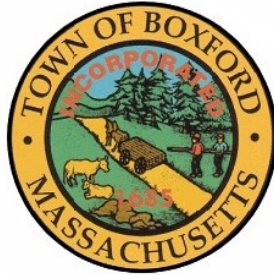


**TOWN OF BOXFORD**  
**Warrant for Annual Town Meeting**  
**Tuesday, May 10, 2022**  
**7:00 p.m.**

**Masconomet Regional High School**  
**20 Endicott Road**  
**Boxford, MA 01921**



**Supporting documents for this warrant may be found at:**

**[boxfordma.gov/atm-documents2022](http://boxfordma.gov/atm-documents2022)**



**PLEASE BRING THIS WARRANT FOR THE ANNUAL TOWN MEETING WITH YOU ON**

**May 10, 2022 AT 7:00 P.M.**

WARRANT FOR ANNUAL TOWN MEETING  
May 10, 2022 - 7:00 P.M.

**MASCONOMET REGIONAL HIGH SCHOOL – AUDITORIUM**

Commonwealth of Massachusetts  
Essex s.s.

To either of the Constables of the Town of Boxford in said County,

**GREETINGS:**

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of the Town of Boxford qualified to vote in elections and in Town affairs to meet at the **Masconomet Regional High School**, 20 Endicott Road, Boxford, on **Tuesday the tenth day of May next at 7:00 P.M.**, then and there to act on the following articles, viz:

**ARTICLE 1. To receive and place on file the reports** of the Town Officers and Committees without ratification of any action taken or authorization of any action proposed; or take any other action thereon.

Sponsored and Supported by the Select Board

**ARTICLE 2.** To see if the Town, in accordance with M.G.L. Chapter 150E, section 7, **will vote to appropriate a sum of money to fund the first-year cost items contained in the following collective bargaining agreement** recently negotiated and ratified by the Select Board between the Town and the following Union which has a term of July 1, 2022 through June 30, 2024:

- **American Federation of State, County and Municipal Employees, AFL-CIO Council #93, Local 939, Boxford DPW Employees**

Said collective bargaining agreement is on file with the Town Clerk; funding for the cost items in the first year of said agreements is included in the general operating budget of the Town; or take any other action thereon.

Sponsored by Select Board  
Select Board to make recommendation at Town Meeting  
Finance Committee to make recommendation at Town Meeting

**ARTICLE 3.** To see if the Town will vote to adopt the Classification Plan and Compensation Plan for FY 2023, as submitted by the Personnel Board under Chapter 23 of the Town Code; said Classification Plan and Compensation Plan as printed on pages 17 through 20 of this warrant; funding for estimated costs of said plan are included in the general operating budget of the Town in Article 4; or take any other action thereon.

Sponsored and Supported by the Personnel Board  
Select Board recommends adoption of this article  
Finance Committee to make recommendation at Town Meeting



**ARTICLE 4.** To **act on the proposed budget** and see what sums of money the Town will vote to raise and appropriate, or transfer from available funds, for the use of several departments for Fiscal Year 2023, to wit: General Government, Financial Administration, Public Safety, Education, Public Works, Health & Human Services, Culture & Recreation, Employee Benefits, Debt Service, and all other necessary proper expenses during said fiscal year; and authorize expenditure of these funds under the direction of the appropriate listed department; or take any other action thereon.

Sponsored and Supported by the Finance Committee  
Estimate: **\$37,797,762**  
Select Board recommends adoption of this article  
The proposed budget is printed on pages 22 and 23 of this warrant.

**ARTICLE 5.** To **act on the list of proposed equipment and capital purchases** for FY 2023 and see what sums of money the Town will vote to transfer from Free Cash, for the use of several departments for fiscal year 2023, and authorize expenditure of these funds for such purposes under the direction of the appropriate listed department and authorize the Select Board or School Committees to dispose of any equipment declared surplus if replaced; or take any other action thereon.

Sponsored and supported by the Select Board  
Estimate: **\$1,252,000**  
Finance Committee recommends adoption of this article  
Permanent Building Committee recommendations as noted  
The proposed FY23 capital budget is printed on page 21 of this warrant.

**ARTICLE 6.** To see if the Town will vote **to raise and appropriate, borrow or transfer from available funds \$7,600** 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 Select Board.

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

**ARTICLE 7.** To see if the Town will vote to accept the provisions of MGL Chapter 60 Section 3F to designate a place on the Town municipal property tax bills and/or motor vehicle excise bills or mail with such bills a separate form whereby taxpayers of town may voluntarily check off, donate and pledge an amount of money which shall increase the amount already due to establish and fund a municipal veterans' assistance fund which shall be under the supervision of the local veterans' agent, the board or officer in charge of the collection of the municipal charge, fee or fine or the town collector of taxes. Money in the fund shall be used to provide support for Boxford veterans and their dependents in need of immediate assistance with food, transportation, heat and oil expenses. The town's local veterans' agent shall: (i) establish an application process for Boxford veterans and their dependents to obtain assistance; (ii) establish standards for acceptable documentation of veteran status or dependent status; and (iii) establish financial



eligibility criteria for determining need and amount of assistance for eligible applicants. The veterans' services department shall be responsible for reviewing each applicant and fairly applying the eligibility and level-of-need standards, or to take any other action thereon.

Sponsored and supported by the Select Board

**ARTICLE 8.** To see if the Town will vote to accept the provisions of Massachusetts General Law Chapter 59 Section 5 (57), which will allow seniors who receive "circuit breaker" tax credits on their Massachusetts state income taxes to obtain a reduction of their real estate taxes up to the amount of their credits, or to take any other action thereon.

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

**ARTICLE 9.** To see if the Town will vote to set the **annual curbside solid waste collection fee at \$3.00 for each 32-gallon bag** or container (each use); or take any other action thereon.

