



BOXFORD SELECT BOARD

Monday, December 5, 2022

Town Hall 7A Spofford Road

Meeting Room 1

Remote option through Zoom:

<https://us02web.zoom.us/j/8157412201?pwd=WFIUWU1PS1c2NGNuZUJ3TERNbWpRQT09>

This meeting is audio and video recorded

7:00 PM Call to Order

7:05 PM Announcements

7:10 PM Tax Classification Hearing

- Consider setting one tax rate for all classes of property in Boxford
- Any other business to come before the Director of Assessment and the Select Board not anticipated at the time of this posting.

7:20 PM Meeting with Land Use Director, Ross Povenmire

- MBTA Communities update
- Open Space and Recreation Plan Committee update
- Any other business to come before the Land Use Director and the Select Board not anticipated at the time of this posting.

7:40 PM Meeting with Sustainability Committee Chair, Gary Martin

- Update on Sustainability Committee initiatives
- Any other business to come before the Chair of the Sustainability Committee and the Select Board not anticipated at the time of this posting.

8:00 PM Report of the Town Administrator

- Consider appointment of Select Board representative to Adaptive Reuse of Buildings Advisory Committee
- Consider appointment of members to 10 Elm Community Committee
- Update on Finance Committee November 29, 2022 Meeting
- Waste Stream Task Force Update

- Any other business to come before the Town Administrator and the Board not anticipated at the time of this posting

8:15 PM Routines

- Correspondence
- Appointments
- Approval of Minutes
- School and Non-School Warrants

8:25 PM Any other business to come before the Board

8:30 PM Executive Session

- To discuss strategy with respect to collective bargaining, Teamsters Local 25
- To discuss the purchase of real property, 0 Herrick Road
- To discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares; Boxford vs. Andrews Farm Water Company and Conn, et. al.; Notice of Chapter 11 Filing – Andrews Farm Road Water Company

Adjourn

Next Meeting – December 19, 2022

New Call to Order

I call this meeting to order and inform all that this meeting is being video and audio recorded.

Pursuant to Chapter 22 of the Acts of 2022, this meeting will be conducted via remote hybrid means, in accordance with applicable law. This means that members of the public body as well as members of the public may access this meeting via virtual means in addition to in person through the remote participation link provided on this meeting's posting on the Town's website calendar. The website calendar also lists the specific ID number required for virtual attendance via Zoom along with phone numbers to dial into the meeting.

Additionally, the public is able to: Listen to and/or view this meeting via BCATv on FIOS channel #39 or Comcast Channel #22 or through the BCATv website; OR Participate in the meeting virtually.

Members please be aware that, if at least one member attends the meeting remotely, all votes must be roll call votes.

10 ELM COMMUNITY COMMITTEE

We will soon be celebrating the grand opening of the Center at 10 Elm. The Select Board has created the 10 Elm Community Committee and is looking for volunteers. The five-member committee will help develop and coordinate community events and programs at 10 Elm that are complementary and not in conflict with Council on Aging operations. The Committee will determine the capacity at 10 Elm to program community events, identify groups or organizations that may be interested in developing programs at 10 Elm, and reach out to these groups to discuss opportunities.

If you are interested in volunteering, please submit your resume and a brief cover letter explaining your interest in joining the committee to Leanne Mihalchik, LMihalchik@boxfordma.gov. Residents who are actively involved in groups or organizations interested in holding public programs or events at 10 Elm are welcome to apply. The Boxford Select Board will begin reviewing applications at its December 12th meeting.


Grand Illumination

**Join us for the
Grand Illumination
holiday caroling in the
East Village**

When: Sunday, December 18
5:00pm


Where: Meet at the corner of
Elm Street and Middleton Road
under the Community Center
evergreen.

**Sponsored by the Boxford
Historical Society**



SNOW REMOVAL HELP FOR SENIORS

The Council on Aging is looking for volunteer shovelers to clear walkways only of our older residents. If interested or have further questions, contact the COA at 978-887-3591 or email Elaine Gould - elgould@boxfordma.gov



**On behalf of the U.S. Marine Corps Reserve
Boxford fire will be accepting unopened and
unwrapped toys for Toys For Tots**



Drop off site is the East (6 Middleton Road) Fire Station

Hours of drop off are from 8-4 Monday-Friday.

Last day for drop off will be December 14th

Thank you in advance for your support!

The Boxford Fire Department

**TOWN OF BOXFORD
NOTICE OF PUBLIC HEARING
TAX CLASSIFICATION HEARING
FY 2023**

In accordance with Massachusetts General Laws, Chapter 40, Section 56, the Boxford Select Board will hold a virtual public hearing on Monday, December 5, 2022 at 7:00 p.m. to determine a residential factor for the classification of property, thereby determining the percentage of the tax burden to be borne by each class of property for Fiscal Year 2023. The Board of Assessors will be present. The public is invited to attend this hearing. The meeting can be attended in person at Boxford Town Hall, 7A Spofford Rd or remotely by Zoom.

