization, and (2) revenues from a fund that by statute or budgetary authority must collect them to funds that are required by statute or budgetary authority to expend them.

## 7. Capital Assets

Capital asset activity for the year ended June 30, 2018 was as follows (in thousands):

	Beginning Balance	Increases	Decreases	Ending Balance
<b>Governmental Activities:</b>				
Capital assets, being depreciated:				
Land improvements	\$ 464	\$ 11	\$ -	\$ 475
Buildings and building improvements	22,371	113	-	22,484
Machinery, equipment, and vehicles	5,967	664	(31)	6,600
Infrastructure	<u>35,047</u>	<u>46</u>	<u>-</u>	<u>35,093</u>
Total capital assets, being depreciated	63,849	834	(31)	64,652
Less accumulated depreciation for:				
Land improvements	(210)	(22)	-	(232)
Buildings and building improvements	(10,195)	(639)	-	(10,834)
Machinery, equipment, and vehicles	(3,566)	(454)	15	(4,005)
Infrastructure	<u>(15,217)</u>	<u>(870)</u>	<u>-</u>	<u>(16,087)</u>
Total accumulated depreciation	<u>(29,188)</u>	<u>(1,985)</u>	<u>15</u>	<u>(31,158)</u>
Total capital assets, being depreciated, net	34,661	(1,151)	(16)	33,494
Capital assets, not being depreciated:				
Land	20,588	-	-	20,588
Construction in progress	<u>4,483</u>	<u>3,491</u>	<u>-</u>	<u>7,974</u>
Total capital assets, not being depreciated	<u>25,071</u>	<u>3,491</u>	<u>-</u>	<u>28,562</u>
Governmental activities capital assets, net	<u>\$ 59,732</u>	<u>\$ 2,340</u>	<u>\$ (16)</u>	<u>\$ 62,056</u>

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

<b>Governmental Activities:</b>	
General government	\$ 225
Public safety	323
Education	394
Public works	1,017
Human services	2
Culture and recreation	<u>24</u>
Total depreciation expense - governmental activities	<u>\$ 1,985</u>

**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 and OPEB, in accordance with GASB Statements No. 68 and 75, are more fully discussed in the corresponding pension and OPEB notes.

**9. Warrants Payable**

Warrants payable represent 2018 expenditures paid by July 15, 2018.

**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, 2018:

<u>Purpose</u>	<u>Interest Rate</u>	<u>Date of Issue</u>	<u>Date of Maturity</u>	<u>Balance at 6/30/18</u>
Recreational Fields/Spofford Pond School Roof and Window Replacement	1.13%	10/06/17	10/05/18	\$ 2,500,000
Spofford Pond School Roof and Window Replacement	2.25%	06/22/18	06/21/19	<u>1,250,000</u>
Total				<u>\$ 3,750,000</u>

The following summarizes activity in notes payable during fiscal year 2018:

<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)	\$ -
Recreational Fields/Spofford Pond School Roof and Window Replacement	-	2,500,000	-	2,500,000
Spofford Pond School Roof and Window Replacement	-	<u>1,250,000</u>	-	<u>1,250,000</u>
Total	<u>\$ 1,250,000</u>	<u>\$ 3,750,000</u>	<u>\$ (1,250,000)</u>	<u>\$ 3,750,000</u>

## 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 6/30/18
<u>Governmental Activities:</u>				
<u>Bonds payable - Inside the Debt Limit</u>				
Police station refunding	\$ 1,367,000	08/15/20	1.18%	\$ 430,000
Town Hall construction refunding	1,955,000	08/15/22	1.36%	1,035,000
Sawyer/Richardson land refunding	1,393,000	08/15/22	1.38%	750,000
Spofford Pond Road drainage refunding	85,000	08/15/22	1.35%	45,000
Anvil Farm land acquisition	850,000	06/15/26	3.90%	360,000
Haynes land acquisition	1,900,000	06/15/27	3.94%	900,000
Lincoln Hall building renovations	675,000	06/15/27	3.93%	315,000
School remodeling	355,000	09/15/27	1.60%	230,000
Land acquisition	190,000	09/15/27	1.55%	115,000
Fire truck	430,000	09/15/27	1.70%	305,000
Dump truck	205,000	09/15/22	1.24%	100,000
Land acquisition	86,000	10/01/25	1.78%	68,800
Library Design Plans	222,000	10/01/18	0.75%	73,000
Fire Station Floor Drain/Tank Replacement	102,000	10/01/25	1.79%	81,600
Wood School Interior Renovations	667,000	10/01/25	1.81%	534,600
<u>Bonds payable - Outside the Debt Limit</u>				
Title V MWPAT - Loan 1	200,000	08/01/18	0.00%	10,868
Title V MWPAT - Loan 2	48,524	02/01/21	0.00%	8,135
Water treatment plant	400,000	09/15/27	1.70%	280,000
Wood School Exterior Renovations	125,000	10/01/25	1.82%	102,000
Total Governmental Activities	\$ 11,255,524			\$ 5,744,003

### B. Future Debt Service

The annual payments to retire all general obligation long-term debt outstanding as of June 30, 2018 are as follows:

<u>Governmental</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
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	2,055,000	202,151	2,257,151
2024 - 2028	100,000	1,463	101,463
Total	\$ 5,744,003	\$ 679,091	\$ 6,423,094

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, 2018:

General fund	\$ 3,677,003
Community preservation fund	<u>2,067,000</u>
Total	<u>\$ 5,744,003</u>

**C. Changes in General Long-Term Liabilities**

During the year ended June 30, 2018, the following changes occurred in long-term liabilities (in thousands):

	Total Balance <u>7/1/17</u>	<u>Additions</u>	<u>Reductions</u>	Total Balance <u>6/30/18</u>	Less Current Portion	Equals Long-Term Portion <u>6/30/18</u>
<b><u>Governmental Activities</u></b>						
Bonds payable	\$ 6,773	\$ -	\$ (1,029)	\$ 5,744	\$ (1,009)	\$ 4,735
Net pension liability	14,093	-	(198)	13,895	-	13,895
Net OPEB liability	8,763	1,854	-	10,617	-	10,617
Other:						
Landfill liability	921	-	(50)	871	(52)	819
Compensated absences	<u>500</u>	<u>250</u>	<u>-</u>	<u>750</u>	<u>(76)</u>	<u>674</u>
Subtotal - other	<u>1,421</u>	<u>250</u>	<u>(50)</u>	<u>1,621</u>	<u>(128)</u>	<u>1,493</u>
Totals	<u>\$ 31,050</u>	<u>\$ 2,104</u>	<u>\$ (1,277)</u>	<u>\$ 31,877</u>	<u>\$ (1,137)</u>	<u>\$ 30,740</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 \$870,897 reported as landfill postclosure care liability at June 30, 2018 represents the remaining estimated postclosure maintenance costs. These amounts are based on what it would cost to perform all postclosure care in 2018. 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. Deferred inflows of resources related to pension and OPEB will be recognized as expense in future years and is more fully described in the corresponding pension and OPEB notes. *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, 2018:

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, 2018:

	General Fund	Community Preservation Fund	Boxford Common Fields Fund	Spofford Pond School Roof Fund	Nonmajor Governmental Funds	Total Governmental Funds
<b>Nonspendable</b>						
Nonexpendable permanent funds	\$ -	\$ -	\$ -	\$ -	\$ 4,993	\$ 4,993
Total Nonspendable	-	-	-	-	4,993	4,993
<b>Restricted</b>						
Community preservation funds	-	2,354,129	-	-	-	2,354,129
Special revenue funds	-	-	-	-	1,081,013	1,081,013
Expendable trust funds	-	-	-	-	107,647	107,647
Capital projects funded by borrowing	-	-	-	-	127,650	127,650
Expendable permanent funds	-	-	-	-	9,410	9,410
Total Restricted	-	2,354,129	-	-	1,325,720	3,679,849
<b>Committed</b>						
Expendable trust funds funded by general fund	-	-	-	-	89,818	89,818
Article carryforwards						
General government	228,978	-	-	-	-	228,978
Public safety	63,983	-	-	-	-	63,983
Education	157,901	-	-	-	-	157,901
Public works	127,710	-	-	-	-	127,710
Health and human services	2,000	-	-	-	-	2,000
Culture and recreation	2,989	-	-	-	-	2,989
Total Committed	583,561	-	-	-	89,818	673,379
<b>Assigned</b>						
Encumbrances						
General government	26,190	-	-	-	-	26,190
Public safety	3,318	-	-	-	-	3,318
Education	273,822	-	-	-	-	273,822
Public works	61,356	-	-	-	-	61,356
Culture and recreation	2,775	-	-	-	-	2,775
Reserved for expenditures	1,114,111	-	-	-	-	1,114,111
Reserved for debt service	19,000	-	-	-	-	19,000
Total Assigned	1,500,572	-	-	-	-	1,500,572
<b>Unassigned</b>						
General fund	3,764,545	-	-	-	-	3,764,545
Stabilization fund	824,394	-	-	-	-	824,394
Special revenue fund deficits	-	-	-	-	(14,171)	(14,171)
Capital project fund deficits	-	-	(849,904)	(1,562,079)	(57,086)	(2,469,069)
Total Unassigned	4,588,939	-	(849,904)	(1,562,079)	(71,257)	2,105,699
Total Fund Balances	\$ 6,673,072	\$ 2,354,129	\$ (849,904)	\$ (1,562,079)	\$ 1,349,274	\$ 7,964,492

## 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 shortfalls, 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	\$ 4,588,939
Unavailable revenue	267,335
Allowance for abatements	6,909
Other	<u>(824,394)</u>
Statutory Balance	<u>\$ 4,038,789</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](http://www.essexregional.com).

### Participant Retirement Benefits

The System provides for retirement allowance benefits up to a maximum of 80% of a member's highest 3-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 100 percent, the normal yearly amount of the retirement allowance shall be based on the average annual rate of regular compensation received by the member during the period of 5 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, 2018 was \$1,171,226, 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, 2018, the Town reported a liability of \$13,895,133 for its proportionate share of the System's total net pension liability. The net pension liability was measured as of December 31, 2017, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of January 1, 2018. 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, 2017, the Town's proportion was 3.692%.

For the year ended June 30, 2018, the Town recognized total pension expense of \$1,481,490. In addition, the Town reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ -	\$ 196,642
Changes of assumptions	1,140,831	-
Net difference between projected and actual earnings on pension plan investments	-	611,775
Changes in proportion and differences between employer contributions and proportionate share of contributions	<u>98,542</u>	<u>55,615</u>
Total	<u>\$ 1,239,373</u>	<u>\$ 864,032</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:

2019	\$ 193,947
2020	207,468
2021	27,140
2022	<u>(53,214)</u>
Total	<u>\$ 375,341</u>

#### D. Actuarial Assumptions

The total pension liability was determined by an actuarial valuation as of January 1, 2018, using the following actuarial assumptions, applied to all periods included in the measurement that was updated to a measurement date of December 31, 2017:

COLA	3% of the first \$14,000
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	7.50%

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 2.75% 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, 2018 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>
Domestic equity	17.50%	6.15%
International developed markets equity	15.50%	7.11%
International emerging markets equity	6.00%	9.41%
Core fixed income	12.00%	1.68%
High-yield fixed income	10.00%	4.13%
Real estate	10.00%	4.90%
Commodities	4.00%	4.71%
Hedge fund, GTAA, risk parity	13.00%	3.94%
Private equity	12.00%	10.28%
Total	100.00%	

#### E. Discount Rate

The discount rate used to measure the total pension liability was 7.5%. 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 7.5%, 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 (6.5%) or 1 percentage-point higher (8.5%) than the current rate:

<u>1%</u> <u>Decrease</u> <u>(6.5%)</u>	<u>Current</u> <u>Discount Rate</u> <u>(7.5%)</u>	<u>1%</u> <u>Increase</u> <u>(8.5%)</u>
\$ 17,481,767	\$ 13,895,133	\$ 10,878,275

**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, 2017 measurement date was determined by an actuarial valuation as of January 1, 2017 rolled forward to June 30, 2017. 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 White Collar Employees Table projected generationally with Scale MP-2016 (gender distinct)
  - Post-retirement - reflects RP-2014 White Collar Healthy Annuitant Table projected generationally with Scale MP-2016 (gender district)
  - Disability – assumed to be in accordance with the RP-2014 Healthy Annuitant table projected generationally with Scale BB and a base year 2014 set forward 4 years

Investment assets of the MTRS are with the Pension Reserves Investment Trust (PRIT) Fund. The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future rates of return are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future rates of return by the target asset allocation percentage. Best estimates of geometric rates of return for each major asset class included in the PRIT Fund's target asset allocation as of June 30, 2017 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%	5.0%
Portfolio completion strategies	13.0%	3.6%
Core fixed income	12.0%	1.1%
Private equity	11.0%	6.6%
Real estate	10.0%	3.6%
Value added fixed income	10.0%	3.8%
Timber/natural resources	4.0%	3.2%
Hedge funds	0.0%	3.6%
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 6.50%</u>	<u>Current Discount Rate 7.50%</u>	<u>1% Increase to 8.50%</u>
\$ 28,424,300	\$ 22,885,391	\$ 18,193,400

**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 2018 (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 \$21,286,632 and \$2,221,748 respectively, based on a proportionate share of 0.093014%. 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 (GASB 75)**

*GASB Statement No. 75, Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, replaces the requirements of *Statement No. 45, Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*. The Statement establishes standards for recognizing and measuring liabilities, deferred outflows of resources, deferred inflows of resources, and expense/expenditures. This Statement identifies the methods and assumptions that are required to be used to project benefit payments, discounted projected benefit payments to their actuarial present value, and attribute that present value to periods of employee service.

All the following OPEB disclosures are based on a measurement date of June 30, 2017.

A. General Information about the OPEB Plan

Plan Description

The Town provides post-employment healthcare benefits for retired employees through the Town's plan. The Town provides health insurance coverage through BlueCross BlueShield. The benefits, benefit levels, employee contributions, and employer contributions are governed by Chapter 32 of the Massachusetts General Laws.

Benefits Provided

The Town provides medical and prescription drug insurance to retirees and their covered dependents. All active employees who retire from the Town and meet the eligibility criteria will receive these benefits.

Plan Membership

At June 30, 2017, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries	
currently receiving benefit payments	141
Active employees	<u>188</u>
Total	<u><u>329</u></u>

B. Actuarial Assumptions and Other Inputs

The net OPEB liability was determined by an actuarial valuation as of July 1, 2017, using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.75%
Salary increases	3%, annually as of July 1, 2017 and for future periods
Investment rate of return	7.04%, net of OPEB plan investment expense
Municipal bond rate	3.13%
Discount rate	7%
Healthcare cost trend rates	5% for 2017

Mortality rates were based on RP-2000 Mortality Table projected with Scale BB and a base year of 2009 for males and females.

The actuarial assumptions used in the valuation were based on the results of an actuarial experience study as of January 1, 2015.

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>	

**C. Discount Rate**

The discount rate used to measure the net OPEB liability was 7%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate.

Based on those assumptions, the OPEB plan fiduciary net position was projected to be available to make all projected future benefit payments of current plan members.

**D. Net OPEB Liability**

The components of the net OPEB liability, measured as of June 30, 2017, were as follows:

Total OPEB liability	\$ 12,276,544
Plan fiduciary net position	<u>1,659,410</u>
Net OPEB liability	<u>\$ 10,617,134</u>

E. Changes in the Net OPEB Liability

	Increase (Decrease)		
	Total OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net OPEB Liability (a) - (b)
Balances at 6/30/16	\$ 9,934,435	\$ 1,171,540	\$ 8,762,895
Changes for the year:			
Service cost	286,561	-	286,561
Interest	698,366	-	698,366
Contributions - employer	-	797,053	(797,053)
Net investment income	-	187,870	(187,870)
Differences between expected and actual experience	1,854,235	-	1,854,235
Benefit payments	(497,053)	(497,053)	-
Net Changes	2,342,109	487,870	1,854,239
Balances at 6/30/17	\$ 12,276,544	\$ 1,659,410	\$ 10,617,134

F. 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 one percentage-point lower or one percentage-point higher than the current discount rate:

1% Decrease	Current Discount Rate	1% Increase
\$ 12,116,955	\$ 10,617,134	\$ 9,117,313

G. 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 one percentage-point lower or one percentage-point higher than the current healthcare cost trend rates:

1% Decrease	Current Healthcare Cost Trend Rates	1% Increase
\$ 8,425,083	\$ 10,617,134	\$ 13,271,705

**H. OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB**

For the year ended June 30, 2018, the Town recognized an OPEB expense of \$446,861. At June 30, 2018, the Town reported deferred outflows and inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Contributions subsequent to the measurement date	\$ 350,000	\$ -
Difference between expected and actual experience	1,483,388	-
Net difference between projected and actual OPEB investment earnings	-	76,010
Total	<u>\$ 1,833,388</u>	<u>\$ 76,010</u>

The \$350,000 reported as deferred outflows of resources related to OPEB resulting from contributions subsequent to the measurement date and before the end of the fiscal year will be included as a reduction of the net OPEB liability in the year ended June 30, 2019.

Other amounts reported as deferred outflows and inflows of resources related to OPEB will be recognized in OPEB expense as follows:

**Year Ended June 30:**

2019	\$ 351,844
2020	351,844
2021	351,844
2022	<u>351,846</u>
Total	<u>\$ 1,407,378</u>

**20. Other Post-Employment Benefits (GASB 74)**

*GASB Statement No. 74, Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans (OPEB)*, replaces the requirements of *Statement No. 43, Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*. This applies if a trust fund has been established to fund future OPEB costs. In fiscal year 2012, the Town established an OPEB Trust Fund to provide funding for future employee health care costs.

All the following OPEB disclosures are based on a measurement date of June 30, 2018.

**A. Investments**

The OPEB trust fund assets consist of equities, fixed income, real estate, and alternatives.

*Rate of return.* For the year ended June 30, 2018, the annual money-weighted rate of return on investments, net of investment expense, was not available. The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

**B. Actuarial Assumptions and Other Inputs**

The total OPEB liability was determined by an actuarial valuation as of July 1, 2017, using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.75%
Salary increases	3%, average, including inflation
Investment rate of return	7.04%, net of OPEB plan investment expense
Municipal bond rate	3.45%
Discount rate	7%
Healthcare cost trend rates	5% for 2018

Mortality rates were based on RP-2000 Mortality Table projected generationally with Scale BB and a base year of 2009 for males and females.

The actuarial assumptions used in the valuation were based on the results of an actuarial experience study as of January 1, 2015.

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, 2018 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>	

C. Discount Rate

The discount rate used to measure the total OPEB liability was 7%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate.

Based on those assumptions, the OPEB plan fiduciary net position was projected to be available to make all projected future benefit payments of current plan members.

D. Net OPEB Liability

The components of the net OPEB liability, measured as of June 30, 2018, were as follows:

Total OPEB liability	\$ 12,792,821
Plan fiduciary net position	<u>2,182,433</u>
Net OPEB liability	<u>\$ 10,610,388</u>
Plan fiduciary net position as a percentage of the total OPEB liability	17.06%

E. 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 one percentage-point lower or one percentage-point higher than the current discount rate:

<u>1% Decrease</u>	<u>Current Discount Rate</u>	<u>1% Increase</u>
\$ 12,173,282	\$ 10,610,388	\$ 9,047,494

F. 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 one percentage-point lower or one percentage-point higher than the current healthcare cost trend rates:

<u>1% Decrease</u>	<u>Current Healthcare Cost Trend Rates</u>	<u>1% Increase</u>
\$ 8,326,153	\$ 10,610,388	\$ 13,376,594

## 21. 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.

## 22. Beginning Fund Balance/Net Position Restatement

The beginning (July 1, 2017) fund balance/net position of the Town has been restated as follows:

### Government-Wide Financial Statements:

	Governmental Activities
As previously reported	\$ 41,502,279
To restate OPEB liability	<u>(1,925,033)</u>
As restated	<u>\$ 39,577,246</u>

### Fund Basis Financial Statements:

	Spofford Pond School Roof Fund	Nonmajor Governmental Funds
As previously reported	\$ -	\$ 1,836,019
Major fund - Spofford Pond School Roof	<u>451,340</u>	<u>(451,340)</u>
As restated	<u>\$ 451,340</u>	<u>\$ 1,384,679</u>



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

**JUNE 30, 2018**  
**(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, 2018	December 31, 2017	3.692%	\$13,895,133	\$ 4,727,147	293.94%	55.40%
June 30, 2017	December 31, 2016	3.658%	\$14,092,733	\$ 4,787,031	294.39%	51.12%
June 30, 2016	December 31, 2015	3.663%	\$13,307,669	\$ 5,080,198	261.95%	51.01%
June 30, 2015	December 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, 2018	June 30, 2017	0.093014%	\$ -	\$ 21,286,632	\$ 21,286,632	\$ 6,316,086	-	54.25%
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, 2018  
(Unaudited)**

**Essex Regional Retirement System**

<u>Fiscal Year</u>	<u>Measurement Date</u>	<u>Contractually Required Contribution</u>	<u>Contributions in Relation to the Contractually Required Contribution</u>	<u>Contribution Deficiency (Excess)</u>	<u>Covered Payroll</u>	<u>Contributions as a Percentage of Covered Payroll</u>
June 30, 2018	December 31, 2017	\$ 1,171,226	\$ 1,171,226	\$ -	\$ 4,727,147	24.78%
June 30, 2017	December 31, 2016	\$ 1,059,806	\$ 1,059,806	\$ -	\$ 4,787,031	22.14%
June 30, 2016	December 31, 2015	\$ 1,006,232	\$ 1,006,232	\$ -	\$ 5,080,198	19.81%
June 30, 2015	December 31, 2014	\$ 936,588	\$ 936,588	\$ -	\$ 4,880,552	19.19%

**Massachusetts Teachers' Retirement System**

<u>Fiscal Year</u>	<u>Measurement Date</u>	<u>Contractually Required Contribution Provided by Commonwealth</u>	<u>Contributions in Relation to the Contractually Required Contribution</u>	<u>Contribution Deficiency (Excess)</u>	<u>Covered Payroll</u>	<u>Contributions as a Percentage of Covered Payroll</u>
June 30, 2018	June 30, 2017	\$ 1,149,203	\$ 1,149,203	\$ -	\$ 6,316,086	18.19%
June 30, 2017	June 30, 2016	\$ 1,074,243	\$ 1,074,243	\$ -	\$ 6,283,239	17.10%
June 30, 2016	June 30, 2015	\$ 968,817	\$ 968,817	\$ -	\$ 6,009,456	16.12%
June 30, 2015	June 30, 2014	\$ 865,967	\$ 865,967	\$ -	\$ 5,664,397	15.29%

*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  
OTHER POST-EMPLOYMENT BENEFITS (OPEB)**

**Schedule of Changes in the Net OPEB Liability (GASB 74 and 75)**

(Unaudited)

	<u>2018</u>	<u>2017</u>
<b>Total OPEB liability</b>		
Service cost	\$ 297,469	\$ 314,494
Interest on total OPEB liability	758,436	655,663
Differences between expected and actual experience	1,894,235	-
Changes of assumptions	(369,560)	-
Benefit payments, including refunds of member contributions	<u>(639,372)</u>	<u>(497,053)</u>
Net change in total OPEB liability	1,941,208	473,104
Total OPEB liability - beginning	<u>10,851,613</u>	<u>10,378,509</u>
<b>Total OPEB liability - ending (a)</b>	<u><u>\$ 12,792,821</u></u>	<u><u>\$ 10,851,613</u></u>
<b>Plan fiduciary net position</b>		
Contributions - employer	\$ 989,372	\$ 797,053
Net investment income	173,023	187,870
Benefit payments, including refunds of member contributions	<u>(639,372)</u>	<u>(497,053)</u>
Net change in plan fiduciary net position	523,023	487,870
Plan fiduciary net position - beginning	<u>1,659,410</u>	<u>1,171,540</u>
<b>Plan fiduciary net position - ending (b)</b>	<u><u>\$ 2,182,433</u></u>	<u><u>\$ 1,659,410</u></u>
<b>Net OPEB liability (asset) - ending (a-b)</b>	<u><u>\$ 10,610,388</u></u>	<u><u>\$ 9,192,203</u></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 and 75)**

(Unaudited)

**Schedule of Net OPEB Liability**

	<u>2018</u>	<u>2017</u>
Total OPEB liability	\$ 12,792,821	\$ 10,851,613
Plan fiduciary net position	<u>2,182,433</u>	<u>1,659,410</u>
Net OPEB liability (asset)	<u>\$ 10,610,388</u>	<u>\$ 9,192,203</u>
Plan fiduciary net position as a percentage of the total OPEB liability	17.06%	15.29%
Covered employee payroll	\$ 10,660,662	\$ 11,605,943
Participating employer net OPEB liability (asset) as a percentage of covered employee payroll	99.53%	79.20%

**Schedule of Contributions**

	<u>2018</u>	<u>2017</u>
Actuarially determined contribution	\$ 989,774	\$ 992,163
Contributions in relation to the actuarially determined contribution	<u>989,372</u>	<u>797,053</u>
Contribution deficiency (excess)	<u>\$ 402</u>	<u>\$ 195,110</u>
Covered employee payroll	\$ 10,660,662	\$ 11,605,943
Contributions as a percentage of covered employee payroll	9.28%	6.87%

**Schedule of Investment Returns**

	<u>2018</u>	<u>2017</u>
Annual money weighted rate of return, net of investment expense	Unavailable	Unavailable

*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 2017/2018. Michael White remained the Chairman, and Chris Wakeman the Vice Chairperson. For the first time in several years, all 7 positions were filled, with a range of experience (Joe Callahan) to relative youth (Phil McManus). The seven committee members buckled down and the results were quite heartening, as the newer members stepped up to fulfill the work requirements.