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

**ARTICLE 10.** To see if the Town will vote to appropriate **\$700,000.00** to be expended, under the direction of the Select Board, to purchase and equip a replacement fire truck pumper tanker vehicle, including the payment of all costs incidental or related thereto (the "Project"); and to meet this appropriation, authorize the Treasurer with the approval of the Select Board to borrow under and pursuant to Massachusetts General Laws Chapter 44, Section 7, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor; and to authorize the Chief Procurement Officer and the Select Board to enter into any and all agreements and execute any and all instruments as may be necessary on behalf of the Town to effectuate the execution of said Project; provided further that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount received prior to the issuance of any bonds or notes under the authority of this vote; or take any other action thereon.

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

**ARTICLE 11.** To see if the Town will vote to **appropriate or reserve from the Community Preservation Fund annual revenues** in the amounts recommended by the Community Preservation Committee for committee administrative expenses, debt service, community preservation projects and other expenses in Fiscal Year 2023, with each item to be considered a separate appropriation:



**Appropriations:**

From FY 2023 estimated annual revenues for Sawyer-Richardson Open Space Bond	\$146,450
From FY 2023 estimated annual revenues for Lincoln Hall Renovation Bond expense	\$42,219
From FY 2023 estimated annual revenues for Haynes Land Purchase Bond expense	\$120,625
From FY 2023 estimated annual revenues for Aaron Wood Renovation Bond expense	\$14,421
From FY 2023 estimated annual revenues for Boxford Commons Bond expense	\$138,500
From FY 2023 estimated annual revenues for 10 Elm Street Bond Expense	\$77,500
From FY 2023 estimated annual revenues for Committee Administrative Expenses	\$63,394

**Reserves:**

From FY 2023 estimated annual revenues for Community Housing Reserve	\$126,788
From FY 2023 estimated annual revenues for Budgeted Reserve	\$530,000

or take any other action thereon.

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

**ARTICLE 12.** To see if the Town will vote to appropriate **\$25,000** from the Undesignated Community Preservation Fund balance **to be deposited into the Conservation Fund established pursuant to the Conservation Commission Act, M.G.L. Ch. 40 s. 8C, for use by the Conservation Commission on projects that satisfy eligibility requirements of both M.G.L. Ch. 40 s. 8C and the Community Preservation Act, M.G.L. Ch. 44B;** any expenditure of such funds to be authorized by the Conservation Commission in consultation with the Community Preservation Committee; or take any other action thereon.

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

**ARTICLE 13.** To see if the Town will vote to raise and appropriate, or transfer from available funds the sum of \$25,000 to fund the Conservation Fund, or take any other action thereon.

Sponsored and supported by the Conservation Commission  
Finance Committee recommends adoption of this article  
Select Board to make recommendation at Town Meeting

**ARTICLE 14.** To see if the Town will vote to appropriate **\$60,000 from the Community Preservation Committee Undesignated Fund balance to help fund** engineering and environmental services design for the segment of the Border to Boston Rail Trail between Pond St and Georgetown Rd



as part of a 25% Design Submission for MassDOT to review and comment; the CPC funds would serve as a 25% match for the total cost of \$232,000 for this phase of design, with the remaining \$172,000 costs of the project funded by a MassTrails grant for which an application has been submitted; and that as a condition to the CPC funding, the MassTrails grant shall have been awarded; said funds to be expended under the direction of the Town Administrator in consultation with the Community Preservation Committee, or take any other action thereon.

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

**ARTICLE 15.** To see if the Town will vote to appropriate **\$34,200 from the Community Preservation Community Housing Fund balance to fund** the preliminary design and feasibility study for a Community Housing project at Boxford Common in Boxford, including renderings, drawings, site plans, floor plans, elevations, cost estimates, and professional assistance with presentations; said funds to be expended under the direction of the Town Administrator in consultation with the Community Preservation Committee; or to take any other action thereon.

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

**ARTICLE 16.** To see if the Town will vote to appropriate **\$50,000 from the Community Preservation Historic Fund balance and \$125,000 from the Community Preservation Undesignated Fund balance, for a total Community Preservation Committee appropriation of \$175,000** to help fund the historic rehabilitation of the Little Red School House at the Harry Lee Cole School in Boxford, including any incidental and related expenses, with additional funding to come from grants and private sources; to be expended under the direction of the Town Administrator and Permanent Building Committee in consultation with the Community Preservation Committee, or take any other action thereon.

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

**ARTICLE 17.** To see if the Town will vote to **petition the General Court for special legislation establishing the Boxford Small Repair Grants Trust, which shall operate the Boxford Small Repair Grant Program, to grant funds to income qualified Boxford residents for the preservation of housing in the Town**, enabling such residents to age in place and in their community through essential modifications to their homes for health and safety purposes; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Select Board approves



amendments to the bill before enactment by the General Court which are within the scope of the general public objectives of the petition; or take any other action thereon.

The petition for special legislation shall take substantially the following form:

**AN ACT AUTHORIZING THE TOWN OF BOXFORD TO ESTABLISH THE BOXFORD SMALL REPAIR GRANTS TRUST**

SECTION 1. There shall be a municipal trust called the “Boxford Small Repair Grants Trust,” herein referred to as the “trust.”

SECTION 2. The purpose of the trust shall be to provide funds for the preservation of housing in the town of Boxford for the benefit of income qualified Boxford residents through the Boxford Small Repair Grant Program. The purpose of the grant program will be to enable qualified residents to continue to age in place and in their community through essential modifications to their homes. The trust shall provide financial assistance for the benefit of low- and moderate-income households in order to preserve existing housing units for health and safety purposes, which grants shall serve the public interest and address a community need.

The trust shall dispense such funds as grants in such manner as the board of trustees shall deem appropriate to carry out such purposes consistent with the policies adopted from time to time by the board of trustees. The trust shall be governed by a board of trustees in accordance with the authority granted by town meeting.

SECTION 3. (a) There shall be a five (5) member board of trustees (the “board”) appointed by the Select Board. Not including the Town Administrator or the Town Administrator’s designee, four (4) of the trustees shall be appointed for two (2) year overlapping terms of office by the select board from amongst the residents of the town. Initially, the appointments shall be staggered terms: two trustees for one-year terms and two trustees for two-year terms. The members of the board shall serve without compensation, but shall be reimbursed by the trust for expenses incurred in the performance of the member’s duties.