Zoom login:

<https://us02web.zoom.us/j/83695870839?pwd=WTREbFh2OXZuekd0VkJCbTZlc0tyQT09>

For the Select Board and the Board of Assessors,

Matthew Coogan

Town Administrator/CPO

CLASSIFICATION TAX ALLOCATION

Fiscal Year 2023

LA4 VALUES		FFCV PERCENTS		SHIFT OPTIONS	
Residential	2,314,750,998	Residential	97.1374	Min Res Factor at 150%	98.5265
Open Space	0	Open Space	0.0000	Min Res Factor at 175%	0.0000
Commercial	15,453,403	Commercial	0.6485	Chapter 3	0.0000
Industrial	2,160,453	Industrial	0.0907	Lowest Historical Res%	91.2040
Pers Prop	50,599,894	Pers Prop	2.1234	Prior FY LA5 Res Shift%	96.7998
Total	2,382,964,748	Total %	100.0000	Lowest Res Factor	98.5265
SHIFT PERCENTS		INPUT OPTIONS		OPEN SPACE DISCOUNT	
Estimated Levy	32,986,698	Resid Factor Selected	1.000000	Open Space Discount %	0.0000
		Com/Ind/PP Shift	1.00000	Open Space Factor	1.00000
		Single Tax Rate	13.84		
SHIFT PERCENTS		TAX RATES			
Residential %	97.1374	Residential	13.84		
Open Space %	0.0000	Open Space	0.00		
Commercial %	0.6485	Commercial	13.84		
Industrial %	0.0907	Industrial	13.84		
Pers Prop %	2.1234	Pers Prop	13.84		
Total %	100.0000				

RESIDENTIAL EXEMPTION OPTIONS & CALCULATIONS (Upload Exemption Calculation Worksheet)

Total Residential Value	2,314,750,998	/ Total Res Parcel Count	0	= Average Residential Value	0
Avg Residential Value	0	X Res Exemption%(max35)	0.0000	= Residential Exemption	0
No. Eligible Res Parcels	0.000000	Total Res Value Exempted	0		
Total Residential Value	2,314,750,998	- Total Res Value Exempted	0	= Tot Res Value After Exemption	0
Total Residential Value	2,314,750,998	/ # Eligible Res Parcels	0.000000	= Approx. Break-Even Value	0

SENIOR MEANS TESTED EXEMPTION OPTIONS & CALCULATION (Upload Exemption Calculation Worksheet)

No. Eligible Res Parcels	0	Total Res Value Exempted	0		
Total Residential Value	2,314,750,998	- Total Res Value Exempted	0	= Total Res Val After Exemption	2,314,750,998

COMBINED IMPACT OF SENIOR MEANS TESTED AND RESIDENTIAL EXEMPTIONS

Residential Exemption	0	+ Senior Means Tested Exemption	0	= Combined Res Value Exempted	0
Total Residential Value	2,314,750,998	- Combined Res Value Exempted	0	= Total Res Val After Exemptions	2,314,750,998
Net Value of 101 Parcels After Combined Exemptions			0		

SMALL COMMERCIAL EXEMPTION OPTIONS & CALCULATION

CLASSIFICATION TAX ALLOCATION

Fiscal Year 2023

No. Eligible Com Parcels	0				
Com Exemp % (max 10%)	0.0000	X Total Value of Eligible Parcel	0	= Total Com Value Exempted	0
Tot Com & Indus Value	17,613,856	- Total Com Value Exempted	0	= Com & Ind Val after Exemption	17,613,856

LA5 Certification

Public Hearing Held on: Date Time at Adopted on Date

The LA-5 excess capacity for the current fiscal year is calculated as 1,737,094.89

The LA-5 excess capacity for the prior fiscal year is calculated as 1,734,999.28

If adopting a residential or senior means tested exemption, the Exemption Calculation Worksheet must be uploaded to submit the LA - 5.

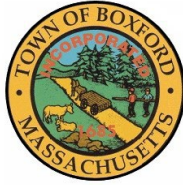
Signatures

No signatures to display.

Documents

No documents have been uploaded.

I move to accept the recommendation of the Board of Assessors and to set one tax rate for the Town of Boxford and for each class of property to maintain 100% of its full value tax share.



TOWN OF BOXFORD
Office of the Town Administrator
7A Spofford Road
Boxford, MA 01921

DATE: November 28, 2022
TO: Finance Committee
FROM: Brendan Sweeney, Assistant Town Administrator
RE: **FY24 Revenue/Expense Projections**

To assist the Finance Committee in the development of “guidance” for departments as the Town begins the process of developing the Fiscal Year 2024 (FY24) budget, I’ve forecasted three scenarios for consideration by the Committee, which are explained in further detail below. However, the following spending assumptions and other notable items are consistent across all three scenarios:

- Salary increases for all non-union employees, consistent with the Employee Compensation Plan that the Town is currently considering.
- Salary increases for the five unions with collective bargaining agreements that expire at the end of the current fiscal year (FY23):
 - AFSCME Town Hall/Library Clerical
 - Full-Time Police (Teamsters)
 - Police Reserve
 - Firefighters (recently formed union)
 - Communications
- The Fire Department’s Emergency Response Pilot Program is carried as a new \$150 K annual operating expense.
 - The cost to operate the program is currently covered by federal grant funding through the American Rescue Plan Act (ARPA).
- Per recommendation from the Massachusetts Interlocal Insurance Association (MIIA), an estimated increase of +\$81,591 (10%) for non-school Health Insurance is shown.
- \$63,500 in savings in Finance Department salaries due to the reduction of the Finance Director/Town Accountant position from full-time to part-time.
- An estimated \$48,300 (+64%) increase in fuel costs, consistent with the regional increase in the price of diesel fuel in the past 12 calendar months.
- An increase of \$16,600 (+5%) for utilities, cleaning, and maintenance to factor in the increased costs of maintaining the new Center at 10 Elm.
- Aside from the assumptions outlined above and the budgetary line items that do not increase from year to year, all other budgetary line items increase by the standard +2.5%.

