



## **BOXFORD SELECT BOARD**

**Monday, February 27, 2023  
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 Consider Appointment to Registrar of Voters**

- Michael Guerin

**7:15 PM Meeting with Council on Aging**

- Proclamation for John and Judy Granahan, Friends of COA
- Proposal to increase staff hours at COA
- Any other business to come before the Council on Aging and the Select Board not anticipated at the time of this posting.

**7:35 PM Meeting with Assistant Town Administrator, Brendan Sweeney**

- Fiscal Year 2024 Budget review

**7:50 PM Meeting with Police Chief, Jim Riter**

- FY2024 Police Department budget review
- Police Department capital requests
- Consider approval of new Police Chief Contract
- Any other business to come before the Police Chief and the Select Board not anticipated at the time of the posting of this meeting.

**8:10 PM Meeting with Communications Director, Warren Gould**

- FY2024 Communications Department budget review
- Communications Department capital requests
- Any other business to come before the Communications Director and the Select Board not anticipated at the time of the posting of this meeting.

**8:25 PM Meeting with Town Engineer/ DPW Superintendent, Chris Olbrot**

- FY2024 DPW budget review
- DPW capital requests

- Any other business to come before the Town Engineer/ DPW Superintendent and the Select Board not anticipated at the time of the posting of this meeting.

**9:00 PM Report of the Town Administrator**

- Request for Boxford Earth Day April 29, 2023
- Discussion on regionalizing Animal Control and Inspection
- May 9, 2023 Town Meeting Draft Warrant Articles
- Consider Common Victualers License Renewals:
  - West Boxford Provisions
  - Boxford House of Pizza
  - Benson's Ice Cream
- Consider One-Day Alcohol Distribution Permit on Town Property, BTA/ BOLT
- Cable Franchise Agreement, Verizon
- Any other business to come before the Town Administrator and the Board not anticipated at the time of this posting

**9:30 PM Routines**

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

**9:40 PM Any other business to come before the Board**

**Adjourn**

**Next Meeting – March 13, 2023**

## 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.

# SOUP & CHOWDER FESTIVAL

**WEST BOXFORD IMPROVEMENT SOCIETY**  
*BUILDING RELATIONSHIPS WHILE SUPPORTING OUR  
COMMUNITY*

**SATURDAY**  
**MARCH 11,**  
**2023**  
**5:00-6:30PM**



**Lincoln Hall**

**563 Main Street, West Boxford 01921**

**Plenty of parking in the back!**

## ALL YOU CAN EAT!

**ADULTS \$15**  
**KIDS \$6**

**ALL PROCEEDS BENEFIT  
THE BOXFORD  
COMMUNITY!**





# **MOTOR VEHICLE EXCISE TAX DUE MONDAY, MARCH 20<sup>TH</sup>**



Excise tax bills were mailed on Feb. 17<sup>th</sup> to all owners of vehicles that were registered and garaged in Boxford on January 1<sup>st</sup>.

The payment due date is Monday, March 20th.

Please visit our website [www.boxfordma.gov](http://www.boxfordma.gov) for payment options and abatement information.

# SCHOLARSHIP OPPORTUNITIES!

## Perley-Parkhurst-Cole Scholarship

The Boxford Commissioner of Trust Funds is accepting applications to the Perley-Parkhurst-Cole Memorial Trust Fund.

Requests for funds will be accepted through **Wednesday, March 15.** Application instructions and guidelines may be found on our website at [www.boxfordma.gov](http://www.boxfordma.gov)



## Barbara Perley Scholarship

The Barbara Perley Scholarship Board of Directors is accepting applications to the Barbara Perley Scholarship Fund.

The deadline for this application is **Wednesday, March 15.**

Application information and instructions may be found at [www.barbaraperleyscholarship.org](http://www.barbaraperleyscholarship.org)



**From:** [Michael Guerin](#)  
**To:** [Matt Coogan](#); [Robin Phelan](#)  
**Subject:** Appointment to Board of Registrars  
**Date:** Wednesday, February 22, 2023 6:16:32 PM

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**External Sender**

To the Boxford Select Board:

I am interested in being appointed to serve on the Board of Registrars. I have spoken with Missie Bankes, Chair of the Town Republican Committee, and understand that there is a vacancy due to the resignation of Jeff Linehan who has been appointed to serve as an assessor.

I understand the obligation and am prepared to serve, if appointed.

Thank you for your consideration.

Michael Guerin  
978-807-9128



# PROCLAMATION

**WHEREAS:** John and Judy Granahan have served as volunteers on the Friends of the Boxford Council on Aging (COA) for 35 years; John as treasurer and Judy as secretary; and the Friends of the Boxford Council on Aging is the sole fundraising source for the COA, providing valuable funds for events, programs, speakers, and field trips, and

**WHEREAS:** John and Judy devoted themselves to the Friends and their work enriched the quality of life for all Boxford older adults, keeping the Friends going throughout the pandemic and after the loss of longtime president Marianne Quirk, stepping in to provide leadership until new officers could be voted in; and

**WHEREAS:** John and Judy have carefully maintained the Friends' financials, and have mentored the next generation of Friends, ensuring the survival of this vital group; and

**WHEREAS:** On Wednesday, October 26, John and Judy officially retired from their role as officers on the Friends board;

**WHEREAS:** The citizens of Boxford want to show their appreciation to the Granahans for showing the people of Boxford what true volunteerism looks like and wish them well on the next chapter of their lives.

**NOW THEREFORE,** We the Select Board in the Town of Boxford, do hereby proclaim

**Tuesday, March 7, 2023**

As

**John and Judy Granahan Day**

in the Town of Boxford.

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Barbara G. Jessel, Chair

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Peter C. Perkins, Vice-Chair/Clerk

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Charles J. Costello

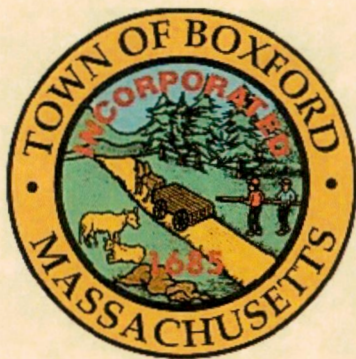
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Judith A. Stickney

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Margaret Chow-Menzer

**TOWN OF BOXFORD  
SELECT BOARD**





To the Select Board,

In January 2023 the COA staff interacted with 682 seniors. These individuals were served a nutritious meal, or they were seen by a health-care professional; they worked out with a strength trainer or were entertained at one of our events. They were educated on fire safety and the ins and outs of Boxford's new property tax exemptions. The COA is a social hub for seniors – a place to just *be* in the company of others at all hours of the day. Seniors who are unable to leave home are treated to friendly phone calls, Meals on Wheels visits; their mental and physical health and their safety status is then related to the COA staff for any follow-up.

The Council on Aging tries to maintain a constant client-focused effort. Our seniors' health and well-being depends on us being able to meet their needs Monday to Thursday from 8:30 to 4:30. That isn't happening now. From 3:00 on I am alone in the building, and I just can't guarantee coverage as it relates to emergencies, equipment requests, phone inquiries – I am also unable to offer programming after 3:00. The volunteer receptionists are not trained to provide senior services – their job is to forward the call to the correct staff member. One-third of these calls involve healthcare issues, social service referrals, wellness checks, rides to and from medical appointments and meals-on-wheels requests. These are high-priority calls.

These issues are why the Council on Aging has chosen to expand its afternoon programs. On Monday to Thursday, from 2:30 to 4:30, the COA Social Club will offer food, drinks, games, and companionship. On Wednesdays the 10 Elm House Band: Andrea Monty's Tri-Town Rock Band, will perform and once a month the COA will also host its Memory Café in this time slot. A Memory Cafe is a wonderfully welcoming place for individuals with Alzheimer's Disease or any other form of dementia, or other brain disorders. They are designed to include the care partner as well, for a shared experience. Additionally, it is helpful for people with all forms of mild cognitive impairment. The Memory Café will be the fulfillment of a long-term goal for the Council on Aging.

The COA secretary is the staff member who is most qualified to assist me. They fill the requirements, functions, and skills that are needed for our extended programming. They are trained to interface with the public, to oversee our volunteers and tax work-off recipients and to “triage” important phone calls and walk-ins.

The COA will continue to do the bookings for the new Center that we currently do for 4 Middleton Road. We are assuming those town groups and organizations will want to utilize all that the Center at 10 Elm has to offer.

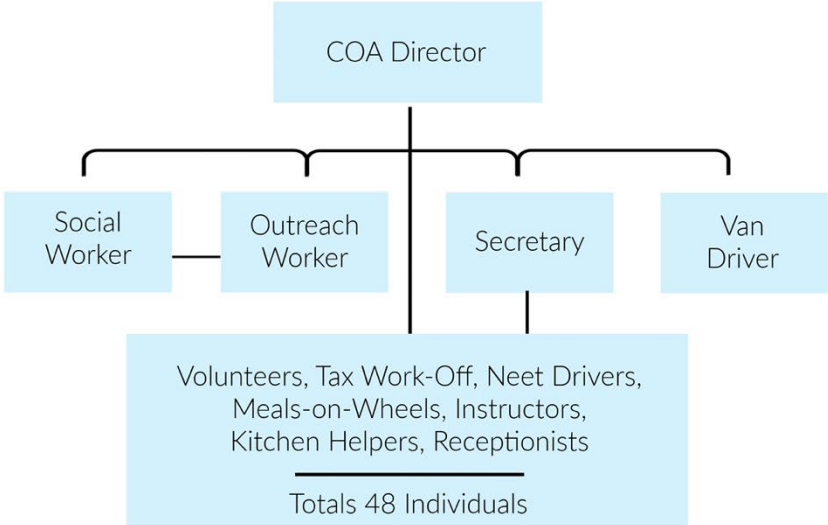
Attached please find the COA weekly schedule and Org Chart as well as the current job descriptions for the COA Secretary, Outreach Worker, and Social Worker. The position of Outreach worker was created years before the town meeting approval of a COA social worker; the job description reflects our attempt at the time to find an individual who could provide appropriate assistance and counseling to our seniors. The COA had just one applicant for the Outreach position who was not able to meet all the requested job requirements. In the intervening years I have filled the gap in these services. With the addition of a part-time social worker at the COA the staffing will need to undergo restructuring. I am excited to be able to do

this while we are also expanding in size, *and* in our programs and events. Our outreach worker will work closely with the new social worker and will undergo further training in community outreach.

Thank you,  
Pam

Start Time	Time Blocks	<h1>COA Daily Schedule</h1>			
8:30 AM	30m				
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	
8:30 AM	Pam & Lisa	Pam & Lisa	Pam & Lisa	Pam & Lisa	
9:00 AM	Pam/Lisa/Elaine/Kelly	Pam/Lisa/Elaine/Kelly	Pam & Lisa	Pam/Lisa/Elaine/Kelly	
9:30 AM	Pam/Lisa/Elaine/Kelly	Pam/Lisa/Elaine/Kelly	Pam & Lisa	Pam/Lisa/Elaine/Kelly	
10:00 AM	Pam/Lisa/Elaine/Kelly	Pam/Lisa/Elaine/Kelly	Pam & Lisa	Pam/Lisa/Elaine/Kelly	
10:30 AM	Pam/Lisa/Elaine/Kelly	Pam/Lisa/Elaine/Kelly	Pam & Lisa	Pam/Lisa/Elaine/Kelly	
11:00 AM	Pam/Lisa/Elaine/Kelly	Pam/Lisa/Elaine/Kelly	Pam & Lisa	Pam/Lisa/Elaine/Kelly	
11:30 AM	Pam/Lisa/Elaine/Kelly	Pam/Lisa/Elaine/Kelly	Pam & Lisa	Pam/Lisa/Elaine/Kelly	
12:00 PM	Pam/Lisa/Elaine/Kelly	Pam/Lisa/Elaine/Kelly	Pam & Lisa	Pam/Lisa/Elaine/Kelly	
12:30 PM	Pam/Lisa/Elaine/Kelly	Pam/Lisa/Elaine/Kelly	Pam & Lisa	Pam/Lisa/Elaine/Kelly	
1:00 PM	Pam/Lisa/Elaine/Kelly	Pam/Lisa/Elaine/Kelly	Pam & Lisa	Pam/Lisa/Elaine/Kelly	
1:30 PM	Pam/Lisa/Elaine/Kelly	Pam/Lisa/Elaine/Kelly	Pam & Lisa	Pam/Lisa/Elaine/Kelly	
2:00 PM	Pam/Lisa/Elaine/Kelly	Pam/Lisa/Elaine/Kelly	Pam & Lisa	Pam/Lisa/Elaine/Kelly	
2:30 PM	Pam/Lisa/Elaine/Kelly	Pam/Elaine/Kelly	Pam & Lisa	Pam/Lisa/Elaine/Kelly	
3:00 PM	Pam	Pam	Pam	Pam	
3:30 PM	Pam	Pam	Pam	Pam	
4:00 PM	Pam	Pam	Pam	Pam	
4:30 PM	Pam	Pam	Pam	Pam	
DIRECTOR	M/T/W/Th 8:30 to 4:30	Total: 32 Hours			
SECRETARY	M/Th 8:30 to 3:00 T/W 8:30 to 2:30	Total: 25 Hours			
OUTREACH	M/T/Th 9:00 to 3:00	Total: 18 Hours = 15 Hours/paid by Town 3 Hours/paid by Grant			
SOCIAL WORKER	M/T/Th 9:00 to 3:00	Total: 18 Hours			

# COUNCIL ON AGING ORG CHART





**Boxford Council on Aging**  
4 Middleton Road  
Boxford, MA 01921  
Phone and Fax 978-887-3591



**POSITION DESCRIPTION**

CLASS: Secretary III  
DEPT: Council on Aging  
DATE: February 05

GENERAL PURPOSE:

Performs a variety of routine and complex clerical, secretarial and administrative work, answering phones, receiving the public, composing and sending letters, keeping records and assisting in the administration of the standard operating policies and procedures of the Council on Aging.

SUPERVISION RECEIVED:

Works under the direct supervision of the director of the Council on Aging, according to an established work routine.

SUPERVISION EXERCISED:

Oversees the Tax work-off Receptionists.

DUTIES:

- Provides weekly feedback to director of all activities.
- Have a high level of initiative and prioritize a large number of tasks
- Drafts letters, memos and other correspondence for the Director.
- Performs complex secretarial functions.
- Keeps accurate records of volunteer and senior statistics, jobs, services and needs.
- Maintains a filing system.
- Publish a photo ready monthly newsletter for mailing to all seniors and volunteers
- Maintains name and address list of all residents over 60
- Coordinates and maintains the following COA services
  - Meals On Wheels Program
  - Congregate Meal Program
  - Northern Essex Elder Transport Program (NEET)
  - Maintains office and kitchen supplies.
  - Monthly trips and events
- Oversees work of volunteer receptionists
- From time to time other duties as requested by the director

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience



- (A) Graduation from high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting, and bookkeeping, and
- (B) Two (2) years of increasingly responsible related experience, or any equivalent combination of related education experience.

**Necessary Knowledge, Skills and Abilities:**

- (A) Excellent computer skills, working knowledge of modern office practices and procedures; some knowledge of accounting principles.
- (B) Ability to communicate with sensitivity, listen effectively and understand senior's needs.
- (C) Ability to effectively meet and deal with the public; ability to communicate effectively both verbally and in writing; ability to handle stressful situations.
- (D) Maintain harmonious relationships with other employees and the public.
- (E) Ability to follow instructions, be accurate and deal with interruptions.
- (F) Ability to respect and maintain confidentiality

**SPECIFIC REQUIREMENTS:**

None.

**TOOLS AND EQUIPMENT USED:**

Multi-line phone system, mainframe computer terminal, personal computer, copy machine, fax machine, 10-key calculator, e-mail and internet software, have a drivers license and car available.