(b) The members of the trust shall be composed of the following:

- one (1) member of the Select Board;
- one (1) member from the general Boxford community;
- one (1) member of the town Housing Partnership Committee;
- one (1) member of the Council on Aging; and
- the Town Administrator or the Town Administrator’s designee

(c) Members of the board shall be sworn to the faithful performance of their official duties. A majority of the members shall constitute a quorum for the transaction of any business. The board shall elect from among its members a chair, vice-chair, clerk and other officers as it finds necessary and determine their duties.

(d) The original members of the board shall be appointed within sixty (60) days following the effective date of this act.

(e) In the event of a vacancy on the board, a successor member shall be appointed by the select board to complete the unexpired term.



- (f) Any member of the board may be removed by the select board.
- (g) The trustees shall meet at least twice a year, and more often as determined necessary by the trustees.
- (h) The trustees are hereby authorized to execute a declaration of trust governing the trust.

SECTION 3. (a) The trust funds shall be separate and apart from the General Fund of the town of Boxford.

(b) The town treasurer shall be the custodian of the trust fund consistent with the provisions of section 46 of chapter 41 of the General Laws.

(c) The trust fund shall receive and hold all gifts and grants made to the trust fund as well as money appropriated by the town to the trust.

(d) Money in the trust fund shall be available for expenditure by the trust for the purposes set forth in this act, and subject to any restrictions contained in any gift or grant, without the need for further appropriation by town meeting.

SECTION 4. (a) The trust, by and through its board of trustees, may:

- (i) disburse funds consistent with the requirements of this trust, where the maximum amount that can be granted to any one applicant or residence is \$7,500;
  - (ii) establish the grant program parameters such as the guidelines, limits, eligibility and residency requirements, eligible uses of funds and any other parameters that it deems necessary to ensure the objectives of the trust;
  - (iii) accept and receive money by gift, grant, contribution, bequest or transfer from any person, firm, corporation or other public or private entity or any other source, provided a record of restrictions on any contribution to the trust shall be maintained;
  - (iv) execute, acknowledge and deliver contracts, grant agreements and other instruments sealed or unsealed, necessary, proper or incident to a transaction in which the board engages for the accomplishment of the purposes of the trust; and
  - (v) issue policy goals and statements to serve as guidelines for the trust.
- (b) General revenues appropriated into the trust become trust property and may be expended without further appropriation. All money remaining in the trust at the end of a fiscal year, whether or not expended by the board within one (1) year of the date the money was appropriated into the trust, shall remain trust property.
- (c) The trust is a public employer and the members of the board are public employees for the purposes of chapter 258 of the General Laws.
- (d) The trust shall be deemed a municipal agency and the trustees special municipal employees, for the purposes of the General Laws, including without limitation chapter 268A thereof.



- (e) The trust is exempt from chapters 59 and 62 of the General Laws, and from any other General Law concerning payment of taxes based upon or measured by property or income imposed by the commonwealth or a political subdivision of the commonwealth.
- (f) The books and records of the trust shall be audited annually by an independent auditor in accordance with generally accepted accounting practices.
- (g) The trust is a public body for the purposes of sections 18 to 25, inclusive, of chapter 30A of the General Laws.
- (h) The trust is a board of the town for the purposes of chapters 30B and section 15A of chapter 40 of the General Laws; provided, however, that agreements and conveyances between the trust and agencies, boards, commissions, authorities, departments and public instrumentalities of the town shall be exempt from said chapter 30B.
- (i) The trust may act and do things necessary or convenient to carry out the purposes expressly granted in this act.
- (j) The board of trustees shall be considered a town board subject to the by-laws of the town except as may be otherwise expressly provided in this act.

SECTION 5. The financial records of the trust shall be subject to control and oversight by the town's finance department and subject to yearly audits by the accounting firm employed by the town for the purposes of regular town audit.

SECTION 6. (a) The following persons are eligible for grants from the trust:

- a. Income qualified Boxford residents 60 years of age or older. If there is a couple, then one resident of the couple shall be 60 years of age or older.
  - (ii) Income qualified Boxford residents with a permanent disability, as defined by the Commonwealth of Massachusetts.
  - (iii) Income of the household shall be at or below 100% of the area median income (AMI), as defined by the Massachusetts department of housing and community development.
  - (iv) The resident must be the record owner of the house, or, if the house is in a trust, then the resident must be a beneficiary of the trust and must give written authority to make the requested repairs to the residence.
- (b) Any application submitted for grant funds shall be confidential, except to the extent required to be disclosed pursuant to section 10 of chapter 66.
- (c) The recipient of a grant shall execute a grant agreement in favor of the trust which shall set forth the purpose for which the grant is awarded, and the terms and conditions associated with the grant, including a requirement that in the event all or a portion of the funds are not used for purposes consistent with this act, such funds shall be returned to the trust.



SECTION 7. In the event that the trust should be terminated, the remaining funds in the trust shall be returned to the town of Boxford and held by the Select Board for affordable housing purposes.

SECTION 8. This act, being necessary for the welfare of the commonwealth and the town of Boxford and its inhabitants, shall be liberally construed to affect its purposes.

SECTION 9. This act shall take effect upon its passage.

Or take any other action thereon.

Sponsored and supported by the Housing Partnership Committee and Council on Aging.  
Select Board recommends adoption of this article.

**ARTICLE 18.** To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$147,000 to initially **fund the Boxford Small Repair Grants Trust** established pursuant to the vote taken under Article 17 of the May 10, 2022 Annual Town Meeting, said funds to be expended under the direction of the Boxford Small Repairs Grant Trust Fund Board of Trustees, or to take any other action thereon.

Sponsored and supported by the Housing Partnership Committee and Council on Aging.  
Finance Committee recommends adoption of this article  
Select Board recommends adoption of this article

**ARTICLE 19.** To see if the Town will vote to amend subsection E(3) of Section IV (“Apportionment of Operating Costs”) of the Masconomet Regional School District Agreement, as recommended by the Masconomet Regional School District School Committee, by inserting the *bold, italicized text*:

For Fiscal Year 2024, operating costs will be apportioned to member towns using the method outlined in G.L. c. 70, § 6. Operating assessments for each member town shall equal the sum of (i) such member town’s required local contribution to the regional school district as determined by the Commissioner of Elementary and Secondary Education, and (ii) the product of (a) that portion of the regional school district’s net school spending, as defined by G.L. c. 70, § 2, which exceeds ***the total required local contribution for all member towns, multiplied by (b) the ratio which such member town’s October 1 pupil enrollment in the regional school district for*** the three (3) preceding fiscal years bears to the total pupil enrollment from all member towns during the same period.