- The Debt Service figures shown only include costs for projects that have already been approved. They do not include costs for:
 - The Cole School Site Project
 - The Purchase of the Dorman Property
 - Any new debt service required for future improvements at the Masconomet Regional Middle/High School
 - Any other capital expenditure not yet approved
- Community Preservation Act (CPA) projects and funding are not included in these projections.

With the above assumptions included in all three sets of projections, the differences between the three scenarios are as follows:

- **Scenario 1 – High**
 - A \$236,110.65 (+33%) increase above the FY23 budgeted amount for the Town’s municipal waste collection contract with Waste Management.
 - This is the amount that Waste Management has quoted the Town for a 1-year extension of the current 5-year contract, which expires at the end of June.
 - Increases of \$369,563 (+3.32%) and \$438,935 (+3.25%) for the Masconomet Regional and Boxford Elementary School budgets, respectively.
 - These increase mirror the year-over-year percentage increase for each district between FY22 actuals and the FY23 budget.
- **Scenario 2 – Mid-range**
 - A \$44,602.17 (+6%) increase above the FY23 budgeted amount for the Town’s municipal waste collection contract with Waste Management.
 - This is the amount that Waste Management has quoted the Town for the first year of a new 5-year contract that would introduce an automated collection method, which would save Waste Management money on labor and translate to cost savings for the Town.
 - A roughly \$300 K one-time capital expense to purchase the containers required for automated collection would need to be financed and is not factored into any of the three scenarios shown in these projections.
 - Increases of \$369,563 (+3.32%) and \$438,935 (+3.25%) for the Masconomet Regional and Boxford Elementary School budgets, respectively (*see above*).
- **Scenario 3 – Low**
 - A \$44,602.17 (+6%) increase above the FY23 budgeted amount for the Town’s municipal waste collection contract with Waste Management (*see above*).
 - +2.5% increases for the Masconomet Regional and Boxford Elementary School budgets.

For each of the three scenarios, the revenue projections shown initially anticipate an increase to the Town’s tax levy of 2.5%, the annual growth standard seen in most communities (excluding any new growth) and the maximum that is typically allowed by law. However, in Boxford’s case, as the Town has not always utilized the full 2.5% in revenue growth allowable by law, the Town has an available “Excess

Levy Capacity” of just over \$1.7 M that it could potentially utilize in addition to a potential 2.5% increase.

As is shown in each of the three scenarios, a 2.5% increase in the Town’s tax levy, in addition to the other (conservative) revenue assumptions that are listed and are consistent across all three scenarios, does not balance against the spending estimates listed in each of the three scenarios. The amount that the budget is “out of balance” by in each varies depending on the scenario and its corresponding spending assumptions. Therefore, in each scenario, varying amounts are required to be drawn from the Excess Levy Capacity, in addition to the 2.5% increase to the Town’s tax levy, to balance the budget, resulting in the highlighted tax levy percentage increase shown at the bottom of each scenario.

Scenario 1
FY24 Revenue/Expense Projection

	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Estimated	FY24 Forecast	
Revenue						
*Tax Levy (before excluded debt)	29,259,250	29,943,000	30,969,271	32,075,815	33,048,357	2.5% increase above (FY23 Tax Levy + New Growth)
Excuded Debt Added Tax Levy	1,159,689	610,168	691,782	746,533	590,490	
New Growth added to tax rate	191,761	219,222	310,699	166,484	166,484	FY23 Actuals
Unrestricted State Aid	516,201	516,201	534,268	563,118	563,118	FY23 Actuals
Other State Receipts	203,236	197,869	228,091	285,317	235,000	Estimate
Chapter 70	1,750,975	1,747,903	1,768,093	1,811,833	1,811,833	FY23 Actuals
Motor Vehicle Excise Tax	1,627,627	1,619,559	1,500,000	1,600,000	1,700,000	Estimate based on FY22 actual (conservative)
Trash Sticker Revenue	261,807	325,881	321,729	330,000	330,000	Estimate
Other Local Receipts	818,134	965,318	777,646	770,000	775,000	Estimate based on FY22 actual and first quarter FY23 receipts
Other (Masco debt reimb FY23)	-	150,000		183,169	-	
Subtotal	35,788,680	36,295,121	37,101,579	38,532,269	39,220,282	
Less Local Receipts to replenish free cash	200,000	100,000	200,000	200,000	200,000	
Total Revenue Estimate	35,588,680	36,195,121	36,901,579	38,332,269	39,020,282	
Excess Levy Capacity	1,435,870	1,738,252	1,734,999	1,730,799	1,730,799	FY23 Excess Levy Capacity carried into FY24