Going forward, the mixture of new blood and experienced members make up a committee which would tries 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 FY2019 (July 1, 2018 – June 30, 2019) of \$34,169,867 was presented at the May, 2018, Town Meeting and easily passed. The FinCom was pleased that the increase in tax to average households was, when considering FY18 overrides passed the prior Town Meeting, 4.6%. Free cash was certified in the fall of 2018 at \$3,525,824 another 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 did not have to consider overrides from the Elementary Schools or from Masconomet, as has been the case for quite a few years. The FinCom continued to be heartened during the fiscal year by the extensive work done by the Municipal Facilities Task Force, with Peter Bernardin ably representing the FinCom in this important endeavor. Given the timing of writing this report for the 2018 Annual Report, the FinCom voted, in Fall 2018, unanimously in favor of their Final Report of the Municipal Facilities Task Force. To the chagrin of the Finance Committee, the Special Town meeting in October, 2018, did not reach the needed 2/3 vote. Roughly three hundred citizens (out of 6,000 registered voters) were enough to stop this initiative. Thus, our DPW, Library, Council of Aging continue to be, at best, third rate. Given that Boxford's per capita income is the tenth highest in the Commonwealth, it is difficult to fathom how we have come to this situation. But such is the case.

Over the last 8 years, the Town has not embarked on any major (multi million) facility projects, aside from the new roof, etc., for Spofford Pond School. And will probably not do so for at least another year or two...if then. Because of this, our annual bond payments have dropped dramatically. The drop-in bond payments have shielded the average taxpayer from even greater tax increases that have occurred. School budgets (approximately 70% of our overall budget) have increased significantly faster than taxes!! With the upcoming choices of major facility maintenance and updating (Masconomet's approaching 20 years old), and the still needed construction/refurbishment/relocation of the Community Center, DPW facility, and Library/Town Hall, the town will have some difficult decisions to make.

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 be concern, but is being addressed by significant yearly payments, which have increased the past several years.

In sum, 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. However, major costs loom in our future as needed facilities continue to deteriorate and become outmoded, even given the significant amount of maintenance funds being expended.

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## BOARD OF ASSESSORS

Boxford's Fiscal Year 2019 total property valuation of \$1,823,526,949 includes \$14,046,101 in new growth that occurred during this past fiscal year, which is a decrease of \$1,581,058 over the prior year. This year's growth is made up of a combination of new construction, additions, and miscellaneous building improvements.

New home construction continues to be a major contributor of new growth. The number of new home permits has remained steady for Fiscal Year 2018 when compared to Fiscal Year 2017.

Fiscal Year	New Home Permits
2007	4
2008	5
2009	3
2010	3
2011	2
2012	4
2013	4
2014	7
2015	7
2016	12
2017	8
2018	8

After a review of home sales that occurred during 2017, the Board determined that property valuations increased approximately 3% 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 2019 is \$643,000, an increase from the Fiscal Year 2018 average residential property assessment of \$623,000. The 2019 tax rate was set at \$16.28 per thousand of assessed value, a slight increase of about half a percent. A total of 3,063 real and personal property tax bills were issued for Fiscal Year 2019.

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 97 percent of all properties.

The assessors recognize that the requirement to follow specific state revaluation regulations when determining property valuations 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 2018 (prior year), of the 3,060 real and personal property tax bills that were issued, only 12 resulted in abatement filings. The percentage of abatement filings was less than half of a percent. Approved abatements resulted in 10 valuation changes and a \$9,777

reduction in taxes. The Board granted 50 personal exemptions totaling \$116,562 in reduced taxes to qualified homeowners based on age, financial condition, blindness or veteran's service-connected disability. The Board also granted 20 Community Preservation Surcharge abatements due to age and financial status, which totaled a \$3,275 reduction in taxes. An additional \$24,507 was abated due to the Senior Tax Work-Off Program.

Auto excise taxes resulted in approximately \$1,246,645 in income to the town from over 7,900 vehicles. Vehicle owners should be aware that in order to receive an abatement, the vehicle must be disposed of (i.e. sold, traded, junked, etc.) as well as the plates being cancelled or transferred to another vehicle.

Data collection and maintenance of current and accurate property 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 accepted the resignation of Alexander Leighton Williams, who no longer resides in Boxford. Alex served as a member of the Board of Assessors since 2016. The Board thanks Alex for his contribution and dedication and wishes him well in his future endeavors.

The Board welcomed new member Kerrie Myers in May. Kerrie is a long time Boxford resident. As a licensed realtor in Massachusetts and New Hampshire, her experience and knowledge of the real estate market will no doubt prove to be a valuable addition to the Board. The Board looks forward to working with her.

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  
Kerrie Myers



## **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 \$14,264,327 held by the town on June 30, 2018. 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 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 2018, \$350,000 was appropriated in the budget passed by Town Meeting. The fund balance of \$2,182,433 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 \$173,023; the annualized rate of return for FY 2018 was 10 %.

The town's General Fund cash balance of \$8.174M on 6/30/18 is \$503K greater than at the end of the previous fiscal year. Increasing interest rates yielded earnings of \$115K, nearly double that of FY 2017. At year end, 86% of invested general funds were earning in excess of 2%.

Earnings exceeded those of the previous fiscal year for Trust and Community Preservation Funds. Market values of both accounts were nearly even with book values as losses in values of bond positions erased nearly all the gains in the equity portions of the portfolios. Detailed account statements, reports and analyses are available for review in the Office of the Treasurer. Interim Investment reports will be provided as of 10/31/18 and 2/28/19.

The Report of Trust, Gift and Restricted Funds provides account activity by fund for Fiscal Year 2018.

Report on Outstanding Debt as of 6/30/18 is also included for your review.

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

**Town of Boxford  
Report on Investments  
Year Ended 6/30/18**

<u>Depository Institution</u>	<u>Purpose</u>	<u>Balance</u> <u>6/30/18</u>	<u>FY 2018</u> <u>Earnings</u>	<u>Rate of</u> <u>Return</u> <u>6/30/18</u>	<u>% of</u> <u>G/F Cash</u>	<u>Investment Policy Guideline/</u> <u>Collateralization</u>
<b>General Fund (Short Term):</b>						
Cash on Hand	Petty Cash/COA Advance Fund	\$ 2,525	\$ -	0.00%	0.0%	Minimum required; properly secured
Institution for Savings	Depository	\$ (194,375)	\$ 3,889	0.50%	-2.4%	FDIC and DIF
Institution for Savings	Money Market	\$ 2,832,772	\$ 60,523	2.25%	34.7%	FDIC and DIF
Institution for Savings	Escrow Checking	\$ 5,607	\$ 31	0.50%	0.1%	FDIC and DIF
Institution for Savings	School Lunch	\$ 59,611	\$ 382	0.50%	0.7%	FDIC and DIF
Institution for Savings	Student Activity--Cole	\$ 22,997	\$ 59	0.25%	0.3%	FDIC and DIF
Institution for Savings	Student Activity-Spofford Pond	\$ 8,227	\$ 29	0.25%	0.1%	FDIC and DIF
Unibank	State Aid/Grant Receipts	\$ 203,506	\$ 1,096	0.50%	2.5%	FDIC and DIF
Unibank	On-line Tax Collections	\$ 4,375	\$ 298	0.25%	0.1%	FDIC and DIF
Unibank	Fire Department	\$ 6,261	\$ 23	0.25%	0.1%	FDIC and DIF
Unibank	Town Clerk	\$ 9,184	\$ 11	0.25%	0.1%	FDIC and DIF
Unibank	Donations	\$ 51	\$ 0	0.23%	0.0%	FDIC and DIF
Century Bank	Municipal Money Market	\$ 112,938	\$ 728	1.00%	1.4%	FDIC
Century Bank	Tax Payment Lockbox	\$ 6,971	\$ 279	0.10%	0.1%	FDIC
East Boston Savings Bank	Money Market	\$ 509,469	\$ 7,400	1.91%	6.2%	FDIC and DIF
Mass Municpl Depository Trust	State Investment Pool	\$ 4,195,960	\$ 29,557	2.11%	51.3%	G.L. Ch. 29, Sec. 38A
Belmont Savings Bank	Municipal Money Market	\$ 264,923	\$ 3,569	1.75%	3.2%	FDIC and DIF
Eastern Bank	Municipal Money Market	\$ 120,159	\$ 1,604	0.75%	1.5%	FDIC
Pentucket Bank	Certificate of Deposit & MM	\$ -	\$ 3,395	1.26%	0.0%	FDIC
Commonwealth Financial	Certificates of Deposit/MM	\$ 2,402	\$ 1,636	1.55%	0.0%	FDIC & SIPIC ins. @ various banks
<b>Total General Fund</b>		<b>\$ 8,173,564</b>	<b>\$ 114,508</b>		<b>100%</b>	
<b>Trust Funds (Long Term):</b>						
Commonwealth Financial	Trust Funds	\$ 1,264,956	\$ 24,999	1.68%		G.L. Ch. 44, Sec. 54
Commonwealth Financial	Community Preservation Fund	\$ 2,612,012	\$ 53,632	1.93%		G.L. Ch. 44, Sec. 54
STBTF @ PRIT	OPEB Fund	\$ 2,182,433	\$ 173,023	10.00%		G.L. Ch. 32, Sec. 23(2A)
<b>Developer's Performance Bonds:</b>						
TD Bank	Reddington Ridge	\$ 27,968	\$ 14	0.05%		G.L. Ch. 41, Sec. 81U
Eastern Bank	Burning Bush	\$ 3,395	\$ 22	0.76%		G.L. Ch. 41, Sec. 81U
<b>Total Cash</b>		<b>\$ 14,264,327</b>	<b>\$ 366,198</b>			

**Town of Boxford**  
**Changes in Cash and Earnings**  
**FY 2017 - 2018**

	<u>Fiscal Year Ended 6/30/17</u>		<u>Fiscal Year Ended 6/30/18</u>	
	<u>Cash Balance</u>	<u>Earnings</u>	<u>Cash Balance</u>	<u>Earnings</u>
General Fund	\$ 7,670,228	\$ 59,232	\$ 8,173,563	\$ 114,508
Community Preservation Fund	\$ 2,193,079	\$ 34,297	\$ 2,612,012	\$ 53,632
Trust Funds	\$ 1,214,461	\$ 21,287	\$ 1,264,956	\$ 24,999
OPEB Trust Fund	\$ 1,659,410	\$ 187,870	\$ 2,182,433	\$ 173,023
Performance Bonds	\$ 31,327	\$ 23	\$ 31,363	\$ 36
<b>Totals</b>	<b>\$ 12,768,505</b>	<b>\$ 302,709</b>	<b>\$ 14,264,327</b>	<b>\$ 366,198</b>

**Analysis of significant changes in cash balance and earnings:**

--The year over year increase of \$500,000 in G/F Cash balance due to unspent borrowing for Spofford Pond School Roof & Window Project.

--93% increase in G/F earnings due to increased interest rates and more active movement of funds into higher yielding accounts.

--C.P. Fund balance is once again increasing from draw down to fund Boxford Common athletic field. \$400,000 of borrowed funds remain unspent.

54% increase in C.P. earnings due primarily to higher average invested balances and higher yields offset by lower yields to maintain liquidity of remaining Boxford Common funds.

--\$50K increase in Trust Fund due to accumulation of donations in Barker Fund to partially fund Spofford Pond School Playground..

--17% increase in Trust Fund earnings due to increasing account yields.

--OPEB Investments managed by Massachusetts PRIM Board; FY2018 contribution: \$350,000; annual return was 10%.

	<u>Book Value</u>	<u>Market Value</u>	<u>inc./(dec.)</u>	<u>% inc./(dec)</u>	
Community Pres Fund 6-30-17	\$ 2,193,464	\$ 2,302,658	\$ 109,194	5.0%	Market values of both Trust and Community Preservation Fund accounts are slightly over book value as of 6-30-18. The variances are less than they were the previous year. Although each portfolio shows gains in the values of the equity positions, they are nearly offset by the loss in value of the fixed income positions due to the rising interest rate environment.
Community Pres Fund 6-30-18	\$ 2,612,012	\$ 2,629,335	\$ 17,323	0.7%	
Trust Funds 6-30-17	\$ 1,217,044	\$ 1,261,313	\$ 44,269	3.6%	
Trust Funds 6-30-18	\$ 1,264,956	\$ 1,265,173	\$ 217	0.0%	

**OFFICE OF THE TREASURER/COLLECTOR OF TAXES  
REPORT OF OUTSTANDING DEBT  
FISCAL YEAR 2018, ENDED JUNE 30, 2018**

Outstanding debts as of June 30, 2018 were as follows:

<b><u>Purpose</u></b>	<b><u>Principal Balance June 30, 2017</u></b>	<b><u>Rate of interest payable through remaining term</u></b>	<b><u>Year of Issue</u></b>	<b><u>Year Callable</u></b>	<b><u>Year of Maturity</u></b>
<b><u>Short-term (Bond Anticipation Notes)</u></b>					
Boxford Common Athletic Fields	\$ 1,250,000.00	2.00%	2018	N/A	2019
Spofford Pond School Roof & Windows	\$ 2,500,000.00	2.00% - 2.25%	2018	N/A	2019
<b>Total Outstanding Principal--B.A.N.s</b>	<b>\$ 3,750,000.00</b>				

**Long-term (Bonds):**

Police Station Construction	\$ 430,000	3%	2012	N/A	2020
Mass Clean Water Trust Title V Repair Loans	19,005	0%	2001	N/A	2021
Municipal Purpose Loan # 1 (see below)	1,830,000	2.00% - 3.00%	2012	N/A	2022
Municipal Purpose Loan # 2 (see below)	1,575,000	4.00% - 4.75%	2008	2018	2027
Municipal Purpose Loan # 3 (see below)	860,000	2.00% - 4.00%	2015	N/A	2025
Municipal Purpose Loan # 4 (see below)	1,030,000	2.00% - 2.25%	2012	2023	2027
<b>Total Outstanding Principal--Bonds</b>	<b>\$ 5,744,005</b>				

**Municipal Purpose Loan # 1**

Town Hall Construction	\$ 1,035,000
Wunnegan Land Acquisition	750,000
Spofford Road Drainage	45,000
<b>Total Loan # 1</b>	<b>1,830,000</b>

**Municipal Purpose Loan # 2**

Haynes II Land Acquisition	\$ 900,000
Lincoln Hall Renovation	315,000
Anvil Farm Land Acquisition	360,000
<b>Total Loan # 2</b>	<b>\$ 1,575,000</b>

**Municipal Purpose Loan # 3**

Nason Land Acquisition	\$ 68,800
Library Design	73,000
Fire Station Tight Tanks and Drains	81,600
Aaron Wood School Rehabilitation	636,600
<b>Total Loan # 3</b>	<b>\$ 860,000</b>

**Municipal Purpose Loan # 4**

Fire Truck	\$ 305,000
Sp. School Water System	280,000
Sp. School HVAC System	230,000
DPW Dump Truck	100,000
Colby Land Acquisition	115,000
<b>Total Loan # 4</b>	<b>\$ 1,030,000</b>

**TOWN OF BOXFORD**  
**TRUST, GIFT AND RESTRICTED FUNDS**  
Fiscal Year Ended 6/30/18

<b>FUND</b>	<b>FUND NAME</b>	<b>RESPONSIBLE</b>	<b>BALANCE</b>	<b>FY 2018</b>	<b>FY 2018</b>	<b>FY 2018</b>	<b>G/L BALANCE</b>
<b>#</b>	<b>RESTRICTED FUNDS:</b>	<b>BOARD</b>	<b>7/1/2017</b>	<b>RECEIPTS</b>	<b>PAYMENTS</b>	<b>INTEREST</b>	<b>6/30/2018</b>
8078	Arts Cultural Council	Arts Council	\$ 6,427.08	\$ 4,500.00	\$ 4,299.00	\$ 124.96	\$ 6,753.04
8079	Unemployment Fund	Selectmen	\$ 36,359.10	\$ -	\$ -	\$ 730.94	\$ 37,090.04
2020	S.P.E.D. Stabilization Fund	Town Meeting	\$ 145,003.50	\$ -	\$ -	\$ 2,915.02	\$ 147,918.52
8083	Stabilization Fund	Town Meeting	\$ 809,306.57	\$ -	\$ -	\$ 16,269.49	\$ 825,576.06
8084	Conservation Fund	Conservation Comm	\$ 5,175.04	\$ -	\$ -	\$ 104.02	\$ 5,279.06
8085	Insurance Fund	Commission	\$ 51,815.33	\$ -	\$ -	\$ 1,041.63	\$ 52,856.96
	<b>ConsCom Development Deposits :</b>						
2301	Walker DEP # 114-762	Conservation Comm	\$ 2,187.91	\$ -	\$ -	\$ 43.98	\$ 2,231.89
2302	M. Hill DEP # 114-750	Conservation Comm	\$ 1,041.12	\$ -	\$ -	\$ 20.93	\$ 1,062.05
2306	Wildmeadow DEP # 114-1037	Conservation Comm	\$ 162.07	\$ -	\$ -	\$ 3.24	\$ 165.31
2315	Pine Ridge: Construction	Conservation Comm	\$ 1,689.22	\$ -	\$ -	\$ 33.96	\$ 1,723.18
2317	599 Main Street	Conservation Comm	\$ -	\$ 750.00	\$ 742.50	\$ 3.71	\$ 11.21
2318	128 Main Street - ZBA	Building Inspector	\$ -	\$ 10,000.00	\$ 10,156.27	\$ 156.27	\$ (0.00)
2218	57A Deer Run DEP #114-1152	Conservation Comm	\$ 5,083.93		\$ 5,092.10	\$ 8.17	\$ (0.00)
	<b>Consultants' Fees: Planning Board</b>						
2200	Consultants: Village Estates	Planning Board	\$ 267.06	\$ -	\$ -	\$ 5.36	\$ 272.42
2202	Consultants: Aldershot Estate	Planning Board	\$ 2,692.89	\$ -	\$ -	\$ 54.14	\$ 2,747.03
2203	Consultants: Lauren Woods	Planning Board	\$ 6,635.11	\$ -	\$ -	\$ 133.40	\$ 6,768.51
2204	Consultants: Johnsons Pond	Planning Board	\$ 99.89	\$ -	\$ -	\$ 2.02	\$ 101.91
2205	Consultants: Spofford Road	Planning Board	\$ 343.37	\$ -	\$ -	\$ 6.91	\$ 350.28
2212	Consultants: Weathered Walls	Planning Board	\$ 37.36	\$ -	\$ -	\$ 0.76	\$ 38.12
2308	Consultants: Willowdale/Decoulos Parcel A	Planning Board	\$ 718.69	\$ -	\$ -	\$ 14.44	\$ 733.13
2213	Consultants: Budnick Development	Planning Board	\$ 1,352.97	\$ -	\$ -	\$ 27.21	\$ 1,380.18
	<b>Restricted Funds Sub-Total</b>		<b>\$ 1,076,398.21</b>	<b>\$ 15,250.00</b>	<b>\$ 20,289.87</b>	<b>\$ 21,700.56</b>	<b>\$ 1,093,058.90</b>
	<b>TRUST FUNDS:</b>						
8214	Emma S. Cote Library Fund--Expendable	Library	\$ 57.43	\$ -	\$ -	\$ 21.25	\$ 78.68
8219	Emma S. Cote Library Fund--Non-Expend.	Library	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00
8231	Barker Trust Fund	Elementary School	\$ 19,343.32	\$ 36,640.00	\$ 3,856.25	\$ 789.89	\$ 52,916.96
8401	Town School Fund--Non-Expendable	Commission	\$ 4,000.00	\$ -	\$ -	\$ -	\$ 4,000.00
8422	Town School Fund--Expendable	Commission	\$ 9,081.23	\$ -	\$ -	\$ 262.97	\$ 9,344.20
8423	Tri-Centennial Memorial Park Fund	Commission	\$ 16,104.50	\$ -	\$ -	\$ 323.75	\$ 16,428.25
8424	Michelle Wilson Fund--Expendable	Commission	\$ 8,776.07	\$ -	\$ -	\$ 176.42	\$ 8,952.49
8425	COA Memorial Van Fund	Commission	\$ 17,132.97	\$ -	\$ -	\$ 344.45	\$ 17,477.42
8426	Ackerman Playground Maintenance Fund	Commission	\$ -	\$ 4,691.30	\$ 4,750.16	\$ 58.86	\$ 0.00
	<b>Trust Funds Sub-total</b>		<b>\$ 75,495.52</b>	<b>\$ 41,331.30</b>	<b>\$ 8,606.41</b>	<b>\$ 1,977.59</b>	<b>\$ 110,198.00</b>
	<b>PRIVATE PURPOSE FUNDS</b>						
8221	Scholarship Fund	Scholarship Comm.	\$ 44.53	\$ -	\$ -	\$ 0.88	\$ 45.41
8222	Education Fund	Scholarship Comm.	\$ 1,934.46	\$ -	\$ -	\$ 38.89	\$ 1,973.35
8232	Griffin Fund--Expendable	Elementary School	\$ 109.01	\$ -	\$ 200.00	\$ 153.00	\$ 62.01
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	\$ 15,448.71	\$ -	\$ -	\$ 310.56	\$ 15,759.27
8412	Perley Parkhurst Cole Fund	Commission	\$ 21,673.46	\$ 13,736.07	\$ 15,726.00	\$ 499.11	\$ 20,182.64
8413	Sarah Perley Trust Fund--Expendable	Commission	\$ 5,951.21	\$ -	\$ -	\$ 220.20	\$ 6,171.41
8414	Curtis Killam Burial Fund	Commission	\$ 4,906.30	\$ -	\$ -	\$ 98.58	\$ 5,004.88
	<b>Private Purpose Funds Sub-total</b>		<b>\$ 62,567.68</b>	<b>\$ 13,736.07</b>	<b>\$ 15,926.00</b>	<b>\$ 1,321.22</b>	<b>\$ 61,698.97</b>
	<b>TOTAL FUNDS</b>		<b>\$ 1,214,461.41</b>	<b>\$ 70,317.37</b>	<b>\$ 44,822.28</b>	<b>\$ 24,999.37</b>	<b>\$ 1,264,955.87</b>

## 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. Beginning in the 2018 award period, the Commissioners of Trust Funds increased the amount of the Masconomet Scholarships from \$1,000 each to \$1,500 each.