Or to take any other action thereon.

Sponsored and supported by the Masconomet Regional School District School Committee.  
Select Board recommends adoption of this article.



*This article seeks approval of an amendment to the Masconomet Regional School District Agreement, of which the towns of Topsfield, Boxford, and Middleton are members, with respect to a typographical error that inadvertently left off a clause of subsection E(3) of Section IV when Amendment 11 was adopted.*

**ARTICLE 20.** To see if the Town will vote to amend subsection F (“Fiscal Year and Times of Payments of Apportioned Costs”) of Section IV (“Apportionment of Operating Costs”) of the Masconomet Regional School District Agreement, as recommended by the Masconomet Regional School District School Committee, by deleting the text shown in ~~strike through~~, and inserting the ***bold, italicized text***:

~~F. Fiscal Year and Times of Payments of Apportioned Costs~~

~~The fiscal year or period of the District shall be the same as the fiscal period of the member towns as provided by law, and the word year or fiscal year or calendar year as it relates in this Agreement to a fiscal or budget year shall mean the fiscal year of the District.~~

~~Each member town shall pay to the District in each fiscal year its proportionate share, certified as provided in subsection V (C), of the capital and operating costs. Except as otherwise provided in subsection V (A), the annual share of each member town shall be paid in four (4) equal installments quarterly due on or before the following dates each year:~~

~~August 15  
November 15  
February 15  
May 15~~

And replacing it with:

***F. The fiscal year or period of the District shall be the same as the fiscal period of the member towns as provided by law, and the word year or fiscal year or calendar year as it relates in this Agreement to a fiscal or budget year shall mean the fiscal year of the District.***

***Each member town shall pay to the District in each fiscal year its proportionate share, certified as provided in subsection V (B), of the capital and operating costs. Except as otherwise provided in subsection V (A), the annual share of each member town shall be paid in four (4) equal installments quarterly due on or before the following dates each year:***

***August 15  
November 15***



*February 15*

*May 15*

Or to take any other action thereon.

Sponsored and supported by the Masconomet Regional School District School Committee  
Select Board recommends adoption of this article

*This article seeks approval of an amendment to the Masconomet Regional School District Agreement, of which the towns of Topsfield, Boxford, and Middleton are members, to correct an error in Amendment 12 from 2021, which incorrectly referenced the removal of the second sentence when the third sentence was intended to be removed. This amendment also corrects an inaccurate reference to Section V(C), which should be renumbered to "V (B)" due to a previous amendment.*

**ARTICLE 21.** To see if the Town will vote to amend subsection (B) ("Final Maintenance and Operating Budget") of Section V ("Budget") of the Masconomet Regional School District Agreement, as recommended by the Masconomet Regional School District School Committee, by deleting the text shown in ~~strike through~~, and inserting the ***bold, italicized text***:

The Committee shall, not later than forty-five (45) days prior to the earliest date on which the business session of the annual town meeting of any member town is to be held (but in any event, not later than March thirty-first (31<sup>st</sup>) in each year adopt an annual maintenance and operating budget for the ensuing fiscal year, ***by a two-thirds vote of all its members***. Said budget to include debt and interest charges and any other current capital costs as separate items, and shall apportion the amounts necessary to be raised in order to meet the said budget in accordance with the provisions of subsections IV (D) and IV (E). The amounts so apportioned to each member town shall, ***not later than thirty days following adoption of the final annual budget***, be certified by the District treasurer to the treasurers of ~~the~~ ***such*** member towns, and each ***member*** town ~~shall be liable for and~~ shall, ***at its next annual town meeting***, appropriate the amounts so certified to it. ***Approval of the budget shall require an affirmative vote of the appropriating authorities of two-thirds of the member towns.***

Or to take any other action thereon.

Sponsored and supported by the Masconomet Regional School District School Committee  
Select Board recommends adoption of this article

*This article seeks approval of an amendment to the Masconomet Regional School District Agreement, of which the towns of Topsfield, Boxford, and Middleton are members, which affirms the statutory requirements that the School Committee must adopt a budget by a 2/3 majority vote of its members and that each town's annual town meeting must vote to appropriate the amounts certified to it by the regional district treasurer.*



**ARTICLE 22.** To see if the Town will vote to amend subsection B (“Procedure”) of Section VII (“Amendments”) of the Masconomet Regional School District Agreement, as recommended by the Masconomet Regional School District School Committee, by inserting the ***bold, italicized text***:

A proposal for amendment may be initiated by a majority vote of all the members of the Committee or by a petition signed by 10% of the registered voters of any one of the member towns. In the latter case, said petition shall contain at the end thereof, a certification by the town clerk of such member town as to the number of registered voters in said town according to the most recent voting list and the number of signatures on the petition which appear to be names on registered voters of said town. Any such proposal for amendment shall be presented to the secretary of the Committee, who shall mail or deliver a notice in writing to the Board of Selectmen of each of the member towns that a proposal to amend this agreement has been received and shall enclose a copy of such proposal (without the signatures in the case of a proposal by petition). The selectmen of each member town shall include in the warrant for the next annual or a special town meeting called for the purpose an article stating the proposal or the substance thereof. Such amendment shall take effect upon its acceptance by all of the member towns, acceptance by each town to be by a majority vote at a town meeting as aforesaid, ***and approval of the Commissioner of Elementary and Secondary Education.***

Or to take any other action thereon.