**HOURS:**

25 per week

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee in order to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed, mostly, inside the office building. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is required to stand, walk, use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.

The employee is required to sit, climb or balance, stoop, kneel or crouch, talk and hear.

The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and the ability to adjust focus.

**WORK ENVIROMENT:**

The work environments characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet in the office.

**SELECTIONS AND GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the requirement of the job and employers needs change.

# Town of Boxford Council on Aging

**Title: Social Worker**  
**Dept: Council on Aging**  
**Dare: June 2022**

## **Summary:**

The MSW, LCSW Social Worker will work with older adults and their families to address the social, emotional, and physical (medical) problems of aging that may impact an individuals ability to lead their life to its maximum potential. Responsible for the training and supervision of volunteers in the COA outreach programs. Will conduct or arrange for support groups as needed.

## **Essential Functions and Responsibilities**

- Develop and implement outreach efforts to assist frail and disabled older adults.
- Assist older adults and caregivers in identifying appropriate federal, state and local programs: monitor performance of service providers with clients.
- Visit older adults in their home to assess their needs and provide them with program information, follow up on cases as appropriate.
- Oversee Meals on Wheels clients, conduct new and bi-annual assessments for clients with home and family visits as needed.
- Facilitate ,lead or make arrangements for support groups to meet the identified need of elders in the community.
- Report to the COA Director weekly feedback regarding the needs of elders and make suggestions for meeting those needs where possible. Confers with the Director on appropriate referrals..
- Respond to high risk situations and crisis that occur on site or in the community that could impact the well being of the individual or community.
- As a Mandated Reporter, file Protective Service report on elders at risk
- Manage and recruit volunteers for both Telephone Reassurance and Friendly Visitor Programs.
- Provides training and holds periodic meetings with above volunteers.
- Work with Public Safety on high risk clients.
- Advocate for clients locally, regionally, state wide, and nationally as necessary to improve the status of older adults.
- Communicate with community organizations and the general pubic to promote programs and activities provided by the Senior Center.
- Preoare statistical and case reports on program use and activities. Use data software for data collection and progress notes.
- Account for professional performance by documenting utilization of time, activity and expenses.
- Keep reference and resource information up to date..

## Desired Minimum Qualifications:

- \*Masters Degree in Social work with current LCSW in the Commonwealth of Massachusetts.
- \*Minimum of two years experience working with older adults preferred.
- \* Knowledge of the needs and interests of older adults
- \* Knowledge of resources availableto at risk or frail seniors
- \*Ability tp communicate effectively in both oral and written fashion with a diverse constituency.
- \* Able to represent the COA in the community in a professional and business like demeanor.

TOOLS AND EQUIPMENT USED:

Multi-line phone system, mainframe computer terminal, personal computer, copy machine, fax machine, 10-key calculator, have a drivers license and a car available.

HOURS:

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee in order to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mainly at the Senior Center but home visits and regional meetings are often necessary. Some physical demands are necessary to perform work tasks, with intermittent periods of stooping, walking and standing. Duties are largely mental rather than physical, but the job requires basic motor skills for activities such as moving up to 30 pounds, operating atelephone system, operating a computer and other office equipment. Specific vision requirements of the job include close vision, distance vision and depth perception

WORK ENVIROMENT:

The work environment is typical of a Senior Center. Noise and physical surroundings may be distracting due to ongoing activities but conditions are not generally unpleasent

SELECTIONS AND GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the requirement of the job and employers needs change.



# OUTREACH WORKER

## **JOB REQUIREMENTS**

Degree in Social Work or Gerontology or three years experience working with the Senior population.  
This position is for 18 hours a week .

## **JOB DESCRIPTION**

### **General Duties of Position**

Report to the COA Director weekly feedback regarding the needs of elders and make suggestions for meeting those needs where possible.  
Confers with director regarding referrals and establishments of priorities and setting of goals.  
Manages and recruits volunteers for both Telephone reassurance and Friendly Visitor Programs.  
Provides training and holds periodic meetings with all volunteers  
Provides new Seniors with Orientation packets.  
Act as a liaison between volunteers and director.  
Promote and assists in organizing social activities and programs.  
Assist in preparing monthly client status reports.  
Identify client needs and recommend services and resources to director.  
Account for professional performance by documenting utilization of time, activity and expenses.  
Assist in the day to day operation of the COA where needed.

### **Outreach Administrator**

Counsel and support any senior and/or their family that we feel might be at risk or has needs that are not being met.  
Keep accurate records, form support groups, be able to service, coordinate, assist in care planning and give referrals.  
Supervise weekly activities of friendly visitors including matching process of home visitation/ introduction.  
Determine eligibility of clients for Meals on Wheels program.

### **Volunteer/Tax Assistant Administrator**

Recruit seniors to work on these programs.  
Periodically check with Tax Assistant employees to check for any problems.  
Keep quarterly and yearly records of employees' hours worked.  
Have up-to-date records on each employee.  
Handle complaints.

## **GOALS**

Communicate with all seniors in need and provide appropriate assistance and counseling..  
Have a follow-up program in place with seniors at risk.  
Increase participation in social activities.  
Improve client status reports to insure that the client and volunteer status reports are accurate.

## **CORI**

Employee will be CORI checked before starting position

## TOOLS AND EQUIPMENT USED:

Multi-line phone system, mainframe computer terminal, personal computer, copy machine, fax machine, 10-key calculator, have a drivers license and a car available.

HOURS:

18 hours per week.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee in order to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed, mostly, inside the office building. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is required to stand, walk, use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.

The employee is required to sit, climb or balance, stoop, kneel or crouch, talk and hear.

The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and the ability to adjust focus.

WORK ENVIROMENT:

The work environments characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet in the office.

SELECTIONS AND GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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## FY24 Town Budget

As it will appear on Town Meeting Warrant

As of 2/16/2023

	Actual		Approved	Draft		
	Expended FY21	Budget FY22	Budget FY23	Budget FY24	\$ Change FY23 to FY24	% Change FY23 to FY24
<b>General Government</b>						
Select Board & Administrator	325,833	306,794	329,663	351,284	21,621	6.56%
Legal	136,899	82,447	98,361	88,361	-10,000	-10.17%
Technology	220,400	220,421	226,576	264,616	38,040	16.79%
Town Clerk	128,920	124,275	131,213	140,748	9,535	7.27%
Land Committee	0	0	500	500	0	0.00%
Land Use	88,868	91,238	93,958	105,444	11,486	12.22%
Utilities & General Maintenance	331,341	361,897	332,007	356,041	24,034	7.24%
Other Insurance	383,829	395,144	421,780	432,325	10,545	2.50%
<b>Total General Government</b>	<b>1,616,090</b>	<b>1,582,217</b>	<b>1,634,058</b>	<b>1,739,318</b>	<b>105,260</b>	<b>6.44%</b>
<b>Financial Administration</b>						
Finance Committee	0	179	1,010	1,010	0	0.00%
Finance Committee Reserve	175,000	175,000	175,000	175,000	0	0.00%
Municipal Finance Departments	459,379	495,884	541,556	515,392	-26,165	-4.83%
<b>Total Financial Administration</b>	<b>634,379</b>	<b>671,063</b>	<b>717,566</b>	<b>691,402</b>	<b>-26,165</b>	<b>-3.65%</b>
<b>Public Safety</b>						
Police Salary	1,264,032	1,282,172	1,379,937	1,443,348	63,411	4.60%
Police Non Salary Expenses	88,769	84,208	104,020	111,045	7,025	6.75%
Fire Salary	649,651	654,579	688,530	711,760	23,230	3.37%
Fire Non Salary Expenses	83,903	96,239	107,009	112,063	5,054	4.72%
Fire Medical Response Pilot Program	0	0	0	0	0	#DIV/0!
Building Inspection/Zoning Bd	146,609	164,743	169,821	178,159	8,338	4.91%
Sealer of Weights & Measures	431	425	431	431	0	0.00%
Animal Inspector	5,279	5,335	5,830	5,830	0	0.00%
Animal Control Officer	36,963	32,633	45,722	55,000	9,278	20.29%
Communications Salary	398,344	477,540	445,374	459,793	14,419	3.24%
Communications Non Salary Exp.	103,518	80,694	108,511	110,538	2,027	1.87%
<b>Total Public Safety</b>	<b>2,777,498</b>	<b>2,878,569</b>	<b>3,055,185</b>	<b>3,187,967</b>	<b>132,782</b>	<b>4.35%</b>
<b>Education</b>						
Elementary Schools	12,802,280	13,122,122	13,505,697	14,722,097	1,216,400	9.01%
Essex NS Agricultural/Technical School	274,070	402,602	407,347	407,347	0	0.00%
Masconomet Operational Assessment	10,961,352	10,773,426	11,131,422	11,881,984	750,562	6.74%
<b>Total Education</b>	<b>24,037,702</b>	<b>24,298,150</b>	<b>25,044,466</b>	<b>27,011,428</b>	<b>1,966,962</b>	<b>7.85%</b>

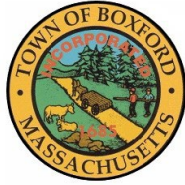
## FY24 Town Budget

As it will appear on Town Meeting Warrant

As of 2/16/2023

	Actual		Approved	Draft		
	Expended FY21	Budget FY22	Budget FY23	Budget FY24	\$ Change FY23 to FY24	% Change FY23 to FY24
<b>Public Works</b>						
Cemeteries	994	142	500	500	0	0.00%
Trash/Recycling Pickup & Disposal	720,684	691,800	737,382	778,984	41,602	5.64%
Snow & Ice Removal	376,360	403,000	133,000	133,000	0	0.00%
Fuel Depot	58,764	93,730	75,000	75,000	0	0.00%
DPW Salaries	610,042	648,533	678,357	716,124	37,767	5.57%
DPW Non Salary Expense	378,736	395,976	433,364	439,842	6,478	1.49%
<b>Total Public Works</b>	<b>2,145,579</b>	<b>2,233,180</b>	<b>2,057,603</b>	<b>2,143,450</b>	<b>85,847</b>	<b>4.17%</b>
<b>Human Services</b>						
Board of Health	150,741	160,929	179,817	186,329	6,512	3.62%
Council on Aging	130,984	141,763	171,910	182,932	11,022	6.41%
Veterans' Benefits	47,000	40,703	45,000	48,564	3,564	7.92%
HAWC Program	2,000	2,000	2,000	2,000	0	0.00%
Tri Town Council	29,614	31,095	31,095	31,095	0	0.00%
<b>Total Human Services</b>	<b>360,339</b>	<b>376,490</b>	<b>429,822</b>	<b>450,921</b>	<b>21,099</b>	<b>4.91%</b>
<b>Culture &amp; Recreation</b>						
Library Salaries	319,414	356,431	374,952	385,088	10,136	2.70%
Library Non Salary Expense	110,150	126,557	134,184	135,544	1,360	1.01%
Celebrations/Events	3,904	4,425	4,425	4,425	0	0.00%
Cultural Council	0	3,000	3,000	3,000	0	0.00%
Historic District Commission	0	0	375	375	0	0.00%
<b>Total Culture &amp; Recreation</b>	<b>433,468</b>	<b>490,412</b>	<b>516,936</b>	<b>528,432</b>	<b>11,496</b>	<b>2.22%</b>
<b>Employee Benefits</b>						
Health Insurance (non school)	668,836	657,629	815,913	884,450	68,537	8.40%
OPEB Contribution	300,000	300,000	300,000	300,000	0	0.00%
Essex Retirement Assessment	1,423,044	1,523,087	1,551,592	1,742,530	190,938	12.31%
Medicare/Life Ins (Town/School)	194,193	202,146	209,503	217,288	7,785	3.72%
Unemployment Insurance	15,595	13,371	15,000	15,000	0	0.00%
Salary Reserve	0	0	110,000	150,000	40,000	36.36%
<b>Total Employee Benefits</b>	<b>2,601,668</b>	<b>2,696,233</b>	<b>3,002,008</b>	<b>3,309,268</b>	<b>307,260</b>	<b>10.24%</b>
<b>Debt Service</b>						
Permanent Debt Service	852,459	875,702	1,340,118	1,179,239	-160,879	-12.00%
Masconomet Debt Assessment	111,736	105,545	0	0	0	#DIV/0!
<b>Total Debt Service</b>	<b>964,195</b>	<b>981,247</b>	<b>1,340,118</b>	<b>1,179,239</b>	<b>-160,879</b>	<b>-12.00%</b>
<b>Total Budget</b>	<b>35,570,917</b>	<b>36,207,561</b>	<b>37,797,762</b>	<b>40,241,425</b>	<b>2,443,663</b>	<b>6.47%</b>
(Less Excluded Debt)			(746,533)	(590,490)		
<b>Revised Total Budget</b>			<b>37,051,229</b>	<b>39,650,935</b>	<b>2,599,706</b>	<b>7.02%</b>





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

**DATE:** February 3, 2023  
**TO:** Finance Committee  
**FROM:** Brendan Sweeney, Assistant Town Administrator  
**RE:** **FY24 Town of Boxford Draft Operating Budget**

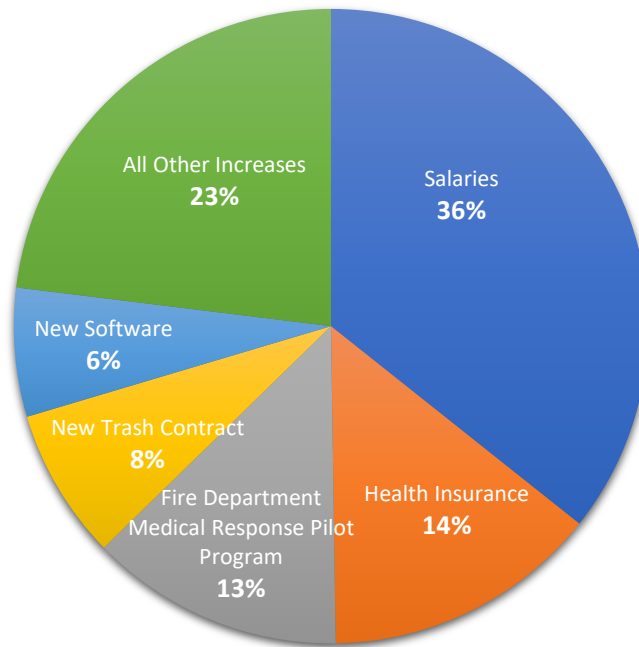
I am pleased to present the first draft of the Town of Boxford's Fiscal Year 2024 (FY24) Operating Budget for review by the Finance Committee (FINCOM). The total budget is **\$40,609,947**, a **\$2,812,185 (+7.44%) increase** above FY23. The details underlying this budget are shown in the table below:

	<b>Approved FY23 Budget</b>	<b>Draft FY24 Budget</b>	<b>\$ Change FY23 to FY24</b>	<b>% Change FY23 to FY24</b>
<b>Education</b>				
Elementary Schools	13,505,697	14,722,097	1,216,400	9.01%
Masconomet Regional Assessment	11,131,422	12,117,265	985,843	8.86%
Essex Technical School Assessment	407,347	407,347	-	0.00%
<b>Town Government</b>	<b>9,561,586</b>	<b>10,141,469</b>	<b>579,883</b>	<b>6.06%</b>
<b>Essex Regional Retirement Assessment</b>	<b>1,551,592</b>	<b>1,742,530</b>	<b>190,938</b>	<b>12.31%</b>
<b>Debt Service</b>				
Non-Excluded	593,585	588,749	(4,836)	-0.81%
Excluded	746,533	590,490	(156,043)	-20.90%
<b>Other Post Employment Benefits (OPEB)</b>	<b>300,000</b>	<b>300,000</b>	<b>-</b>	<b>0.00%</b>
<b>TOTAL BUDGET</b>	<b>37,797,762</b>	<b>40,609,947</b>	<b>2,812,185</b>	<b>7.44%</b>

Of note, \$235,281 of the \$12,117,265 Masconomet Regional School District assessment is Boxford's share of the design costs for a new turf field.