Scenario 1
FY24 Revenue/Expense Projection

	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Forecast	
Adjustments to Revenue						
Snow & Ice Deficit Previous Year	187,172	199,969	200,661	200,000	200,000	Estimate
Essex Technical High School	304,486	269,300	402,602	407,347	417,531	Assumed 2.5% increase
Reserved for Abatements	145,832	155,951	161,378	150,000	150,000	Estimate
State Charges	168,077	172,759	180,236	174,489	180,000	Estimate
Subtotal	805,567	797,979	944,877	931,836	947,531	
Excluded Debt:						
MASCO Debt (excluded)	409,017	111,736	105,545	-	-	
Other Excluded Debt (Permanent)	522,765	498,432	586,237	710,091	590,490	
Other Excluded Debt (BAN ESTIMATE)	168,794	-	-	36,442	-	
Subtotal	1,100,576	610,168	691,782	746,533	590,490	
Total Committed Expenses	1,906,143	1,408,147	1,636,659	1,678,369	1,538,021	
Other Appropriations:						
	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Draft	
Masconomet Budget	10,668,997	10,961,352	10,773,426	11,131,422	11,500,985	Assumed 3.32% increase (actual increase from FY22-23)
Elementary School Budget	12,513,767	12,702,686	13,079,977	13,505,697	13,944,632	Assumed 3.25% increase (actual increase from FY22-23)
Town Departmental Budget	8,506,596	8,454,541	8,777,365	9,561,586	10,285,531	Assumptions detailed in accompanying memo
Other Post-Employment Benefits (OPEB)	300,000	300,000	300,000	300,000	300,000	
Non-Excluded Debt Service	30,369	92,613	167,628	593,585	588,750	
Essex Regional Retirement Assessment	1,339,233	1,423,044	1,523,087	1,551,592	1,620,638	Estimate based on prior two FYs
Total Town & School Budgets	33,358,962	33,934,236	34,621,483	36,643,882	38,240,536	
Total Estimated Expenses	35,265,105	35,342,382	36,258,142	38,322,251	39,778,557	
Balance	323,575	852,738	643,437	10,018	-758,275	
Amount to draw from Excess Levy Capacity	0	0	0	0	758,275	
Revised Property Tax Increase					4.85%	+2.35% above standard 2.5% increase

Scenario 2
FY24 Revenue/Expense Projection

	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Estimated	FY24 Forecast	
Revenue						
*Tax Levy (before excluded debt)	29,259,250	29,943,000	30,969,271	32,075,815	33,048,357	2.5% increase above (FY23 Tax Levy + New Growth)
Excuded Debt Added Tax Levy	1,159,689	610,168	691,782	746,533	590,490	
New Growth added to tax rate	191,761	219,222	310,699	166,484	166,484	FY23 Actuals
Unrestricted State Aid	516,201	516,201	534,268	563,118	563,118	FY23 Actuals
Other State Receipts	203,236	197,869	228,091	285,317	235,000	Estimate
Chapter 70	1,750,975	1,747,903	1,768,093	1,811,833	1,811,833	FY23 Actuals
Motor Vehicle Excise Tax	1,627,627	1,619,559	1,500,000	1,600,000	1,700,000	Estimate based on FY22 actual (conservative)
Trash Sticker Revenue	261,807	325,881	321,729	330,000	330,000	Estimate
Other Local Receipts	818,134	965,318	777,646	770,000	775,000	Estimate based on FY22 actual and first quarter FY23 receipts
Other (Masco debt reimb FY23)	-	150,000		183,169	-	
Subtotal	35,788,680	36,295,121	37,101,579	38,532,269	39,220,282	
Less Local Receipts to replenish free cash	200,000	100,000	200,000	200,000	200,000	
Total Revenue Estimate	35,588,680	36,195,121	36,901,579	38,332,269	39,020,282	
Excess Levy Capacity	1,435,870	1,738,252	1,734,999	1,730,799	1,730,799	FY23 Excess Levy Capacity carried into FY24

Scenario 2
FY24 Revenue/Expense Projection

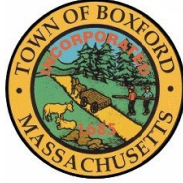
	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Forecast	
Adjustments to Revenue						
Snow & Ice Deficit Previous Year	187,172	199,969	200,661	200,000	200,000	Estimate
Essex Technical High School	304,486	269,300	402,602	407,347	417,531	Assumed 2.5% increase
Reserved for Abatements	145,832	155,951	161,378	150,000	150,000	Estimate
State Charges	168,077	172,759	180,236	174,489	180,000	Estimate
Subtotal	805,567	797,979	944,877	931,836	947,531	
Excluded Debt:						
MASCO Debt (excluded)	409,017	111,736	105,545	-	-	
Other Excluded Debt (Permanent)	522,765	498,432	586,237	710,091	590,490	
Other Excluded Debt (BAN ESTIMATE)	168,794	-	-	36,442	-	
Subtotal	1,100,576	610,168	691,782	746,533	590,490	
Total Committed Expenses	1,906,143	1,408,147	1,636,659	1,678,369	1,538,021	
Other Appropriations:						
	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Draft	
Masconomet Budget	10,668,997	10,961,352	10,773,426	11,131,422	11,500,985	Assumed 3.32% increase (actual increase from FY22-23)
Elementary School Budget	12,513,767	12,702,686	13,079,977	13,505,697	13,944,632	Assumed 3.25% increase (actual increase from FY22-23)
Town Departmental Budget	8,506,596	8,454,541	8,777,365	9,561,586	10,094,022	Assumptions detailed in accompanying memo
Other Post-Employment Benefits (OPEB)	300,000	300,000	300,000	300,000	300,000	
Non-Excluded Debt Service	30,369	92,613	167,628	593,585	588,750	
Essex Regional Retirement Assessment	1,339,233	1,423,044	1,523,087	1,551,592	1,620,638	Estimate based on prior two FYs
Total Town & School Budgets	33,358,962	33,934,236	34,621,483	36,643,882	38,049,027	
Total Estimated Expenses	35,265,105	35,342,382	36,258,142	38,322,251	39,587,048	
Balance	323,575	852,738	643,437	10,018	-566,767	
Amount to draw from Excess Levy Capacity	0	0	0	0	566,767	
Revised Property Tax Increase					4.26%	+1.76% above standard 2.5% increase