Sponsored and supported by the Masconomet Regional School District School Committee  
Select Board recommends adoption of this article

*This article seeks approval of an amendment to the Masconomet Regional School District Agreement, of which the towns of Topsfield, Boxford, and Middleton are members, which clarifies that all amendments to the Regional Agreement must be approved by the Commissioner of Elementary and Secondary Education in order to take effect.*

**ARTICLE 23.** To see if the Town will vote to amend Section VIII (“Admission”) of the Masconomet Regional School District Agreement, as recommended by the Masconomet Regional School District School Committee, by inserting the ***bold, italicized text***:

By an amendment of this agreement adopted under and in accordance with Section VII above, any other town or towns may be admitted to the regional school district upon adoption as therein provided of such amendment and upon acceptance by the town or towns seeking admission of the agreement as so amended and also upon compliance with such provisions of law ***and regulations*** as may be applicable, and such terms as may be set forth in such amendment. ***A new member may be admitted to the regional school district as of July 1 of any fiscal year, provided that all requisite approvals for such admission or withdrawal, including the Commissioner's approval, shall be obtained no later than the preceding***



***December 31. The authorizing votes may provide for the deferral of said admission or withdrawal until July 1 of a subsequent fiscal year.***

Or to take any other action thereon.

Sponsored and supported by the Masconomet Regional School District School Committee  
Select Board recommends adoption of this article

*This article seeks approval of an amendment to the Masconomet Regional School District Agreement, of which the towns of Topsfield, Boxford, and Middleton are members, which clarifies the process and timelines through which a new town could be admitted to the Regional School District.*

**ARTICLE 24.** To see if the Town will vote to amend subsection A (“Procedure”) of Section IX (“Withdrawal”) of the Masconomet Regional School District Agreement, as recommended by the Masconomet Regional School District School Committee, by inserting the ***bold, italicized text***:

Any member town may withdraw from the regional school district by a majority vote of the voters present and voting on the question at an annual or special town meeting called for the purpose, such withdrawal to become effective on June 30 of the year named in the question, provided: (1) that in pursuance of such vote, the withdrawing town gives the regional school district at least one year’s written notice of its intention to withdraw, (2) that the said town has paid over to the District any costs which have been certified by the district treasurer to the treasurer of the withdrawing town, including the entire amount so certified for the year in which such withdrawal takes effect, and (3) that the said town shall remain liable to the District for its share of the indebtedness, ***including but not limited to Other Post-Employment Benefits (OPEB) and other liabilities*** of the District outstanding at the time of such withdrawal, and for interest thereon, to the same extent and in the same manner as if the town had not withdrawn from the District, except that such liability shall be reduced by any amount which such town has paid over at the time of withdrawal and which has been applied to the payment of such indebtedness or interest. ***An existing member may withdraw from the regional school district as of July 1 of any fiscal year, provided that all requisite approvals for such admission or withdrawal, including the Commissioner's approval, shall be obtained no later than the preceding December 31. The authorizing votes may provide for the deferral of said admission or withdrawal until July 1 of a subsequent fiscal year.***

Or to take any other action thereon.

Sponsored and supported by the Masconomet Regional School District School Committee  
Select Board recommends adoption of this article



*This article seeks approval of an amendment to the Masconomet Regional School District Agreement, of which the towns of Topsfield, Boxford, and Middleton are members, which clarifies the process through which a member town may withdraw from the regional district.*

**ARTICLE 25.** Be it resolved that the Town of Boxford does not support, nor does it approve the planning and construction of a circular intersection control structure, including but not limited to a roundabout, rotary, or traffic circle, at the intersection of Washington Street and Main Street in West Boxford. The Boxford Select Board is instructed by this decision to cease all planning and expenditure of any Town funds, including MGL Chapter 90 funds, for any such a circular intersection structure. Any future proposal for traffic control at the Washington and Main intersection shall be brought before an Annual Town Meeting for approval before any funds are expended for its planning or construction.

Sponsored by Initiative Petition  
Select Board does not recommend adoption of this article

**ARTICLE 26.** The Town directs the Boxford Select Board that Town or Chapter 90 Funds (MGL Chapter 90 §34) intended for improvement of roads and byways in Boxford, shall not be expended for new structures or projects, such as planning and construction of circular intersection controls including roundabouts, rotaries, and traffic circles; signal controlled intersections such as traffic lights; widening of existing roadways by more than 15%; installation of curbs and sidewalks; or any other new changes, without approval at an Annual Town Meeting. Annual Town Meeting approval shall be required prior to any further action on or expenditure for the Route 133 'Rehabilitation', MassDOT project Boxford #606721. Expenditure of Chapter 90 funds for the repair or replacement of existing roadways and supporting structures such as culverts and bridges may be made by vote of the Select Board without Town Meeting approval.

Sponsored by Initiative Petition  
Select Board does not recommend adoption of this article

**ARTICLE 27.** To transact any other business that may legally come before said meeting.

Supporting documents for this warrant may be found at:  
**[boxfordma.gov/atm-documents2022](http://boxfordma.gov/atm-documents2022)**

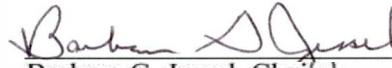


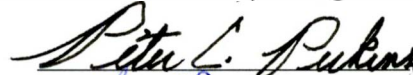
You are hereby ordered to notify and warn voters to meet in the Boxford Town Hall, 7A Spofford Road, Boxford, MA, on Tuesday, the 17th of May next, polls open from 7:00 a.m. to 8:00 p.m., for the following purposes, viz: to choose by ballot the following Town Officers for the ensuing year: **Select Board**, TWO members for three years; **Board of Assessors**, ONE member for three years; **Planning Board**, TWO members for five years; **Board of Health**, ONE member for three years; **Boxford School Committee**, ONE member for three years, ONE member for two years, ONE member for one year; **Masconomet Regional District School Committee**, ONE member for three years; **Board of Library Trustees**, TWO members for three years; **Board of Commissioners of Trust Funds**, ONE member for three years; **Town Clerk**, for three years.


And you are directed to serve this warrant by posting attested copies thereof at each of the public meeting houses in said Town seven days, at least, before the time of holding said meeting.

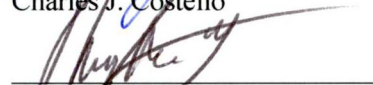
Hereof, fail not and make due return of this warrant with your doing thereon to the Town Clerk at the time and place of holding said meeting.