As shown in the table above, the Town Government share of the proposed budget is **\$10,141,469**, a **\$579,882 (+6.06%) increase** above FY23. The \$579,882 increase above the FY23 Town Government budget is broken down in the chart shown on the next page.

## FY24 Town Budget Increases vs. FY23



- **Salaries: +\$206,983**
  - Includes implementation of compensation plan for non-union, benefitted employees.
  - Assumptions for ongoing negotiations with 5 unions accounted for in this figure.
- **Health Insurance: +\$81,591**
  - Assumes a +10% increase vs. FY23, as recommended by the Massachusetts Interlocal Insurance Association (MIIA).
  - Actual figures are expected to be received by mid-February.
- **Fire Department Medical Response Pilot Program: +\$75,000**
  - This is this first year that the program will be funded through the operating budget.
  - The program has been funded through the Town's federal American Rescue Plan Act (ARPA) grant since September 2021.
- **New Trash Contract: +\$44,602**
  - This figure accounts for a shift from a manual collection method to an automated collection method, which will ultimately allow the Town to control annual cost increases in the Town's new curbside collection contract with Waste Management. The new contract will be effective from FY24-28.
  - However, this shift in collection method will likely result in a loss of -\$330 K in annual trash sticker revenue that the Town collects under the current system.
- **New Software: +\$38,040**
  - The trend in software has moved towards annual license fees rather than one-time expenses for software purchases.
  - Therefore, the increases shown are for the addition of annual expenses for new Pro Phoenix CAD/RMS dispatch software and OpenGov online permitting software, net against savings from the removal of old software systems currently in use.
  - The increases shown here reflect a shift in Town operations to better utilize technology in order to improve efficiency of workflows.
- **All Other Increases: +\$133,666**

This FY24 proposed Town Government budget is essentially a “level services” budget, per the FINCOM guidance to produce a budget that maintains current levels of service provision and limits non-salary and other non-discretionary spending increases to 2% above FY23 spending levels. All requests by Department Heads for increases in non-salary, “discretionary” spending were reviewed. Only requests that were either deemed necessary for continuity of current operations or those left for the Town’s policymakers – the FINCOM, the Select Board, and, ultimately, Town Meeting – to consider were approved.

There are still mechanisms to reduce the total proposed FY24 Town Government budget beyond the \$10,141,469 figure submitted. Most notably, shifting the following annual capital expenses to the Capital Improvement Plan (CIP) and funding those costs through the Town’s Free Cash account would save an additional **\$96,000**.

- **\$61,000** for a new police cruiser
- **\$35,000** for annual hardware replacements/upgrades

If the Finance Committee were to recommend implementing these cost savings measures, the revised FY24 Town Government budget would be **\$10,045,469, a \$483,882 (+5.06%) increase** above FY23.

Additionally, the Finance Committee could save another **\$75,000** by funding the Fire Department Medical Response Pilot Program through the Town’s federal ARPA grant. The concern in doing so is that ARPA grant funding expires at the end of December 2024; if the Town would like to continue this program beyond that date, it will need to be funded through the Town’s operating budget beginning in FY25. However, continuing to fund the program using ARPA grant funding for the time being would result in a revised FY24 Town Government budget of **\$9,970,469, a \$408,882 (+4.28%) increase** above FY23. It is also worth noting that a separate Town Meeting warrant article will be submitted to confirm that the residents of the Town would like the Fire Department to continue this program beyond the end of FY23.

Included in the accompanying materials to this memo is the proposed FY24 Town Budget as it would appear on the Town Meeting warrant, the departmental detail for the FY24 Town Budget, and an updated FY24 revenue/expense projection. I would like to thank all those who helped in the creation of the proposal, specifically, Town Accountant Kathy Benevento, who served as an invaluable resource to me with her years of institutional knowledge as I navigated the budget development process for the first time, and Town Administrator Matt Coogan. As always, please don’t hesitate to contact me with any questions or concerns by email at [BSweeney@BoxfordMA.gov](mailto:BSweeney@BoxfordMA.gov) or by phone at 978-887-6740.

Sincerely,



Brendan Sweeney, Assistant Town Administrator

**FY24 Town Budget**

As it will appear on Town Meeting Warrant

As of 2/3/2023

	Actual Expended FY21	Budget FY22	Approved Budget FY23	Draft		
				Budget FY24	\$ Change FY23 to FY24	% Change FY23 to FY24
<b>General Government</b>						
Select Board & Administrator	325,833	306,794	329,663	351,284	21,621	6.56%
Legal	136,899	82,447	98,361	98,361	0	0.00%
Technology	220,400	220,421	226,576	264,616	38,040	16.79%
Town Clerk	128,920	124,275	131,213	140,748	9,535	7.27%
Land Committee	0	0	500	500	0	0.00%
Land Use	88,868	91,238	93,958	105,444	11,486	12.22%
Utilities & General Maintenance	331,341	361,897	332,007	356,041	24,034	7.24%
Other Insurance	383,829	395,144	421,780	432,325	10,545	2.50%
<b>Total General Government</b>	<b>1,616,090</b>	<b>1,582,217</b>	<b>1,634,058</b>	<b>1,749,318</b>	<b>115,260</b>	<b>7.05%</b>
<b>Financial Administration</b>						
Finance Committee	0	179	1,010	1,010	0	0.00%
Finance Committee Reserve	175,000	175,000	175,000	175,000	0	0.00%
Municipal Finance Departments	459,379	495,884	541,556	515,392	-26,165	-4.83%
<b>Total Financial Administration</b>	<b>634,379</b>	<b>671,063</b>	<b>717,566</b>	<b>691,402</b>	<b>-26,165</b>	<b>-3.65%</b>
<b>Public Safety</b>						
Police Salary	1,264,032	1,282,172	1,379,937	1,444,648	64,711	4.69%
Police Non Salary Expenses	88,769	84,208	104,020	111,045	7,025	6.75%
Fire Salary	649,651	654,579	688,530	719,857	31,327	4.55%
Fire Non Salary Expenses	83,903	96,239	107,009	113,086	6,077	5.68%
Fire Medical Response Pilot Program	0	0	0	75,000	75,000	#DIV/0!
Building Inspection/Zoning Bd	146,609	164,743	169,821	178,159	8,338	4.91%
Sealer of Weights & Measures	431	425	431	431	0	0.00%
Animal Inspector	5,279	5,335	5,830	5,830	0	0.00%
Animal Control Officer	36,963	32,633	45,722	55,000	9,278	20.29%
Communications Salary	398,344	477,540	445,374	465,519	20,145	4.52%
Communications Non Salary Exp.	103,518	80,694	108,511	110,538	2,027	1.87%
<b>Total Public Safety</b>	<b>2,777,498</b>	<b>2,878,569</b>	<b>3,055,185</b>	<b>3,279,113</b>	<b>223,928</b>	<b>7.33%</b>
<b>Education</b>						
Elementary Schools	12,802,280	13,122,122	13,505,697	14,722,097	1,216,400	9.01%
Essex NS Agricultural/Technical School	274,070	402,602	407,347	407,347	0	0.00%
Masconomet Operational Assessment	10,961,352	10,773,426	11,131,422	11,881,984	750,562	6.74%
<b>Total Education</b>	<b>24,037,702</b>	<b>24,298,150</b>	<b>25,044,466</b>	<b>27,011,428</b>	<b>1,966,962</b>	<b>7.85%</b>
<b>Public Works</b>						
Cemeteries	994	142	500	500	0	0.00%
Trash/Recycling Pickup & Disposal	720,684	691,800	737,382	778,984	41,602	5.64%
Snow & Ice Removal	376,360	403,000	133,000	133,000	0	0.00%
Fuel Depot	58,764	93,730	75,000	93,730	18,730	24.97%
DPW Salaries	610,042	648,533	678,357	716,124	37,767	5.57%
DPW Non Salary Expense	378,736	395,976	433,364	439,842	6,478	1.49%
<b>Total Public Works</b>	<b>2,145,579</b>	<b>2,233,180</b>	<b>2,057,603</b>	<b>2,162,180</b>	<b>104,576</b>	<b>5.08%</b>
<b>Human Services</b>						
Board of Health	150,741	160,929	179,817	186,329	6,512	3.62%
Council on Aging	130,984	141,763	171,910	182,932	11,022	6.41%
Veterans' Benefits	47,000	40,703	45,000	48,564	3,564	7.92%
HAWC Program	2,000	2,000	2,000	2,000	0	0.00%
Tri Town Council	29,614	31,095	31,095	31,095	0	0.00%
<b>Total Human Services</b>	<b>360,339</b>	<b>376,490</b>	<b>429,822</b>	<b>450,921</b>	<b>21,099</b>	<b>4.91%</b>
<b>Culture &amp; Recreation</b>						
Library Salaries	319,414	356,431	374,952	385,088	10,136	2.70%
Library Non Salary Expense	110,150	126,557	134,184	135,544	1,360	1.01%
Celebrations/Events	3,904	4,425	4,425	4,425	0	0.00%
Cultural Council	0	3,000	3,000	3,000	0	0.00%
Historic District Commission	0	0	375	375	0	0.00%
<b>Total Culture &amp; Recreation</b>	<b>433,468</b>	<b>490,412</b>	<b>516,936</b>	<b>528,432</b>	<b>11,496</b>	<b>2.22%</b>
<b>Employee Benefits</b>						
Health Insurance (non school)	668,836	657,629	815,913	897,504	81,591	10.00%
OPEB Contribution	300,000	300,000	300,000	300,000	0	0.00%
Essex Retirement Assessment	1,423,044	1,523,087	1,551,592	1,742,530	190,938	12.31%
Medicare/Life Ins (Town/School)	194,193	202,146	209,503	217,468	7,965	3.80%
Unemployment Insurance	15,595	13,371	15,000	15,131	130	0.87%
Salary Reserve	0	0	110,000	150,000	40,000	36.36%
<b>Total Employee Benefits</b>	<b>2,601,668</b>	<b>2,696,233</b>	<b>3,002,008</b>	<b>3,322,633</b>	<b>320,625</b>	<b>10.68%</b>
<b>Debt Service</b>						
Permanent Debt Service	852,459	875,702	1,340,118	1,179,239	-160,879	-12.00%
Masconomet Debt Assessment	111,736	105,545	0	235,281	235,281	#DIV/0!
<b>Total Debt Service</b>	<b>964,195</b>	<b>981,247</b>	<b>1,340,118</b>	<b>1,414,520</b>	<b>74,402</b>	<b>5.55%</b>
<b>Total Budget</b>	<b>35,570,917</b>	<b>36,207,561</b>	<b>37,797,762</b>	<b>40,609,947</b>	<b>2,812,185</b>	<b>7.44%</b>
(Less Excluded Debt)			(746,533)	(590,490)		
<b>Revised Total Budget</b>			<b>37,051,229</b>	<b>40,019,457</b>	<b>2,968,228</b>	<b>8.01%</b>

**FY24 Town Budget - Departmental Detail**

As of 2/3/2023

	FY19 ACTUAL 6/30/19	FY20 ACTUAL 6/30/20	FY21 ACTUAL 6/30/21	FY22 ACTUAL 6/30/22	FY23 ADOPTED BUDGET	FY24 DRAFT BUDGET	\$ Change FY24 vs. FY23	% Change FY24 vs. FY23	Comments
<b>SELECT BOARD/TOWN ADMINISTRATOR</b>									
Salaries:									
Salaries	268,792	279,114	288,022	257,738	285,503	307,124	21,621	7.57%	
Emergency Planning Director	4,500	4,500	4,500	4,500	4,500	4,500	0	0.00%	
Longevity	7,212	7,356	7,503	7,615	0	0	0	#DIV/0!	
Non Salary Expenses:									
Employee Education Reimb	0	0	0	0	2,000	2,000	0	0.00%	
Drug & Alcohol Testing	1,853	460	5,162	3,020	2,500	2,500	0	0.00%	
Advertising	1,880	3,267	3,960	5,099	3,500	3,500	0	0.00%	
Office Supplies	5,561	7,299	6,326	9,276	6,000	6,000	0	0.00%	
Town Meeting	24,728	1,434	6,861	9,790	14,820	14,820	0	0.00%	
In-State Travel	427	259	22	0	1,000	1,000	0	0.00%	
Dues & Subscription	3,393	6,593	3,212	3,472	4,340	4,340	0	0.00%	
Conferences & Seminars	3,904	4,152	265	6,284	5,500	5,500	0	0.00%	
<b>Department Total</b>	<b>322,250</b>	<b>314,434</b>	<b>325,833</b>	<b>306,794</b>	<b>329,663</b>	<b>351,284</b>	<b>21,621</b>	<b>6.56%</b>	
<b>TECHNOLOGY</b>									
Operating System/Support	60,000	60,000	60,000	64,600	60,000	60,000	0	0.00%	
Internet Access Service	12,116	12,230	12,366	15,142	13,041	13,041	0	0.00%	
Upgrades-Software	14,348	9,434	15,800	15,266	13,000	13,000	0	0.00%	
Computer hardware replacement	42,840	37,679	31,302	32,408	35,000	35,000	0	0.00%	
Software Program Support	80,375	90,344	88,866	89,517	95,000	133,040	38,040	40.04%	Removal of Novus and current CAD/RMS. Addition of Online Permitting Software and Pro Phoenix
Copier Leases	8,267	5,659	12,066	3,488	10,535	10,535	0	0.00%	
<b>Department Total</b>	<b>217,946</b>	<b>215,345</b>	<b>220,400</b>	<b>220,421</b>	<b>226,576</b>	<b>264,616</b>	<b>38,040</b>	<b>16.79%</b>	
<b>Land Committee</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>500</b>	<b>0</b>	<b>0.00%</b>	
<b>FINANCE COMMITTEE</b>									
Committee Expenses	254	295	0	179	1,010	1,010	0	0.00%	
Reserve Fund	175,000	175,000	175,000	175,000	175,000	175,000	0	0.00%	
<b>ACCOUNTING</b>									
Salaries:									
Salaries	132,161	134,567	139,099	141,638	143,285	90,232	-53,053	-37.03%	Savings due to Town Accountant move to part-time
Longevity	3,245	3,306	3,361	3,993	7,076	6,713	-363	-5.13%	
Clerical/Library Union employee l	1,674	3,020	2,216	775	4,407	4,407	0	0.00%	
Non Salary Expenses:									
Annual Audit Fees	22,500	24,000	24,500	25,000	26,000	31,000	5,000	19.23%	
Office Supplies	1,551	1,717	2,075	317	750	750	0	0.00%	
Dues & Subscriptions	70	145	145	145	165	100	-65	-39.39%	
Conferences & Seminars	145	25	0	292	1,450	1,000	-450	-31.03%	
<b>Department Total</b>	<b>161,346</b>	<b>166,780</b>	<b>171,395</b>	<b>172,160</b>	<b>183,133</b>	<b>134,202</b>	<b>-48,931</b>	<b>-26.72%</b>	
<b>ASSESSORS</b>									
Salaries:									
Salaries	113,681	120,938	110,384	125,699	137,413	147,522	10,109	7.36%	
Longevity		974	974	0	2,147	2,365	218	10.14%	
Non Salary Expenses:									
Valuation Services	6,345	2,900	9,347	2,742	20,800	20,800	0	0.00%	
Printing Map (updating)	2,695	2,800	2,250	2,500	2,500	3,000	500	20.00%	
Office Supplies	1,077	888	1,863	2,477	1,200	1,200	0	0.00%	
Education	1,234	155	575	740	1,300	750	-550	-42.31%	
In-State Travel	675	234	205	249	800	800	0	0.00%	
Dues & Subscriptions	450	500	400	465	575	625	50	8.70%	
<b>Department Total</b>	<b>126,156</b>	<b>129,389</b>	<b>125,998</b>	<b>134,871</b>	<b>166,735</b>	<b>177,062</b>	<b>10,327</b>	<b>6.19%</b>	
<b>TOWN COUNSEL</b>									
Legal Counsel Litigation	52,045	35,224	26,028	9,340	70,000	70,000	0	0.00%	
Legal Counsel Other	42,043	42,925	110,871	73,107	28,361	28,361	0	0.00%	
<b>Department Total</b>	<b>94,088</b>	<b>78,148</b>	<b>136,899</b>	<b>82,447</b>	<b>98,361</b>	<b>98,361</b>	<b>0</b>	<b>0.00%</b>	
<b>TREASURER/TAX COLLECTOR</b>									
Salaries:									
Salaries	136,456	140,429	134,754	155,310	155,256	167,356	12,100	7.79%	
Longevity	4,287	4,394	4,570	4,638	4,802	5,142	340	7.08%	
Non Salary Expenses:									
Bank Services	7,028	6,301	7,430	6,643	7,500	7,500	0	0.00%	
Tax Title Collection Expenses	3,642	3,012	1,780	4,451	5,000	5,000	0	0.00%	
Office Supplies	3,237	2,458	3,108	3,401	4,000	4,000	0	0.00%	
Education & Training	1,271	517	40	1,446	1,500	1,500	0	0.00%	
Postage	11,438	10,745	9,053	11,470	12,000	12,000	0	0.00%	
In-State Travel	1,091	1,397	1,150	1,292	1,300	1,300	0	0.00%	
Dues & Subscriptions	130	330	100	200	330	330	0	0.00%	
<b>Department Total</b>	<b>168,581</b>	<b>169,584</b>	<b>161,985</b>	<b>188,853</b>	<b>191,688</b>	<b>204,128</b>	<b>12,440</b>	<b>6.49%</b>	