Scenario 3
FY24 Revenue/Expense Projection

	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Estimated	FY24 Forecast	
Revenue						
*Tax Levy (before excluded debt)	29,259,250	29,943,000	30,969,271	32,075,815	33,048,357	2.5% increase above (FY23 Tax Levy + New Growth)
Excuded Debt Added Tax Levy	1,159,689	610,168	691,782	746,533	590,490	
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Unrestricted State Aid	516,201	516,201	534,268	563,118	563,118	FY23 Actuals
Other State Receipts	203,236	197,869	228,091	285,317	235,000	Estimate
Chapter 70	1,750,975	1,747,903	1,768,093	1,811,833	1,811,833	FY23 Actuals
Motor Vehicle Excise Tax	1,627,627	1,619,559	1,500,000	1,600,000	1,700,000	Estimate
Trash Sticker Revenue	261,807	325,881	321,729	330,000	330,000	Estimate
Other Local Receipts	818,134	965,318	777,646	770,000	775,000	Estimate based on FY22 actual and first quarter FY23 receipts
Other (Masco debt reimb FY23)	-	150,000		183,169	-	
Subtotal	35,788,680	36,295,121	37,101,579	38,532,269	39,220,282	
Less Local Receipts to replenish free cash	200,000	100,000	200,000	200,000	200,000	
Total Revenue Estimate	35,588,680	36,195,121	36,901,579	38,332,269	39,020,282	
Excess Levy Capacity	1,435,870	1,738,252	1,734,999	1,730,799	1,730,799	FY23 Excess Levy Capacity carried into FY24

Scenario 3
FY24 Revenue/Expense Projection

	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Forecast	
Adjustments to Revenue						
Snow & Ice Deficit Previous Year	187,172	199,969	200,661	200,000	200,000	Estimate
Essex Technical High School	304,486	269,300	402,602	407,347	417,531	Assumed 2.5% increase
Reserved for Abatements	145,832	155,951	161,378	150,000	150,000	Estimate
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Subtotal	805,567	797,979	944,877	931,836	947,531	
Excluded Debt:						
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Other Excluded Debt (BAN ESTIMATE)	168,794	-	-	36,442	-	
Subtotal	1,100,576	610,168	691,782	746,533	590,490	
Total Committed Expenses	1,906,143	1,408,147	1,636,659	1,678,369	1,538,021	
Other Appropriations:						
Masconomet Budget	10,668,997	10,961,352	10,773,426	11,131,422	11,409,708	Assumed 2.5% increase
Elementary School Budget	12,513,767	12,702,686	13,079,977	13,505,697	13,843,339	Assumed 2.5% increase
Town Departmental Budget	8,506,596	8,454,541	8,777,365	9,561,586	10,094,022	Assumptions detailed in accompanying memo
Other Post-Employment Benefits (OPEB)	300,000	300,000	300,000	300,000	300,000	
Non-Excluded Debt Service	30,369	92,613	167,628	593,585	588,750	
Essex Regional Retirement Assessment	1,339,233	1,423,044	1,523,087	1,551,592	1,620,638	Estimate based on prior two FYs
Total Town & School Budgets	33,358,962	33,934,236	34,621,483	36,643,882	37,856,457	
Total Estimated Expenses	35,265,105	35,342,382	36,258,142	38,322,251	39,394,478	
Balance	323,575	852,738	643,437	10,018	-374,196	
Amount to draw from Excess Levy Capacity	0	0	0	0	374,196	
Revised Property Tax Increase					3.66%	+1.16% above standard 2.5% increase



TOWN OF BOXFORD
Office of the Town Administrator
7A Spofford Road
Boxford, MA 01921

DATE: November 29, 2022

TO: Alex Constan, Board of Health

FROM: Brendan Sweeney, Assistant Town Administrator

RE: 2018 RFP Results, Waste Management Current FY19-23 Contract, and Waste Management's Extension Offers

In 2018, when the Town put the municipal refuse disposal contract out to bid, three haulers submitted proposals: Casella, JRM (now Republic), and Waste Management, who was ultimately awarded the contract. The financial figures underlying each proposal are listed in the tables below:

Base Payment Rate

	Waste Management	JRM/Republic	Casella
FY19	\$446,880.00	\$705,000.00	\$684,000.00
FY20	\$469,224.00	\$705,000.00	\$704,000.00
FY21	\$492,685.20	\$740,250.00	\$726,000.00
FY22	\$517,319.46	\$777,263.00	\$747,000.00
FY23	\$543,185.43	\$816,125.00	\$770,000.00

Refuse Disposal Charge Per Ton

	Waste Management	JRM/Republic	Casella
FY19	\$76.00	\$0.00	\$68.00
FY20	\$80.00	\$0.00	\$71.58
FY21	\$84.00	\$0.00	\$75.16
FY22	\$88.00	\$0.00	\$78.74
FY23	\$92.00	\$0.00	\$82.32