While there are several funds under the purview of the Board of Commissioners of Trust Funds, the most active fund is the Perley Parkhurst Cole Memorial Trust Fund. Guidelines for applying are included with this report.

Scholarships, awards, and/or grants disbursed this past year totaled \$14,626.00:

### **Fund 8412: Perley Parkhurst Cole Memorial Trust Fund**

<b>Awarded To: Amount:</b>	<b>Scholarship/Award</b>
Masconomet Scholarship Foundation (two \$1,500 scholarships)	\$3,000.00
Conor Fowler	\$2,000.00
Aidan Fowler	\$2,000.00
Andraya Ferraro	\$2,000.00
Grace Kelly	\$2,000.00
Cub Scout Pack 41 Boxford	\$2,066.00
Explorer Post 911 Boxford	\$1,560.00
Total funds awarded 2018:	<b>\$14,626.00</b>

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 February 28th 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 February 28, 2019. (See Page 2)**  
Requests received after February 28, 2019 will not be accepted, but will be considered for the next award period, providing the request is not withdrawn before the following year, February 28th.
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 February 28, 2019 directly to:**

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

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

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

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



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

### **GUIDELINES OF ORGANIZATIONS AND SCOUT TROOPS**

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

Leader's name, address and telephone number

Number of Scouts in troop

Number of non-Boxford resident scouts

Specific request for funds: include amount requested, detail of equipment, activity, reason, etc. and date by which funds are needed.

2. Scout Troops are requested to apply individually.

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

**Commissioner of Trust Funds  
Boxford Town Hall  
7A Spofford Road  
Boxford, MA 01921**

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

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



# PUBLIC SAFETY

COMMUNICATIONS

POLICE

FIRE

ANIMAL CONTROL



## COMMUNICATIONS DEPARTMENT

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

### 911:

For more information on the 911 system in Massachusetts please visit the State 911 Department website at <https://www.mass.gov/orgs/state-911-department> .

In September the Boxford Communications Department started receiving WIRELESS DIRECT 911 Calls. This means that if a 911 call is made from a cell phone and can be located thru the cellular data system at an address within the Town of Boxford the call will be routed to Boxford first as opposed to one of 3 State wireless call centers first. This will save time on emergency responses and eliminate the need to for a wireless center to secondarily transfer the 911 call to Boxford. As of February 2019, most communities within the Commonwealth have adopted Wireless Direct.

TEXT TO 911 is now available throughout the Commonwealth as of December 14, 2018.

When a citizen sends a text message to 9-1-1, it will be routed to an emergency call center based on the location information provided by the carrier. Currently the location information received from the cell carrier may not be as precise as a voice call to 911. For this reason, when a citizen sends a Text-to-9-1-1, they should make every effort to text the town name, address or location that they are located in.

When Should I Use Text-to-911? Texting should only be used during an emergency when you are unable to make a voice call to 911. Making a voice call is the most efficient way to get access to emergency services. Text-to-911 will be useful for citizens who are deaf, hard of hearing, or speech impaired. Text-to-911 eliminates the need to use ancillary Teletypewriter (TTY) equipment, or third-party services to access 911.

How Do I Reach Text-to-911? When using a texting app on a device, type the numbers “911” into the “To” or “Recipient” field.

What Information Should I Give Text-to-911? You should make every effort to text the following:

- what is happening (nature of the incident);
- location including the address/location and town name;
- any additional details about the location you can provide such as landmarks, cross streets, nearby business names, apartment number, floor, room or suite numbers, or any details that may be helpful in locating you.

What Happens Next? The 911 professional in the emergency call center will ask you many questions, will assist in sending first responders to the location you identify, and may provide instructions on things for you to do.

Why Didn't My Text Go Through? Messages sent to Text-to-911 may not be received. If you attempt to send a Text-to-911 where the service is not available, wireless carriers provide an automatic "bounce-back" message. Bounce-back messages are intended to minimize the risk that you mistakenly believe that your text was sent and received by an emergency call center. As part of the bounce-back message, you will be advised to contact emergency services by another means.

Text-to-911 is currently available throughout the Commonwealth. However, across the country, Text-to-911 may only be in certain locations. Whenever possible, you should always make a voice call to 911 during an emergency.

Are There Any Text-to-911 Limitations I Should Know About? Text-to-911 uses native texting technology called Short Message Service (SMS). Therefore, you must have a text or data plan on your mobile device to Text-to-9-1-1 and you should avoid sending:

- multi-media such as pictures, videos and emoticons;
- a message to more than one person as a recipient;
- messages exceeding the 160-character limit, as the messages will be broken and may be delivered out of order.

Text-to-9-1-1 rules do not apply to the following: third party texting applications (apps) on mobile devices that do not support texting to and from U.S. phone numbers, apps that only support texting with other app users, or texting through social media. This can include message services over WiFi networks, where a text or data plan is not required.

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.

#### 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, this year, Town Meeting approved the replacement of the Police and Fire Receiver's located at the Masconomet Regional High School. Town Meeting also approved funds for the equipment needed to interface with the new site to site Verizon fiber circuits. The new fiber lines and equipment provide a much cleaner and reliable circuit than the previous copper lines.

#### 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 2018 we used this system 34 times to send out emergency or area specific messages.

#### 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. You can also download the National Grid app on your smart device from which you can report and view outages.

#### 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. If you are interested in connecting your home alarm system directly to us you can reach out to myself or L.W. Bills Co. of Georgetown who maintains the equipment at the Communications Center. 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.

Significant Events:

The March storms brought significant challenges when the town was faced with major power outages and closed roads.

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. In September we said goodbye to Dispatcher Jarred Kohler who left to become a full-time dispatcher in Marblehead. We wish Jarred all the best! In August Tim Gorman started training with us and completed his Dispatcher training in December. In October, Dispatcher Ron Dole celebrated 20 years of service to the Town of Boxford – Congratulations Ron!

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), Tim Gorman (2018), 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



## 2018 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	85	55	57	86	67	98	97	82	57	61	44	56	845
	OUT	47	32	41	44	42	54	43	36	37	32	32	32	472
Ambulance	IN	7	4	3	1	3	9	2	3	9	2	9	2	54
	OUT	47	42	41	38	58	56	48	38	56	64	53	38	579
Communication	IN	98	78	311	113	116	103	152	103	301	229	134	184	1922
	OUT	13	2	46	15	8	11	17	12	18	18	13	29	202
DPW	IN	27	14	63	11	15	16	17	11	17	12	9	10	222
	OUT	52	26	50	19	22	20	29	33	20	26	26	24	347
Fire	IN	146	161	275	726	152	120	125	128	149	133	118	98	2331
	OUT	20	16	27	26	27	18	24	21	30	16	25	7	257
Alarm Panel	KEL	32	13	78	36	39	26	39	50	36	30	48	51	478
Police	IN	829	802	1551	869	1127	1020	1001	1020	855	912	837	692	11515
	OUT	122	98	199	100	142	119	123	81	82	116	166	105	1453
Wrecker	IN	2	2	2	2	1	2	1	0	1	1	0	1	15
	OUT	26	9	15	14	10	12	7	7	10	8	21	13	152
Walk-in	IN	332	249	457	366	365	368	338	365	353	355	349	292	4189
<b>TOTAL 2018</b>		1885	1603	3216	2466	2194	2052	2063	1990	2031	2015	1884	1634	25033
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

### Radio Transmissions by month (all Departments)

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
<b>2018</b>	<b>3460</b>	2694	<b>3750</b>	2999	3634	3443	<b>3846</b>	3045	3198	3248	3374	<b>3896</b>	40587
2017	3010	2715	3247	3201	3451	<b>3979</b>	3376	<b>3798</b>	3150	<b>4074</b>	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	<b>3421</b>	3117	2913	2625	37642
2013	3439	2900	3335	3403	3492	3031	3281	3260	3331	3467	<b>3419</b>	3320	39678
2012	3112	<b>3440</b>	3667	<b>3754</b>	<b>3907</b>	3723	3491	3422	3238	3864	3139	3562	<b>42319</b>

## **BOXFORD POLICE DEPARTMENT**

The Boxford Police Department had another productive year in 2018. The most significant stat in our year end statistics is that the Town of Boxford had zero house breaks for the calendar year. This is the first time in my almost twenty-nine year history with the Boxford Police Department that I can recall a house break free year.

In April of 2018 we conducted our third annual Active Shooter Training at Masconomet High School. This training consisted of the Boxford, Topsfield, and Middleton Police and Fire Departments, State Police Stop Team, State Police A-Troop Patrols, State Police Air Wing and Essex County Sheriff's Department along with observers from the community and representatives from CopSync School Security Services. Altogether we had approximately one hundred participants in the training drill.

Masconomet School Resource Officer: Starting in the fall of the 2018-2019 school year the Boxford Police Department increased the number of days we have an officer at Masconomet to an average of four days a week. This was done through reworking the officers scheduled shift assignments without the need to request an additional officer for the department.

The Boxford, Topsfield, and Middleton Police Departments along with the Tri Town School Union worked collaboratively to institute the A.L.I.C.E. model of school safety in all the Tri Town elementary schools.

In November of 2018 the Boxford Police Department reinstituted the Traffic Car which had lapsed for a number of years due to staffing issues. Officer Decoff has done an excellent job. The Traffic Car has also taken on the responsibility of monitoring school bus routes on a regular basis to watch for aggressive drivers while busses are stopped discharging students.

Officer Brooke Lindley completed her DARE training in the fall of 2018 and is planning to reinstitute the DARE Program at the Spofford Pond School during the spring of the 2018-2019 school year.

Chief James B. Riter

# Boxford Police Department

## Incidents by Type

Printed: 4/29/2019 11:09 am

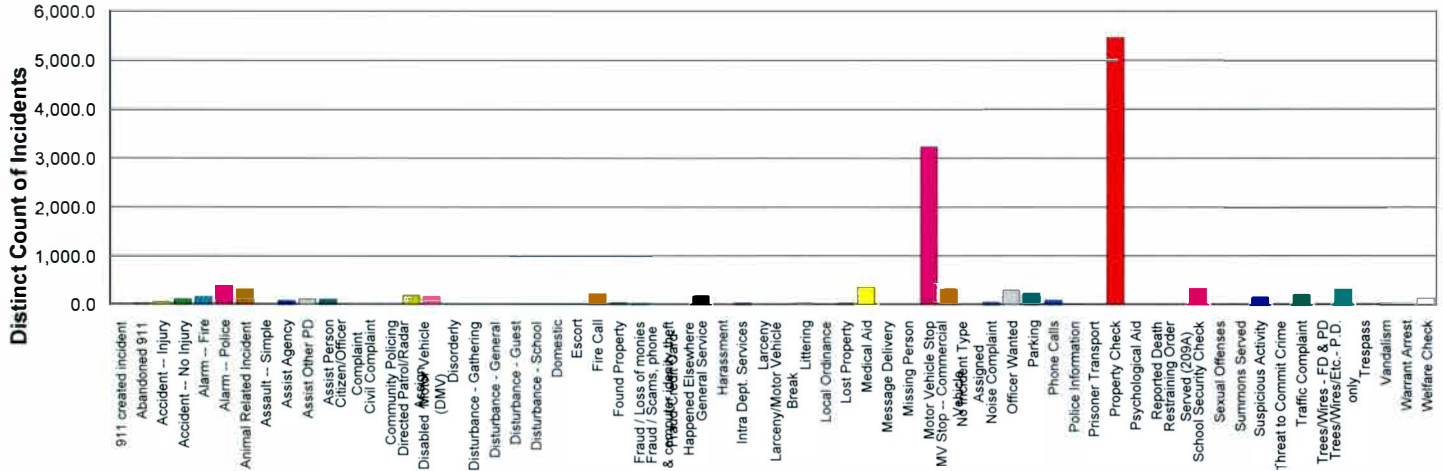
From Date:01/01/2018 to:12/31/2018

Jurisdiction: Boxford

Department: Police Department

### Distinct Count of Incidents by Type

For Department: Police Department



911 created incident :	1
Abandoned 911 :	21
Accident -- Injury :	51
Accident -- No Injury :	108
Alarm -- Fire :	157
Alarm -- Police :	398
Animal Related Incident :	316
Assault -- Simple :	1
Assist Agency :	73
Assist Other PD :	108
Assist Person :	104
Citizen/Officer Complaint :	1
Civil Complaint :	14
Community Policing :	1
Directed Patrol/Radar Assign :	201
Disabled Motor Vehicle (DMV) :	180
Disorderly :	1
Disturbance - Gathering :	1
Disturbance - General :	1
Disturbance - Guest :	2
Disturbance - School :	1
Domestic :	10
Escort :	3
Fire Call :	237
Found Property :	39
Fraud / Loss of monies :	24
Fraud / Scams, phone & computer identity theft :	16
Fraud-Credit Card- Happened Elsewhere :	2
General Service :	190

# Boxford Police Department

## Incidents by Type

Printed: 4/29/2019 11:09 am

From Date:01/01/2018 to:12/31/2018

**Jurisdiction: Boxford**

**Department: Police Department**

Harassment :	7
Intra Dept. Services :	27
Larceny :	16
Larceny/Motor Vehicle Break :	3
Littering :	29
Local Ordinance :	15
Lost Property :	32
Medical Aid :	357
Message Delivery :	1
Missing Person :	10
Motor Vehicle Stop :	3,235
MV Stop -- Commercial Vehicle :	318
No Incident Type Assigned :	17
Noise Complaint :	51
Officer Wanted :	299
Parking :	240
Phone Calls :	87
Police Information :	3
Prisoner Transport :	17
Property Check :	5,465
Psychological Aid :	7
Reported Death :	2
Restraining Order Served (209A) :	7
School Security Check :	343
Sexual Offenses :	2
Summons Served :	8
Suspicious Activity :	170
Threat to Commit Crime :	2
Traffic Complaint :	218
Trees/Wires - FD & PD :	1
Trees/Wires/Etc.- P.D. only :	328
Trespass :	2
Vandalism :	22
Warrant Arrest :	8
Welfare Check :	138
Department: Police Department :	13,749
Jurisdiction: Boxford :	13,749
Total Incidents :	13,749

## **BOXFORD FIRE DEPARTMENT**

The Boxford Fire Department had another active year in 2018. Your fire department responded to 890 emergency calls. The majority of the fire department emergency calls were for medical aid and motor vehicle accidents. See year-end statistics.

There were a significant number of major motor vehicle accidents on route 95 requiring extrication and transport of multiple patients. In addition, the Boxford Fire Department had 3 engine crews working throughout the night in North Andover during the natural gas explosions and fires in September (see below).

### **Gas Explosions: Andover, North Andover and Lawrence**

On September 13, 2018 the Boxford Fire Department sent Car 1, Engine 2, Engine 4 and Engine 1 to North Andover due to the Merrimac Valley gas explosion disaster.

Initial dispatch was for Car 1 and Engine 2 to respond to North Andover for reports of several fires throughout their town. Car 1 and Engine 2 were sent to different fires upon entering North Andover. It was immediately clear that the magnitude of the situation was unique and unprecedented. As Chief, I authorized Engine 1 and Engine 4 to respond to North Andover to assist with other fires.

On this historic day, the Boxford Fire Department sent 4 vehicles out of Town with 13 firefighters. In addition, Deputy Madden was able to organize an additional 13 firefighters to staff East and West Station to ensure that our own community was protected. Atlantic Ambulance also sent a unit to cover the Town.

Our crews worked tirelessly throughout the night battling several fires and responding to other calls as well. I monitored Boxford fire crew's though-out the night and am proud of Boxford's Fire crew's response, professionalism and stamina during this event; coming to the aid of our neighboring town to contain and mitigate this extraordinary disaster.

### **Route 95 Crossover Motor Vehicle Crashes**

Cars crossing over the median on route 95 have risen in the last few years resulting in a number of fatalities. Because of this the Boxford Fire Department, myself and Lieutenant Soltys, are working with the Mass Department of Transportation and other public safety agencies, including the Boxford Police Department, to explore the possibility of accelerating the start of an extension of barrier wires in the median to cover more of the area from Exit 51 through exit 53 to prevent these deadly occurrences. The extension is planned for 2021. We would like to see this extension started sooner to help prevent future fatalities.

### Department Overview:

The Boxford Fire Department is a combination career/call fire department responding to calls 24 hours a day 7 days a week. Five career firefighters work Monday thru Friday 7am – 5pm and respond via pager to off-duty calls. The remainder of the department consists of 40 call firefighters who respond via a pager system when requested.

The members train 2 hours on Monday nights throughout the year to maintain their skills and knowledge. Several members attend outside training such as EMT courses or certification programs via the Massachusetts Fire Academy. I am proud of the hard work each member dedicates to the Town.

### Career Firefighters

Firefighter David Blake graduated from the Career Massachusetts Fire Fighting Academy and is now Pro Board-Certified Firefighter I/II. In addition, he received his Haz-Mat Operations Level certification. Firefighter Kaitlyn Colangelo became certified as an Ice Rescue Technician and a Fire Prevention Officer I. Firefighter Tyler Brown received his Fire Officer I & II certification and was certified as an Ice Rescue Technician. Finally, Lt. Michael Soltys successfully completed the following: Executive Leadership Skill Seminar, Advanced Incident Command Seminar and Advanced Pumps and Hydraulics course.

### Call Firefighters

In 2018 Boxford Fire Department added nine firefighters, six of which are new firefighter recruits. The new recruits completed an eight-week in-house training program consisting of basic firefighting and basic medical aid.

Firefighters Collen Cincotta, Matt Denomey and Rob Sterner are responding out of East Station. Firefighters Anthony Micalizzi, Hannah Lily and Owen Jones respond out of West Station. In addition to the new recruits, firefighters Mira Clark and Rich Lucius rejoined the department and Dennis Pyburn joined from Manchester by The Sea FD. Firefighters Clark, Lucius and Pyburn are also paramedics and respond out of West.

New call firefighters Matt Denomey, Anthony Micalizzi, Rob Sterner and existing call firefighter Ben Madden began attending the Massachusetts Call/Vol. Fire Academy. This is a 5-month firefighting training program. Participants attend 2 nights per week and every Saturday. Upon graduation these attendees will have been trained in the latest firefighting and auto extrication techniques and will be Pro-Board-Certified Firefighter I/II.

### Retirements & Resignations

After 15 years of service, call firefighter John Rowen retired (reaching mandatory retirement age) in February 2018. John's commitment to the department and his reliability as a call responder will be missed and we thank him for his years of service to the department and the town.

The following call firefighters have left the department: Ryan Aghoian, Jon Booth, John Burda, Joel Nicolas and Dante Zizza. I would like to thank these individuals for their service and wish them all the best in their future endeavors.

### Boxford Firefighters Relief Association

The Boxford Firefighters Relief Association, Inc. is 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, The 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.

### Explorer Post 911:

The Boxford Fire Department Explorer Post #911 is open to high school students interested in learning both EMS and Firefighting skills. Six current fire department members were explorers. Explorers meet on Monday nights and train alongside the fire department. Open enrollment is available to any high school student at least 13 years old. Attendance and participation fulfill their community service requirements at Masconomet R.H.S. I would like to thank program leader and call firefighters John Rowen (ret.), Kevin Foster, Paul Clark and Ben Madden for their time and assistance with the Fire Explorer program.