**FY24 Town Budget - Departmental Detail**

As of 2/3/2023

	FY19 ACTUAL 6/30/19	FY20 ACTUAL 6/30/20	FY21 ACTUAL 6/30/21	FY22 ACTUAL 6/30/22	FY23 ADOPTED BUDGET	FY24 DRAFT BUDGET	\$ Change FY24 vs. FY23	% Change FY24 vs. FY23	Comments
<b>TOWN CLERK</b>									
Salaries:									
Town Clerk Salary	71,000	72,420	74,899	74,976	74,976	83,974	8,998	12.00%	
Support Staff Salary	18,701	21,489	24,964	26,435	26,856	27,393	537	2.00%	
Elect/Regist Officials	10,600	7,194	4,392	4,047	7,200	7,200	0	0.00%	
Non Salary Expenses:									
Other Purchased Services	1,431	1,482	2,439	5,591	1,431	1,431	0	0.00%	
Record Retention	369	103	450	1,499	369	369	0	0.00%	
Town Census	581	891	1,015	895	925	925	0	0.00%	
Office Supplies	1,669	1,710	1,598	2,085	1,669	1,669	0	0.00%	
Postage	1,708	566	4,695	1,868	1,775	1,775	0	0.00%	
Election/Town Meeting Exp	8,858	10,190	14,219	5,264	13,925	13,925	0	0.00%	
Dues & Subscriptions	515	75	175	125	1,000	1,000	0	0.00%	
Education & Training	1,087	642	75	1,491	1,087	1,087	0	0.00%	
<b>Department Total</b>	<b>116,518</b>	<b>116,762</b>	<b>128,920</b>	<b>124,275</b>	<b>131,213</b>	<b>140,748</b>	<b>9,535</b>	<b>7.27%</b>	
<b>Land Use</b>									
Salaries:									
Salaries	74,400	75,462	77,444	80,898	80,898	92,196	11,298	13.97%	
Longevity	3,808	3,942	4,021	4,082	4,287	4,459	172	4.01%	
Subtotal									
Non Salary Expenses:									
Office Supplies	891	1,626	1,463	951	1,568	1,568	0	0.00%	
Mapping	1,177	0	750	750	750	750	0	0.00%	
Cons Comm Education	120	762	0	0	600	600	0	0.00%	
Mileage Reimbursement	402	580	459	242	612	612	0	0.00%	
Cons Comm Dues	1,352	0	777	777	793	809	16	2.02%	
Notice of Publication	473	363	826	332	750	750	0	0.00%	
Plan Bd MVPC	3,406	3,052	3,128	3,206	3,700	3,700	0	0.00%	
<b>Department Total</b>	<b>86,030</b>	<b>85,787</b>	<b>88,868</b>	<b>91,238</b>	<b>93,958</b>	<b>105,444</b>	<b>11,486</b>	<b>12.22%</b>	
<b>BUILDING MAINTENANCE/UTILITIES</b>									
Janitorial Services									
Facilities Director	35,548	46,922	62,176	60,518	41,000	41,000	0	0.00%	
					40,000	40,000	0	0.00%	
Average of previous 4 years of actuals (FY19-22). Increased funding above FY23 budget will help support new cost of 10 Elm operations and maintenance									
Building/Grounds Maint	174,325	122,707	148,716	174,415	131,007	155,041	24,034	18.35%	
Telephone	17,879	22,871	22,430	27,116	20,000	20,000	0	0.00%	
Utilities	99,904	92,670	98,019	99,848	100,000	100,000	0	0.00%	
<b>Department Total</b>	<b>327,656</b>	<b>285,170</b>	<b>331,341</b>	<b>361,897</b>	<b>332,007</b>	<b>356,041</b>	<b>24,034</b>	<b>7.24%</b>	
<b>POLICE</b>									
Salaries:									
Salaries	1,141,096	1,186,677	1,189,566	1,206,074	1,286,838	1,349,746	62,908	4.89%	
Longevity	24,083	29,859	29,908	31,495	33,279	30,970	-2,309	-6.94%	
EMT Stipend	4,875	6,650	4,550	4,550	6,650	6,650	0	0.00%	
Uniform Allowance	24,960	23,400	23,645	22,657	24,700	24,700	0	0.00%	
Education Incentive	12,513	16,000	16,363	17,396	28,470	32,582	4,112	14.44%	
Subtotal									
1,207,527	1,262,587	1,264,032	1,282,172	1,379,937	1,444,648	64,711	4.69%		
Non Salary Expenses:									
Police Cruiser	36,387	42,000	52,183	49,923	56,000	61,000	5,000	8.93%	
Repairs & Maintenance	13,315	12,364	11,388	12,679	11,000	12,000	1,000	9.09%	
Medical Services	257	203	3,185	505	1,400	1,400	0	0.00%	
Ammunition	2,000	2,310	3,599	880	9,000	9,000	0	0.00%	
Office Supplies	4,224	1,638	1,759	2,821	2,500	3,000	500	20.00%	
Radar/Intoxilizer	1,093	1,363	482	863	1,400	1,400	0	0.00%	
Ballistic Vests	2,250	0	0	1,790	2,250	2,250	0	0.00%	
Tires	0	2,232	4,090	2,950	4,000	4,000	0	0.00%	
Education	6,783	6,970	4,309	3,827	10,500	10,500	0	0.00%	
Drug Testing	925	180	0	0	1,170	1,170	0	0.00%	
Other Police Supplies	3,492	7,977	7,774	7,062	4,700	5,200	500	10.64%	
In State Travel	36	71	0	910	100	125	25	25.00%	
Subtotal									
70,763	77,308	88,769	84,208	104,020	111,045	7,025	6.75%		
<b>Department Total</b>	<b>1,278,290</b>	<b>1,339,895</b>	<b>1,352,801</b>	<b>1,366,380</b>	<b>1,483,957</b>	<b>1,555,693</b>	<b>71,736</b>	<b>4.83%</b>	

**FY24 Town Budget - Departmental Detail**

As of 2/3/2023

	FY19 ACTUAL 6/30/19	FY20 ACTUAL 6/30/20	FY21 ACTUAL 6/30/21	FY22 ACTUAL 6/30/22	FY23 ADOPTED BUDGET	FY24 DRAFT BUDGET	\$ Change FY24 vs. FY23	% Change FY24 vs. FY23	Comments
<b>FIRE</b>									
Salaries:									
Salaries	316,911	339,470	352,988	353,182	367,385	375,779	8,394	2.28%	
On-Call Payroll	126,772	129,180	148,665	138,520	158,988	162,168	3,180	2.00%	
Stipends	28,057	29,755	21,805	27,495	28,596	29,984	1,388	4.85%	
On-Call Training	63,854	54,021	73,058	73,483	74,542	86,244	11,702	15.70%	
Longevity	6,272	9,157	8,182	9,996	9,244	10,390	1,146	12.39%	
Overtime	58,458	46,984	44,953	51,904	49,775	55,293	5,518	11.09%	
<b>Subtotal</b>	<b>600,325</b>	<b>608,565</b>	<b>649,651</b>	<b>654,579</b>	<b>688,530</b>	<b>719,857</b>	<b>31,327</b>	<b>4.55%</b>	
Non Salary Expenses:									
Repairs & Maintenance	23,912	26,713	32,339	28,805	27,000	32,000	5,000	18.52%	
EMT Training	3,632	3,940	4,132	5,046	4,000	5,000	1,000	25.00%	
EMS	13,064	10,961	14,514	15,193	19,000	19,000	0	0.00%	
Education	2,651	1,993	2,306	2,666	2,666	2,666	0	0.00%	
Other Supplies	3,551	3,836	1,630	1,787	3,565	3,565	0	0.00%	
Uniforms	15,736	13,204	10,319	9,490	16,023	16,023	0	0.00%	
Dues & Subscriptions	2,430	2,500	2,500	3,000	7,575	7,652	77	1.02%	
Coats/Boots Replacement	12,469	9,607	8,166	15,213	12,740	12,740	0	0.00%	
Replacements-Other	14,398	19,735	7,998	15,039	14,440	14,440	0	0.00%	
Medical Response Pilot Program	0	0	0	0	0	75,000	75,000	#DIV/0!	Currently funded through federal ARPA grant
<b>Subtotal</b>	<b>91,842</b>	<b>92,488</b>	<b>83,903</b>	<b>96,239</b>	<b>107,009</b>	<b>188,086</b>	<b>81,077</b>	<b>75.77%</b>	
<b>Department Total</b>	<b>692,167</b>	<b>701,053</b>	<b>733,554</b>	<b>750,818</b>	<b>795,539</b>	<b>907,944</b>	<b>112,405</b>	<b>14.13%</b>	
<b>INSPECTIONS/ZONING</b>									
Salaries:									
Salaries	124,169	124,169	139,042	156,985	159,571	167,059	7,488	4.69%	
Non Salary Expenses:									
Office Supplies	898	898	537	1,238	1,300	1,300	0	0.00%	
Education	620	620	135	1,856	1,000	1,850	850	85.00%	
Mileage Reimb	4,898	4,898	6,895	4,624	7,100	7,100	0	0.00%	
Dues & Subscriptions	0	339	0	40	850	850	0	0.00%	
<b>Department Total</b>	<b>130,585</b>	<b>131,655</b>	<b>146,609</b>	<b>164,743</b>	<b>169,821</b>	<b>178,159</b>	<b>8,338</b>	<b>4.91%</b>	
<b>Inspector Weights Measures</b>	<b>431</b>	<b>431</b>	<b>431</b>	<b>425</b>	<b>431</b>	<b>431</b>	<b>0</b>	<b>0.00%</b>	
<b>Animal Inspector</b>	<b>5,320</b>	<b>5,830</b>	<b>5,279</b>	<b>5,335</b>	<b>5,830</b>	<b>5,830</b>	<b>0</b>	<b>0.00%</b>	
<b>DOG OFFICER (ANIMAL CONTROL)</b>									
Salaries:									
Salaries	32,034	33,076	33,121	30,284	42,208	0	-42,208	-100.00%	
Longevity	1,752	1,434	1,463	1,484	1,514	0	-1,514	-100.00%	
Non Salary Expenses:									
Other Supplies	2,769	1,339	2,379	865	2,000	0	-2,000	-100.00%	
Regional Agreement Assessment Cost:	0	0	0	0	0	55,000	55,000	#DIV/0!	Regional ACO services hosted by Ipswich
<b>Department Total</b>	<b>36,555</b>	<b>35,850</b>	<b>36,963</b>	<b>32,633</b>	<b>45,722</b>	<b>55,000</b>	<b>9,278</b>	<b>20.29%</b>	
<b>COMMUNICATIONS</b>									
Salaries:									
Salaries	355,538	369,954	382,775	459,948	425,427	444,760	19,333	4.54%	
Longevity	7,731	7,981	8,092	9,600	10,947	11,759	812	7.42%	
Uniform Allowance	733	313	877	1,391	1,200	1,200	0	0.00%	
Stipends	8,275	5,400	6,600	6,600	7,800	7,800	0	0.00%	
<b>Subtotal</b>	<b>372,277</b>	<b>383,649</b>	<b>398,344</b>	<b>477,540</b>	<b>445,374</b>	<b>465,519</b>	<b>20,145</b>	<b>4.52%</b>	
Non Salary Expenses:									
Repairs & Maintenance	8,640	11,673	6,512	9,976	8,900	8,900	0	0.00%	
Rentals & Leases	3,193	3,193	3,193	3,193	3,193	3,205	12	0.38%	
Rental Baldpate Tower	16,844	17,265	17,697	18,140	18,597	19,062	465	2.50%	
Telephone	24,581	26,310	24,302	10,636	23,856	24,876	1,020	4.28%	
Telephone Notification System	6,510	6,510	6,510	3,193	6,510	7,031	521	8.00%	
Office Supplies	2,231	2,018	2,211	18,140	2,255	2,255	0	0.00%	
Education	4,325	3,749	4,274	3,740	4,000	4,009	9	0.23%	
Replacement Equipment	39,954	37,427	38,819	13,676	41,200	41,200	0	0.00%	
<b>Subtotal</b>	<b>106,278</b>	<b>108,146</b>	<b>103,518</b>	<b>80,694</b>	<b>108,511</b>	<b>110,538</b>	<b>2,027</b>	<b>1.87%</b>	
<b>Department Total</b>	<b>478,555</b>	<b>491,795</b>	<b>501,862</b>	<b>558,234</b>	<b>553,885</b>	<b>576,057</b>	<b>22,172</b>	<b>4.00%</b>	
<b>WASTE COLLECTION RECYCLING &amp; DISPOSAL</b>									
Salaries:									
Salaries	7,536	7,501	7,809	7,547	8,382	8,382	0	0.00%	
Trash Contract	678,588	711,898	708,064	684,253	725,000	769,602	44,602	6.15%	
Forms	2,014	3,155	4,811	0	4,000	1,000	-3,000	-75.00%	Trash sticker production cost. Assuming significant reduction in need for stickers
<b>Department Total</b>	<b>688,137</b>	<b>722,553</b>	<b>720,684</b>	<b>691,800</b>	<b>737,382</b>	<b>778,984</b>	<b>41,602</b>	<b>5.64%</b>	
<b>Cemetery (Soldiers Graves)</b>	<b>500</b>	<b>500</b>	<b>994</b>	<b>142</b>	<b>500</b>	<b>500</b>	<b>0</b>	<b>0.00%</b>	