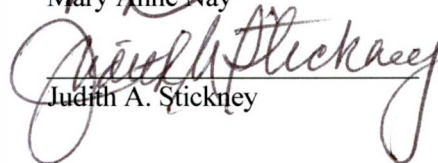
Given under our hands this 11th day of April in the year of our Lord, two thousand twenty-two.

  
Barbara G. Jessel, Chair

  
Peter C. Perkins, Clerk

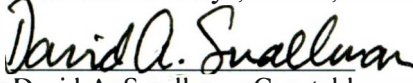
  
Charles J. Costello

  
Mary Anne Nay

  
Judith A. Stickney

**SELECT BOARD**

I have served this warrant by posting attested copies thereof on each of the meeting houses in said Town of Boxford seven days, at least, before the time of holding said meeting.

  
David A. Smallman, Constable  
West Parish

Date 4/12/2022

  
John A. Rowen, Constable  
East Parish

Date 04/11/2022

**TOWN OF BOXFORD - COMPENSATION PLAN for  
NON-BENEFIT ELIGIBLE CLASSIFICATION PLAN EMPLOYEES  
FISCAL YEAR 2023**

**HOURLY EMPLOYEES CLASSIFICATION****HOURLY RATE FY2023**

1.	Library Personnel	
	Circulation Attendant	\$14.25
	Library Assistant	\$16.94
2.	Minutes Secretary	\$17.82 - \$20.68 (Based on tenure)
3.	Clerical Associate	\$17.40
4.	Assistant Town Clerk	\$28.11
5.	Assistant Animal Control Officer	\$14.35
6.	Alternate Building Inspector	\$28.46
7.	Recycle Attendant	\$17.57
8.	Election Officers	
	Wardens	\$14.25
	Inspectors	\$14.75
9.	Plumbing/Gas Inspector	\$366.95 (weekly)
10.	Wiring Inspector	\$366.95 (weekly)
11.	DPW Summer Help	
	Starting	\$14.25
	Returning 2nd Year	\$14.50
	Each Successive Returning Year	+ \$.50/ hour
12.	Parks Program (Seasonal)	
	Director	\$34.00 - \$40.00
	Assistant Director	\$19.50 - \$24.50
	Nurse	\$26.00 - \$37.00
	Art Director	\$19.50 - \$24.50
	Senior Counselor	\$14.75 - \$15.75
	Junior Counselor	\$14.25 - \$14.75
13.	Outreach Worker	\$18.46
14.	Van Driver	\$15.52



**TOWN OF BOXFORD, MA - NON-UNION CLASSIFICATION PLAN**

**Grade N-1**

*No position assigned.*

**Grade N-2**

*No position assigned.*

**Grade N-3**

*No position assigned.*

**Grade N-4**

Animal Control Officer

**Grade N-5**

Administrative Services Manager/ HR Coordinator

**Grade N-6**

*No position assigned.*

**Grade N-7**

Assistant Treasurer/Collector of Taxes

**Grade N-8**

*No position assigned.*

**Grade N-9**

Director of Communications

Director of Senior Services

Town Clerk

**Grade N-10**

Director of Public Health

Director of Public Libraries

Inspector of Buildings

**Grade N-11**

Director of Assessments

Director of Land Use

Assistant Town Administrator

Treasurer/Collector

**Grade N-12**

*No position assigned.*

**Grade N-13**

DPW Superintendent/Town Engineer

Fire Chief

**Grade N-14**

Police Chief

Director of Municipal Finance/Town Accountant

**Grade N-15**

Town Administrator



**TOWN OF BOXFORD – PROPOSED NON-UNION COMPENSATION PLAN FY 2023**

<i>Grade</i>		<i>Min</i>	<i>Mid</i>	<i>Max</i>
<b>1</b>	Hourly	\$ 18.34	\$ 21.09	\$ 24.26
	Weekly	\$ 719.30	\$ 827.02	\$ 951.46
	Annual	\$ 37,547.67	\$ 43,170.24	\$ 49,666.00
<b>2</b>	Hourly	\$ 19.78	\$ 22.75	\$ 26.16
	Weekly	\$ 791.23	\$ 909.84	\$ 1,046.52
	Annual	\$ 41,302.43	\$ 47,493.65	\$ 54,628.34
<b>3</b>	Hourly	\$ 21.76	\$ 25.02	\$ 28.77
	Weekly	\$ 870.22	\$ 1,000.82	\$ 1,150.97
	Annual	\$ 45,425.65	\$ 52,243.01	\$ 60,080.53
<b>4</b>	Hourly	\$ 23.93	\$ 27.52	\$ 31.65
	Weekly	\$ 957.29	\$ 1,100.78	\$ 1,266.02
	Annual	\$ 49,970.55	\$ 57,460.92	\$ 66,086.45
<b>5</b>	Hourly	\$ 25.60	\$ 29.45	\$ 33.86
	Weekly	\$ 1,024.17	\$ 1,177.90	\$ 1,354.56
	Annual	\$ 53,461.66	\$ 61,486.17	\$ 70,708.03
<b>6</b>	Hourly	\$ 27.40	\$ 31.51	\$ 36.23
	Weekly	\$ 1,095.77	\$ 1,260.31	\$ 1,449.22
	Annual	\$ 57,198.97	\$ 65,788.29	\$ 75,649.08
<b>7</b>	Hourly	\$ 29.31	\$ 33.71	\$ 38.77
	Weekly	\$ 1,172.60	\$ 1,348.44	\$ 1,550.81
	Annual	\$ 61,209.73	\$ 70,388.57	\$ 80,952.18
<b>8</b>	Hourly	\$ 31.37	\$ 36.07	\$ 41.48
	Weekly	\$ 1,254.67	\$ 1,442.69	\$ 1,659.34
	Annual	\$ 65,493.96	\$ 75,308.31	\$ 86,617.34
<b>9</b>	Hourly	\$ 33.56	\$ 38.60	\$ 44.38
	Weekly	\$ 1,342.42	\$ 1,543.87	\$ 1,775.21
	Annual	\$ 70,074.43	\$ 80,590.12	\$ 92,665.86
<b>10</b>	Hourly	\$ 35.90	\$ 41.29	\$ 47.49
	Weekly	\$ 1,436.28	\$ 1,651.58	\$ 1,899.65
	Annual	\$ 74,973.94	\$ 86,212.68	\$ 99,161.63
<b>11</b>	Hourly	\$ 38.41	\$ 44.18	\$ 50.81
	Weekly	\$ 1,536.69	\$ 1,767.05	\$ 2,032.25
	Annual	\$ 80,215.28	\$ 92,239.91	\$ 106,083.35
<b>12</b>	Hourly	\$ 42.26	\$ 48.59	\$ 55.89
	Weekly	\$ 1,690.18	\$ 1,943.71	\$ 2,235.43
	Annual	\$ 88,227.44	\$ 101,461.77	\$ 116,689.55
<b>13</b>	Hourly	\$ 47.33	\$ 54.43	\$ 62.60
	Weekly	\$ 1,893.18	\$ 2,177.09	\$ 2,503.90
	Annual	\$ 98,824.27	\$ 113,643.99	\$ 130,703.37
<b>14</b>	Hourly	\$ 53.01	\$ 60.96	\$ 70.10
	Weekly	\$ 2,120.29	\$ 2,438.21	\$ 2,804.18
	Annual	\$ 110,679.36	\$ 127,274.46	\$ 146,378.40
<b>15</b>	Hourly	\$ 59.37	\$ 68.28	\$ 78.52
	Weekly	\$ 2,374.83	\$ 2,731.15	\$ 3,140.78
	Annual	\$ 123,965.66	\$ 142,566.13	\$ 163,948.92