Recycling Processing Charge Per Ton

	Waste Management	JRM/Republic	Casella
FY19	\$95.00	\$0.00	\$95.00
FY20	\$98.33	\$0.00	\$96.90
FY21	\$101.77	\$0.00	\$98.84
FY22	\$105.33	\$0.00	\$100.81
FY23	\$109.01	\$0.00	\$102.83

There are a few key caveats to consider with regards to these numbers:

- JRM's payment proposal included lump-sum payments with no per-ton charges for refuse disposal or recycling
- Casella's recycling proposal included a 50/50 revenue share for all tons over the \$95/ton processing fee
 - This is the same as what Waste Management offered the Town
- Casella's waste processing per-ton fee passed on from a third-party; annual increases undefined
 - Assumed increases shown are the same percentage increases in Waste Management's bid
- Casella's minimum recycling processing fee increase was 2% annually (modeled here)
- Waste Management's recycling processing fee increase was +3.5% annually

Utilizing an estimate of how many tons of municipal refuse that the Town disposed of in FY22 (1,922.27) and making use of available recycling data, I was able to estimate how much each of the three bids would have cost the Town annually throughout the 5-year term of the contract, as demonstrated in the tables below. The key takeaway here is that Waste Management's offer was clearly the lowest of the three bids received by the Town in 2018.

Waste Management

	Base Rate	Estimated Additional Cost for Per Ton Refuse Collection	Assumed Recycling Costs	TOTAL	% Increase vs. Prior Year
FY19	\$446,880.00	\$146,092.66	\$7,663.73	\$600,636.39	N/A
FY20	\$469,224.00	\$153,781.75	\$7,931.96	\$630,937.70	5%
FY21	\$492,685.20	\$161,470.83	\$8,209.58	\$662,365.61	5%
FY22	\$517,319.46	\$169,159.92	\$8,497.06	\$694,976.44	5%
FY23	\$543,185.43	\$176,849.01	\$8,793.93	\$728,828.36	5%

JRM/Republic

	Base Rate	Estimated Additional Cost for Per Ton Refuse Collection	Assumed Recycling Costs	TOTAL	% Increase vs. Prior Year
FY19	\$705,000.00	\$0.00	\$0.00	\$705,000.00	N/A
FY20	\$705,000.00	\$0.00	\$0.00	\$705,000.00	0%
FY21	\$740,250.00	\$0.00	\$0.00	\$740,250.00	5%
FY22	\$777,263.00	\$0.00	\$0.00	\$777,263.00	5%
FY23	\$816,125.00	\$0.00	\$0.00	\$816,125.00	5%

Casella

	Base Rate	Estimated Additional Cost for Per Ton Refuse Collection	Assumed Recycling Costs	TOTAL	% Increase vs. Prior Year
FY19	\$684,000.00	\$130,714.48	\$7,663.73	\$822,378.21	N/A
FY20	\$704,000.00	\$137,594.19	\$7,817.00	\$849,411.20	3%
FY21	\$726,000.00	\$144,473.90	\$7,973.34	\$878,447.25	3%
FY22	\$747,000.00	\$151,353.61	\$8,132.81	\$906,486.42	3%
FY23	\$770,000.00	\$158,233.32	\$8,295.47	\$936,528.79	3%

As mentioned previously, Waste Management was ultimately awarded the Town’s municipal refuse disposal contract. That contract expires at the end of this fiscal year (FY23). Therefore, Waste Management has submitted multiple extension offers for the Town to consider; most notably, this includes an offer that would shift the Town to an automated collection method, at considerable cost savings to the Town.

To illustrate the potential cost savings for the Town under an automated collection method, listed below is a comparison between the two 5-year extension offers that Waste Management submitted to the Town; one would utilize the current manual collection method, the other would shift to an automated collection method. As shown below, **the automated collection method would save the Town an estimated \$702,712 throughout the 5-year term of the contract.**

Cost of Manual Collection

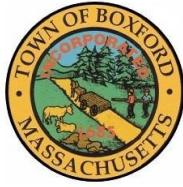
	Base Rate	Estimated Additional Cost for Per Ton Refuse Collection	Assumed Recycling Costs	TOTAL	% Increase vs. Prior Year
FY23 (Current Contract)	\$543,185.43	\$176,849.01	\$8,871.27	\$728,905.71	N/A
FY24 (New Contract)	\$699,624.00	\$182,615.82	\$10,986.34	\$893,226.17	23%
FY25	\$741,601.00	\$193,572.77	\$11,645.53	\$946,819.30	6%
FY26	\$786,097.00	\$204,568.17	\$12,344.58	\$1,003,009.75	6%
FY27	\$841,124.00	\$218,889.09	\$13,208.84	\$1,073,221.93	7%
FY28	\$908,414.00	\$236,400.99	\$14,265.16	\$1,159,080.15	8%
TOTAL	\$3,976,860.00	\$1,036,046.84	\$62,450.45	\$5,075,357.29	N/A

Cost of Automated Collection

	Base Rate	Estimated Additional Cost for Per Ton Refuse Collection	Assumed Recycling Costs	TOTAL	% Increase vs. Prior Year
FY23 (Current Contract)	\$543,185.43	\$176,849.01	\$8,871.27	\$728,905.71	N/A
FY24 (New Contract)	\$576,000.00	\$182,615.82	\$10,986.34	\$769,602.17	6%
FY25	\$610,560.00	\$193,572.77	\$11,645.53	\$815,778.30	6%
FY26	\$647,194.00	\$204,568.17	\$12,344.58	\$864,106.75	6%
FY27	\$692,497.00	\$218,889.09	\$13,208.84	\$924,594.93	7%
FY28	\$747,897.00	\$236,400.99	\$14,265.16	\$998,563.15	8%
TOTAL	\$3,274,148.00	\$1,036,046.84	\$62,450.45	\$4,372,645.29	N/A

Savings vs. 5-year Manual Collection**\$702,712.00**

Of note, **the automated collection method would require an up-front, one-time capital expense of \$308,306** to purchase the 2,600 standard trash and recycling collection carts necessary to facilitate automated collection.