**FY24 Town Budget - Departmental Detail**

As of 2/3/2023

	FY19 ACTUAL 6/30/19	FY20 ACTUAL 6/30/20	FY21 ACTUAL 6/30/21	FY22 ACTUAL 6/30/22	FY23 ADOPTED BUDGET	FY24 DRAFT BUDGET	\$ Change FY24 vs. FY23	% Change FY24 vs. FY23	Comments
<b>SNOW &amp; ICE REMOVAL</b>									
DPW Overtime	68,814	81,214	77,016	23,604	5,000	5,000	0	0.00%	
Repairs & Maintenance	64,595	56,926	90,582	90,430	4,000	4,000	0	0.00%	
Snow & Ice Removal	138,446	129,402	133,461	188,842	72,000	72,000	0	0.00%	
Salt & Sand	70,464	61,396	74,181	93,612	50,000	50,000	0	0.00%	
Other Supplies	2,851	1,741	1,120	6,512	2,000	2,000	0	0.00%	
<b>Department Total</b>	<b>345,169</b>	<b>330,679</b>	<b>376,360</b>	<b>403,000</b>	<b>133,000</b>	<b>133,000</b>	<b>0</b>	<b>0.00%</b>	This is the amount typically budgeted (always underfunded vs. actual spending)
<b>Fuel Depot</b>	<b>73,787</b>	<b>56,827</b>	<b>58,764</b>	<b>93,730</b>	<b>75,000</b>	<b>93,730</b>	<b>18,730</b>	<b>24.97%</b>	Matches actual spending from FY22. FY23 spending is on pace to exceed \$94 K
<b>PUBLIC WORKS</b>									
Salaries:									
Salaries	559,565	555,569	587,153	626,577	655,054	692,312	37,258	5.69%	
Longevity	14,933	17,022	11,870	12,110	12,303	12,812	509	4.14%	
Clothing Allowance	11,240	10,052	11,018	9,846	11,000	11,000	0	0.00%	
<b>Subtotal</b>	<b>585,738</b>	<b>582,643</b>	<b>610,042</b>	<b>648,533</b>	<b>678,357</b>	<b>716,124</b>	<b>37,767</b>	<b>5.57%</b>	
Non Salary Expenses:									
Repairs & Maintenance	35,352	18,659	46,644	15,275	40,000	40,000	0	0.00%	
Police Detail	1,333	1,333	1,333	800	1,333	1,333	0	0.00%	
Parks & Groundskeeping	20,735	42,884	46,379	49,773	49,684	60,000	10,316	20.76%	Increased cost for new soil and treatment regimen for Town fields
Roadline Painting	25,000	25,000	25,000	40,000	40,000	40,000	0	0.00%	
Tree Department	113,823	101,732	102,743	100,000	100,000	100,000	0	0.00%	
Street Signs	3,173	4,616	2,777	4,000	4,000	4,000	0	0.00%	
Road Maintenance	103,881	116,658	102,276	111,481	111,492	111,492	0	0.00%	
Drainage	23,993	22,372	25,718	52,500	55,000	55,000	0	0.00%	
Other Supplies/Expenses	27,033	27,403	24,495	554	5,038	1,200	-3,838	-76.18%	
Conferences & Seminars	5,129	912	1,370	21,594	26,817	26,817	0	0.00%	
<b>Subtotal</b>	<b>359,451</b>	<b>361,569</b>	<b>378,736</b>	<b>395,976</b>	<b>433,364</b>	<b>439,842</b>	<b>6,478</b>	<b>1.49%</b>	
<b>Department Total</b>	<b>945,189</b>	<b>944,212</b>	<b>988,778</b>	<b>1,044,509</b>	<b>1,111,721</b>	<b>1,155,966</b>	<b>44,245</b>	<b>3.98%</b>	
<b>BOARD OF HEALTH</b>									
Salaries:									
Salaries	106,052	107,473	110,921	116,220	132,436	135,781	3,345	2.53%	
Longevity	3,806	3,863	3,920	3,979	4,181	4,348	167	4.00%	
Non Salary Expenses:									
Household Hazardous Waste	2,000	2,000	2,000	0	2,000	2,000	0	0.00%	
VNA Nurse	4,370	3,335	5,301	10,748	5,000	5,000	0	0.00%	
Landfill/Water Testing	24,700	24,700	26,000	26,000	31,700	34,700	3,000	9.46%	
Education & Training	2,000	2,000	2,100	2,075	2,000	2,000	0	0.00%	
Other Supplies	691	1,662	393	916	700	700	0	0.00%	
In-State Travel	1,259	670	105	917	1,200	1,200	0	0.00%	
Dues & Subscriptions	710	259	0	75	600	600	0	0.00%	
<b>Department Total</b>	<b>145,587</b>	<b>145,962</b>	<b>150,741</b>	<b>160,929</b>	<b>179,817</b>	<b>186,329</b>	<b>6,512</b>	<b>3.62%</b>	
<b>COUNCIL ON AGING</b>									
Salaries:									
Salaries	104,841	125,507	117,518	121,481	152,121	161,963	9,842	6.47%	
Longevity	2,110	3,254	3,319	3,369	3,694	4,069	375	10.15%	
Non Salary Expenses:									
Printing	3,411	950	724	3,015	4,000	4,000	0	0.00%	
Transportation	475	414	435	374	1,100	1,100	0	0.00%	
Repair & Maintenance	2,376	3,627	0	7,754	3,000	4,000	1,000	33.33%	
Recreational	3,293	3,765	2,240	3,015	1,400	1,400	0	0.00%	
Kitchen Supplies	1,261	363	2,056	374	1,600	1,800	200	12.50%	
Photocopier & Other Supplies	6,232	8,088	4,179	1,601	3,800	3,500	-300	-7.89%	
Dues & Subscriptions	252	383	514	700	400	400	0	0.00%	
Conferences & Seminars	0	95	0	80	795	700	-95	-11.95%	
<b>Department Total</b>	<b>124,252</b>	<b>146,446</b>	<b>130,984</b>	<b>141,763</b>	<b>171,910</b>	<b>182,932</b>	<b>11,022</b>	<b>6.41%</b>	
<b>LIBRARY</b>									
Salaries:									
Salaries	339,406	347,034	316,856	353,834	372,221	382,247	10,026	2.69%	
Longevity	2,547	2,558	2,558	2,597	2,731	2,841	110	4.03%	
<b>Subtotal</b>	<b>341,953</b>	<b>349,593</b>	<b>319,414</b>	<b>356,431</b>	<b>374,952</b>	<b>385,088</b>	<b>10,136</b>	<b>2.70%</b>	
Non Salary Expenses:									
Equipment & Leases	1,062	1,062	974	181	1,500	1,500	0	0.00%	
Education	1,342	1,785	934	4,046	5,000	5,000	0	0.00%	
Merrimack Valley Consortium	21,784	21,734	21,734	21,734	23,934	24,294	360	1.50%	
Janitorial Services	2,750	2,750	0	2,750	2,750	2,750	0	0.00%	
Office Supplies	2,662	2,135	2,318	2,696	2,500	2,500	0	0.00%	
Books & Materials	73,938	68,830	72,973	79,516	82,000	83,000	1,000	1.22%	
Computer Maintenance	12,900	11,760	10,649	15,000	15,000	15,000	0	0.00%	
In-State Travel	1,385	788	568	634	1,500	1,500	0	0.00%	
<b>Subtotal</b>	<b>117,823</b>	<b>110,843</b>	<b>110,150</b>	<b>126,557</b>	<b>134,184</b>	<b>135,544</b>	<b>1,360</b>	<b>1.01%</b>	
<b>Department Total</b>	<b>459,776</b>	<b>460,436</b>	<b>429,564</b>	<b>482,987</b>	<b>509,136</b>	<b>520,632</b>	<b>11,496</b>	<b>2.26%</b>	
<b>Veteran's Services</b>	<b>31,729</b>	<b>48,741</b>	<b>47,000</b>	<b>40,703</b>	<b>45,000</b>	<b>48,564</b>	<b>3,564</b>	<b>7.92%</b>	



**FY24 Town Budget - Departmental Detail**

As of 2/3/2023

	FY19 ACTUAL 6/30/19	FY20 ACTUAL 6/30/20	FY21 ACTUAL 6/30/21	FY22 ACTUAL 6/30/22	FY23 ADOPTED BUDGET	FY24 DRAFT BUDGET	\$ Change FY24 vs. FY23	% Change FY24 vs. FY23	Comments
<b>INSURANCE</b>									
Liability Insurance	103,740	130,823	139,455	150,978	141,240	144,771	3,531	2.50%	Assumed 2.5% increase
Police/Fire Injured on Duty	142,659	146,828	152,537	169,055	156,970	160,894	3,924	2.50%	Assumed 2.5% increase
Workers Comp	104,398	97,893	88,781	69,242	120,060	123,062	3,001	2.50%	Assumed 2.5% increase
Other Insurance	1,270	100	3,056	5,869	3,510	3,598	88	2.50%	Assumed 2.5% increase
<b>INSURANCE</b>	<b>352,067</b>	<b>375,644</b>	<b>383,829</b>	<b>395,144</b>	<b>421,780</b>	<b>432,325</b>	<b>10,545</b>	<b>2.50%</b>	
<b>HAWC Program</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>	<b>0.00%</b>	
<b>Tri-Town Council</b>	<b>29,614</b>	<b>29,614</b>	<b>29,614</b>	<b>31,095</b>	<b>31,095</b>	<b>31,095</b>	<b>0</b>	<b>0.00%</b>	
<b>Cultural Council</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>	<b>0.00%</b>	
<b>Historical Commission</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>375</b>	<b>375</b>	<b>0</b>	<b>0.00%</b>	
<b>Celebrations/Events</b>	<b>4,327</b>	<b>2,276</b>	<b>3,904</b>	<b>4,425</b>	<b>4,425</b>	<b>4,425</b>	<b>0</b>	<b>0.00%</b>	
<b>Health Insurance</b>									
Town Health Insurance	686,527	671,066	668,836	657,629	815,913	897,504	81,591	10.00%	Estimate; actuals expected by mid-February
<b>Life Ins (Town, School)</b>	<b>2,429</b>	<b>2,618</b>	<b>2,352</b>	<b>2,480</b>	<b>3,000</b>	<b>3,180</b>	<b>180</b>	<b>6.00%</b>	Average of actuals from FY19-FY22
<b>Medicare (Town, School)</b>	<b>178,123</b>	<b>182,654</b>	<b>191,841</b>	<b>199,665</b>	<b>206,503</b>	<b>214,288</b>	<b>7,785</b>	<b>3.77%</b>	Average of actuals from FY19-FY22
<b>Unemploy (Town, Sch)</b>	<b>14,830</b>	<b>16,250</b>	<b>15,595</b>	<b>13,371</b>	<b>15,000</b>	<b>15,131</b>	<b>130</b>	<b>0.87%</b>	Average of actuals from FY19-FY22
<b>Salary Reserve</b>	<b>0</b>	<b>39,521</b>	<b>0</b>	<b>0</b>	<b>110,000</b>	<b>150,000</b>	<b>40,000</b>	<b>36.36%</b>	
<b>TOTALS</b>	<b>8,519,983</b>	<b>8,624,203</b>	<b>8,845,977</b>	<b>9,105,077</b>	<b>9,561,586</b>	<b>10,141,469</b>	<b>579,882</b>	<b>6.06%</b>	

**FY24 Revenue/Expense Projection - As Proposed**

	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Estimated	FY24 Forecast	Comments
<b>Revenue</b>							
*Tax Levy (before excluded debt)	28,223,169	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	1,236,303	1,159,689	610,168	691,782	746,533	590,490	
New Growth added to tax rate	227,546	191,761	219,222	310,699	166,484	166,484	FY23 Actuals
							FY23 Actuals; Governor's FY24 budget will not be published until
Unrestricted State Aid	502,630	516,201	516,201	534,268	563,118	563,118	March
Other State Receipts	180,561	203,236	197,869	228,091	285,317	235,000	Estimate
							FY23 Actuals; Governor's FY24 budget will not be published until
Chapter 70	1,726,753	1,750,975	1,747,903	1,768,093	1,811,833	1,811,833	March
Motor Vehicle Excise Tax	1,726,665	1,627,627	1,619,559	1,500,000	1,600,000	1,700,000	Estimate
Trash Sticker Revenue	261,708	261,807	325,881	321,729	330,000	-	Assumes no trash sticker revenue under automated collection
Other Local Receipts	778,741	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)	431,993	-	150,000	-	183,169	-	
<b>Subtotal</b>	<b>35,296,069</b>	<b>35,788,680</b>	<b>36,295,121</b>	<b>37,101,579</b>	<b>38,532,269</b>	<b>38,890,282</b>	
Less Local Receipts to Replenish Free Cash	300,000	200,000	100,000	200,000	200,000	200,000	
<b>Total Revenue Estimate</b>	<b>34,996,069</b>	<b>35,588,680</b>	<b>36,195,121</b>	<b>36,901,579</b>	<b>38,332,269</b>	<b>38,690,282</b>	
Excess Levy Capacity	1,520,493	1,435,870	1,738,252	1,734,999	1,730,799	1,737,095	

**FY24 Revenue/Expense Projection - As Proposed**

	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Forecast	Comments
<b>Adjustments to Revenue</b>							
Snow & Ice Deficit Previous Year	196,290	187,172	199,969	200,661	200,000	200,000	Estimate
Essex Technical High School	289,030	304,486	269,300	402,602	407,347	407,347	FY23 Actuals. FY24 budget still under development
Reserved for Abatements	149,331	145,832	155,951	161,378	150,000	150,000	Estimate
State Charges	152,733	168,077	172,759	180,236	174,489	180,000	Estimate
<b>Subtotal</b>	<b>787,384</b>	<b>805,567</b>	<b>797,979</b>	<b>944,877</b>	<b>931,836</b>	<b>937,347</b>	
<b>Excluded Debt:</b>							
MASCO Debt (excluded)	410,037	409,017	111,736	105,545	-	-	
Other Excluded Debt (Permanent)	540,282	522,765	498,432	586,237	710,091	590,490	
Other Excluded Debt (BAN ESTIMATE)	225,871	168,794	-	-	36,442	-	
<b>Subtotal</b>	<b>1,176,190</b>	<b>1,100,576</b>	<b>610,168</b>	<b>691,782</b>	<b>746,533</b>	<b>590,490</b>	
<b>Total Committed Expenses</b>	<b>1,963,574</b>	<b>1,906,143</b>	<b>1,408,147</b>	<b>1,636,659</b>	<b>1,678,369</b>	<b>1,527,837</b>	
<b>Other Appropriations:</b>							
	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Draft	
Masconomet Budget	10,206,544	10,668,997	10,961,352	10,773,426	11,131,422	12,117,265	Includes \$235,281 Town of Boxford debt assessment for design costs of a new turf field
Elementary School Budget	12,218,594	12,513,767	12,702,686	13,079,977	13,505,697	14,722,097	
Town Departmental Budget	8,188,414	8,506,596	8,454,541	8,777,365	9,561,586	10,141,469	
Other Post-Employment Benefits (OPEB)	350,000	300,000	300,000	300,000	300,000	300,000	
Non-Excluded Debt Service	116,297	30,369	92,613	167,628	593,585	588,749	
Essex Regional Retirement Assessment	1,268,935	1,339,233	1,423,044	1,523,087	1,551,592	1,742,530	
<b>Total Town &amp; School Budgets</b>	<b>32,348,784</b>	<b>33,358,962</b>	<b>33,934,236</b>	<b>34,621,483</b>	<b>36,643,882</b>	<b>39,612,110</b>	
<b>Total Estimated Expenses</b>	<b>34,312,358</b>	<b>35,265,105</b>	<b>35,342,382</b>	<b>36,258,142</b>	<b>38,322,251</b>	<b>41,139,947</b>	
Balance	683,711	323,575	852,738	643,437	10,018	-2,449,665	
Amount to draw from Excess Levy Capacity	0	0	0	0	0	2,449,665	
Available Excess Levy Capacity	1,520,493	1,435,870	1,738,252	1,734,999	1,730,799	1,737,095	
Remaining Amount to be Raised Above Excess Levy Capacity	0	0	0	0	0	712,570	
% Increase of Tax Levy Above +2.5%						7.60%	
<b>Revised Total % Increase of Tax Levy Above FY23</b>						<b>10.10%</b>	