Personnel Board Proposed Career Firefighter compensation matrix										
	3%	3%	3%	3%	2%	2%	2%	2%	2%	2%
	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>
<u>Firefighter</u>										
	\$26.17	\$26.96	\$27.77	\$28.60	\$29.17	\$29.76	\$30.35	\$30.96	\$31.58	\$32.21
	\$1,046.93	\$1,078.34	\$1,110.69	\$1,144.01	\$1,166.89	\$1,190.22	\$1,214.03	\$1,238.31	\$1,263.08	\$1,288.34
	\$54,649.64	\$56,289.13	\$57,977.80	\$59,717.14	\$60,911.48	\$62,129.71	\$63,372.31	\$64,639.75	\$65,932.55	\$67,251.20
<u>Fire Lieutenant</u>										
	\$28.79	\$29.65	\$30.54	\$31.46	\$32.09	\$32.73	\$33.39	\$34.05	\$34.73	\$35.43
	\$1,151.62	\$1,186.17	\$1,221.75	\$1,258.41	\$1,283.58	\$1,309.25	\$1,335.43	\$1,362.14	\$1,389.38	\$1,417.17
	\$60,114.61	\$61,918.04	\$63,775.59	\$65,688.85	\$67,002.63	\$68,342.68	\$69,709.54	\$71,103.73	\$72,525.80	\$73,976.32
<u>Fire Captain</u>										
	\$31.67	\$32.62	\$33.60	\$34.61	\$35.30	\$36.00	\$36.72	\$37.46	\$38.21	\$38.97
	\$1,266.78	\$1,304.79	\$1,343.93	\$1,384.25	\$1,411.93	\$1,440.17	\$1,468.97	\$1,498.35	\$1,528.32	\$1,558.89
	\$66,126.07	\$68,109.85	\$70,153.14	\$72,257.74	\$73,702.89	\$75,176.95	\$76,680.49	\$78,214.10	\$79,778.38	\$81,373.95
<u>Fire Deputy</u>										
	\$34.84	\$35.88	\$36.96	\$38.07	\$38.83	\$39.60	\$40.40	\$41.20	\$42.03	\$42.87
	\$1,393.46	\$1,435.27	\$1,478.32	\$1,522.67	\$1,553.13	\$1,584.19	\$1,615.87	\$1,648.19	\$1,681.15	\$1,714.78
	\$72,738.67	\$74,920.83	\$77,168.46	\$79,483.51	\$81,073.18	\$82,694.65	\$84,348.54	\$86,035.51	\$87,756.22	\$89,511.34



Proposed Equipment and Capital Purchases for FY 2023

			PBC Recommendation
1	IT Hardware	16,000	N/A
2	Facilities Maintenance Software Purchase	16,000	Yes
3	Engineering Design Services for New DPW Facility Phase 1	50,000	Yes
4	Repairs and Painting Community Center	15,000	Yes
5	DPW Office Trailer	50,000	Yes
6	Replace Roof Top Units at Police Station	60,000	Yes
7	Replace Rubber Roof at Police Station	175,000	Yes
8	CAD/ RMS Software Replacement	375,000	N/A
9	Dry Hydrants	20,000	N/A
10	Spofford Hydrant	35,000	N/A
11	AED	40,000	N/A
12	Replace Cell Toilets at Police Station	10,000	Yes
13	Radar Speed Signs	11,500	N/A
14	Traffic Study & Analysis of Main and Maple Intersection	12,500	N/A
15	Replace Storage Sheds for Athletic Fields	15,000	Yes
16	Purchase Aera-Box Coring shaft with seedbox	16,000	Yes
17	Traffic Study & Analysis of Main/Lawrence Intersection	20,000	N/A
18	Replace 2009 International Dump/Plow Truck (#22)	195,000	N/A
19	Spofford Flooring Year 1	60,000	Yes
20	Cole Flooring Year 1	60,000	Yes
	<b>Total ARTICLE 5</b>	<b>1,252,000</b>	