TOWN OF BOXFORD
Office of the Treasurer/Collector of Taxes
7A Spofford Road
Boxford, MA 01921

MEMORANDUM

TO: Select Board
FROM: Ellen S. Guerin, Treasurer
CC: Kathleen J. Benevento, Director of Municipal Finance
RE: **Interim Town Investment Report as of October 31, 2022**
DATE: November 30, 2022

The Investment Policy of the town provides for an annual reporting on Cash and Investments by the Town Treasurer. That reporting for the previous fiscal year was provided to Matthew Coogan and Kathy Benevento on 8/23/22 and will be printed in the 2022 Annual Town Report scheduled for release prior to Town Meeting. At the suggestion of Standard and Poor's during the most recent credit rating process, and by agreement of the Select Board, two (2) interim reports are provided. This is the first for FY 2023.

Cash and Investment balances by institution are provided on the attached schedule as of 10/31/22. For comparison purposes, similar data appears as of 2/28/22 and 6/30/22.

The total of all the town's cash balances as of 10/31/22 was \$27.1M. This amount is \$2.8M greater than the \$24.3M balance of invested cash reported on 6/30/22.

Changes in Cash Positions: 6/30/22 – 10/31/22

- The increase in the amount of cash on deposit in the four (4) months since the last reporting is best explained by the cyclical trends in cash inflows and outflows. Nearly 88% of the \$16.0M in tax receipts due on or before November 1st were received prior to the end of the reporting period (10/31/22); yet, only 25% of the \$11.1M annual Masconomet assessment was paid in the first four (4) months of the fiscal year. Another deposit of ARPA Funds in the amount of \$809K was received in the 1st quarter of FY 2023.
- The **Community Preservation Fund** balance of \$4.3M and **Trust Fund** balance of \$1.6M remain relatively unchanged. CP tax revenues covered debt service for the

period; unrealized losses in securities values reflect the down market for equities in the 1st quarter – (\$135K) for CP and (\$50K) for trust funds.

- Interest rates offered by banks on **General Fund** deposits have continued to steadily increase since the start of the fiscal year. The table below provides an historical view of earnings trends for the General Fund. FY 2023 earnings are expected to exceed the amounts earned in the previous year. FY 2023 earnings posted to date are \$74.2K but were offset by an unrealized loss in the ARPA Fund (\$43.7K) that will be erased upon maturity of securities.

<u>Annual Earnings on General Fund Investments</u>				
<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23 YTD</u>
\$162.7K	\$129.2K	\$48.7K	\$82.3K	\$30.4K

The rates offered by banks are continuing to increase as they compete for deposits. New investment institutions are periodically evaluated for appropriateness measured by safety, liquidity and yield. The town has \$9M invested in MMDT, the state investment pool, which, as of 11/30/22 is offering a 4% 7-day yield and no transaction fees.

- The **OPEB Fund** balance is now \$4.6M, which includes the deposit of \$300,000 made on 9/01/22. Annualized rate of return as of 10/31/22 was -10.17%. YTD FY23 change in investment value is -\$131K. This is a long-term investment professionally managed by the Commonwealth of MA PRIM Board which has access to all markets at very low fees. As the account balance increases, the town's unfunded liability decreases. Earnings/(Losses) in this account have fluctuated wildly over the past 2.5 years due mainly to the recording of unrealized gains/(losses) as illustrated below:

	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023 (YTD)</u>
Income	\$355K	\$290K	\$40K
Unrealized G/(L)	\$603K	(\$465K)	(\$171K)

- All bank and investment statements are available for review in the Office of the Treasurer. Cash balances are reconciled monthly (in a timely manner) to bank statements and the General Ledger; they are reviewed and approved by the Treasurer and Finance Director. A Cash and Investment Report is prepared quarterly for the Massachusetts Department of Revenue. The report of independent auditors on FY22 operating results and compliance with the town's Investment Policy is delayed this year but anticipated in March of 2023.
- The Select Board and Finance Director can expect to receive the next Interim Investment Report for FY23 on Cash and Investments as of 2/28/23 sometime in early spring. Please contact me directly with any questions or concerns about cash management or to review any of the bank or portfolio statements.