**FY24 Revenue/Expense Projection - Alternative 1**

	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Estimated	FY24 Forecast	Comments
<b>Revenue</b>							
*Tax Levy (before excluded debt)	28,223,169	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	1,236,303	1,159,689	610,168	691,782	746,533	590,490	
New Growth added to tax rate	227,546	191,761	219,222	310,699	166,484	166,484	FY23 Actuals
							FY23 Actuals; Governor's FY24 budget will not be published until
Unrestricted State Aid	502,630	516,201	516,201	534,268	563,118	563,118	March
Other State Receipts	180,561	203,236	197,869	228,091	285,317	235,000	Estimate
							FY23 Actuals; Governor's FY24 budget will not be published until
Chapter 70	1,726,753	1,750,975	1,747,903	1,768,093	1,811,833	1,811,833	March
Motor Vehicle Excise Tax	1,726,665	1,627,627	1,619,559	1,500,000	1,600,000	1,700,000	Estimate
Trash Sticker Revenue	261,708	261,807	325,881	321,729	330,000	-	Assumes no trash sticker revenue under automated collection
Other Local Receipts	778,741	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)	431,993	-	150,000	-	183,169	-	
<b>Subtotal</b>	<b>35,296,069</b>	<b>35,788,680</b>	<b>36,295,121</b>	<b>37,101,579</b>	<b>38,532,269</b>	<b>38,890,282</b>	
Less Local Receipts to Replenish Free Cash	300,000	200,000	100,000	200,000	200,000	200,000	
<b>Total Revenue Estimate</b>	<b>34,996,069</b>	<b>35,588,680</b>	<b>36,195,121</b>	<b>36,901,579</b>	<b>38,332,269</b>	<b>38,690,282</b>	
Excess Levy Capacity	1,520,493	1,435,870	1,738,252	1,734,999	1,730,799	1,737,095	

**FY24 Revenue/Expense Projection - Alternative 1**

	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Forecast	Comments
<b>Adjustments to Revenue</b>							
Snow & Ice Deficit Previous Year	196,290	187,172	199,969	200,661	200,000	200,000	Estimate
Essex Technical High School	289,030	304,486	269,300	402,602	407,347	407,347	FY23 Actuals. FY24 budget still under development
Reserved for Abatements	149,331	145,832	155,951	161,378	150,000	150,000	Estimate
State Charges	152,733	168,077	172,759	180,236	174,489	180,000	Estimate
<b>Subtotal</b>	<b>787,384</b>	<b>805,567</b>	<b>797,979</b>	<b>944,877</b>	<b>931,836</b>	<b>937,347</b>	
<b>Excluded Debt:</b>							
MASCO Debt (excluded)	410,037	409,017	111,736	105,545	-	-	
Other Excluded Debt (Permanent)	540,282	522,765	498,432	586,237	710,091	590,490	
Other Excluded Debt (BAN ESTIMATE)	225,871	168,794	-	-	36,442	-	
<b>Subtotal</b>	<b>1,176,190</b>	<b>1,100,576</b>	<b>610,168</b>	<b>691,782</b>	<b>746,533</b>	<b>590,490</b>	
<b>Total Committed Expenses</b>	<b>1,963,574</b>	<b>1,906,143</b>	<b>1,408,147</b>	<b>1,636,659</b>	<b>1,678,369</b>	<b>1,527,837</b>	
<b>Other Appropriations:</b>							
	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Draft	
Masconomet Budget	10,206,544	10,668,997	10,961,352	10,773,426	11,131,422	12,117,265	Includes \$235,281 Town of Boxford debt assessment for design costs of a new turf field
Elementary School Budget	12,218,594	12,513,767	12,702,686	13,079,977	13,505,697	14,722,097	
Town Departmental Budget	8,188,414	8,506,596	8,454,541	8,777,365	9,561,586	10,045,469	Move new police cruiser and annual hardware replacement/upgrades to CIP
Other Post-Employment Benefits (OPEB)	350,000	300,000	300,000	300,000	300,000	300,000	
Non-Excluded Debt Service	116,297	30,369	92,613	167,628	593,585	588,749	
Essex Regional Retirement Assessment	1,268,935	1,339,233	1,423,044	1,523,087	1,551,592	1,742,530	
<b>Total Town &amp; School Budgets</b>	<b>32,348,784</b>	<b>33,358,962</b>	<b>33,934,236</b>	<b>34,621,483</b>	<b>36,643,882</b>	<b>39,516,110</b>	
<b>Total Estimated Expenses</b>	<b>34,312,358</b>	<b>35,265,105</b>	<b>35,342,382</b>	<b>36,258,142</b>	<b>38,322,251</b>	<b>41,043,947</b>	
Balance	683,711	323,575	852,738	643,437	10,018	-2,353,665	
Amount to draw from Excess Levy Capacity	0	0	0	0	0	2,353,665	
Available Excess Levy Capacity	1,520,493	1,435,870	1,738,252	1,734,999	1,730,799	1,737,095	
Remaining Amount to be Raised Above Excess Levy Capacity	0	0	0	0	0	616,570	
% Increase of Tax Levy Above +2.5%						7.30%	
<b>Revised Total % Increase of Tax Levy Above FY23</b>						<b>9.80%</b>	

## FY24 Revenue/Expense Projection - Alternative 2

	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Estimated	FY24 Forecast	Comments
<b>Revenue</b>							
*Tax Levy (before excluded debt)	28,223,169	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	1,236,303	1,159,689	610,168	691,782	746,533	590,490	
New Growth added to tax rate	227,546	191,761	219,222	310,699	166,484	166,484	FY23 Actuals
							FY23 Actuals; Governor's FY24 budget will not be published until
Unrestricted State Aid	502,630	516,201	516,201	534,268	563,118	563,118	March
Other State Receipts	180,561	203,236	197,869	228,091	285,317	235,000	Estimate
							FY23 Actuals; Governor's FY24 budget will not be published until
Chapter 70	1,726,753	1,750,975	1,747,903	1,768,093	1,811,833	1,811,833	March
Motor Vehicle Excise Tax	1,726,665	1,627,627	1,619,559	1,500,000	1,600,000	1,700,000	Estimate
Trash Sticker Revenue	261,708	261,807	325,881	321,729	330,000	-	Assumes no trash sticker revenue under automated collection
Other Local Receipts	778,741	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)	431,993	-	150,000	-	183,169	-	
<b>Subtotal</b>	<b>35,296,069</b>	<b>35,788,680</b>	<b>36,295,121</b>	<b>37,101,579</b>	<b>38,532,269</b>	<b>38,890,282</b>	
Less Local Receipts to Replenish Free Cash	300,000	200,000	100,000	200,000	200,000	200,000	
<b>Total Revenue Estimate</b>	<b>34,996,069</b>	<b>35,588,680</b>	<b>36,195,121</b>	<b>36,901,579</b>	<b>38,332,269</b>	<b>38,690,282</b>	
Excess Levy Capacity	1,520,493	1,435,870	1,738,252	1,734,999	1,730,799	1,737,095	

**FY24 Revenue/Expense Projection - Alternative 2**

	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Forecast	Comments
<b>Adjustments to Revenue</b>							
Snow & Ice Deficit Previous Year	196,290	187,172	199,969	200,661	200,000	200,000	Estimate
Essex Technical High School	289,030	304,486	269,300	402,602	407,347	407,347	FY23 Actuals. FY24 budget still under development
Reserved for Abatements	149,331	145,832	155,951	161,378	150,000	150,000	Estimate
State Charges	152,733	168,077	172,759	180,236	174,489	180,000	Estimate
<b>Subtotal</b>	<b>787,384</b>	<b>805,567</b>	<b>797,979</b>	<b>944,877</b>	<b>931,836</b>	<b>937,347</b>	
<b>Excluded Debt:</b>							
MASCO Debt (excluded)	410,037	409,017	111,736	105,545	-	-	
Other Excluded Debt (Permanent)	540,282	522,765	498,432	586,237	710,091	590,490	
Other Excluded Debt (BAN ESTIMATE)	225,871	168,794	-	-	36,442	-	
<b>Subtotal</b>	<b>1,176,190</b>	<b>1,100,576</b>	<b>610,168</b>	<b>691,782</b>	<b>746,533</b>	<b>590,490</b>	
<b>Total Committed Expenses</b>	<b>1,963,574</b>	<b>1,906,143</b>	<b>1,408,147</b>	<b>1,636,659</b>	<b>1,678,369</b>	<b>1,527,837</b>	
<b>Other Appropriations:</b>							
	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Draft	
Masconomet Budget	10,206,544	10,668,997	10,961,352	10,773,426	11,131,422	12,117,265	Includes \$235,281 Town of Boxford debt assessment for design costs of a new turf field
Elementary School Budget	12,218,594	12,513,767	12,702,686	13,079,977	13,505,697	14,722,097	
Town Departmental Budget	8,188,414	8,506,596	8,454,541	8,777,365	9,561,586	9,970,469	<b>Move new police cruiser and annual hardware replacement/upgrades to CIP <u>AND</u> continue to fund Fire Department Medical Response Pilot Program through ARPA</b>
Other Post-Employment Benefits (OPEB)	350,000	300,000	300,000	300,000	300,000	300,000	
Non-Excluded Debt Service	116,297	30,369	92,613	167,628	593,585	588,749	
Essex Regional Retirement Assessment	1,268,935	1,339,233	1,423,044	1,523,087	1,551,592	1,742,530	
<b>Total Town &amp; School Budgets</b>	<b>32,348,784</b>	<b>33,358,962</b>	<b>33,934,236</b>	<b>34,621,483</b>	<b>36,643,882</b>	<b>39,441,110</b>	
<b>Total Estimated Expenses</b>	<b>34,312,358</b>	<b>35,265,105</b>	<b>35,342,382</b>	<b>36,258,142</b>	<b>38,322,251</b>	<b>40,968,947</b>	
Balance	683,711	323,575	852,738	643,437	10,018	-2,278,665	
Amount to draw from Excess Levy Capacity	0	0	0	0	0	2,278,665	
Available Excess Levy Capacity	1,520,493	1,435,870	1,738,252	1,734,999	1,730,799	1,737,095	
Remaining Amount to be Raised Above Excess Levy Capacity	0	0	0	0	0	541,570	
% Increase of Tax Levy Above +2.5%						7.07%	
<b>Revised Total % Increase of Tax Levy Above FY23</b>						<b>9.57%</b>	

## Property Tax Impact of Proposed FY24 Budget

	FY23 Value	FY23 Tax Rate	FY23 Tax Bill	1% of FY23 Tax Bill
Median Home Value	\$782,200	\$13.84/thousand	<b>\$10,825.65</b>	\$108.26
Average Home Value	\$840,866	\$13.84/thousand	<b>\$11,637.59</b>	\$116.38

<b>Draft Proposal</b>	Assumed 2.5% Increase over FY23	Incremental Increase Above 2.5%	<b>Proposed FY24 Tax Bill Increase</b>	Proposed FY24 Tax Bill
Median Home Value	\$270.64	\$822.75	<b>\$1,093.39</b>	\$11,919.04
Average Home Value	\$290.94	\$884.46	<b>\$1,175.40</b>	\$12,812.98

<b>Alternative 1</b>	Assumed 2.5% Increase over FY23	Incremental Increase Above 2.5%	<b>Proposed FY24 Tax Bill Increase</b>	Proposed FY24 Tax Bill
Median Home Value	\$270.64	\$790.27	<b>\$1,060.91</b>	\$11,886.56
Average Home Value	\$290.94	\$849.54	<b>\$1,140.48</b>	\$12,778.07

<b>Alternative 2</b>	Assumed 2.5% Increase over FY23	Incremental Increase Above 2.5%	<b>Proposed FY24 Tax Bill Increase</b>	Proposed FY24 Tax Bill
Median Home Value	\$270.64	\$765.37	<b>\$1,036.01</b>	\$11,861.66
Average Home Value	\$290.94	\$822.78	<b>\$1,113.72</b>	\$12,751.30



## Comparable Communities Comparison - FY23 Property Tax Data

Municipality	Residential Tax Rate (Per Thousand)	Commercial (CIP) Tax Rate (Per Thousand)	Average Single Family Home Value	Average Single Family Tax Bill
Salisbury	\$10.80	\$10.80	\$495,757	\$5,354
Ayer	\$12.42	\$27.45	\$447,050	\$5,552
Newbury	\$8.67	\$8.67	\$745,282	\$6,462
Rockport	\$9.43	\$9.43	\$791,920	\$7,468
Georgetown	\$12.98	\$12.98	\$596,851	\$7,747
Ipswich	\$12.23	\$12.23	\$704,834	\$8,620
Littleton	\$16.25	\$25.37	\$594,069	\$9,654
Groton	\$15.64	\$15.64	\$633,985	\$9,916
Lynnfield	\$11.30	\$18.15	\$899,564	\$10,165
Middleton	\$12.87	\$12.87	\$808,346	\$10,403
Stow	\$18.13	\$18.13	\$640,760	\$11,617
<b>Boxford</b>	<b>\$13.84</b>	<b>\$13.84</b>	<b>\$840,866</b>	<b>\$11,638</b>
Topsfield	\$15.20	\$15.20	\$766,934	\$11,657
Hamilton	\$16.34	\$16.34	\$713,728	\$11,662
Manchester				
By The Sea	\$10.43	\$10.43	\$1,400,141	\$14,603
Carlisle	\$14.15	\$14.15	\$1,125,829	\$15,930
Sherborn	\$18.01	\$18.01	\$990,663	\$17,842
Lincoln	\$13.92	\$20.43	\$1,391,733	\$19,373

	FY19 ACTUAL 6/30/19	FY20 ACTUAL 6/30/20	FY21 ACTUAL 6/30/21	FY22 ACTUAL 6/30/22	FY23 ADOPTED BUDGET	FY24 DRAFT BUDGET	vs. FY23	% Increase	Comments
<b>POLICE</b>									
Salaries:									
Chief	117,042	119,386	123,922	131,599	127,813	134,294	6,481	5.07%	Reflects increase from compensation plan in FY23
Permanent Positions	823,760	881,945	840,769	800,016	945,494	982,173	36,679	3.88%	Salaries at current FY23 rates. Does not include any expected increases from ongoing CBA negotiations. Also includes \$10,000 to pay for 6 months of 2 Sergeant promotions
Clerical	29,833	29,454	34,364	35,170	30,855	38,427	7,572	24.54%	Brings Admin. Asst. Hours up to 27 from 25. Increase net against removal of equivalent amount of administrative OT expenses
Overtime (FT)	135,261	55,628	133,046	161,541	121,600	131,276	9,676	7.96%	Increase due to additional training hours per POST requirements
Police Reserves	53,571	54,683	57,464	77,748	56,576	56,576	-	0.00%	
EMT Stipend	4,550	4,875	4,550	4,550	6,650	6,650	-	0.00%	
Longevity	24,059	24,083	29,908	31,495	33,279	30,970	(2,309)	-6.94%	
SRO Stipend					4,500	4,500	-	0.00%	
Detective Stipend						1,200	1,200	#DIV/0!	Request of Chief to break out from "Permanent Positions" line-item (net neutral budgetary impact)
Uniform Allowance	19,946	24,960	23,645	22,657	24,700	24,700	-	0.00%	
Education Incentive	13,547	12,513	16,363	17,396	28,470	32,582	4,112	14.44%	One officer earned a Masters (from a Bachelors) and two new officers have Associates
Subtotal	1,221,569	1,207,527	1,264,032	1,282,172	1,379,937	1,443,348	63,411	4.60%	
Non Salary Expenses:									
Police Cruiser	36,387	42,000	52,183	49,923	56,000	61,000	5,000	8.93%	
Repairs & Maintenance	13,315	12,364	11,388	12,679	11,000	12,000	1,000	9.09%	
Medical Services	257	203	3,185	505	1,400	1,400	-	0.00%	
Ammunition	2,000	2,310	3,599	880	9,000	9,000	-	0.00%	
Office Supplies	4,224	1,638	1,759	2,821	2,500	3,000	500	20.00%	
Radar/Intoxilizer	1,093	1,363	482	863	1,400	1,400	-	0.00%	
Ballistic Vests	2,250	-	-	1,790	2,250	2,250	-	0.00%	
Tires	-	2,232	4,090	2,950	4,000	4,000	-	0.00%	
Education	6,783	6,970	4,309	3,827	10,500	10,500	-	0.00%	
Drug Testing	925	180	-	-	1,170	1,170	-	0.00%	
Other Police Supplies	3,492	7,977	7,774	7,062	4,700	5,200	500	10.64%	
In-State Travel	36	71	-	910	100	125	25	25.00%	
Subtotal	70,763	77,308	88,769	84,208	104,020	111,045	7,025	6.75%	
<b>Department Total</b>	<b>1,292,331</b>	<b>1,284,835</b>	<b>1,352,801</b>	<b>1,366,380</b>	<b>1,483,957</b>	<b>1,554,393</b>	<b>70,436</b>	<b>4.75%</b>	