2018 BOXFORD FIRE DEPARTMENT PERSONNEL

\*Chief Brian Geiger (A, E, PO)

EAST OFFICERS

Deputy Chief Hertel, Richard (E, PO)  
Captain Holland, Peter (PO)  
Lieutenant Aghoian, Tamara (A, E, PO)  
Lieutenant Gould, Warren (E, PO)  
Lieutenant Philbin, John (A, M, PO)

WEST OFFICERS

Deputy Chief Michael Madden (E, PO)  
Captain Leary, John (A, E, PO)  
Lieutenant Bissell, Alfred (E)

CAREER FIREFIGHTERS

Lieutenant Soltys, Michael (A, E, PO)  
Blake, David (A, E, PO)  
Brown, Tyler (A, E, PO)  
Colangelo, Kaitlyn (A, E, PO)

EAST FIREFIGHTERS

Burke, Carrie (A, E)  
Cincotta, Colleen (E)  
Collamore, Andrew  
Dechene, Tyler (A, M, PO)  
Denomey, Matthew (E)  
Dyer, Matthew (A, E, PO)  
Ferraro, Michael (A, E, PO)  
Foster, Kevin (E, PO)  
Gallagher, Patrick  
Greelish, Daron (A, PO)  
Grossman, Paul (E, PO)  
Hanson, Thomas (M, PO)  
Howard, Peter (E)  
Nee, Thomas (PO)  
Ralph, David (E)  
Sternner, Robert (E)  
Zipkin, Emily (E)

WEST FIREFIGHTERS

Butler, Gail  
Clark, Mira (M)  
Clark, Paul (E, PO)  
Fitch, Ian  
Hertel, Brian (A, E, PO)  
Jones, Owen (E)  
Lilly, Hannah  
Lucius, Richard (A, M, PO)  
Madden, Ben (E, PO)  
Madden, Wendy (E)  
Micalizzi, Anthony  
Prescott-Hopping, Lynne (E)  
Pyburn, Dennis (A, M, PO)  
Rogier, Connor (E)  
Yako, Michael (E, PO)

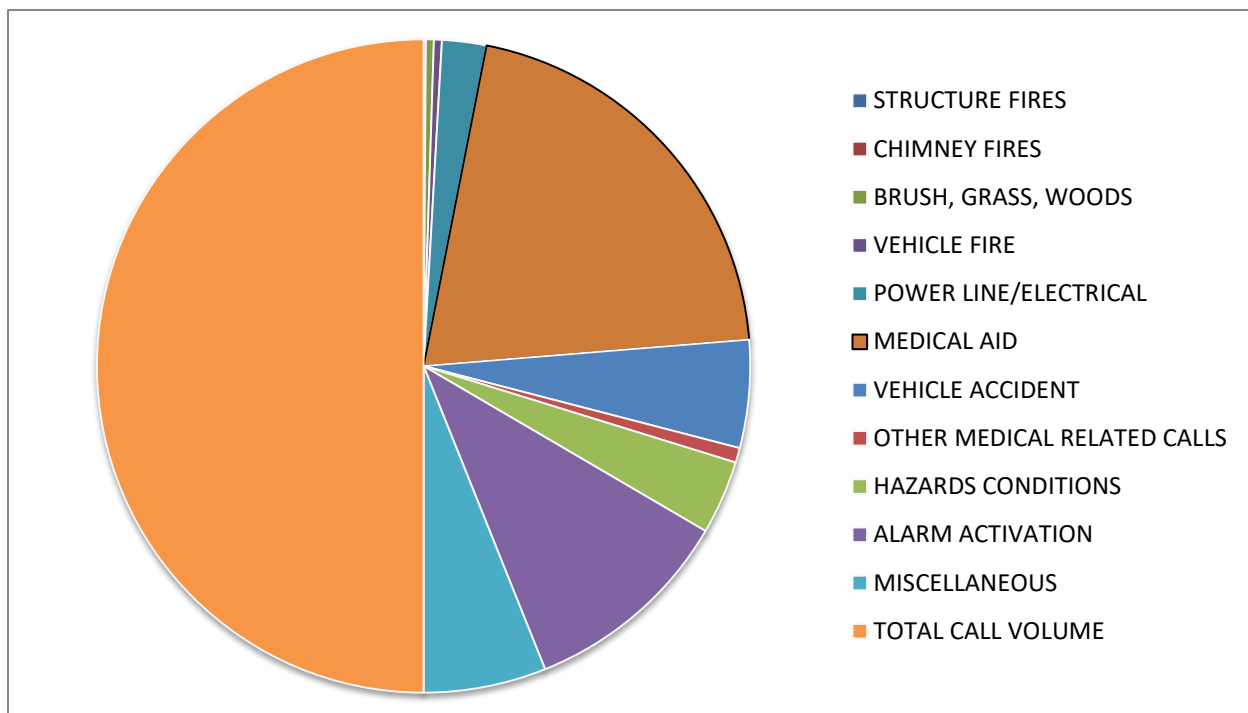
Qualifications

A - Academy Trained  
E- EMT  
M - Paramedic  
PO- Pump Operator



## 2018 YEAR END CALL STATISTICS

TYPE OF ALARM	TOTAL
STRUCTURE FIRES	2
CHIMNEY FIRES	0
BRUSH, GRASS, WOODS	7
VEHICLE FIRE	7
POWER LINE/ELECTRICAL	39
MEDICAL AID	367
VEHICLE ACCIDENT	95
OTHER MEDICAL RELATED CALLS	13
HAZARDS CONDITIONS	65
ALARM ACTIVATION	187
MISCELLANEOUS	108
TOTAL CALL VOLUME	890



## Fire Prevention

This past year, the department conducted 728 inspectional services for safety and code enforcement inspections categorized as fire Prevention.

The Fire Prevention office is open Monday through Friday 7:00am to 5:00pm. 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 to enhance fire safety efforts. The Fire Prevention office also issues smoke/carbon monoxide detector certificates needed in 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:

Oil Burner/Oil Tanks	60
Propane Tanks	83
Smoke/Heat Detector Permits Issued (New, Remodel or Resale)	264
Number and Type of Field Inspections of Public And Commercial Buildings:	74
<u>Other Inspections and Safety:</u> Safety, Tank Truck, Other.	52

### Fees Collected:

Burning Permits (902 permits)	\$17,980
Smoke Detector Permits (New, Remodel, Resale)	\$7,200
Oil Burners, Propane, and Tanks,	\$8,350
Other Fees	\$1,170
Total Fees Collected:	\$34,770

## Grants

In 2018, Firefighters Kaitlyn Colangelo and Tyler Brown researched and applied for a Student/Senior Awareness and Fire Education grant (S.A.F.E.). Through their efforts the department and the Town of Boxford were awarded a S.A.F.E grant from the Department of Fire Services totaling \$6,123.

The first part of the grant, \$3,708, was used to purchase supplies needed to teach elementary school-aged children about fire safety and prevention. The second part of the grant, \$2,415, will be used to educate the senior population on fire prevention programs and fund the purchase and installation of smoke and carbon monoxide detectors in senior homes. The Boxford Fire Department also works closely with the Council on Aging on making sure that seniors are aware of this program and participate.

Finally, firefighter Kaitlyn Colangelo applied for and was awarded a grant from the Department of Conservation and Recreation (DCR). The amount awarded was \$1,873. These funds were used to purchase new brush-fighting tools and additional brush-fighting protective gear.

## Boxford Firefighters Gift Fund

The Boxford Firefighters Gift Fund was the recipient of many memorial gifts throughout the years. 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

We are receiving much concern this year regarding coyotes, so I will be addressing that primarily. My usual message however, remains the same when it comes to Rabies prevention and my ongoing admonition to all pet owners/domestic animal owners to vaccinate. There is no deadlier threat to our beloved pets and peripherally to us than Rabies. It is so simple to ensure animal as well as human protection with one simple shot. I am also more dedicated than ever to the benefits of Micro-chipping. More dogs were quickly returned to their owners this year due to carrying microchips than ever before and it not only results in less stress and discomfort to the animals involved and less worry to owners, but it is less expensive than major fines and kennel charges which may accrue to dogs as well as cats which may be lost or strayed or even stolen. A major component to remember is to immediately register the chip with the appropriate carrier after purchasing an animal which may be carrying a “batch” or litter chip from breeder or even a rescue organization which requires you to correctly transfer it to your own information.

Concern is at an all time high locally regarding coyotes. Many calls are received on sightings, and some sadly to interactions some of which have been fatal. We are all probably aware of someone in our circle who has a tale of woe concerning the loss of their flock of chickens, but we have the very heart-wrenching occurrence of several small dogs having been killed this year as well, sometime snatched right before their owner’s eyes. Coyotes are incredibly opportunistic. They will take great risks even in the close by presence of humans. I will list a few major ways to minimize the possibilities of coyote predation.

Try to limit garbage can exposure and barbecue grill availability. Pour a little chlorine bleach on bags and quickly drench used grills as well to make them less appealing. If you see animals digging or coming/going from under tool or car sheds or porches and other crawl spaces, fill the openings with rocks, cement blocks or welded wire to block access. The same goes for foxes. Try to make the barrier rugged enough to prevent a visitation again the flowing season as often “dens” may be re-used. You can pour some chlorine or household ammonia or sprinkle some moth balls, or even run a strong stream of water under an open space at the first sign of animal intrusion. Keep bird feeders elevated. Remove if coyotes seem to be hanging around. If coyotes are using your yard for a highway, break up their pattern if possible, with air horns (do not over-use, they can get used to the noise). Keep a few soda cans with few small stones handy, shake and rattle them on site and even throw them in the vicinity for the noise value. Have motion detector spotlights. Keep a hose at the ready in warm weather and if you have a good power stream, aim it at the critters to encourage them to choose a different path. Be aware how close to your living/playing areas your perimeter brush or even plantings may be. Keep ambush areas to a minimum. While it is really fun to watch and a nice thoughtful quality of life practice for chickens, letting them free range is usually an invitation to dinner for coyotes (and foxes and other bandits) after all is said and done, really only two good preventatives are really effective; good, tall fencing and owner surveillance at all times.

Coyotes breed in winter, largely ending in mid-February. Litters range from 4-8 pups and both animals usually have some co-parenting involvement. They will usually dissolve the family unit in autumn. Many coyotes and foxes as well can look terribly straggly. This can be the result of the pups nursing and pulling on the hair coat of the mother. It does not necessarily indicate Rabies. Foxes in particular are prone to a condition called “mange” which makes them look awful and is debilitating and can be fatal with the same characteristic “moth eaten” coat, but it is the result of a skin “mite” and in now way has any relation to Rabies.

Much thanks and appreciation go to the Communication Center of the Boxford PD for their general support/keeping us well informed and functioning. Thanks to our current kennel provider, Hydrant Regency of Rowley, MA for providing quality caring services for stray animals.

Respectfully submitted,

H.L. Phillips/Boxford ACO



# **EDUCATION REPORTS**

**TRUSTEES OF THE  
BOXFORD TOWN LIBRARIES**

**ELEMENTARY SCHOOL REPORT**

**MASCONOMET REGIONAL 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**

In 2018, The Boxford Town Library continues to utilize the east and west wings of the first floor of Town Hall to its fullest potential. To provide the greatest extent of services and programming in the Town Hall / Library building, the Library utilizes both meeting rooms and the second-floor conference room. 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 physical 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 for use by the Town's services. 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. Continuing in 2018, the Library remained active in the planning and support of the One Town One Plan proposal for the Special Fall Town Meeting in October of 2018. Although the One Town One Plan proposal did not get the required 2/3 vote for passage at Town Meeting, the Library continues to look for a solution to meet its facility needs.

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. Following a vote of the Library Board of Trustees, and approved by a majority vote at the May 2018 Annual Town Meeting, the buildings that housed the Boxford Town Library, at 10 Elm Street, are no longer in the care and custody of the Library Board of Trustees.

The Library still utilizes the Former West Library at 188 Washington Street, as a Book Storage Facility. With the limited space available in the Town Hall location for shelving the book collection, forty percent of the collection remains in storage in the former West Library. 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.

In December of 2017 and 2018, the Library Director submitted action plans to the Massachusetts Board of Library Commissioners indicating how the Library would be implementing more of the outcomes developed for the Long-Range Plan covering fiscal years 2019-2023. The Actions Plans indicate how the Library would be working towards achieving the goals and objectives laid out in the Long-Rang Plan.

Throughout 2018, 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 also had a full complement of paraprofessional staff, two Library Assistants for Circulation, Library Assistant for Administrative Services and two Part-time Library Assistants. 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 2018, 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 offered again. 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, "Libraries Rock." There were 312 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 their reading goals in the summer. In addition, the Library hosted five special summer youth events including, Wild Kat Hoops for Kids Show, Rainforest Reptiles Desert Program, Ed the Wizard's "Reading is Magic," Show for kids, Lindsay and her Puppet Pals, and the Summer Reading party Featuring Mike the Bubble Man, and Benson's Ice Cream.

Adult programs and events are planned and implemented by Head of Reference, Beth Safford, 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. Wednesday Night, and Wednesday Morning Book Discussion Group remain popular.

The Library continued its commitment to technology for patron use. We expanded our collection of Playaway tablets, with more offerings for older children. The number of Kindle titles continues to grow on a quarterly basis. The Children's Room continues to benefit 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 July, the Library was awarded a Library Services and Technology Act (LSTA) Anytime STEM grant Federally funded by the Institute of Museum and Library Services and administered by the Massachusetts Board of Library Commissioners. The Library was awarded \$6167.00 to fund our Cultivating STEM Knowledge in Boxford project. The primary goal of the project is to enhance the Library’s ability to support the STEM education efforts of the educators at Spofford Pond Elementary School and homeschooled students in grades three through six. The project launched in November of this year.

The Cultivating STEM Knowledge in Boxford project consists of ten STEM programs with presenters ranging from well known regional presenters including, the New England Aquarium, Museum of Science, Wingmasters, and Curious Creatures, to local presenters including, North Shore Amateur Astronomy Club, Dr Joyce Rains, STEM Educator at Spofford Pond Elementary School, and Dr Bob Spillman, Boxford resident and science enthusiast. Each month students in grades three through six will have the opportunity to engage STEM concepts through a series of STEM Challenges. Challenges so far have included, building the tallest tower, decoding a code in binary, and using the internet to track weather patterns throughout the country.

The Library’s resources have been enhanced through the STEM Grant funding. The Library has rejuvenated the Juvenile Non-fiction collection with the addition of a thousand dollars of new STEM content area books. The Launchpad, educational gaming tablets, collection will have an addition of seven STEM themed tablets. The Library’s STEM manipulative resources previously consisting of Legos, will now include Keva Planks, and Spheros Coding Robots.

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**

39,188 digital and print holdings

52,814 items borrowed

23,330 items downloaded / streamed from MVLC Electronic Collections

24,108 visits to the Library

33,808 visits to the Library Website: [www.boxfordlibrary.org](http://www.boxfordlibrary.org)  
6,830 registered borrowers  
116 children's programs; 1905 attendance  
312 children participated in the Summer Reading Program  
68 adult programs; 643 attendance  
50 hours open on average per week  
227 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  
Carole Davis  
Heidi Ellard  
Stephen Harvey  
Elizabeth Mullard  
Jayne Smallman.

## **BOXFORD ELEMENTARY SCHOOL COMMITTEE**

### **COMMITTEE GOALS 2018-2021 (ADOPTED 2018)**

- The School Committee will strengthen our partnership with the Boxford community by articulating our mission and vision in order to continually improve the educational experience of our students.
- The School Committee will exercise fiduciary responsibility while enhancing our educational programs and facilities and communicating future capital needs.
- The School Committee will focus on the development of the non-cognitive skills our students will need to be successful in the 21st century. We will prioritize social and emotional learning, including resilience, empathy, social intelligence and self-awareness. Through our actions, words, and financial decisions, we will support our administration, teachers, and staff in leading and innovating.
- The School Committee will communicate its goals and activities through a variety of channels to raise community awareness of what is happening in our schools.

### **COMMITTEE OPERATION**

The Boxford School Committee typically meets on the second and fourth Thursdays of the month at 7:00 PM at the Harry Lee Cole Elementary School. All meetings are posted at Boxford Town Hall and are open to the public as described in the Commonwealth of Massachusetts' Open Meeting Law. 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 in advance. The Boxford 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, faculty, staff, parents/guardians, School Councils, and the community, including the Parent Teacher Organization (PTO), Boxford Elementary Schools Trust (BEST), and the Special Education Parent Advisory

Council (SEPAC). We are committed to working closely with with other town boards and committees including the Selectboard and the Finance Committee.

Registered voters from the Town of Boxford are encouraged to run for School Committee. One or two seats are up for election each spring. Individuals wishing to obtain more information about the work of the School Committee may contact the chairperson or superintendent. Additional information about the committee and its operation as well as the Cole and Spofford Pond Schools can be found at <http://www.tritownschoolunion.com/>.

### **SCHOOL MANAGEMENT**

Principals Mr. Brian Middleton-Cox (Harry Lee Cole School) and Dr. Kathryn Castonguay (Spofford Pond School) are responsible for the daily operation of their respective schools, under the direction of Dr. Scott Morrison, Superintendent of the Tri-Town School Union. The responsibilities of principals include curriculum implementation, instruction, personnel matters, student issues, and the physical plant. Each school has a Site Council, comprised of the principal, teachers (elected), parents (appointed), and a community member (appointed), whose role is to advise the principal on areas of school improvement. All Site Council meetings are posted at Town Hall and are open to the public.

The superintendent (PK-6) is appointed by the Tri-Town School Union Committee (Superintendency Union 58), which jointly employs the superintendent, 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 Tri-Town School Union central office and other specialist roles. The superintendent acts as the chief executive officer of the school committee in the operation of the schools.

### **SCHOOL ENROLLMENT, OCTOBER 1, 2018**

	PK	K	1	2	3	4	5	6	Total
Harry Lee Cole School	44	77	85	102	-	-	-	-	308
Spofford Pond School	-	-	-	-	116	92	105	99	412
Total PK-6 Enrollment	44	77	85	102	116	92	105	99	720

### **STAFF ANNIVERSARIES AND NEW STAFF APPOINTMENTS 2018-2019**

Twenty-six staff members are celebrating work anniversaries in the Boxford schools during the 2018-2019 school year. Five-year service pins were presented to Ashley Cummings, Judy Durkee, Erika Giacchino, Anupama Iyer, Jennifer Joyce, Philip Moore, Elisa Sanders, Michelle Sierpina, Donna Titel, and Brianna Posanka. Ten-year service pins were presented to Christopher Esolen and Julie Hopkinson. Fifteen-year service pins were presented to Kathleen Cyr, Patricia Guido, Donna McArdle, Jennifer Sirmaian, and Kelly Belthoff. Twenty-year service pins were presented to Nancy Dellea, Laura Frost, Ann

Golesworthy, Melissa Vlahos, Diane Vasapolli. Finally, 25-year service pins were awarded to Kimberley Economos, Neil Flewelling, Debra Holt, and Wendy Levy.

Harry Lee Cole School has welcomed the following new staff members for 2018-2019: Ashley Buia, School Psychologist; Kara Berry, Preschool Teacher; Liz Snider and Kelly Procurot, Behavior Specialists; Paula Donnelly, Early Childhood Coordinator; Lindsay Kasmarcik, ELA/SS Curriculum Support Specialist; Kelli Dupuis, Writing Coach; Amanda Lurvey, Preschool Aide; Nicole Luciano, Instructional Assistant; Michael Petelle, Physical Education; Christina Carico, Special Education Teacher; and Karen Manning, Instructional Assistant.

Spofford Pond Elementary School has welcomed the following new staff members for 2018-2019: Ada Greenberg, Assistant Principal; Madison Stanton, Special Education Teacher; Molly Sims, Special Education Teacher; Lindsay Kasmarcik, ELA/SS Curriculum Support Specialist and Yuching Fass, Piano Accompanist.

#### **DISTRICT STATUS AND STATE TESTING**

For six consecutive years, the Boxford School District has achieved Level 1 status with the Massachusetts Department of Elementary and Secondary Education (DESE), based on The Partnership for Assessment of Readiness for College and Career (PARCC) and MCAS state testing results. 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 2018, 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.

Students in grades three through six took the new Next Generation MCAS test in English Language Arts (ELA) and Math. For these tests, the Department of Education created a "Criterion- Referenced Component Calculation." With this method, it was determined that Boxford students were at 83% of meeting our targets across all areas. There are three areas of focus for us as a district: Achievement, Growth and Attendance (Chronic Absenteeism). The intent is to identify the performance of the lowest performing students in an attempt to close achievement gaps. For more information, please visit the Department of Elementary and Secondary Education website at: <http://profiles.doe.mass.edu>.

#### **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 0.5 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 2018, 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. Students also have the opportunity to join our before school physical fitness program BOKS. Students at both Cole and Spofford Pond also



participate in after school learning through the Tri-Town Council's Horizons program throughout the school year. This year's offerings include cooking, chess, fencing, outdoor survival skills, sewing, weaving, felting, and skiing at Ski Bradford. These programs change each season and are well-attended by students at both schools.

For the 2018-2019 school year, students in our schools have also continued to enjoy and learn from curriculum enrichment activities provided by funds from the Parent-Teacher Organization (PTO) and the Boxford Educational Schools Trust (BEST). For additional information about PTO and BEST, and the programs they support, please see the Boxford Learning Community Support Organizations section below.

### **STUDENT SERVICES/SPECIAL EDUCATION**

As of December 1, 2018, there were 128 students in the Boxford Elementary Schools (PK-6) identified as eligible for special education; this represents an 11 student (roughly 9%) decrease over December 2017 numbers. Over the past four years, the December 1 special education headcount has been between 128 and 149; for the four years prior to 2013, the headcount was between 135-150.

As a district, we have 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 competencies. 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. It is our responsibility to ensure that we, as educators, are preparing the students to handle these challenges and give them the tools they will need to be successful now and far into the future. We continue to support current programming and develop new programming to support all students develop competencies in the area of Social Awareness, Self Efficacy, Growth Mindset and Self Management.

We have also embarked on the implementation of a district-wide co-teaching model. Our rollout and professional development for teachers is supported by Marilyn Friend, a nationally renowned co-teaching expert. Friend defines co-teaching is a service delivery offered by two or more certified teachers who all draw on their expertise to ensure all students in the classroom are receiving excellent instruction. Co-teachers share instructional responsibility and accountability for a single group of students for whom they both have ownership primarily in a shared classroom or workspace. Co-teaching exists as a means for providing the specially designed instruction to which students with disabilities are entitled while ensuring access to general curriculum in the least restrictive environment with the provision of supplementary aids and services (Friend, 2014).

The Special Education PAC continue to be a strong committee across the Tri-Town School Union. The Special Education PAC Board is comprised of a parent from each of our three towns and from across 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](http://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 in the Tri-Town School Union. 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 future, 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. Innovative instructional techniques drive classroom culture, and equitable access to technology ensures that teaching and learning occurs in its most effective manner. 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 200mbps duplex fiber optic connection, which is meeting our schools’ needs currently, though these bandwidth needs will continue to rise. Connectivity problems are rare and are addressed as they arise; we must plan for replacement and addition of wireless access points to ensure that our infrastructure can handle the need of learning and teaching devices. 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 School Union are effectively using the Google Suite of email, calendar, storage, and word processing as the primary means of communication and productivity tools. These files can be accessed wherever there is Internet access and on any device: computer, tablet, or smartphone. The District uses Google Suite 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. Google Suite 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.

## **CURRICULUM**

The Boxford Elementary Schools maintain a website that contains detailed information about our ongoing initiatives in curriculum, instruction and professional development: <http://www.tritownschoolunion.com/district/curriculum-0>.

During the 2017-2018 school year a new science curriculum, *Inspire Science* was implemented across all classrooms in grades Pre-K to 5. The *iScience* program was implemented at the 6th grade level. The Tri-Town Reading Committee completed the development of Reading units of study for grades K-2 and teachers began implementing the new units in the fall of 2018.