**TOWN OF BOXFORD
CASH AND INVESTMENTS
OCTOBER 31, 2022**

Institution	February 28, 2022		June 30, 2022		October 31, 2022	
	Balance	APY	Balance	APY	Balance	APY
MMDT - Investment	\$ 211,175.39	0.17%	\$ 8,014,281.05	0.32%	\$ 9,170,695.42	3.30%
Eastern Bank - Tax Lockbox	\$ 6,940.56	0.05%	\$ 3,417.10	0.05%	\$ 122,841.54	0.25%
Newburyport Bank	\$ -	0.00%	\$ 225,034.52	0.80%	\$ 225,758.56	1.14%
Bartholomew - GF & ARPA Investment	\$ 1,623,219.11	1.39%	\$ 1,486,545.86	1.85%	\$ 2,300,832.31	2.29%
Unibank - State Aid Receipts	\$ 485,579.84	0.01%	\$ 99,003.35	0.21%	\$ 6,347.59	0.50%
Unibank - Online Payments	\$ 414,045.16	0.01%	\$ 20,688.36	0.02%	\$ 116,208.89	0.02%
Brookline Bank/Hingham Savings Inv.	\$ 214,798.15	0.25%	\$ 214,977.69	0.25%	\$ 300,018.49	2.25%
Needham Bank	\$ 208,678.96	0.35%	\$ 208,923.23	0.35%	\$ 509,296.40	2.00%
Salem Five	\$ -	0.00%	\$ 500,066.91	0.70%	\$ 502,319.66	1.89%
Institution for Savings - Money Market	\$ 3,462,017.78	0.50%	\$ 2,403,354.65	0.50%	\$ 2,640,389.12	2.50%
Institution for Savings - Capital	\$ 7,504,747.58	0.50%	\$ -	0.00%	\$ -	0.00%
Institution for Savings - Depository	\$ 487,066.23	0.25%	\$ 305,391.22	0.25%	\$ 441,667.60	0.25%
Institution for Savings - School Lunch	\$ 9,532.30	0.25%	\$ 9,550.27	0.25%	\$ 11,135.85	0.25%
Eastern Bank - Investment	\$ 225,817.32	0.05%	\$ 227,202.93	0.05%	\$ 227,782.28	1.50%
Bartholomew - Trust Investment	\$ 1,639,024.11	1.39%	\$ 1,600,031.37	1.97%	\$ 1,573,675.77	2.29%
Bartholomew - ComPres Investment	\$ 4,639,061.51	1.39%	\$ 4,507,950.81	1.97%	\$ 4,298,521.64	2.29%
OPEB - PRIT Fund Investment	\$ 4,758,343.91	14.77%	\$ 4,417,839.68	-2.95%	\$ 4,587,186.56	-10.17%
Departmental Petty Cash	\$ 2,525.00	0.00%	\$ 2,525.00	0.00%	\$ 2,525.00	0.00%
Developers' Deposits	\$ 31,447.21	0.05%	\$ 31,454.53	0.05%	\$ 31,454.53	0.05%
Total Cash Balance	\$ 25,924,020.12		\$ 24,278,238.53		\$ 27,068,657.21	



TOWN OF BOXFORD

OPEN POSITIONS - BOARDS AND COMMITTEES

DECEMBER 1, 2022

Cable Television Advisory Committee

Position	Expiration Date	Status	Note
Member	6/30/2023	Vacant	
Member	6/30/2023	Vacant	
Member	6/30/2023	Vacant	
Member	6/30/2023	Vacant	

Computer Management Committee

Position	Expiration Date	Status	Note
Member	6/30/2024	Vacant	
Member	6/30/2023	Vacant	
Member	6/30/2025	Vacant	

Conservation Commission

Position	Expiration Date	Status	Note
Member	6/30/2025	Vacant	

Cultural Arts Council

Position	Expiration Date	Status	Note
Member	6/30/2023	Vacant	
Member	6/30/2024	Vacant	

Friends of the Ackerman Playground Committee

Position	Expiration Date	Status	Note
Member	6/30/2024	Vacant	
Member	6/30/2023	Vacant	
Member	6/30/2023	Vacant	
Member	6/30/2025	Vacant	
Member	6/30/2025	Vacant	

Historic Districts Commission/ Historical Commission

Position	Expiration Date	Status	Note
Alternate	6/30/2025	Vacant	Alternate
Member	6/30/2024	Vacant	Architect - Vacant

Lakes, Ponds and Streams Committee

Position	Expiration Date	Status	Note
Member	6/30/2023	Vacant	
Member	6/30/2024	Vacant	
Member	6/30/2024	Vacant	
Member	6/30/2023	Vacant	

Masconomet Scholarship Committee

Position	Expiration Date	Status	Note
Member	6/30/2023	Vacant	

Personnel Board

Position	Expiration Date	Status	Note
Member	6/30/2023	Vacant	

Recreation Committee

Position	Expiration Date	Status	Note
Member	6/30/2024	Vacant	

Town Forest Committee

Position	Expiration Date	Status	Note
Member	6/30/2024	Vacant	
Member	6/30/2023	Vacant	

Zoning Board of Appeals

Position	Expiration Date	Status	Note
Alternate	6/30/2024	Vacant	

Executive Session Motion

I move that the Select Board enter into executive session to:

- discuss strategy with respect to collective bargaining, Teamsters Local 25
- discuss the purchase of real property, 0 Herrick Road
- discuss strategy with respect to litigation; Boxford vs. Andrews Farm Water Company and Conn, et. al.; Notice of Chapter 11 Filing – Andrews Farm Water Company

and declare that an Executive Session is necessary since an open public discussion may have a detrimental effect on the negotiating or bargaining position of the Select Board.

The Select Board will adjourn upon conclusion of the Executive Session and not be returning to open session.