**Police FY24-28 CIP Overview**

Funding Source	CIP #	Department	Project Description	Category	FY2024	FY2025	FY2026	FY2027	FY2028
GF-Free Cash	PD001	Police	Replace Cell Toilets at Police Station	Facilities Renovation/ Repair	\$10,000	\$0	\$0	\$0	\$0
GF-Free Cash	PD002	Police	Replacement Taser Cartridges	Vehicles/Equipment	\$17,000	\$0	\$0	\$0	\$0
GF-Free Cash	PD003	Police	New Vehicle	Vehicles/Equipment	\$0	\$61,000	\$0	\$61,000	\$0
GF-Op Budget	PD003	Police	New Vehicle	Vehicles/Equipment	\$61,000	\$61,000	\$61,000	\$61,000	\$61,000
GF-Free Cash	PD004	Police	Handheld Radar	Vehicles/Equipment	\$5,000	\$0	\$0	\$0	\$0
GF-Free Cash	PD005	Police	Radar Signs	Vehicles/Equipment	\$8,000	\$0	\$0	\$0	\$0

**PROJECT DETAIL SHEET (PD001)**

**Replace Cell Toilets at Police Station**

Department:	<b>Police</b>
Category:	<b>Facilities Renovation/ Repair</b>
Request Type (New/Prior Year):	<b>Prior Year</b>
Priority:	<b>Maintain Service</b>
FY2024-FY2028 Project Cost:	<b>\$10,000</b>
Estimated Useful Life:	<b>25 years</b>



**Description and Justification:**

The toilets at the police station cells are in disrepair. The State Dept. of Health has requested that they be replaced. The Town funded two to be replaced in this fiscal year (FY23). This request is to fund the replacement of the other two in FY24 using Free Cash.

Estimated Costs by Fiscal Year	
FY2024	\$10,000
FY2025	\$0
FY2026	\$0
FY2027	\$0
FY2028	\$0
<b>Total Five-Year Cost</b>	<b>\$10,000</b>

Anticipated Funding Source(s)	
	General Fund (Debt)
X	General Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$0</b>
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**PROJECT DETAIL SHEET (PD002)**

**Replacement Taser Cartridges**

Department:	<b>Police</b>
Category:	<b>Vehicles/Equipment</b>
Request Type (New/Prior Year):	<b>New</b>
Priority:	<b>Maintain Service</b>
FY2024-FY2028 Project Cost:	<b>\$17,000</b>
Estimated Useful Life:	<b>25 years</b>



**Description and Justification:**

The Police Department currently supplies each officer with taser and replacement cartridges. These tasers and cartridges are expired and beyond warranty. The plan is request Free Cash to replace the current 13 with 4 Tasers. This cost covers officer cartrages, holsters docking stations and software for the 4 new units. Officers will share tasers instead of having them assigned due to the drastic cost increase since the Tasers were first purchased. The price of training cartrages will be maintained in the Police operation budget.

Estimated Costs by Fiscal Year	
FY2024	\$17,000
FY2025	\$0
FY2026	\$0
FY2027	\$0
FY2028	\$0
<b>Total Five-Year Cost</b>	<b>\$17,000</b>

Anticipated Funding Source(s)	
	General Fund (Debt)
X	General Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$4,000</b>
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PROJECT DETAIL SHEET (PD003)

**New Vehicle**

Department:	Police
Category:	Vehicles/Equipment
Request Type (New/Prior Year):	Prior Year
Priority:	Maintain Service
FY2024-FY2028 Project Cost:	\$427,000
Estimated Useful Life:	5 Years



**Description and Justification:**

This is a continuation of the Department's police cruiser replacement program. Each year a cruiser is replaced using operating budget funds. Every other year a second cruiser is replaced using Free Cash.

Estimated Costs by Fiscal Year	
FY2024	\$61,000
FY2025	\$122,000
FY2026	\$61,000
FY2027	\$122,000
FY2028	\$61,000
<b>Total Five-Year Cost</b>	<b>\$427,000</b>

Anticipated Funding Source(s)	
	General Fund (Debt)
X	General Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$61,000</b>
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PROJECT DETAIL SHEET (PD004)

**Handheld Radar**

Department:	Police
Category:	Vehicles/Equipment
Request Type (New/Prior Year):	New
Priority:	Maintain Service
FY2024-FY2028 Project Cost:	\$5,000
Estimated Useful Life:	10 Years



**Description and Justification:**

The request is to use Free Cash to purchase a handheld radar to replace the existing one that is beyond warranty and cannot be repaired.

Estimated Costs by Fiscal Year	
FY2024	\$5,000
FY2025	\$0
FY2026	\$0
FY2027	\$0
FY2028	\$0
<b>Total Five-Year Cost</b>	<b>\$5,000</b>

Anticipated Funding Source(s)	
	General Fund (Debt)
X	General Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$0</b>
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PROJECT DETAIL SHEET (PD005)

**Radar Signs**

Department:	Police
Category:	Vehicles/Equipment
Request Type (New/Prior Year):	Prior Year
Priority:	Maintain Service
FY2024-FY2028 Project Cost:	\$8,000
Estimated Useful Life:	10 years



Picture for reference only.

**Description and Justification:**

Radar Signs Two signs, Sign one Main Street near 100 Main. Sign two Route 97 at the Topsfield Town Line. Includes sign post.

Estimated Costs by Fiscal Year	
FY2024	\$8,000
FY2025	\$0
FY2026	\$0
FY2027	\$0
FY2028	\$0
<b>Total Five-Year Cost</b>	<b>\$8,000</b>

Anticipated Funding Source(s)	
	General Fund (Debt)
X	General Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$0</b>
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**EMPLOYMENT AGREEMENT BETWEEN THE  
TOWN OF BOXFORD  
AND  
THE CHIEF OF POLICE  
(1/1/23 – 12/31/25)**

THIS AGREEMENT, pursuant to Chapter 41, Section 108O of the Massachusetts General Laws, is made and entered into this \_\_\_\_day of March, 2023, by and between the Town of Boxford, Commonwealth of Massachusetts, a municipal corporation, hereinafter called the “Town,” acting by and through its Select Board, hereinafter called the “Board”), and James B. Riter, hereinafter the “Chief,” “Chief of Police,” or “Chief Riter,” as follows:

**WITNESSETH:**

WHEREAS, the Town desires to employ the services of Chief Riter as the Chief of Police and the head of the Town’s Police Department;

WHEREAS, the Board, under Chapter 41, Section 108O of the Massachusetts General Laws may contract with the Chief of Police for such services;

WHEREAS, the Town and the Chief recognize and acknowledge the provisions of local and state laws with respect to the duties and obligations of Chiefs of Police and Boards of Selectmen, as the same may change from time to time, including but not limited to Massachusetts General Laws Chapter 41, Section 97 (herein collectively called “laws”); and

WHEREAS, it is the desire of the Board to contract for the salary and fringe benefits of said Chief of Police; and

WHEREAS, the Chief agrees to accept employment as Chief of Police of said Town and is willing to perform the duties of the position of Chief of Police according to the terms and conditions of this Agreement; and

WHEREAS, the Town, pursuant to Massachusetts General Laws Chapter 41, Section 97, has appointed Chief Riter as the Chief of Police and the head of the Boxford Police Department and the Chief has accepted the Town’s appointment;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the Town and the Chief hereby agree that the following terms and conditions shall govern the salary and fringe benefits payable under this contract and the conditions of employment to which said Chief shall be entitled as Chief of Police.

1. EMPLOYMENT

The Town hereby agrees to continue to employ under contract Chief Riter as Chief of Police for the Town of Boxford, pursuant to Massachusetts General Laws Chapter 41, Section 97, and the Chief hereby accepts such contract of employment.

2. TERM

The term of this Agreement shall be a period commencing as of January 1, 2023, and ending December 31, 2025, unless this Agreement is terminated sooner as provided in Sections 13 & 14 of this Agreement. Termination of the Chief's employment for any reason shall also terminate this Agreement.

3. DUTIES

- A. The Chief shall be responsible for combating crime and maintaining public safety and order.
- B. The Chief shall command and supervise the Police Department under the general direction of the Board of Selectmen or its designee. The Chief shall be the chief operating officer for the police department and shall be the commanding officer of all department officers and employees, irrespective of rank or status. The Chief shall be charged with the effective and impartial enforcement of all Town rules, by-laws and state laws for the protection and safety of all citizens who live in or who visit the Town.
- C. Subject to Chapter 41, Section 97 of the Massachusetts General Laws, the Chief shall have direct charge of all law enforcement activities of the police department, shall be responsible for the planning, organizing, directing, and coordinating police operations and shall exercise authority in the assignment and minor discipline of all police department officers and employees, the supervision and control of all department equipment and motor vehicles belonging to or used by the police department, and the establishment of weapons, ammunition, uniforms, equipment, and vehicle specifications for the police department.
- D. Subject to Chapter 41, Section 97 of the Massachusetts General Laws, the Chief shall have authority to formulate police department rules and regulations and establish procedures and maintain control over all Town property used by the department. The Chief shall prepare written operational policies and procedures for the police department and periodically update the same as appropriate.
- E. The Chief shall be responsible for the preparation of the police department's yearly budget and shall perform such other legally permissible and proper duties and functions as the Select Board and the Town Administrator, shall, from time to time assign.

- F. The Chief's duties shall also include those duties and responsibilities contained in the Chief of Police job description attached hereto as Exhibit A.

4. HOURS OF WORK

- A. The position of Chief of Police is a twenty-four (24) hour, seven (7) per week, on-call, position. The Chief agrees to work full-time and to devote that amount of time and energy which is necessary for the Chief to faithfully, professionally, and competently perform the duties of Chief of Police.
- B. It is recognized that the Chief of Police must devote a great deal of time outside the normal office hours to the business of the Town in order to fully and professionally perform all the obligations, responsibilities, and duties of Chief of Police, and to that end, the Chief of Police shall be allowed to take reasonable compensatory time off as he shall deem appropriate during normal office hours at such time which the Chief reasonably determines will adversely impact Department operations least, with prior notice and coordination with the Town Administrator. The Chief may accept no other employment without the prior written approval of the Board of Selectmen.
- C. The Chief will make arrangements for command of the Department when he is absent from the Town or on vacation or other leave.

5. COMPENSATION

- A. In consideration of employment, the Town agrees to pay the Chief the following base salary:
  - 1) The Chief shall be paid an annualized salary of \$134,294, which is paid bi-weekly at \$5,165.15.
  - 2) Subject to the Chief meeting the performance standards of the position of Chief of Police and a successful performance evaluation as described in Section 16 of the Agreement. This Agreement may be reopened for the purposes of negotiating a change in the Chief's base salary and conditions of employment.
- B. The Chief's salary shall be paid at such intervals as is customary with the Town's employees, subject to applicable withholdings and deductions, and otherwise in conformity with the normal payroll practices of the Town.
- C. For the purposes of the Fair Labor Standards Act, Chief Riter shall be an exempt employee.

6. INDEMNIFICATION

- A. The Town agrees that it shall defend, save harmless and indemnify Chief Riter against any tort, professional liability claim, demand, or other civil or criminal legal action, whether groundless or otherwise, arising out of an alleged act, omission, and any other suit brought against the Town or Chief Riter in his capacity as Chief of Police, or occurring in the performance of the Chief's duties as Chief of Police of the Town, provided that Chief Riter acted in good faith and within the scope of his duties. This provision does not cover indemnification for criminal acts or suits by the Chief against the Town or any of the Town's current or former officials, officers, employees, attorneys and/or agents.
- B. This section shall survive the termination of this Agreement.

7. INJURED ON DUTY

As a sworn police officer, the Chief shall be entitled to "Injured on Duty" benefits as provided in M.G.L. Chapter 41, Sections 111F and 100.

8. INSURANCE

- A. Professional Liability Insurance

The Town agrees to furnish at its expense, if available for purchase and provided it is at a reasonable cost as determined by the Town, professional liability insurance for the Chief of Police with liability limits of One Million (\$1,000,000.00) Dollars.

- B. Health and Life Insurance

The Chief of Police shall be eligible for all health and life insurance benefits for which other non-bargaining unit, general government employees are eligible. The Town agrees to contribute towards the cost of such insurance programs an amount or percentage not less than the highest applicable amount or percentage available to officers of any rank of the Police Department.

9. OTHER PERSONAL BENEFITS

The Chief shall be entitled to all employee benefits currently provided pursuant to the Boxford Town Code, Chapter 23, Personnel, except as superseded or expanded by this Agreement, which shall prevail over the Town Code.

- A. The Chief shall accrue sick leave at the rate of four (4) hours for every eighty (80) regularly scheduled hours up to a total of eight hundred and eighty (880) hours of sick leave. Provided the Chief has worked for at least 25 consecutive years as an employee of the Town, the Town agrees to pay a lump sum payment to the Chief amounting to up to 50% of the up to eight hundred and eighty (880) hours of sick leave accrued but unused at the time of the Chief's retirement. In order to be eligible for the lump sum payment of up to 50% of up to eight hundred and eighty (880) hours of accrued, unused sick leave at the time of the Chief's retirement, the

Chief must provide the Town with a one-year written advance notice of the intent to retire.

- B. The Chief shall be allocated Two hundred (200) hours of vacation leave each year upon his hire date anniversary. Vacation leave, when allocated as accrued, should be taken within the ensuing twelve-month period. With the permission of the Town Administrator, upon each hire date anniversary, up to, but not exceeding, 40 vacation leave hours accrued but not used may be carried over into the next twelve-month period. The Chief shall be paid for any accrued, unused vacation and any accrued, unused holiday leave at the termination of his employment with the Town.
- C. The Chief of Police shall accrue four (4) eight-hour days of paid personal leave at the commencement of each fiscal year, to be taken in increments as needed. Unused personal days at the end of the fiscal year shall be paid in straight time to the Chief as additional compensation in the same manner as full-time Boxford Police Officers.
- D. The Chief shall be eligible for a uniform allowance of one thousand, three hundred Dollars (\$1,300.00) per year.
- E. The Chief of Police, as employed by the Town as a Police Officer, shall be included on the "Paid Police Detail Rotation List" as it is defined in the collective bargaining agreement between Teamsters Local #25 and the Town of Boxford, Article #19. The Chief shall fully participate in the rotation list and the current and usual detail assignment procedure. The Chief agrees to not seek detail assignments during hours that the Masconomet and/or Boxford Elementary School System is in regular session.
- F. The Town agrees to reimburse Chief of Police \$50 per month as partial reimbursement for the Chief to maintain a personal "smart phone" cellular phone service account in good standing, and the Chief will keep the phone in working order, and will promptly replace the cell phone if damaged or otherwise rendered inoperable.
- G. The Chief shall be eligible for an annual stipend of \$4,500, paid semi-annually, for satisfactory performance of duties as the School Resource Officer Supervisor; said minimum duties listed on an attachment to this agreement.
- H. The Chief shall receive holiday pay for each of the following twelve holidays granted under and in accordance with the Town of Boxford Code, Chapter 23, Section 23-6(C):

New Year's Day	Independence Day
Martin Luther King Day	Labor Day
President's Day	Columbus Day
Patriot's Day	Veterans' Day
Memorial Day	Thanksgiving Day
Juneteenth	Christmas Day

Pursuant to Massachusetts General Laws Chapter 147, Section 17F, and the Town's policy for its Police and Fire Chiefs, the Town agrees that the Chief of Police is considered on duty at any time on the holidays listed above, and he shall be granted an additional day's pay. Said pay shall be added to the Chief's annual base salary.