## **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:

- Social and Emotional Learning in the Classroom
- Pedagogy / Best Instructional Practices
- Mindful NOT Mind Full Course
- Solving for "Why": Best Practices in Mathematics Instruction

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:

- Co-Teaching
- Summer Teacher-to-Teacher Planning Project for Co-Teaching Teams
- Teaching English Language Learners with Language Based Learning Disabilities
- English Learners in the Mainstream Classroom
- Strategies in Teaching and Supporting Students with Anxiety
- Project Based Learning Grades K-2
- Project Based Learning - Grades 3 through 6
- Master Mentor Sentences, Grades 3-5: Teaching Grammar Authentically through Mentor Texts
- Reader's Workshop Grades 4-5

## FINANCE AND OPERATIONS

The chart below details the actual expenditures and approved elementary school budgets for Fiscal Years 2015 - 2018.

Operating Budget							
School District: Boxford Elementary Schools							
Budget Summary	Actual Expense, Approved Budgets, & Proposed Budget						
	FY16 Approved Budget	FY16 Actual (after Applied Income)	FY17 Approved Budget	FY17 Actual (after Applied Income)	FY18 Approved Budget	FY18 Actual (after Applied Income)	FY19 Approved Budget
<b>Expenses</b>							
Salaries	8,248,694	7,732,404	8,513,699	7,953,793	8,796,852	8,151,801	9,036,638
Professional Development	129,407	105,292	134,960	148,895	135,475	114,964	168,620
Admin, Educational, & Support							
Supplies/Materials/Equipment/Services	473,908	454,900	426,490	377,019	435,588	527,871	492,847
In District Special Education Services (Non Salary - DW Only)	48,400	40,157	60,660	59,213	91,900	41,822	77,480
Food Service Contracted Services	-	-	-	-	-	-	-
Transportation (Regular & Sp. Ed.)	449,878	426,218	468,717	401,925	514,401	444,355	495,547
Utilities	263,341	242,226	235,933	238,777	237,339	207,093	222,855
Facilities	280,696	227,302	285,625	274,677	297,301	302,428	293,557
Insurance (Beneficial & Non-Beneficial)	1,401,284	1,372,537	1,644,336	1,647,387	1,742,189	1,467,909	1,706,641
Special Education Out of District Tuition	414,341	258,098	398,339	253,598	408,045	614,030	460,198
<b>Total Operating Budget</b>	<b>11,709,949</b>	<b>10,859,134</b>	<b>12,168,759</b>	<b>11,155,284</b>	<b>12,659,089</b>	<b>11,872,273</b>	<b>12,954,381</b>
<b>Less: Applied Income</b>	<b>727,760</b>		<b>721,926</b>		<b>726,002</b>		<b>735,790</b>
<b>Total Local Appropriation Expenses</b>	<b>10,982,189</b>	<b>10,859,134</b>	<b>11,446,833</b>	<b>11,355,284</b>	<b>11,933,087</b>	<b>11,872,273</b>	<b>12,218,593</b>
<b>Less: Central Office Due To Due From Amount</b>						<b>(19,918)</b>	
<b>CHECK</b>	<b>10,982,189</b>	<b>10,859,134</b>	<b>11,446,833</b>	<b>11,355,284</b>	<b>11,933,087</b>	<b>11,852,355</b>	<b>12,218,593</b>

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.

## ACCOUNTING SOFTWARE AND STUDENT INFORMATION MANAGEMENT SYSTEM

The Tri-Town School Union finance office is in the third year of the new accounting software, Infinite visions, in 2018-2019. The transition has been successful and has resulted in continued improvement in service to the district. Following an extensive review process, TTU also selected and has implemented a new Student Information Management System, SchoolBrains, based out of Osterville, Massachusetts.

## SPOFFORD POND SCHOOL ROOF PROJECT AND PLAYGROUND

We have completed the final phase (Phase II) of the Spofford Pond roof project, involving window and door replacements. We also completed the renovation of the Spofford Pond playground, adding new structures and a safety surface that meet ADA regulations.

## CONSERVATION

In December 2018, Boxford was awarded a designation as a Green Community through the Commonwealth of Massachusetts Green Communities program. This competitive program provides financial and technical support to municipalities that meet specific

criteria including a pledge to cut municipal energy use by 20 percent over five years. The Boxford School Committee supported Boxford's application and was pleased to learn that the town has received a grant of more than \$131,000.

The Spofford Pond and Harry Lee Cole schools were designated as Energy Star schools again in 2018. This annual award 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 federal Energy Star program. This marks the seventh consecutive award for Spofford Pond and the ninth consecutive award for the Harry Lee Cole School.

### **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.

The Boxford School Committee wants a nutrition program that delivers fresh produce, in-house or scratch cooking, and reflects the educational mission of the elementary school. We also want a nutrition program that is financially solvent and does not require subsidization by the general fund. Boxford and the other TTU districts are in the first year of our second three-year contract with Whitsons Culinary Group for school nutrition management services. Whitsons and our Food Service Director, Mayra Moltanado, provide management, marketing, professional development, procurement, accounting services, and Whitsons staff who work in our kitchens and serve our students.

For the last several years, our community has been considering the desirability and feasibility of a later start time at Masconomet Regional High and Middle Schools. Due to shared buses between Masconomet and the elementary schools, almost any change at one level has an impact on the other. In June, a Start Times Ad Hoc Committee was formed in order to examine the effects of changes to school start times, cooperatively and with all students across the K-12 spectrum in mind. This committee has been working through start time changes that mitigate some of the impacts to our elementary students, and discussing ways in which a start time change could be part of a more comprehensive approach to help promote the benefits of sleep that contribute to the overall well being of all of our students.

At the time of this report, a change for fall of 2019 is in doubt, and there is not a complete timeline on a decision and any subsequent implementation. Key information from a previously contracted Bus Consultant is being combined with information from our local bus contractor, in order to review the possibility of shortening bus routes to allow for slightly later initial pick-up times for Masconomet (to roughly 7:00am from the current 6:15am). Once consensus is reached at the Ad Hoc Committee, deliberation and vote will occur at each individual committee.

### **SAFETY**

In 2018, the Tri-Town School Union established a Safety Cabinet, comprised of the superintendent and one representative from each of the three school committees. While we sincerely hope that we will never face an incident of violence, we recognize the importance of preparedness. As of December 2018, the Safety Cabinet is reviewing web-

based emergency notification systems for possible purchase and implementation in our schools. These systems facilitate real-time communication in the event of a safety emergency, allow staff and administrators to confirm the whereabouts of individual students, and provide for reunification between students and parents/guardians following an emergency event. We are also conducting safety audits of each of our school buildings, identifying areas for improvement, e.g., exterior lighting and sight lines. The Boxford schools continue to follow the ALICE (Alert, Lockdown, Inform, Counter, Evacuate) crisis intervention model for dealing with active shooter threats.

## **BOXFORD LEARNING COMMUNITY SUPPORT ORGANIZATIONS**

### **BOXFORD PARENT TEACHER ORGANIZATION**

The Boxford PTO's mission is to provide an opportunity for parents and teachers to work collaboratively to foster a relationship between home and school, "thus enhancing the educational process of the children enrolled in Boxford, Massachusetts Elementary Schools." The PTO has provided tens of thousands of dollars worth of support to our schools over the years, for which we are extremely grateful.

Historically, PTO support for our schools has taken two forms: curriculum enrichment and a "Teachers' Wishes" program. In the 2018-2019 school year, the Boxford PTO has experienced a precipitous decline in both participation and revenues. As of December 2018, the PTO is considering how best to manage this, most likely through the elimination of Teacher's Wishes. The Boxford School Committee encourages elementary school families and the wider community to support the PTO and its mission to enhance the educational experience of our children.

PTO-sponsored curriculum enrichment activities planned for the 2018-2019 school year (as of December 2018) are as follows:

- Scot Cannon, Mime "We Can" Grade 6 (Guidance- Team Time)
- Olympian Molly Sullivan Sliney Grade 3 (Guidance- Team Time)
- Author Steven Krasner "Cliffhanger Collaborative Story" Grade 4
- Techsploration "Electricity and Circuits" Grade 4
- Melissa Harrison "Overcoming Anxiety" Grade 5 (Guidance- Team Time)
- Sticks & Stones Kindness Residency @ Spofford Pond
- Sticks & Stones Parent Concert @ Spofford Pond Grade 6
- Sticks & Stones Kindness Residency @ Cole School
- Drumlin Farms "Wild Tales" Turtles Kindergarten
- Sticks & Stones Parent Concert @ Cole School Grade 2
- HighTouch-HighTech "Sounds Like Fun" (Sound waves / Vibes) Grade 1 + MA
- Discovery Museum "Physical Changes of Matter" Grade 2
- Storyteller Diane Edgecomb "Native American Nature Tales" Grade 3

- Museum of Science “STARLAB” Grade 1
- Young Audiences of MA “Ben Franklin’s Life” Grade 3
- Stephanie Meegan “Friendship Detectives” Grade 3 (Guidance- Team Time)
- Guest author Timothy Basil Ering @Cole (K-2)
- Drumlin Farms “Wild/Domestic Ducks” Kindergarten
- Wingmaster’s “World of Owls” show Grade 5
- Drumlin Farms “Magnificent Mice” Kindergarten
- Windows on Wildlife “Bird & Owls” Grade 3
- Audubon Spring On-Site Field trip
- Bridgewater State “Earth View Inflated Globe” Grade 6
- Hands On History “Revolutionary War” Grade 5
- Techsploration “Transportation” Grade 6
- Miss Frizzle “Insects” and “Mother Goose” Preschool
- Cole All-School Assembly
- Spofford Pond All-School Assemblies

### **BOXFORD ELEMENTARY SCHOOLS TRUST (BEST)**

The Boxford Elementary Schools Trust (BEST) is an all-volunteer, non-profit organization dedicated to fostering excellence in the Boxford district by raising private funds to supplement longer-term elementary school initiatives and innovative teaching tools, technology and teacher training. Awards have averaged approximately \$30,000 per year over the past several years and since 1996, BEST has provided more than \$750,000 to support our schools. BEST grants are disbursed via teacher-driven proposals and are designed to support and encourage innovation. Recent BEST-supported projects include Science from Scientists, which the Boxford School Committee incorporated into the operating budget for 2018-2019.

The Boxford School Committee is very grateful to BEST for their partnership and for the valuable support the organization provides to our school community. This volunteer-run organization helps to differentiate the Boxford schools from those in surrounding towns. The School Committee encourages families and other members of our community to support BEST if at all possible, financially and/or with volunteer time.

### **CLOSING STATEMENT**

Today’s Kindergarten students at the Cole School will graduate from high school in 2031. The goals the Boxford School Committee adopted in 2018 reflect a commitment to ensuring that these students will have the skills necessary to succeed in their world. In addition to mastery of traditional academic subjects, they will require non-cognitive skills including empathy, self-awareness, social intelligence, and resilience. The Boxford School

Committee strongly supports our administration, teachers, and staff in their efforts to learn, teach, and help our children to thrive.

Ongoing support from community organizations including 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 all residents of Boxford for their support of our schools and the people that make them a special place.

Respectfully submitted,

Carol Hubbard, Chair, term expires 2021  
Elizabeth Palmer, term expires 2019  
Renée Schildkraut, term expires 2021  
Terri Teleen, term expires 2020  
Heather Vaz, Vice Chair, term expires 2020



# MASCONOMET REGIONAL SCHOOL DISTRICT

## INTRODUCTION

The Masconomet Regional School District is thankful for the substantial and continuing support we have been given from residents and taxpayers across Middleton, Boxford, and Topsfield, regardless of whether they have children in the school system or not. We firmly believe that our school district is a community asset, with “quality of schools” commonly mentioned by those looking to buy homes in one of our three towns. Continued community involvement is key to getting and keeping the quality school district that all of us want, and that community involvement determines precisely what level of quality we can pursue and afford.

## HIGHLIGHTS

On June 1, 2018, 100% of the 292 seniors graduated, an achievement of which many members of the Masconomet community (students, parents & guardians, faculty, and administration) can all be proud.

Masconomet continues to be a Level 1 school district, highly ranked in the state by various organizations.

Peter Delani named principal at the high school after serving as interim.

Working 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.

We piloted “blizzard bags” to make learning use of snow days and reduce how late the school year goes into June.

The school and students worked on a number of community activities and services including the following annual events: 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, the annual International Dinner hosted by the Foreign Language Department in March, and the Memorial Day ceremony for veterans in May.

Enrollment across the Middle and High Schools per town as of October 1, 2017:

Boxford	692	37.88%
Middleton	641	35.08
<u>Topsfield</u>	<u>494</u>	<u>27.04</u>
Total	1827	100.00%

## SCHOOL COMMITTEE

Due to continuing issues with the process and details surrounding facilities usage by various organizations (notably student support organizations, or “boosters”), and an audit conducted by our attorney, the school committee established the Facilities Use and Student Support Organizations Task Force to study and make recommendations to the school committee. Their work was completed near the end of the school year, endorsed by the

school committee and put into practice. Guided by the principle that Masco and its facilities are a community asset, the fee structure was driven by who was deriving the “benefit” from the specific facilities usage, with no or little fee when Masco derived the bulk of the benefit, to a market-based fee if the benefit was largely going to a private organization. Noting that all SSOs truly had the best interests of our kids at heart, clearer rules were established to provide even greater transparency and compliance with all appropriate rules and regulations.

The District Capital Investment (DCI) Task Force was formed to develop a plan to address Masconomet’s medium and longer term capital needs, first laid out in the Habeeb Report of 2016.

Work continued on searching for ways to implement a later start time for Masconomet. While this remained the highest priority, no way has yet been found to overcome the logistical and financial obstacles to change. Undaunted, the school committee continues to explore alternatives and to build community support for this important component of a comprehensive plan for improving the health and wellness of our children, including homework, screen time, extracurricular activities, etc.

Our operating budget passed, enabling some progress toward our Vision 2025. However the warrant article which would have provided critical funds to address some infrastructure and other needs was defeated in Topsfield (while passing in both Boxford and Middleton), after failing to get support from Topsfield’s Finance Committee. Some work was completed by using Masco funds (while others were deferred), an approach used cautiously as the level of Masco’s reserves is an important factor in how bond rating agencies view us, and that impacts the interest our residents pay.

## **ARTS**

The Masconomet Regional School District has once again received excellent results at the Massachusetts 2018 Scholastic Art and Writing Awards Competition. 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 was then judged on a national level with other Gold Key work from across the country in the spring and one of our seniors, Grace Elwood, was the recipient of a rare National Silver Award as well. This prestigious competition, which began in 1923, is the nation's longest running program for visual arts and writing for teens in grades 7-12. In Massachusetts alone there were more than 15,000 pieces of work submitted for review.

In March 2018, two Masconomet students received Best in Category Awards at the annual Endicott College High School Art Competition. Allia Langill received an Excellence in Sculpture Award and Jenna Sutherland received an Excellence in Drawing Award.

Also in the spring of 2018, one of our seniors, Kaylee Warren, received a 1st place award for her oil pastel self-portrait at the 6th Congressional District Art Show, which was held at the Montserrat School of Art in Beverly. Additionally, Gia Antonellis received an Honorable Mention for her monoprint, "Vanishing" as well.

Two juniors from Masconomet (Jack O'Connor and Kara Coleburn) were selected to participate in the 2018 Massachusetts Art All-State. This is an intensive two-day program that brings together 144 high school juniors of exceptional artistic talent and commitment from across the state to work with practicing artists to create collaborative installations.

Exchange trips to: China, France and Spain. Foreign students spend two weeks with Masco families and Masco students spend two weeks with foreign families immersed in the language and culture. Students and staff traveled to Quebec, Canada, an annual overnight trip for freshmen.

### **ATHLETICS**

The wrestling team finished 5th at the All-State Match, and Junior Jack Darling was the STATE CHAMPION at 120 lbs. The team came in 1st place in the CAL/NEC match. The gymnastics team finished 3rd overall in the state, with 9th grader Gracy Mowers winning the All-Around State Championship. The girls' ice hockey team had another outstanding season and played in the Division I state semi-finals. The girls' swim/dive team placed 3rd overall in Division I with a number of record-breaking individual performances and new school records. Faith Stanton was the STATE CHAMPION in the Giant Slalom State Ski Competition held at Wachusett Mountain. The girls' team finished 2nd and the boys' team finished 4th in the North Shore Ski League race. The boys' and girls' basketball teams and the boys' ice hockey team all qualified for the MIAA state tournament. The indoor track teams competed in the EMASS Division Two Championships at the Reggie Lewis Center. Overall, Masconomet athletic teams produced 67 league all-stars during the winter 2018 season.

The baseball team won the CAL Kinney Division and played in the Division 2 North finals at Lelacheur Park in Lowell. The team had 5 all-stars and one All-Scholastic player. The boys' lacrosse team won the CAL Kinney Division and qualified for the state tournament. The girls' lacrosse team qualified for the state tournament as well, advancing to the Division I North quarterfinal round. The boys' track & field team won the CAL Kinney Division and we hosted the CAL League Track & Field meet. The girls' and boys' track & field teams competed in the Division Two State Championships. The boys' tennis team qualified for the Division Two MIAA State Tournament. Overall, Masconomet produced over twenty league all-stars.

### **GRANTS**

Numerous organizations and individuals have generously given grants to Masconomet, and any list is bound to inadvertently omit someone. Nonetheless, we wanted to highlight the generosity of the Masconomet Education Foundation (MEF) for the grants listed below:

\$44,141	Middle School STEM lab
\$700	Teacher Grants
\$5370	EMT & Intro to Medicine
\$9369	Google Expedition
\$10,849	Auditorium Upgrade

Thank you again for interest and support for the Masconomet Regional School District. Whatever value we provide to this community, an important part of it is derived from what all of you give to us. And that isn't just about your tax dollars, but also your "constructive feedback" when needed, your support when warranted, and your engagement always.  
Respectfully Submitted,

William J. Hodges  
Chair, Masconomet Regional School Committee

Masconomet Regional School Committee Members:

Boxford

Kristen DeMarco  
Carolyn Miller  
David Rivers  
Daniel Volcok

Middleton

Joseph Ciampa  
Tasha Cooper (Vice Chair)  
Arete Pascucci  
Kosta Prentakis

Topsfield

Zillie Bhujju  
William J. Hodes (Chair)  
John Spencer

# ESSEX NORTH SHORE

## AGRICULTURAL & TECHNICAL SCHOOL

### Boxford Annual Report 2019

Heidi T. Riccio, Ed.D., Superintendent-Director  
(School Committee Member seat currently vacant)

Essex North Shore Agricultural and Technical School (ENSATS) is Massachusetts' newest regional technical and agricultural high school, serving 17 member communities on the North Shore and over 35 surrounding communities. Our mission is to create a culture of academic and technical excellence.

Twenty-five career technical and agricultural programs are available to students from member communities whereas students from surrounding communities select from 8 agricultural areas.

Enrollment at ENSATS is 1,406 for the 2018-2019 school year. Moreover, over 1,250 students applied for 375 openings in our current 9<sup>th</sup> grade. Our facility, which opened in September 2014, was designed for over 1,500 students and is organized into two academies.

#### Boxford at a glance

\*\*As of November 18, 2018

18 Total Student Population

Grade 9 - 6

Grade 10 - 4

Grade 11 - 2

Grade 12 - 6



*Boxford Sophomore Gregory Andriotakis is coding a game in Python, a flexible general purpose language in wide demand today.*

Advanced Manufacturing, Automotive Collision, Repair & Refinishing, Automotive Technology, Companion Animals, Culinary Arts, Design & Visual Communications, Engineering Technology, Equine Studies, Graphic Communications, Natural Resources, Sustainable Horticulture, Veterinary Science

#### West Academy

Arboriculture, Biotechnology, Environmental Technology, Carpentry, Cosmetology, Dental Assisting, Electrical, Health Assisting, HVAC-R, Masonry, Landscaping, Plumbing

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, Automotive Technology and Blooming Designs & More, which all offer our students the opportunity to serve customers.

Business, industry, and labor representatives serve on our Program Advisory Committee to ensure that we are educating our students to industry standards.

Our graduates enter the workforce with industry recognized credentials (OSHA, CNA, etc.), hours toward professional licensure which gives them an advantage to their comprehensive counterparts. Over 70% of our students enroll in 2 or 4 year institutions with many earning articulated credit at state community colleges.

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 ENSATS.

ENSATS provides students with extracurricular activities that include MIAA competitive sports, intramural athletics, and various clubs and service groups, including SkillsUSA, FFA; and DECA organizations that encourage students to explore and develop additional skills across their career and technical disciplines.

ENSATS 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 Middleton Road drainage culvert is shown above. The new concrete culvert was installed in July 2018 during a five day shutdown and detour of Middleton Road. The DPW continues to replace deteriorated drainage pipes throughout the Town in accordance with a schedule prepared 7 years ago as a result of an engineering study of the Town's drainage systems.

Starting in late September, rains fell consistently for the next 6 weeks. The total area rainfall was measured in the 12 to 15 inch range, almost breaking a record for this time period. The winter of 2018 was unusual by New England standards. Snow arrived early in mid-November. Then we did not see another significant event through December. 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, as we usually do, 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?" This question was followed with much "tooting" of the horns.

The DPW continued to pave roadways in accordance with the Pavement Management Plan. In 2018, four miles of roads were paved, including, Topsfield Road, Middleton Road and Endicott 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. This year is the second year that the new artificial turf field at Boxford Common was opened for sporting events. The DPW continued 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.boxford.ma.us](mailto:jdold@town.boxford.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**

**Trash Collection:** Beginning July 1, 2018, the Town of Boxford partnered with Waste Management for Trash and Single Stream Recycling Collection. Trash and Recycling services are Monday thru Thursday each week. To see what day your collection is on please visit [www.town.boxford.ma.us/BoxfordCleanandGreen](http://www.town.boxford.ma.us/BoxfordCleanandGreen) for more information.

**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.

**Organization** for the Board of Health as follows;

Rick Fahrner, Chair

Heather Forand, Vice Chair

Hans Jeppesen

Richard Taylor

Alex Constan

**Solar Field:** Landfill closure negotiations between the BOH and DEP (Department of Environmental Protection) that began in 2010 included a strong recommendation by DEP that the closed landfill be used for a solar field. The Town carried this recommendation forward and the solar array on the North landfill came on line in September 2017. The field has proved a success and has produced 1.195 MW of electricity in the 15 months it has been in operation.

### **Board of Health Staff 2018**

The Board of Health employs Kendell Longo as Health Agent and Kristin Kwiatak 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 primary role of government is to provide the welfare of its citizens. The welfare and safety of citizens is never more threatened then during disasters. The goal of emergency management is to ensure that mitigation, preparedness, response and recovery actions exist so that public health, welfare, and safety are preserved.