	<b>Actual Expended FY21</b>	<b>Budget FY22</b>	<b>Budget FY23</b>	<b>\$ Change FY22 to FY23</b>	<b>% Change FY22 to FY23</b>
<b>General Government</b>					
Select Board & Administrator	325,833	344,029	<b>329,663</b>	-14,366	-4.2%
Legal	136,899	98,361	<b>98,361</b>	0	
Technology	220,400	220,421	<b>226,576</b>	6,155	2.8%
Town Clerk	128,920	131,213	<b>131,213</b>	0	
Land Committee	0	500	<b>500</b>	0	
Land Use	88,868	93,125	<b>93,958</b>	833	0.9%
Utilities & General Maintenance	331,341	292,007	<b>332,007</b>	40,000	13.7%
Other Insurance	383,829	421,780	421,780	0	
<b>Total General Government</b>	<b>1,616,090</b>	<b>1,601,436</b>	<b>1,634,058</b>	<b>32,622</b>	<b>2.0%</b>
<b>Financial Administration</b>					
Finance Committee	0	1,010	<b>1,010</b>	0	
Finance Committee Reserve	175,000	175,000	<b>175,000</b>	0	
Municipal Finance Departments	459,379	545,120	541,556	-3,564	-0.7%
<b>Total Financial Administration</b>	<b>634,379</b>	<b>721,130</b>	<b>717,566</b>	<b>-3,564</b>	<b>-0.5%</b>
<b>Public Safety</b>					
Police Salary	1,264,032	1,292,681	<b>1,379,937</b>	87,256	6.8%
Police Non Salary Expenses	88,769	93,715	<b>104,020</b>	10,305	11.0%
Fire Salary	649,651	667,771	<b>688,530</b>	20,759	3.1%
Fire Non Salary Expenses	83,903	101,934	<b>107,009</b>	5,075	5.0%
Building Inspection/Zoning Bd	146,609	164,662	<b>169,821</b>	5,159	3.1%
Sealer of Weights & Measures	431	431	<b>431</b>	0	
Animal Inspector	5,279	5,830	<b>5,830</b>	0	
Animal Control Officer	36,963	45,690	<b>45,722</b>	32	0.1%
Communications Salary	398,344	417,728	<b>445,374</b>	27,646	6.6%
Communications Non Salary Exp.	103,518	109,197	<b>108,511</b>	-686	-0.6%
<b>Total Public Safety</b>	<b>2,777,498</b>	<b>2,899,639</b>	<b>3,055,185</b>	<b>155,546</b>	<b>5.4%</b>
<b>Education</b>					
Elementary Schools	12,802,280	13,122,122	13,505,697	383,575	2.9%
Essex NS Agricultural/Technical Scho	274,070	402,602	407,347	4,745	1.2%
Masconomet Operational Assessmei	10,961,352	10,773,426	11,131,422	357,996	3.3%
<b>Total Education</b>	<b>24,037,702</b>	<b>24,298,150</b>	<b>25,044,466</b>	<b>746,316</b>	<b>3.1%</b>



	Actual Expended FY21	Budget FY22	Budget FY23	\$ Change FY22 to FY23	% Change FY22 to FY23
<b>Public Works</b>					
Cemeteries	994	500	<b>500</b>	0	
Trash/Recycling Pickup & Disposal	720,684	787,382	<b>737,382</b>	-50,000	-6.4%
Snow & Ice Removal	376,360	133,000	<b>133,000</b>	0	
Fuel Depot	58,764	75,000	<b>75,000</b>	0	
DPW Salaries	610,042	676,347	<b>678,357</b>	2,010	0.3%
DPW Non Salary Expense	378,736	433,364	<b>433,364</b>	0	
<b>Total Public Works</b>	<b>2,145,579</b>	<b>2,105,593</b>	<b>2,057,603</b>	<b>-47,990</b>	<b>-2.3%</b>
<b>Human Services</b>					
Board of Health	150,741	164,587	<b>179,817</b>	15,230	9.3%
Council on Aging	130,984	169,910	<b>171,910</b>	2,000	1.2%
Veterans' Benefits	47,000	40,000	<b>45,000</b>	5,000	12.5%
HAWC Program	2,000	2,000	<b>2,000</b>	0	
Tri Town Council	29,614	31,095	<b>31,095</b>	0	
<b>Total Human Services</b>	<b>360,339</b>	<b>407,592</b>	<b>429,822</b>	<b>22,230</b>	<b>5.5%</b>
<b>Culture &amp; Recreation</b>					
Library Salaries	319,414	379,923	<b>374,952</b>	-4,971	-1.3%
Library Non Salary Expense	110,150	129,123	<b>134,184</b>	5,061	3.9%
Celebrations/Events	3,904	4,425	<b>4,425</b>	0	
Cultural Council	0	3,000	3,000	0	
Historic District Commission	0	375	<b>375</b>	0	
<b>Total Culture &amp; Recreation</b>	<b>433,468</b>	<b>516,846</b>	<b>516,936</b>	<b>90</b>	<b>0.0%</b>
<b>Employee Benefits</b>					
Health Insurance (non school)	668,836	794,465	<b>815,913</b>	21,448	2.7%
OPEB Contribution	300,000	300,000	<b>300,000</b>		
Essex Retirement Assessment	1,423,044	1,523,087	<b>1,551,592</b>	28,505	1.9%
Medicare/Life Ins (Town/School)	194,193	201,561	<b>209,503</b>	7,942	3.9%
Unemployment Insurance	15,595	15,000	<b>15,000</b>		
Salary Reserve	0	7,923	<b>110,000</b>		
<b>Total Employee Benefits</b>	<b>2,601,668</b>	<b>2,842,036</b>	<b>3,002,008</b>	<b>159,972</b>	<b>5.6%</b>
<b>Debt Service</b>					
Permanent Debt Service	852,459	875,702	<b>1,340,118</b>	464,416	53.0%
Masconomet Debt Assessment	111,736	105,545	<b>0</b>	-105,545	-100.0%
<b>Total Debt Service</b>	<b>964,195</b>	<b>981,247</b>	<b>1,340,118</b>	<b>358,871</b>	<b>36.6%</b>
<b>Total Budget</b>	<b>35,570,917</b>	<b>36,373,668</b>	<b>37,797,762</b>	<b>1,424,094</b>	<b>3.9%</b>



**SELECT BOARD  
TOWN OF BOXFORD  
7A SPOFFORD ROAD  
BOXFORD, MA 01921**

**BULK RATE  
POSTAGE PAID  
PERMIT #19  
BOXFORD, MA  
01921**

**BOXHOLDER  
BOXFORD, MASS 01921  
01885**