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

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

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

	Title 5 review	Soils	Install renew	Hauler renew	Food Renew	Stable renew	Rec. Camps renewals	Well permit	DSCP (new)	DSCP (repair)	Trench Permits	food re- insp	Copies	Tick Tubes	Fines	TOTALS
January	\$300.00	\$75.00	\$1,400.00	\$600.00	\$300.00			\$200.00		\$100.00	\$50.00		\$20.05			\$3,045.05
February	\$375.00	\$75.00	\$200.00		\$525.00	\$10.00				\$150.00	\$50.00		\$46.00	\$82.50		\$1,513.50
March	\$525.00	\$75.00	\$400.00			\$10.00	\$75.00			\$250.00	\$100.00	\$1,435.00				\$2,870.00
April	\$450.00	\$225.00	\$200.00	\$100.00	\$275.00			\$200.00	\$400.00	\$700.00	\$200.00		\$19.00	\$1,567.50		\$4,336.50
May	\$675.00	\$600.00			\$75.00		\$150.00			\$200.00	\$300.00		\$31.00	\$1,237.50		\$3,268.50
June	\$1,350.00	\$1,350.00	\$100.00		\$400.00	\$10.00	\$75.00	\$100.00		\$600.00	\$250.00		\$16.20	\$660.00		\$4,911.20
July	\$1,275.00	\$75.00	\$200.00							\$400.00	\$100.00			\$41.25		\$2,091.25
August	\$1,125.00	\$3,600.00							\$400.00	\$150.00	\$100.00		\$31.30	\$206.25		\$5,612.55
September	\$525.00	\$75.00	\$200.00		\$250.00	\$10.00		\$100.00		\$500.00	\$50.00		\$92.25	\$41.25		\$1,843.50
October	\$900.00	\$150.00			\$50.00					\$300.00	\$50.00			\$82.50		\$1,532.50
November	\$375.00	\$375.00			\$100.00					\$250.00	\$100.00	\$1,200.00				\$2,400.00
December	\$675.00		\$2,000.00	\$1,600.00		\$10.00		\$200.00		\$250.00	\$50.00		\$4.00			\$4,789.00
<b>TOTAL</b>																<b>38,213.55</b>

## **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 2018 inspections: Over 125 properties were visited with 117 having livestock or poultry currently in residence. The following numbers were recorded: 149 horses, 24 ponies, 14 miniature horses, 24 donkeys, 2 mules, 73 goats, 81 sheep, 20 head of cattle, 4 llamas, 5 pet pigs, and 75 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 2018, 14 incidents involving domestic animals biting/scratching humans or domestic animals were reported. Ten day quarantines were completed without complication in all cases. No quarantines were carried over.

Animal Inspectors are required to investigate and issue quarantines in cases concerning possible rabies exposure to domestic animals. 14 such cases were reported involving pet contact with a confirmed rabid animal, wounds of unknown origin, or exposure by proximity. 12 quarantines were completed without incident. Two quarantines carry over into 2019. One quarantine carried over from 2017 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.

Three inquiries/ complaints forwarded by Health Agent K. Longo were investigated with no further 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, Ruth Zarach 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

I am pleased to submit my report for the Building Department activity during the calendar year of 2018. There was a 17 percent increase in permits from the previous year. In addition, the inspectors conducted a total of 1499 inspections during the year.

During October, there was a change in the office staff due to the resignation of Robyn Holt. Kirsten Stickney was hired to take the position of secretary to the Inspection Department. I wish to take this opportunity to thank Robyn for her many years of dedicated service and wish her well in the future.

I have completed 5 years as your Building Inspector this past October and am privileged to have such a dedicated staff that are dedicated and work hard to serve the residents of Boxford.

Alternate Building Inspector	.....	David Harris
Electrical Inspector	.....	Douglas Small
Plumbing/Gas Inspector	.....	Stephen Galinsky
Secretary	.....	Kirsten Stickney

### 2018 DEPARTMENT ACTIVITY

PERMITS	FEE'S	VALUE
Building – 550	\$200,965.00	\$16,306,360.00
Electrical – 330	\$47,489.00	
Plumbing – 133	\$18,800.00	
Gas – 270	\$30,290.00	

Total Permits Issued = 1292  
Total Fee's Collected = \$297,440.00

### TOTAL INSPECTIONS PERFORMED

PERMITS  
Building – 550  
Electrical – 330  
Plumbing – 133  
Gas – 270

Total Inspections Performed = 1359

Respectfully Submitted,  
Robert M. Aldenberg, c.b.o.  
Inspector of Buildings and Zoning Enforcement Officer

2018	TOTALS
New Home	4
Additions	14
Renovations/Repairs	124
Siding/Roofing	88
Windows/Doors	54
Accessory Building	19
Pool	9
Insulation/Weatherization	26
Solar	17
Sheet Metal/HVAC	25
Solid Fuel Burning	14
Generators	131
Miscellaneous	7
Chimney/Masonry	5
Fence/Retaining Wall	4
Demolition	9
<b>TOTAL</b>	<b>550</b>

## SEALER OF WEIGHTS AND MEASURE

The Sealer of Weights and Measure generated the following fees in 2018:

Ingaldsby Farms, Wahington Street, West Boxford	\$18.00
Paisley Farms, Washington Street, West Boxford	\$18.00
 TOTAL RECEIPTS	 \$36.00

Respectfully submitted,

Richard Zulo  
Sealer of Weights and Measure

## VNA CARE

### 2018 Annual Report to the Boxford Board of Health Overview

VNA Care provided public health nursing services for the Boxford Board of Health. Service delivery in 2018 included these elements:

Elder Health Clinics  
Communicable Disease follow up  
Publicity

#### **ELDER HEALTH CLINICS**

These clinics are free and open to residents age 60 and over. The clinics are 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, preventative 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 extension 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 four times monthly as follows:

4 Mile Village (Box Top)	1 <sup>st</sup> Wednesday every month	9:00am-11:00 am
4 Mile Village	3 <sup>rd</sup> Wednesday every month	9:00am-11:00 am
Council on Aging	1 <sup>st</sup> Thursday every month	11:15 am-12:15 pm
Council on Aging	3 <sup>rd</sup> Thursday every month	11:15 am -12:15 pm

#### **2018 BOXFORD ELDER HEALTH CLINIC ATTENDANCE**

Clinics	Participants
4-mile village	132
Senior Center (COA)	118
Total clinic attendance	250

Four clinics cancelled, one due to snow and two to holidays and lastly a senior center request to cancel.

#### **2018 INFLUENZA VACCINE ADMINISTRATION**

VNA Care partnered with Chlorox in relation to a program called “Boo to the Flu”. We were able to provide 3 immunization clinics at the schools.

60 teachers received a flu shot this year on October 4, 2018.

Cole School clinic was held for students on November 8, 2018 for 18 students.

Spofford Pond School clinic was held on November 15, 2018 for 17 students.

VNA Care also participated in a Health Fair on October 10, 2018 at the Spofford Pond School. VNA provided information on how to stay healthy during the flu season.

**2018 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.

Please see Attachment A which lists all suspect (40), confirmed (49), revoked (12) cases. Joan Fitzpatrick attended an all- day seminar in the fall on TB updates and education.

**PUBLICITY**

Information is 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 VNA agency web site [www.vnacare.org](http://www.vnacare.org). VNA also advertises in the Tri Town Transcript.

Submitted on 01/04/19 by:

Beverly Salate, RN BSN  
Director of Wellness VNA Care



# PLANNING AND ENVIRONMENTAL PROTECTION

AGRICULTURAL COMMISSION

COMMUNITY PRESERVATION ACT COMMITTEE

CONSERVATION COMMISSION

LAKES, PONDS, & STREAMS COMMITTEE

LAND COMMITTEE

PERMANENT BUILDING COMMITTEE

PLANNING BOARD

SUSTAINABILITY COMMITTEE

TREE WARDEN

ZONING BOARD OF APPEALS





## **BOXFORD AGRICULTURAL COMMISSION**

The Boxford Agricultural Commission is composed of five members. These members are recommended by the Commission for appointment by the Board of Selectmen. Membership consists of two commercial agricultural enterprise operators (landowner or lessee) or individuals from related professions and industries, with the primary goal of promoting commercial agriculture. One of the remaining positions must be representative of 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.

This year, the Commission through the Massachusetts Forest Stewardship Program offered by the Department of Recreation and Conservation pursued a Forest Management Plan for the Wildcat Conservation Area. Funding for the Plan was authorized by the 2017 Annual Town Meeting. The Plan was prepared by a professional forester and was presented to the Conservation Commission being stewards of the land. Due to abutters' dissent, over strong support of the Fire Chief, the Conservation Commission tabled any discussion and did not authorize execution of the Plan. Acceptance of the Plan would have reimbursed the Town for the preparation of the Plan and would have allowed for Grants and awards for future forest management.

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, as well as a Director at Large for the Massachusetts Farm Bureau Federation; another is Treasurer of MAAC. Several members also were major contributors to the February 2018.

Annual Meeting of the MAAC. 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. The Commission continues with the Boxford Fire Department, to sponsor 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. This year the Commission entered a float in the parade celebrating the 200th Anniversary of the Topsfield Fair. The float won First Prize in the Agricultural Float category.

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 2018, 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 2018 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 2018 the town appropriated \$200,000 of CPC funds for the replacement of the Spofford Pond playground and \$100,000 of CPC funds for the upgrading of the playground at Boxford Common. In October of 2018 the town appropriated \$1000 for the upgrading of tennis courts to accommodate pickle ball. The CPC also provided partial funding for the construction of the Chapman Way/Lowe Pond pedestrian-equestrian bridge and for the initial planning of the Nason Conservation Land bridge.

The CPC continued to monitor and approve payment on invoices for various ongoing projects during 2018. The CPC also continued payments on bonds used to fund historic rehabilitation projects at Lincoln Hall and the Aaron Woods School building, purchase of open space at Wunnegen, Cargill Fields and Boxford Common, and the development of recreational fields at Boxford Common.

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 2018

2018 saw work continue on the Boxford Common community recreational project located off Middleton Road in the East Village. The Commission issued a three-year extension of the Order of Conditions for the project pursuant to the State Wetlands Protection Act and a new three-year Order of Conditions for the project pursuant to the Boxford Wetlands Protection Bylaw. These Orders allow work to continue on the unfinished aspects of the project under the same terms and conditions as the original Orders.

A culvert on Middleton Road near Lockwood Lane was replaced during the summer of 2018. Trout Unlimited provided significant assistance in the permitting and engineering of this project. The project design included enhanced fish and wildlife passage, as well as wetland replication.

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 very grateful. In 2018 volunteers working with BTA/BOLT, Inc. constructed a bridge over Pye Brook at Chapman Way to facilitate pedestrian and equestrian traffic across a section of trail flooded by beaver.

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, Nason Conservation Land Field and Witch Hollow Farm Field. Licenses were issued in 2016 to selected individuals for agricultural use of these fields. A license was also issued for agricultural use of Anvil Farm field in 2018. All these 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.

Commission members participated in the climate change workshops held in 2018 as part of the Municipal Vulnerability Preparedness program. The purpose of the two-day workshop was to identify impacts of climate change on Boxford and to prioritize actions to address those impacts. The Commission members participating in the workshop contributed important information and perspective on the ameliorating benefits of open space preservation and wetlands protection on adverse climate change impacts.

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.

In an effort to reduce the regulatory burden on the residents of Boxford, the Commission approved a new policy allowing administrative approval for the removal of up to five trees within jurisdictional buffer zones, subject to ratification by the Commission at the next subsequent public meeting. A reporting form was developed, and procedures agreed upon. The new policy appears to work well.

An Invasive Species Management Sub-Committee was established by the Commission to identify locations where invasive species have become established in town and to develop recommendations for management of these areas. Initial meetings of the Sub-Committee were held at the end of 2018.

### **Conservation Commissioners and Staff**

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.

Longtime member Lana Spillman was not reappointed by the Board of Selectmen upon the termination of her term in June, 2018. The Commission extends its appreciation to Lana for her years of service.

Conservation Commission members (term ends): Peter Delaney, Chair (6-30-20); 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); Kerri Lummus (6-30-21).

## **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.

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 2018, the Land Committee closely watched the Task Force develop the Municipal Facilities Master Plan contemplating uses of town owned parcels and buildings. We also watched the parcel of land that was rezoned at the May 2018 town meeting from RA district to an Elderly Housing District overlay and when the landowner will request to remove the parcel from Chapter 61 protection. We had a couple of inquiries about land interests but they still need further due diligence by the landowners.

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 2019 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**

It was a year of change on the PBC, when in April we lost our friend and committee member Garth Tolman after a brief illness. Garth was the quiet one who always inserted wit, humor, and astute objectivity in solving a construction problem before the committee. He is dearly missed.

Long-serving member Chuck Adam retired from the committee to spend more time with family, and we welcomed Tom Duval, local contractor, in his place. Long-time resident Richard O'Brien, a civil engineer, joined as the fifth member of the committee. As the Boxford Common sports fields are nearing completion, Haynes Committee members Bill Brown and Joe Callahan, who served with the PBC during construction, have also retired from their duties with us. Their collective wisdom was a tremendous impetus in moving the project to completion.

The Boxford Common grass field took many months of executive sessions and the PBC's time as drainage issues developed after the grass was planted forced hours of negotiations spearheaded by town administrator Alan Benson and PBC Chairwoman Margaret Chow Menzer. The PBC hired a soil specialist and the contractor ultimately installed additional drainage to the satisfaction of the committee. It is our hope the grass field will be ready for team sport use this summer.

The year also involved many long PBC meetings as a new roof and fifty windows were replaced in the Spofford School in a project partially financed by a state reimbursement program on a four-point five million dollar construction.

The new playground was finished behind the Spofford school replacing all the of the playground equipment with handicapped play structures. The PBC also met with members of the Ackerman playground committee to evaluate options of maintenance to playground structures and future handicapped accessibility issues.

In October committee members undertook a project to visit all eleven town building and develop a five-year building maintenance plan for major expenditures of roofs, heating, painting, and other capital projects to assist other town committees in budget planning.

Permanent Building Committee Members:

Margaret Chow-Menzer, Chair.

Robert Hazelwood, Clerk

Scott Novack, Tom Duval, Richard O'Brien



## **PLANNING BOARD**

### **Municipal Facilities Task Force**

The Planning Board continued its work on the Municipal Facilities Master Plan in 2018, working through the Municipal Facilities Task Force. The Task Force was charged by the Planning Board to prepare a Master Plan for the use, modification and disposition of non-school municipal facilities incorporating a proof of concept with conceptual street elevation drawings, a timeline with key milestones, and a long range financial plan. The Task Force met several times each month in addition to the regularly scheduled Planning Board meetings. The Task Force included representatives from numerous interest groups and was ably assisted in its work by Harriman consultants. The Master Plan was presented at Town Meeting in October, 2018 where it failed to muster a two-thirds vote required for adoption.

### **Municipal Vulnerability Preparedness**

In 2018 the Town was awarded a \$15,000 planning grant by the State's Municipal Vulnerability Preparedness (MVP) program. Two four-hour workshops were held in the fall of 2018 during which community leaders, Town department heads, and key third party organizations identified the likely impacts of climate change on the town and the priority actions necessary to address these impacts. It is anticipated that in 2019 the Town will complete the steps necessary to be designated an MVP Community.

### **Rezoning and Zoning Amendments**

A parcel on Willow Road encompassing 117.62 acres was rezoned to Elderly Housing District by two-thirds vote of Town Meeting in May, 2018. A conceptual plan of development for this parcel was presented to the Board in the fall of 2018, however plans have not yet been presented for permitting. Zoning amendments were proposed to prohibit recreational sale of marijuana, to allow for as-of-right large scale solar projects, and to make various modifications to the Elderly Housing District requirements. The marijuana prohibition failed to muster the two-thirds vote required for adoption. The other amendments were successfully adopted.

### **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 eight ZBA cases in 2018.

### **Approvals Not Required**

The ANR process allows for all lots with sufficient frontage on existing roads and which meet other conditions under the Zoning Bylaws to be approved without having to go through the subdivision approval process. The Board reviewed two applications under the process of "Approval Not Required" (ANR).

### **Subdivision Activity**

There were no new subdivision applications received in 2018.

**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 2018 three driveway applications were reviewed by the Planning Board.

**Other Activities**

The Board reviewed the Regional Housing Production Plan prepared by the Merrimack Valley Planning Commission (MVPC) and offered suggested changes. The changes were incorporated into the plan by the MVPC, and the plan was subsequently adopted by the Board of Selectmen upon the recommendation of the Planning Board.

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

**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's primary focus in 2018 was to obtain Green Community designation for the Town of Boxford. To meet the requirements for designation, we sponsored articles that were adopted at Town Meeting to create a Solar Overlay Zoning District and to adopt the Stretch Energy Code for new construction.

We also created an Energy Reduction Plan which identifies energy saving projects which could allow the Town to reduce its energy consumption by 20%. Grants from the Green Communities program can be used to help pay for these projects.

The Boxford Solar Array that the Sustainability Committee helped to create was in operation for the full year of 2018. In 2018, it provided the Town a total of nearly \$41,000 through net metering credits and other payments to the Town. Because the Solar Array generated more power than was consumed by the Town, Boxford built up over \$43,000 in credits. The Sustainability Committee will be working with Masco so that they can take advantage of these credits.

Gary Martin, Chair

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

## BOXFORD TREE WARDEN REPORT



Boxford has been certified as a Tree City USA by the Arbor Day Foundation and the Massachusetts Department of Conservation and Recreation for 12 years. One of the requirements to maintain this certification is a community Arbor Day Celebration.

The 2018 annual Arbor Day celebration was held on June 14 at the Spofford Pond School. The special guest speakers included Kathryn Castonguay, Principal of Cole School, and Dan Mayer, owner of Mayer Tree Service. Selectmen Al Vaz and Peter Perkins attended and read the official Proclamation for Arbor Day. Students helped the DPW plant a purple leaf plum tree near Chadwick Soccer Field.

Respectfully submitted,  
John C. Dold, PE  
Tree Warden

## **ZONING BOARD OF APPEALS**

In 2018 the Zoning Board of Appeals heard 9 cases, all request for special permits. As in years past, the majority of the special permits cases heard and granted were of two types, special permits for accessory in-law apartments or garage space for more than three vehicles. 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. The Zoning by-law requires a special permit for the construction of garage space for more than three vehicles in single family residence districts.

No requests for variances or appeals of decisions of the Inspector of Buildings were received during 2018.

Ralph Nay and Steve Merriam continue to serve as full-time voting members of the Board. Steve Merriam serves as vice-chair and Ralph Nay as clerk. David Peterson is an alternation and attends when called upon by the Board. 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.

Kirsten Stickney was hired as the Board's secretary. Kristen serves as the Board's point of contact at Town Hall, provided administrative support and is the Board's minutes secretary. Kirsten is coming up to speed quickly and the Board welcomes her positive outlook.

The Board changed its meeting time from 7:30 p.m. to 7:00 pm. and continues to meet regularly on the fourth Thursday of each month and at other times as necessary.

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

### **Varsity Wireless. LLC v. Town of Boxford**

Varsity Wireless is challenging a denial of a variance and special permit to construct a monopine telecommunications facility at 12 Mortimer Road, under the Federal Telecommunications Act.

The Town is represented by special counsel in this matter.

Respectfully Submitted,

Paula Lia Fitzsimmons, Chair

**Board Members**

Paula Lia Fitzsimmond, 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**

The last few years were very slow waiting for MASS DOT to construct a paved rail trail within the three towns of Boxford, Georgetown, and Newbury and waiting for the drafting and signing of a 99 year lease from National Grid to permit these three towns and MASS DOT to move forward on the B2B trail project. For example, a public meeting by MA DOT was again not held this year. The next section MASS DOT plans to build is from Georgetown Road, Boxford into Georgetown. We hope this will be completed in the next few years if there are not more delays.

While waiting for MASS DOT and National Grid, the Boxford B2B trail committee has maintained the rail bed: cutting brush and mowing, placed signs for a parallel on road route, and completed the trail in BTA/BOLT's Hemlock Junction, which is across from the Kelsey Arboretum and provides a safe passage to the rail trail, avoiding the old dangerous Kelsey Road crossing. Hemlock Junction also provides trail users with a parking area and a pleasant resting spot with picnic benches and bike stands. For now, the Boxford B2B Trail is open and usable by walkers, runners, and mountain bikers as a rough, dirt, single-track trail and road bikers can follow the signed on-road route. The Kelsey Arboretum perimeter trail is also open, except during snow cover. We have also applied for 3 grants to improve the trail south of Pye Brook Lane to the Topsfield town line.

Respectively submitted,

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

## BOXFORD CULTURAL COUNCIL

The Boxford Cultural Council (BCC) is a community organization supported through funding from the Massachusetts Cultural Council, a state organization which 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 2019 grant cycle garnered 13 grant applications, of which 10 were funded. Among the council grants approved for the 2019 grant cycle, are the following:

This year's grants include:

<b>Applicant</b>	<b>Project Title</b>
Masconomet Regional High School	Language Mosaics
Delvena Theatre Company	Isabella
Hands on History	Hands on History the American Revolutionary War
Mass Audubon Ipswich River Wildlife	Spring Birdwatching Walk in Boxford
Bruno, Roger	A Celebration of Song: The Great American Songbook
Bates, Davis	A Universe of Songs & Stories: A Summer Reading Celebration
The Musary, JRP Inc.	Musical Instrument Lending Acquisitions
Imagine Studios	Walking the Way Today: An Historical and Musical Presentation
The Museum of Printing	Printing Arts for All Seasons
West Boxford Improvement Society	Boxford Summer Fest 2019

Our grant year culminates with a reception to recognize and meet the grant recipients. This year's reception will be held on Sunday, May 5<sup>th</sup>, at Town Hall, from 2:30PM-5:30PM. All Boxford residents are invited to attend. To learn more about the Massachusetts Cultural Council, or apply for a grant, check out [www.massculturalcouncil.org](http://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 2021, Chair  
Sarah Arrigo 2021, Member  
Judi Stickney 2019, Publicity  
Kathleen Zolla 2020, Member  
Marya DeCarlen 2020, Member  
Stephanie Meegan 2021, Secretary  
Vacancy

## **COUNCIL ON AGING**

The Council on Aging has had another busy and productive year. The need and demands for our services continues to grow but our resources and space are saturated, so we cannot meet all the needs of all our Seniors. 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 a very undersized building. Access and use of the building is also limited for those with disabilities. Without our dedicated volunteers working every day in our office and kitchen, we could not offer and provide the services we carry out. As our Senior population continues to grow (steady at about 1.5% of Boxford's population annually), and as the majority of Seniors choose to 'age in place' in Boxford, we are at a point where without more resources, our services will not fulfill demand.

The COA is facing a crisis. The failure last October of the Boxford One plan at the Special Town Meeting was another setback in our attempts, over the past 13 years, to increase our space to the minimum needed to serve our Seniors today. In October we proposed a plan to renovate and expand the current Community Center at 4 Middleton Road to 9,000 square feet. This space was the result of compromise with the Planning Board Task Force and was 50% less than three outside consultants found we needed. As a result, even if that space had been approved, we would not have been able to offer programs to Boxford families such as Adult Day Care.

After the 2018 October Special Town Meeting, the COA Board reassessed our options for obtaining more space. We decided not to give up but, rather to take a different approach. Central to this approach will be a major fundraising program that we hope to have in place and working by the Spring of 2019. The goal of the program will be to raise at least 50% of the cost of any new building, which we would call the Boxford Community & Senior Center. The Board has hired a part-time financial consultant specializing in identifying and applying for grants. A special committee will be formed for obtaining private contributions for the building.

The Board also revisited the many sites that have been considered for a new Community & Senior Center. Of all that have been considered, the Board decided to focus on 10 Elm Street and utilizing the empty Cummings House as the centerpiece of a new building. These plans are going forward and a proposal will be presented to the May, 2019 Annual Town Meeting.

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 2,8346 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, Ultimate Walking, Nordic Pole Walking, Zumba, Strength Training and Line dancing.

An emphasis was placed on more Community Education and we delivered over more than 2976 units of service. This was accomplished through speakers, weekly discussion group News and Views, Facts and Figures, monthly Science classes, Garden Club classes, Art classes and numerous other activities.

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 3244 in assistance to individuals and families. 1630 Meals on Wheels were delivered and 1427 meals were eaten socially. Through the van and with our NEET program 1336 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 the Fire Department 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

Judy Andersen  
Suzanne Cox  
Christina Eckert  
Steve Harvey  
Elizabeth Murphy  
Richard Shaw / Vice Chairman  
Richard Taylor / Chairman

Staff

Pam Blaquiere / Director  
Lisa Giugliano/Secretary  
Elaine Gould / Outreach  
Jack Hawkswell / Driver

## **HISTORIC DISTRICTS COMMISSION**

The Boxford Historic Districts Commission (HDC) was established in 1971. Our jurisdiction is the Boxford Village Historic District and the Howe Village Historic District. We follow the Massachusetts General Law C.40C, the purpose of which is to promote the distinctive characteristics of buildings and historic places, as they relate to and profile the history of the cities and towns of the Commonwealth.

In the Commission's continuing effort to make it easier for applicants to apply and go through the process of being granted a Certificate of Appropriateness, a Certificate of Non-Applicability or a Certificate of Hardship, copies of the current Design Guidelines (revision/updating due in 2019) 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. Note: There is no longer a fee for an application for a Certificate of Appropriateness.

In 2018 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, additional updating at Cleaveland Farm and plans for a new Community Center under the One Town, One Plan proposal.

This year we welcomed two new members to the Commissions: Heather Barry and Chris Barendsfeld. Heather, a native of Boxford, recently moved into the Boxford Village Historic District and has a background in preservation. Chris Barendsfeld is the owner and general manager of the iFarm, a recently restored 19<sup>th</sup> Century farm, that was presented with a Preservation Award from both the Boxford Historical Commission and, more impressively, the Massachusetts Historical Commission.

Currently, the Commission has an opening for two additional members: an architect and an attorney. If interested in volunteering, please call or 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  
Heather Barry  
Chris Barendsfeld  
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. The following are some of the 2018 projects that have been completed and new proposals that are planned for 2019.

### **Little Red School House**

Nancy Merrill and Virginia Havey, members of the Historical Commission, and a group of very enthusiastic volunteers are working very diligently to renovate and restore the Little Red Schoolhouse. They are looking for funds, grants and hands-on volunteers to help complete the project. If you would like to join this exciting effort please notify Laurie Rowan: [Rowan.Laurie@gmail.com](mailto:Rowan.Laurie@gmail.com) or Julie Diamond: [Julianna12381@gmail.com](mailto:Julianna12381@gmail.com)

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.

### **Community Preservation Committee**

Virginia Havey represents the Commission on the Community Preservation Committee (CPC). Hopefully, at least one project on the Historical Commission agenda will be presented to the CPC in 2019: to ask for funding to hire a Preservation Specialist to complete a full inventory of the historic assets and dwellings in the town.

### **Inventory of Historic Properties**

In 2019 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 and Eagle's Nest**

The Boxford Historic Districts Commission holds the preservation restriction on Cleaveland Farm and the Boxford Historical Commission holds the preservation restriction on Eagle's Nest. The properties are visited on an annual basis and any changes in the exteriors are reviewed by the commissions.

Respectfully submitted,

Wendy Perkins  
Chairman

Members:

Wendy Perkins, Chairman  
Virginia Havey, Vice Chairman  
Heather Barry  
Chris Barendsfeld  
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 2018, the Park Program ran 3 hours a day 9:30-12:30, on Tuesdays, Wednesdays and Thursdays, June 26 – August 2, at Cole School.

439 Children Registered (432 in 2017)

52 Local High School and College Students Employed (47 in 2017)

66 unpaid interns (56 in 2017)

55 counselors-in-training (44 in 2017)

Certified teacher and Boxford mom Nancy Coughlin continued as the Park Director; Boxford parent Garbrielle Burnham was Supervisor. Certified teacher Jessica Fuller returned as Assistant Director. Patti Maffeo, a longtime paraprofessional at Cole, and Barbara Bruker, Boxford resident who works in the Middleton Public Schools, joined the staff to manage our large number of counselors and trainees. Cole School Nurse Katie Barber and Boxford parent/Newburyport School Nurse Kimberly Putney job-shared the Nurse position. Darlene King and Michele Delfino continued as Art Directors to organize crafts, and Nikki Meader joined the Arts and Crafts staff as well.

The program expanded to 6 weeks in 2018 and is expected to run 6 weeks in 2019.

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

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 2018 and maintains a positive balance going into 2019.

Planning is already underway for 2019. 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 Stepping Stone 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. Access to the camp land by other groups such as Boy Scouts or Girl Scouts still must be authorized by us with prior notification.

There were no issues relating to Camp Stepping Stone requiring intervention by the Rec. Comm. during 2018. Other than an occasional walk-through to inspect the property, no problems were brought to our attention. Our Tenant manages the facility more than adequately. The Boxford PD regularly patrols the area. Sometimes trespassers (there is legal signage) go there to fish and leave trash behind which I have collected and disposed.  
*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 trail 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 Spofford Pond School Band provided music for the parade and ceremony. Members of the Boxford Fire Dept. march in the Memorial Day Parade, along with the Board of Selectmen, Boy Scout, Cub Scout and Girl Scout troops. Ceremonies alternate between East and West Villages year to year. In 2018 the parade was in the West Village, in 2019, it should be in the East Village.

John Rowen and the BAA (Boxford Athletic Association) organize the Annual July 4th Parade and the Jennifer Tinney Road Race. In 2018, the 4<sup>th</sup> of July fell on a Wednesday and was well attended.

#### 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 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.

#### BOXFORD PICKLEBALL

After requests from the Boxford community, the Rec Committee explored converting the tennis courts into Pickleball courts. Pickleball is a tennis-like game gaining in popularity across the country, especially among seniors.

Rec Committee applied to Boxford CPC for funds to paint blue pickleball lines onto the tennis courts. This was approved. John Dold had the courts power-washed before the painting process; the courts came out great. Pickleball nets and paddles were donated. Volunteers organized a Monday and Friday schedule of pickleball lessons and games throughout the summer. 10-12 players showed up for each session. When the weather got cold, players were invited to join an indoor league. We anticipate we'll have more participants in 2019.

*Christina Eckert*

Respectively submitted,

John Rowen  
Christina Eckert  
Paige Andrews  
Jon Schwartz  
Maria Simonetti  
Tony Pane

## RECYCLING COMMITTEE

Our comprehensive Recycling Program in Boxford continues to flourish. In 2018 our town recycled approximately 32% 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, NO Styrofoam 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. Due to increased costs, we have had to increase fees at the Drop off Center.

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 for a fee of \$1 per gallon or oil filter.

Our Town applied for and received a recycling grant from DEP for \$7,800 which the Recycling Committee will be deciding what projects can be funded within the grant guidelines. Working with Mike Cosco of West Village Provisions and Brad Sweet we made a recycling video and did a town-wide mailing of a Recycling Postcard.

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, 2<sup>nd</sup> 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-second annual Household Hazardous Waste collection day with the towns of Topsfield and Middleton in November. Our 2019 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.

One of our long serving members on the Recycling Committee, Nancy Woolford, moved out-of-town and a former member, Joanna Daniel, rejoined the Committee.

Please note that our vendor, *Helpsy*, 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](http://www.town.boxford.ma.us). Check out [www.freecycle.org](http://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.

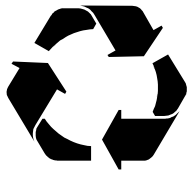
Please find below the total amount of materials recycled in Boxford during calendar year

Single Stream: Mixed Paper & Cardboard Commingled

Rigid Plastic Containers #1, #2, #3, #4, #5, #6 #7; Glass; Aluminum cans; Tin cans


TOTAL CURBSIDE	853		
Corrugated Cardboard	80	Tires	298 car
Scrap Metal & Appliances	45	Auto Batteries	50
Computers/TV	15	Motor Oil	600 gallons
Helpsy (books & textiles)	2	Oil Filters	2 (55-gal )
Salvation Army bins	5	Propane Tanks	49 (20#)
Scout Magazine bin	8		111 (1#)
EST. DROP-OFF	155		
Combined Tons Diverted(Recycled)	1008		
Disposed Trash	2041		
Estimated Diversion Rate	32 %		

Karen Sheridan, Chair  
Georgia Cameron  
Linda Shea  
Patty Hojnowski-Diaz  
Joanna Daniel



## CURBSIDE RECYCLING

Preparing Recyclables

MATERIAL	WHAT TO RECYCLE	PREPARATION	DO NOT INCLUDE
<b>ALUMINUM</b>	Only pure aluminum cans.	Rinse clean.	No pie plates, foil, cans with paper or plastic parts.
<b>GLASS</b>	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.
<b>METAL CANS</b>	Steel or tin & mixed metal tin cans.	Rinse clean.	<b>No cans with paper parts</b> <b>No paint cans.</b> <b>No automotive product cans. No scrap metal.</b>
<b>NEWSPAPER and CORRUGATED CARDBOARD</b>	Newspaper, corrugated cardboard, brown paper bags, magazines, catalogs, telephone books, junk mail, paperboard (i.e., cereal & tissue boxes)	Place in paper bags or tie with string. Cardboard needs to be in 2' x 2' squares or smaller and can be commingled with mixed paper and paperboard. Remove cereal box liners.	No waxed/coated paper. <b>No plastic bags.</b>
<b>PLASTIC</b>  	Only rigid <b>containers</b> marked: <b>#1 – PETE,</b> <b>#2 – HDPE,</b> <b>#3 – PVC,</b> <b>#4 – LDPE,</b> <b>#5 – PP,</b> <b>#6 – PS, or</b> <b>#7 – OTHER</b>	Rinse clean. .	No item that is not marked with the numbers listed inside the recycling logo. <b>No Styrofoam</b> <b>No plastic bags</b> <b>No containers of motor oil, paint, aerosol or hazardous materials</b> <b>No food or liquids</b>
<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.

12/31/18

## 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
<b>Aluminum</b>	Pans, foil	Rinse clean.	
<b>Batteries</b> 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.
<b>Bulky Items</b> *Fee based on volume	Mattresses, sofas, rugs	Place in marked bin.	
<b>C&amp;D-Construction&amp;Demolition</b> 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.
<b>Corrugated Cardboard</b>	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.
<b>Helpsy Items</b>	Books, videos, CDs, DVDs, records, LPs, sport cards, comic books, clothing, textiles, shoes	Place in <i>Helpsy</i> container	No Magazines, catalogs, directories, home made tapes, Encyclopedias,
<b>Metal Appliances</b> Large Appliances *Fee based on volume	Washers, dryers, stoves Refrigerators, freezers, air conditioners, dehumidifiers	Doors off.	No TVs, wood, cement, tires, plastic parts.
<b>Mercury-bearing Items</b> *Fee: \$2 most items \$3- 8 ft. bulbs, broken bulbs	Fluorescent bulbs, thermometers, thermostats	Place in shed.	
<b>Salvation Army Items</b> 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.
<b>Scrap Metal</b> *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.
<b>Televisions &amp; Computer Monitors, Printers</b> *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	
<b>Tires</b> *Fee: \$5.00 each car tire \$10.00 each truck tire	Small truck or car	Rims okay.	
<b>Waste Motor Oil &amp; Oil Filters:\$1/gal or filter</b> 1st Saturdays of Month <b>Only</b> <b>8 AM to Noon</b>	Crank case oil, diesel oil, transmission fluid	Capped containers.	No gasoline, anti-freeze, brake fluid, PCBs, etc. Anything other than what is specifically allowed.

12/31/2018

## 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	\$25.00
Dishwashers	\$15.00
Washers/Dryers	\$15.00
Humidifiers/ Dehumidifiers	\$15.00
Oven/Stoves	\$20.00
Water Tanks	\$15.00
Microwave Ovens	\$ 10.00
Gas Grills	\$ 10.00
Lawnmowers	\$ 10.00
Propane Tanks (20lb)	\$ 5.00
Propane Tanks (30lb)	\$20.00
Bicycles	\$2.00

#### LARGE BULKY ITEMS

##### Mattress or Box Spring

Single/double	\$20.00
Queen/king	\$25.00
Sofas	\$35.00
Sleep Sofas	\$40.00
Stuffed Chairs	\$25.00
Recliners	\$30.00

#### Mercury & Fluorescents

Mercury Items	\$2.00
Bulbs under 8 ft.	\$2.00
Bulbs 8 ft. & over	\$3.00
Broken glass bulbs	\$3.00

#### CONSTRUCTION & DEMOLITION

Depending on volume ranges from:

\$10.00 per 32-gallon barrel

\$30.00 per car trunk

\$35.00 per cubic yard

\$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

#### Motor Oil & Oil Filters

Oil filter	\$1.00
Each gallon	\$1.00



## DEPARTMENT OF VETERANS SERVICES NORTH ANDOVER / BOXFORD DISTRICT

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

### OFFICE HOURS:

Monday 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](mailto: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 FY20 total \$ 83,872.57. The Town of Boxford apportionment for salary and office expenses total \$18,955.20

**Enhancements:** Joe will have regular set times at the Boxford Council on Aging on the 1st and 3rd Thursday from 9-11am. Joe will continue to participate in community and outreach events in Boxford to further foster the relationship between the office and the Veterans we serve.

### 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 \$ 2,023.00 per month (single applicants) with cash assets below \$5,000.**

**Married Veterans, is your combined income below \$2,743.00 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 2018 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 2018 are as follows:

Boxford Village Cemetery	125	Brookside Cemetery	76
Georgetown Road		Main Street	
East Boxford Village		West Boxford Village	
Harmony Cemetery	42	Mt. Vernon Cemetery	120
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 Camp Curtis Guild at Round Top Memorial Site , (1) Jacob Perkins Grave/Lot Behind 99 Great pond Road, (3) at The Civil War Monument at the corner of Main Street and Washington Street, (4) at Killam / Curtis Cemetery behind Masconomet Ball fields and (1) Col. Thomas Knowlton Memorial at West Boxford Historical Society Building.

Javier G. Morales  
Veterans' Graves Officer  
02/19/19

# 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 (BCATv)**

501(c)(3) Non- Profit

[www.BoxfordCableTv.com](http://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 2018 we videoed and broadcasted 250 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 on Ch 22/39 and streamed on [www.BoxfordCableTv.com](http://www.BoxfordCableTv.com). 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 from our website.

In September, Lance and his son, Tristan, replaced the 13-year-old Standard Definition robotic camera system in the Selectmen's Chambers with a new state of the art computerized High Definition robotic camera system. This project involved several hours of running network cables to the 4 camera positions in that room. Lance did the research on the computer software and camera options. Brad Sweet configured the computer and tested out the equipment.

Our staff of 27 paid interns, ranging from students 12 years of age to college age, plus a resident enjoying retirement, videoed 460 local events in 2018. 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 High Definition on our website, as well.

We also aired over 70 religious services donated by local Boxford and Topsfield houses of worship, as well as another 548 videos of various subject matters of local interest provided at no charge to BCATv by other cable stations and independent producers.

During this past year we continued to live broadcast on our website many events, such as the Masco Senior Week activities; Masco Soccer, Basketball, Field Hockey, Baseball, and concerts; Spofford and Cole School events, such as Sticks & Stones, and band concerts; BAA Men's Softball games, and the BTA/BOLT Running Festival.

We have received many positive responses from grand-parents and other relatives who live out of state and want to watch these games. In fact, several parents traveling for business have been able to watch their children's games while waiting in an airport, in a hotel, and even on a flight in progress!

The Town of Topsfield renewed BCATv's contract to manage the Topsfield Cable Access Media (TCAM) station through June 30, 2019. (We have already submitted a proposal to Topsfield for Fiscal 2020.) BCATv has been providing 24/7 programming as well as live coverage of select government meetings. All additional costs related to this contract are paid for by Topsfield, plus Topsfield shares approximately half of the cost for BCATv produced Masco events, Tri-Town sporting events, and concerts that are broadcast in both towns.

Jonathan Rivers continues to remotely schedule the TCAM channel on a weekly basis. Ben, Maddy, and now Noah Demers from Topsfield have religiously setup equipment at Proctor School, Topsfield Library, and now at Topsfield Town Hall for live Selectmen and Topsfield School Committee meetings again this past year.

BCATv sponsored Josh DeVelis from Boxford and Peter Kitsakos from Topsfield in the Masco Senior Internship Program, which runs for 5 weeks following April school vacation. Brad Sweet was their on-site mentor.

Josh DeVelis learned how to use our video editing software. He edited the 4-camera footage from Masco Frolics, created the cover art for the DVD case, and produced a 2 DVD set which Masco had taken orders for. Josh also ran camera for several Masco Baseball games and some other events. Josh also created an original short video, which he wrote, directed, and edited.

Peter Kitsakos created a highlights video for the Masco Spring Track team, which he was a part of. Peter carried a full load of honor courses, so his internship was limited to a couple of weeks. In order to help him out, BCATv provided the original video footage we had recorded for 2 Spring track meets at Masco.

Using proceeds from ongoing DVD sales, we established a scholarship fund 3 years ago for graduating seniors who have made significant contributions to BCATv over the years. This past year we awarded a \$500 scholarship to Mike Anderson of Boxford and to Ethan Grammer formerly of Topsfield, now of Salina, CA, for their contributions to BCATv. Mike started with BCATv as a Junior and Ethan as a 5<sup>th</sup> grader. Both are still involved with BCATv.

This coming year we plan to upgrade the 13-year-old robotic camera equipment and audio in Meeting Room 2 at Boxford Town Hall and install a robotic camera with audio in Conference Room 2, and possibly the Police Station Meeting Room.

Respectfully submitted,

Brad Sweet, General Manager and Controller  
Rick Rivers, President; Melissa Scheirey, VP; and Doug Dillon, Treasurer - Boxford Cable Access Television Board of Directors

## **BOXFORD TRAILS ASSOCIATION (BTA/BOLT)**

BTA/BOLT, INC., your local Land Trust, was thrilled to be able to secure a grant, written/requested by Bonnie Lucas, for the Town of Boxford from the Department of Conservation Resources for over \$35,000 to build a truly worthy bridge, for pedestrians and horses, called the Chapman Way/Lowe Pond Boardwalk. The project was spearheaded by Rich Tomczyk who mustered the volunteers who contributed \$20,000 worth of work hours, which matched the grant donation, as required. The bridge was designed by Bob Weatherall who guided and motivated the 35 volunteers who stood in water up to their waists in all sorts of weather from September through November. A community inspired and driven project which brought many "Boxfordites" together! We can't thank all the volunteers and professionals who helped make this happen, enough!

Hemlock Junction, at Kelsey and Hemlock Roads is another BTA/BOLT project that was virtually completed this summer with BTA/BOLT board members and the Boxford DPW, as well as folks from the B to B Trail Committee and the Bay Circuit helping us to install a lovely connecting trail from the power lines at Pond Street, through Hemlock Junction, on to the Kelsey Arboretum and back to the power lines to Georgetown Road. Included in this project is a small parking "lot", ADA compliant picnic tables, bicycle rack donated by the Topsfield Bike Shop and a kiosk being designed and built, ready for the Spring "opening" of this new trails feature in Boxford.

This summer, a bridge in West Boxford will also be built, connecting the field on Lakeshore Road, with horse trailer parking to be available and crossing over a small "chasm" onto the beautiful Nason parcel, connecting to hundreds of acres of open space, some private and many town-owned, as well as many kilometers of trails in West Boxford. This bridge as well, is being funded by a grant to be matched by volunteer hours of labor. Join us!

We are renovating, up-dating and re-building the kiosks around the various trail heads and properties in Boxford. Watch for our "new look"!

Last year at our Annual Meeting we hosted a wonderful presentation on reptiles, presented by Skin and Scales. Many cold-blooded creatures were present to be held by the brave and admired by all. Earlier in the year we also had a presentation informing us of the plight and progress of the Ipswich River, part of our watershed.

We look forward to 2019 and all our projects and are grateful to all who support us in so many different ways.

Natasha Grigg, pres., Jessica Grigg, VP, Catherine Wallace, Treas., Jenny Bridge, Sec., Board members: Alison Chase, Steve Davis, Chris Delaney, Bruce Eaton, Judy Gore, Jeffrey Hixon, Bev Ingalls, Dave Ingalls, Nancy Merrill, Dennis Pyburn, Angela Steadman, Richard Tomczyk, Priscilla Welch

## **HEALING ABUSE WORKING FOR CHANGE**

### **2018 REPORT TO THE TOWN OF BOXFORD**

Founded in 1978, the mission of HAWC (Healing Abuse Working for Change) is to create social change by taking action against personal and societal patterns of violence and oppression. HAWC provides services and support to victims of domestic abuse residing in the 23 cities and towns on the North Shore in order that they may make informed, independent decisions about their futures.

HAWC provides free, comprehensive services to 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.

#### **2018 Highlights**

- In 2018 HAWC celebrated our 40th Anniversary. We are grateful for the critical support from local leaders, like the Town of Boxford, that have empowered HAWC to provide life saving support to survivors of domestic violence. Together as a community, we continue to show survivors that they are not alone in facing abuse and forging a safer, healthier and happier life.
- On July 1, 2018, HAWC's Board of Directors nominated Sara Stanley to the role of Executive Director. Ms. Stanley had previously served as Attorney Director of Legal Services and Deputy Director. She worked in close partnership with former Executive Director, Paula Herrington, prior to Ms. Herrington's retirement.
- In partnership with the Essex County Sheriff's Department House of Corrections in Middleton, HAWC is providing Domestic Violence Education to women currently engaged in a prison-based detox/substance abuse treatment program. Successful participants will avoid further incarceration and upon release be empowered with new skills to seek healthier relationships
- With support from The Peter and Elizabeth Tower Foundation, HAWC expanded our innovative Parent Child Trauma Recovery Program ("PCTRP") to operate at a third clinical site on Cape Ann in partnership agreement with Children's Friend and Family. The PCTRP also operates in partnership with North Shore Medical Center in Salem and Lynn Community Health Center in Lynn. Together we work to reduce trauma symptoms in children who have witnessed domestic violence.



## **FY18 Outcomes**

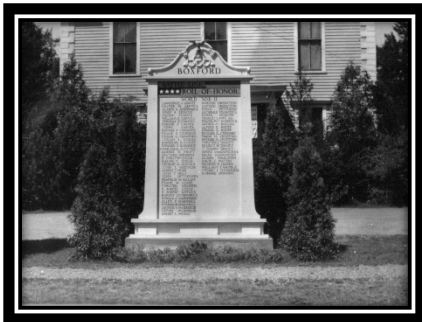
- Agency-wide **2293** individuals received **8794** services in FY18
- Our hotline was accessed **493** times for information and support
- **977 individuals** received **4001** one-on-one advocacy sessions
- **101 people** attended support group meetings
- **54 families** received counseling through our Parent-Child Trauma Recovery Program
- **1,639 clients** received legal advocacy in court **2783** times
- **217** clients attended free legal clinics and **22** clients received direct representation by HAWC attorneys
- **58 families** entered into HAWC's Emergency Shelter
- **139** high-risk cases were reviewed for on-going safety planning to prevent homicide.
- **58** clients entered into HAWC's Emergency Shelter, including **25** adults and **33** children

*For questions, requests for training, or volunteer opportunities, please contact HAWC's Executive Director, Sara Stanley at [saras@hawcdv.org](mailto:saras@hawcdv.org); 978-744-2299 x312.*

## BOXFORD HISTORIC DOCUMENT CENTER

Since its establishment in 1976, the Boxford Historic Document Center has served as an archives and local history center for the town. Included in the archival collections at the Center are documents, maps, printed material and photographs, dating from the 17<sup>th</sup> century to the present. These records help provide the context for understanding the history of the Boxford and its people. In addition, the Document Center collects 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 little brick building in West Boxford Village, or saw the sign outside, and wondered what could be inside. In 2018 we had visits from many curious people, including students, genealogists, historians and residents. In addition the BHDC sponsored a program at Lincoln Hall about Harlan P. Kelsey and his nursery in Boxford in May and held open houses at the Document Center in May and during the West Boxford Winter Fest on December 1.



In conjunction with the Harlan P. Kelsey program, an exhibit was curated at the Document Center, with photos and plans relating to the development of Kelsey Highlands Nursery. Additional exhibit panels featured some of Kelsey's landscape projects in Boxford, New England and the East Coast, from Maine to Georgia.

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. Please call 978-352-2733 with any questions.

Martha Clark  
Archivist

October 15, 2018

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 2018.

Tri-Town Council is proud to have served the communities of Boxford, Topsfield and Middleton for five decades (1968-2018). 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.

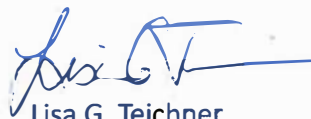
**We deeply appreciate the support from the Town of Boxford whose residents voted to provide Tri-Town Council with \$29,614 in FY18.** Municipal Funding contributions from Boxford, Topsfield and Middleton represent a significant portion of Tri-Town Council's annual operating budget. This funding is vital to the financial health and organizational stability of Tri-Town Council.

*As we celebrate 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,



Stacie Bloxham  
President, Board of Directors



Lisa G. Teichner  
Executive Director



*Board of Directors:* Stacie Bloxham, President; Susie Read, Treasurer; Johanna Bernard, Secretary; Zillie Bhujju; Susan Fowler, Jane Pappas; Laura O'Connor; Beth Beringer

*Advisory Board:* Emily Collins, Topsfield; Marise Stewart, Topsfield; Mary Dodge, Middleton; Christine Rothman, Boxford; Sue Block, Boxford; Jeanne Richards, Boxford; Rhonda Fogel, Middleton; Rodney Pendleton, Middleton; Donna Davis, Middleton; Dana Webster, Topsfield; Mark Landgren, Topsfield;



# Our Community. Your Impact.

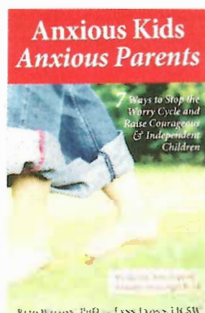
## INTERGENERATIONAL PROGRAMMING

### Connecting Generations, Strengthening Communities

Bringing **Seniors** and **Youth** together in meaningful ways; fostering relationships and nurturing the social and emotional well-being of Seniors and Youth.



## PARENT/EDUCATOR WORKSHOPS



- Stress & Anxiety
- Youth Issues, Ages & Stages
- Executive Function
- Social Media Safety
- Addiction & the Developing Brain
- Internet Safety
- Boy Sense (Emotional Intel for Boys)
- Social/Emotional Skill Development
- Essex County DA Safety Conference & more

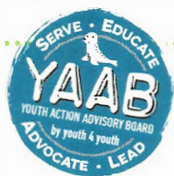


## HORIZONS YEAR-ROUND PROGRAMS



Camp Invention

Over 80 classes K-6 serving 600+ children plus Camp Invention, Ski Bradford and LEGO Engineering & Video Game Design



## TEEN PROGRAMS

- Youth Action Advisory Board
- Teen Leadership Councils & Community Service Opportunities
- MA Conference for Women
- Youth Artisan Fair
- Stand Tall! Tween & Teen Girls
- Boys Mentoring Program
- Girls 4 Girls Mentoring Program
- In-school speaker programs on relevant issues

## OPEN GYM

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



## SPONSORED PROGRAMS

- DASH (Disability Awareness Starts Here)
- Samba Ensemble
- Sponsor-a-Child
- Inclusive Rock Band

## DEVELOPMENTAL ASSETS

Building blocks for healthy, resilient, empowered youth.



## THE COALITION

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

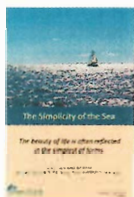
### Community Partnership

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

## RESOURCE FOR FAMILIES IN NEED



## PHOTOVOICE

Youth create powerful messages through photography and written word.



## ALL-NIGHT GRADUATION PARTY

A 50-year tradition with **90%** class participation!  
Scholarships for Seniors!



## PROJECT Safety Net

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

## YOUTH RISK BEHAVIOR SURVEY

**2,000** youth at MASCO & Community Adult Perception Survey

[www.tritowncouncil.org](http://www.tritowncouncil.org)



@TriTownCouncil



**TRI-TOWN COUNCIL ANNUAL REPORT - FY 2018**  
*Celebrating 50 years supporting Tri-Town Youth and Families!*



**WHO WE ARE:** Serving and supporting youth and families for five decades, Tri-Town Council (TTC) continues our commitment to **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). TTC is excited to welcome Dr. Linkenbach

to our community during the fall of 2018 to work with TTC and our community partners.

**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,

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, Middleton and Topsfield 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 2017-2018 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, development of social-emotional skills 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

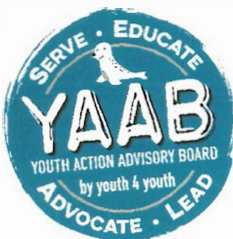
ensuring and sustaining a healthy tri-town community for all. Activities include data collection/dissemination, substance-free activities, information/education campaigns, youth engagement and advocacy. The receipt of new grant funding through the Peter and Elizabeth Tower Foundation will allow TTC to further expand and deepen the work of The Coalition in FY19 and beyond.



**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, chess, yoga, cooking, physical activity, Lego Engineering, sewing, drama and nature workshops. We continued to offer several classes initiated and taught by Masconomet High School youth with adult supervision including ultimate Frisbee, dance and art which provided leadership and mentoring opportunities for our high school youth. These teens also serve as wonderful role models for elementary youth. 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 youth grades 3-6 at Bradford Ski. Community service opportunities are available for high school youth to assist in Horizons classes to make programs accessible for students with need. In FY18, **13 high school youth participated in the Teacher's Assistant program**. Programs are held at the elementary schools immediately after dismissal during the school year and new this year several classes before school. Summer programs are held at various locations in the Tri-Town. During FY18 more than 500 Tri-Town elementary youth participated in after-school Horizons and **11 high school youth served as volunteer counselors** during summer Camp Invention.



**Inclusive Rock Band & Samba Ensemble** -introduced during FY18 under TTC's umbrella, are available to students with and without disabilities or need of additional support. These inclusive and mentored programs include instruction under the direction of Andrea Monty, Director of Spofford Pond Band with the assistance of MS and HS youth mentors. The Rock Band and Samba Ensemble perform at various events throughout the year.

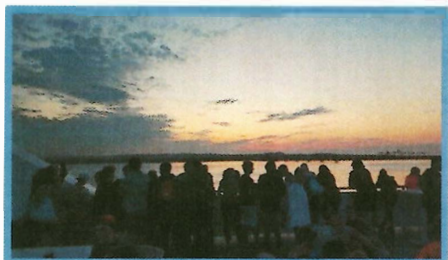


**Youth Action Advisory Board (YAAB)** – New during FY18, this group of Masconomet high school students serves under the umbrella of The Coalition and works with community leaders and peers to address issues that matter most to teens. YAAB is about speaking up, speaking out and making a difference in the community.





**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 underclassmen and TTC staff. The graduates enjoy a full night (9PM-7AM) of fun activities and food with buses transporting them to each location (kept secret from the seniors) keeping them safe on a high risk night. Over 210 graduated seniors and 40 chaperones participated in the 2018 event.

**Tri-Town Council Scholarship Program**- Scholarships are awarded to three graduating Masconomet Seniors, one from each of the tri-towns, recognized for their community service and being exemplary role models to peers during their high school years. **The 2018 recipients were Nate Kelly, Boxford; Chelsea Wood, Topsfield; and Arianna Perry, Middleton.** FY18 marks the 8<sup>th</sup> year these scholarships have been awarded. In FY18 TTC awarded \$500 to each recipient. In addition, TTC was honored to award three additional \$250 scholarships in memory of Taylor Sullivan, a Massachusetts teen who died after a night of binge drinking. In 2017 Taylor's mother shared her heartbreaking story with Masconomet juniors before Junior Prom. **The recipients of "Taylor's Message" scholarship were Julianna Katz, Jenny Conant and Madison Katz.**

**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.



## 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 are the pros and cons of social media? Who are the special people in your life and why?*



**Massachusetts Conference for Women (Young Women’s Program)** Tri-Town Council, for the 7th year, secured sponsorship for 12 Masco Junior and Senior girls and 3 adult chaperones to attend this annual event in December which focuses on leadership, self-esteem and empowerment. In 2017 our attendees were sponsored by State Street Bank.



**PhotoVoice** – This program, run since 2012, encompasses both a



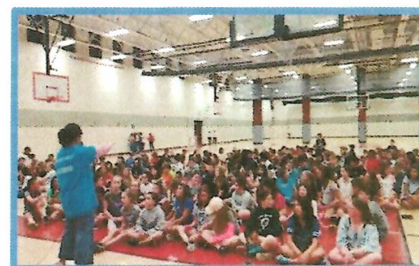
photographic and written component on a chosen topic. Volunteer assistance is provided by community members. The 2018 topic was **“What Matters: An Exploration through the Eyes of Youth”**. Projects were unveiled at TTC’s Annual Meeting and at a Masconomet reception. The photographs are displayed at town libraries during the school year as well as permanently installed in the lobby of the Masconomet

Middle School.

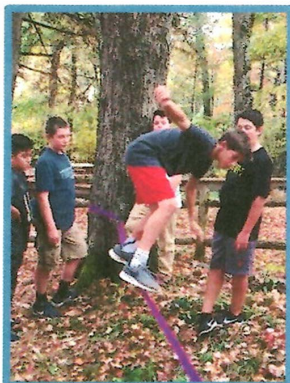
**Open Gym Nights for Middle & High School Youth** – run by Tri-Town Council for Middle and High School youth on select Saturday evenings during the winter months from November-March in the Masconomet Field House. Open Gym is a free, supervised drop-in program for Masco teens. Activities include basketball, floor hockey, volleyball, Frisbee, board games and some craft activities.



**6<sup>th</sup> Grade Fun Night in its 5<sup>th</sup> year** - This two hour event provides another opportunity for tri-town 6<sup>th</sup> graders to meet in a casual environment for an evening of games and activities. Middle and high school youth help plan and facilitate activities during the evening. TTC provides 1-way bus transportation from the upper elementary schools



to Masconomet to encourage participation. More than 250 6<sup>th</sup> graders and 30 middle and high school volunteers attended in May 2018.



**Middle School Youth Leadership Retreats** – now in its 3rd year, the afternoon focuses on team building and making new connections with peers. Over 25 middle school youth attended the program which was held at Danvers YWCA Stiles Pond campus in Boxford in October. New this year, we added second retreat for middle school students in September, held at Danvers Indoor Sports, the afternoon provided an opportunity for students to explore, have fun and make connections. Over 25 students attended the inaugural event.

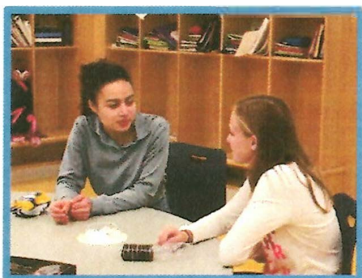
**Media Girls** - a mother (or special adult) and daughter program facilitated by Michelle Cove explored how to help girls explore strategies that support and empower girls to be their authentic selves on and off of social media. Program was offered in partnership with Middleton Health & Wellness Committee.



**Under Construction! TWEEN/TEEN'S Brain Development** - presenting to Masconomet High School students, Dr. Ruth Potee discussed teen brain development, its impact on risk-taking behavior, including the use of drugs and alcohol, and what this means for teens.

**Online for Good** – TTC funded 4 Masconomet High School students and one staff person to attend this program at WGBH studios in Boston. Facilitated by the group "Empower Peace", this workshop focused on building social media campaigns to promote tolerance and acceptance.

**Girls 4 Girls Mentoring Program** – completing its third year, this program was expanded in FY18 to include Howe-Manning School and Spofford Pond School along with Proctor School. This impactful program matches girls in grades 5-6 with Masconomet High School girls grades 10-12 who meet regularly over the course of the school year to develop relationships, serve as a mentor, role model and help with the transition to middle school. TTC works collaboratively with Howe-Manning, Proctor and Spofford School staff in program design and delivery. In 2018 we had 27 Mentor/Mentee matches.





**Boys Mentoring Program** – Building on the success of the Girls 4 Girls Mentoring program, TTC initiated a boys mentoring program matching high school youth with boys in grades 5 & 6. The boys met regularly over the school year during TTC’s open gym nights which provides the boys the opportunity to actively engage with one another. Activities include sports, games challenges. During its inaugural year we had 7 elementary boys and 6 high school mentors participate.



**Intergenerational Programming** – established in 2018 in partnership with the Topsfield Council on Aging, Green Topsfield, Daisy Troop #82333, TBM Rotary, the Topsfield Library and the Topsfield Historical Society, TTC, with the guidance and support of Bridges Together, assembled an Intergenerational Team in Topsfield, linking older adults with tri-town youth. This program benefits young people by providing opportunities to engage with older adults, not necessarily family members, in positive and structured ways; learn from their experience and wisdom; and affords our seniors an opportunity to stay socially engaged, come to know young people as assets as well as share their experience and wisdom. In addition to several programs run in the spring, the Topsfield COA established the first IG Week in early August which included four days of programs and activities partnering youth and older adults. Plans are in the works to expand this programming in Middleton and Boxford in FY19.



**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, promotes leadership skills and healthy communication. Stand Tall! is facilitated by Spofford School guidance counselor Julie Benson and psychologist Courtney Bush. Funded in part by The Women’s Fund of Essex County.



**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

**Tools and Strategies for Strengthening Executive Function** - presented by Stephanie Meegan and Rosemary Lucey- this workshop demonstrated a range of ways to proactively introduce and support habitual behaviors for successfully completing projects and explored research-based strategies for strengthening project-related EF skills. Designed for parents of 5<sup>th</sup>-9<sup>th</sup> graders this program, held in February, had nearly 100 registered participants.



**Emotionally Equipping Children and Teens to Better Manage Stress and Anxiety**- presented by Lynn Lyons, LICSW and psychotherapist, this presentation laid out concrete strategies adults can use with children and teens helping children and teens understand their own thoughts, feelings and reactions, but also serve to prevent the development of anxiety and depression later in life. This event held in November had 300 registered participants and was recorded and shared on local cable access.



**Community Conversation** - held in November, TTC and members of **The Coalition** along with school staff, administration, parents, youth and community members gathered to discuss what the data of the 2016 Youth Risk Behavior Survey and 2017 Adult Perceptions Survey tells us about youth behavior, perceptions, misperceptions and norms.



**Integrating Development of Social-Emotional Skills into Your Parenting** – presented by Jane Hardin and held in collaboration with Masconomet Regional School District and the Tri-Town School Union, this program was for parents/guardians of children of your pre-K through 12<sup>th</sup> grade and provided an overview of Social Emotional Learning (SEL), why it matters for our children, school and communities. The presentation provided practical strategies to help further develop these critical social-emotional skills in our children. Held in March, this program had 160 registered attendees.



**Introduction to Meditation: A Workshop for Parents** - TTC collaborated with the Zen Center North Shore for a special workshop which provided parents with tools and strategies to develop and maintain a sense of internal calm and resilience and how to use these mindful strategies to meet the many challenges presented by parenting and family life.



### Professional Development for Educators, Administrators & Community Partners

- ❖ Presentation to TTU & Masconomet Leadership Teams on **Developmental Assets and Developmental Relationships** in support of Social/Emotional Wellness Initiatives
- ❖ Bridges Together Professional Development convening **Intergenerational Program Team** members to develop goals for local initiatives.
- ❖ Sponsored local participation (17 community partners – including school and law enforcement representatives) at the **Essex County District Attorney Annual Safety Conference** in April focused on strategies for substance abuse prevention and intervention in school-age children.

### 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. Outreach included:

- Masconomet MS and HS Open Houses
- Presentations to Boards of Selectmen
- Presentations to Boards of Health and Planning Boards
- Presentations to School Committees (K-12) and Parent Advisory Groups
- Proctor School Wellness Fair



- Middleton Gets Moving Night
- Topsfield Holiday Walk
- Topsfield Strawberry Festival
- Programming information sent regularly via TTC e-mail to over 2500 addresses
- 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 39 needy children during the 2017 holiday season.

### TRI-TOWN COUNCIL LEADERSHIP

Tri-Town Council Board of Directors provides leadership, governance, fiscal oversight and long-term strategic planning in support of the organizational mission. Led by an Executive Board consisting of a President, Treasurer and Secretary, sub-committees and an Advisory Board, Tri-Town Council Board is engaged in the vital and on-going process of identifying and achieving the goals and objectives of the organization.

Tri-Town Council employs a full-time Executive Director who is responsible for the development and implementation of programs and services, provides organizational leadership and Council management; and several part-time professional staff members who assist with program implementation, communications, youth activities and business functions.

Of note, in November 2017 TTC moved its executive office to 7 Grove Street, Topsfield. This move allowed the agency to increase its professional work space and expand to include a dedicated program space to host meetings, such as The Coalition meetings, as well as variety of programs.

### OUR FUNDING

Municipal funding contributions from Boxford, Topsfield and Middleton represent a significant portion of Tri-Town Council's annual operating budget. The balance of our income comes as a result of private donations, corporate donations, foundation contributions, grants, fee for service programs and fundraising events. This funding is vital to the financial health and organizational stability of 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](http://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, PTO directories 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; and faith-based institutions. 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 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 18

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

##### FY19

Stacie Bloxham, President  
Susie Read, Treasurer  
Johanna Bernard, Secretary  
Susan Fowler  
Jane Pappas  
Laura O'Connor  
Beth Beringer  
Zillie Bhuj, Past President

#### TRI-TOWN COUNCIL ADVISORY BOARD FY19

Emily Collins; Marise Stewart; Mary Dodge; Jeanne Richards; Chris Rothman; Susan Block; Robin Wildman; Rhonda Fogel; Donna Davis; Dana Webster; Rodney Pendleton; Mark Landgren; Diane Frampton; Jan Pazar; Joan Murphy; Adam Thurlow

Respectfully submitted,

Lisa G. Teichner  
Executive Director

[lteichner@tritowncouncil.org](mailto: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

POPULATION – 8,544  
NUMBER OF RESIDENCES (2018) - 2779  
REGISTERED VOTERS – 6,138  
AREA - 24.39 square miles  
POPULATION DENSITY – 441 Persons per sq. mile  
AVERAGE HOUSE VALUE - \$643,000  
MILES OF ROADS – 96.5  
NUMBER OF NAMED STREETS - 180  
TAX RATE (FY 2018) – \$16.20 per thousand

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

6<sup>th</sup> DISTRICT OFFICE  
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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](mailto:Bruce.Tarr@masenate.gov)

STATE REPRESENTATIVES:  
Precinct I  
Tram Nguyen (D) 18<sup>th</sup> Essex District  
24 Beacon Street, Rm 33  
Boston, MA 02133  
Tel: (617) 722-2060  
Email: [tram.nguyen@mahouse.gov](mailto:tram.nguyen@mahouse.gov)  
Home: Andover

Precinct 2 & 3  
Leonard Mirra (R)  
24 Beacon Street, Rm 548  
Boston, MA 02133  
Tel: (617) 722-2488  
Email: [Lenny.Mirra@mahouse.gov](mailto:Lenny.Mirra@mahouse.gov)  
Home: West Newbury

**VOLUNTEER APPLICATION  
TO SERVE ON A TOWN BOARD/COMMITTEE**

If you are interested in serving on an appointed town committee, or if you have expertise in an area which you would like to share with a town board or committee, please complete the following and forward to:

Boxford Town Hall  
*Office of the Selectmen*  
7A Spofford Road  
Boxford, MA 01921  
978-887-6000, Ext. 502

Name

Address

Telephone: Home\_\_\_\_\_Office\_\_\_\_\_Fax:

**COMMITTEE INTEREST:**

Brief summary of your background: (you may enclose a separate letter if desired)

***THANK YOU FOR YOUR INTEREST IN SERVING THE TOWN***







*Boxford, Massachusetts*  
*Annual Report*  
**2018**