10. PROFESSIONAL DEVELOPMENT/DUES AND SUBSCRIPTIONS

- A. Subject to appropriation, the Town agrees to budget up to \$1,400.00 per year during each year of this Agreement, and, subject to appropriation, to pay for (1) reasonable professional association membership dues and subscriptions of the Chief of Police for his continuation and full participation in national, regional, state and local associations and organizations necessary and desirable for his continued professional growth and advancement, and for the good of the Town, including but not limited to the International Association of Chiefs of Police, the Police Executive Research Forum, the New England Police Chiefs Association, the Massachusetts Chiefs of Police Association, and the applicable regional Police Chiefs Association, and (2) travel and subsistence expenses of the Chief of Police for employment-related short courses, Institutes, and seminars that, in the Chief's reasonable judgment, are necessary for his professional development.
- B. Said attendance by the Chief at such professional development events shall be without loss of vacation or other leave.
- C. The Chief agrees to notify the Town Administrator in advance of confirming his attendance at such courses, seminars, meetings and other professional development events, and agrees that his attendance at same is subject to the approval of the Board of Selectmen through the Town Administrator and the availability of appropriated funds for such expenses.
- D. The Chief agrees to submit a formal professional development plan by July 31<sup>st</sup> of each year, including, but not limited to, proposed administrative seminars and training at the International Association of Chiefs of Police, the Police Executive Research Forum, the New England Police Chiefs Association, the Massachusetts Chiefs of Police Association, and the applicable regional Police Chiefs Association to the Board of Selectmen for its consideration and approval. The formal professional development plan shall provide a general overview of specific types of training that will be undertaken during the year. The plan need not state the date



and time on which the Chief will attend such training nor must it include the specific title of the program.

11. AUTOMOBILE

- A. The Town shall provide a police vehicle for use by the Chief of Police and shall pay for all attendant operating and maintenance expenses and insurance. Said vehicle is to be used by the Chief of Police in connection with the performance of his duties as Chief of Police and for his professional growth and development. Although the Chief of Police will have the exclusive 24-hour use of a police vehicle because he is “on call” 24 hours per day, 7 days per week in the event of an emergency, such vehicle may only be used by the Chief for limited personal use, but may not be driven by his family members or any other person. The Chief may, however, transport his immediate family members as passengers in such vehicle for limited, incidental purposes only. The vehicle may not be used for personal purposes in excess of one hundred (100) miles distance from either the Chief’s home or the Boxford Police Station without the express prior permission of the Town Administrator. The Chief will be responsible for any retirement contributions resulting from the availability and use of such vehicle.
- B. Specific vehicle assignment shall be as assigned by the Board of Selectmen.

12. DEATH DURING TERM OF EMPLOYMENT

If the Chief of Police dies during the term of his employment, the Town shall pay to the Chief’s estate all the compensation which would otherwise be payable to the Chief of Police up to the date of the Chief’s death, including, but not limited to, payment for any unused vacation leave days.

13. DISCIPLINE OR DISCHARGE

- A. It is agreed that Chief Riter can be suspended or discharged only for just cause during the term of this Agreement, as determined by the Board by a majority vote, upon proper notice given at least 14 days prior to the hearing, and only after a hearing in accordance with M.G.L. c. 41, § 97 at which Chief Riter shall have the right to be represented by his counsel. Chief Riter shall have the option of choosing whether or not any such hearing shall be closed or open to the public. During any such hearing, the Chief shall be allowed to answer, either personally or through his counsel, any of the charges made against him.
- B. The “Recommended Minimum Qualifications” as listed in the job description attached as Exhibit A are a requirement and condition of continued employment. Failure by the Chief to possess or maintain any of the stated qualifications shall constitute cause for dismissal. As well, to the extent permissible by law, the failure of the Chief to perform any of the “Essential Functions” of the position of Chief of Police as listed in the job description attached as Exhibit A shall also constitute

cause for dismissal. Similarly, as the certifications and licenses set forth in Section 17 below are conditions of employment, the failure of the Chief to possess, maintain and/or otherwise meet such certification and license requirements shall also constitute cause of dismissal.

14. OTHER TERMINATION

This Agreement may be terminated during its term by:

- A. Mutual agreement of the parties upon such terms and conditions as may be acceptable to both parties at the time of termination; or
- B. The Town by 4/5ths vote of the Select Board. That is, the Town shall have the right to request the resignation of or may terminate the employment of the Police Chief prior to expiration of the term of this Agreement, by 4/5ths vote of the Select Board. In the event the Police Chief resigns at the request of the Board or is terminated by such 4/5ths vote of the Board, the Town shall pay the Police Chief a payment equal to three (3) months aggregate salary, which shall be paid to the Police Chief within fourteen (14) days of his execution of a waiver and release of claims in a form supplied by the Board of Selectmen. This payment is intended to settle all outstanding issues or disagreements between the Town and the Police Chief that may exist at the time of separation and by accepting the payment, the Police Chief shall forgo any other claim or action against the Town related to his employment by the Town. In the event the Police Chief is terminated for misconduct or breach of a material provision of this Agreement, the Town shall have no obligation to pay the severance provided for in this paragraph. In the event that the Board asks the Police Chief to resign or leave office, he shall be deemed to have been terminated by the Board for purposes of severance and unemployment compensation; or
- C. If the Chief intends to retire or resign voluntarily before the natural expiration of any term of this Agreement, then the Chief shall give the Town ample time to find a replacement Chief; or
- D. The death of Chief Riter, whereupon the Town shall pay the estate of Chief Riter an amount equivalent to all accrued salary and accrued, unused vacation leave.
- E. The termination of the Chief's appointment shall terminate this Agreement.

15. NO REDUCTION OF BENEFITS

The Town agrees that it shall not at any time during the term of this contract reduce the salary compensation or other benefits of the Chief of Police, except to the extent that such reduction is evenly applied across-the-board for all management employees of the Town.

16. PERFORMANCE EVALUATION

The Board, with the input of the Town Administrator, may review the performance of the Chief each year of this Agreement, in accordance with criteria as determined by the Board. The

Select Board and the Chief shall define specific goals and performance objectives that both parties determine necessary for the proper operation and welfare of the Town and are consistent with the policy objectives of the Board. Performance evaluations shall be in a form and process as proposed by the Personnel Board for Department Head positions. The Board's performance evaluation of the Chief shall be held in public session and the Town Administrator may also be present and comment.

17. CERTIFICATION AND LICENSES

As a condition of his employment with the Town, the Chief shall (1) maintain Massachusetts Police Officer Certification; (2) possess and maintain in good standing a license to carry a firearm; (3) maintain current CPR certification; (4) meet all necessary first aid training requirements; (5) perform correctly defibrillator duties as necessary; and (6) possess a valid and current Massachusetts' driver's license.

18. MODIFICATION

No change or modification of this contract shall be valid unless it shall be in writing and signed by both of the parties.

19. LAWS GOVERNING

This contract shall be construed and governed by the Laws of the Commonwealth of Massachusetts.

20. SEVERABILITY OF PROVISIONS

If any clause of this provision of this contract shall be determined to be illegal by a court of competent jurisdiction, the remainder of this contract shall not be affected thereby.

21. NON-RENEWAL OF AGREEMENT

- A. If the Board decides not to renew this Agreement at its termination, the Board shall give the Chief written notice at least one hundred eighty (180) days in advance of the Board's intent not to reappoint the Chief for a subsequent term of office and not to renew this Agreement. No severance pay shall be required by the Town in the event the Board notifies the Chief of its intent not to renew this Agreement and not to reappoint him as Chief.
- B. If the Board fails to give at least one hundred eighty (180) days' advance written notice of its intent not to renew this Agreement, this Agreement shall automatically be extended on the applicable terms and conditions for an additional (1) year period.

22. NOTICE

Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

- A. TOWN: Chair of Select Board  
Town of Boxford  
7A Spofford Road  
Boxford, MA 01921
- B. CHIEF OF POLICE: James B. Riter  
17 Mill Road  
Boxford, MA 01921

23. CONTRACT EXTENSION FOR THE PURPOSES OF COMPLETING CONTRACT NEGOTIATIONS

In the event that a new Agreement is not negotiated prior to the expiration date of the present Agreement, the Board may re-appoint the Chief for an extension term which the Board deems appropriate to complete negotiations on a new Agreement. If re-appointment is approved and an extension term is voted by the Board, the present Agreement shall remain in full force and effect (with the exception that the Town shall not be required to provide the Chief with ninety days' notice of its intent not to re-appoint) until the end of such extended term or until a new Agreement is executed, whichever shall first occur. In no event does this section require re-appointment by the Board nor does it express or imply job security for the Chief. No severance pay shall be required by the Town.

24. OTHER TERMS AND CONDITIONS OF EMPLOYMENT

- A. All provisions of the law of the Commonwealth of Massachusetts relating to retirement, health insurance and other fringe benefits shall apply to the Chief of Police as they generally apply to other employees of the Town, in addition to said benefits enumerated herein specifically for the benefit of the Chief of Police, except as otherwise provided in this Agreement.
- B. All other general provisions of the Town's By-Laws relating to fringe benefits shall also apply to the Chief as they apply to other employees of the Town, in addition to said benefits enumerated specifically for the benefit of the Chief of Police, except as otherwise provided in this Agreement.
- C. This Agreement shall prevail over any conflicting personnel provisions in the Town of Boxford Code, its By-Laws or other Rules and Regulations

IN WITNESS WHEREOF, the parties hereunto have set their hands and seals to this instrument the date and year first above written.

FOR THE TOWN OF BOXFORD

THE CHIEF OF POLICE

SELECT BOARD:

\_\_\_\_\_  
Barbara G. Jessel

\_\_\_\_\_  
Chief James B. Riter

\_\_\_\_\_  
Charles J. Costello

Date: \_\_\_\_\_

\_\_\_\_\_  
Peter C. Perkins

\_\_\_\_\_  
Judith A, Stickney

\_\_\_\_\_  
Margaret Chow-Menzer

Date: \_\_\_\_\_

	FY19 ACTUAL 6/30/19	FY20 ACTUAL 6/30/20	FY21 ACTUAL 6/30/21	FY22 ACTUAL 6/30/22	FY23 ADOPTED Budget	<b>FY24 DRAFT BUDGET</b>	vs. FY23	% Increase
<b>COMMUNICATIONS</b>								
Salaries:								
Department Head	70,363	71,770	71,770	77,276	77,276	<b>85,776</b>	8,500	11.00%
Operators	176,312	199,214	226,654	227,629	263,542	<b>268,909</b>	5,367	2.04%
AHST	28,375	29,646	52,011	26,341	56,779	<b>56,519</b>	(260)	-0.46%
Training	10,163	12,326	5,062	38,583	5,485	<b>5,485</b>	-	0.00%
Longevity	7,731	7,981	9,016	9,600	10,947	<b>11,759</b>	812	7.42%
Overtime	70,324	56,997	19,625	90,119	22,345	<b>22,345</b>	-	0.00%
Uniforms	733	313	1,300	1,391	1,200	<b>1,200</b>	-	0.00%
Stipends	8,275	5,400	6,600	6,600	7,800	<b>7,800</b>	-	0.00%
Subtotal	372,277	383,649	392,038	477,540	445,374	<b>459,793</b>	14,419	3.24%
Non Salary Expenses:								
Repairs & Maintenance	8,640	11,673	8,800	9,976	8,900	<b>8,900</b>	-	0.00%
Rentals & Leases	3,193	3,193	3,193	3,193	3,193	<b>3,205</b>	12	0.38%
Rental Baldpate Tower	16,844	17,265	17,700	18,140	18,597	<b>19,062</b>	465	2.50%
Telephone	23,921	26,310	25,236	22,567	23,856	<b>24,876</b>	1,020	4.28%
Telephone Notification System	6,510	6,510	6,510	6,510	6,510	<b>7,031</b>	521	8.00%
Office Supplies	2,231	2,018	2,255	2,231	2,255	<b>2,255</b>	-	0.00%
Education	4,325	3,749	4,000	3,740	4,000	<b>4,009</b>	9	0.23%
Replacement Equipment	28,067	37,427	38,000	38,495	41,200	<b>41,200</b>	-	0.00%
Subtotal	93,731	108,146	105,694	104,852	108,511	<b>110,538</b>	2,027	1.87%
<b>Department Total</b>	466,008	491,795	497,732	582,392	553,885	<b>570,331</b>	16,446	2.97%

**CAPITAL IMPROVEMENT PROGRAM: FY2024-FY2028**  
**COMMUNICATIONS DEPARTMENT**

CIP #	Page	Department	Project Description	Category	Department Priority	FY2024	FY2025	FY2026	FY2027	FY2028	Five-Year Total
COM001	66	Communications	Backup Police and Fire Radio Repeaters	Vehicles/Equipment	Maintain Service	\$0	\$65,000	\$0	\$0	\$0	\$65,000
COM002	67	Communications	Dispatch Voice Recorder System	Vehicles/Equipment	Maintain Service	\$16,000	\$0	\$0	\$0	\$0	\$16,000
COM003	68	Communications	Fire Mutual Aid Network Radio	Vehicles/Equipment	Maintain Service	\$0	\$0	\$20,000	\$0	\$0	\$20,000
COM004	69	Communications	Police Mutual Aid Radio	Vehicles/Equipment	Maintain Service	\$0	\$0	\$0	\$20,000	\$0	\$20,000
COM005	70	Communications	Replace and Upgrade Desktop Remotes at Police Station	Vehicles/Equipment	Maintain Service	\$0	\$0	\$0	\$10,000	\$0	\$10,000
COM006	71	Communications	DPW Radio	Vehicles/Equipment	Maintain Service	\$0	\$0	\$0	\$0	\$15,000	\$15,000
COM007	71	Communications	Secondary DPW Radio	Vehicles/Equipment	Maintain Service	\$0	\$0	\$0	\$0	\$15,000	\$15,000
COM008	71	Communications	Fire Remote Radios	Vehicles/Equipment	Maintain Service	\$0	\$0	\$0	\$0	\$6,000	\$6,000
<b>Communications Total</b>						<b>\$16,000</b>	<b>\$65,000</b>	<b>\$20,000</b>	<b>\$30,000</b>	<b>\$36,000</b>	<b>\$167,000</b>

**PROJECT DETAIL SHEET (COM001)**

**Backup Police and Fire Radio Repeaters**

Department:	<b>Communications</b>
Category:	<b>Vehicles/Equipment</b>
Request Type (New/Prior Year):	<b>Prior Year</b>
Priority:	<b>Maintain Service</b>
FY2024-FY2028 Project Cost:	<b>\$65,000</b>
Estimated Useful Life:	<b>15-20 years</b>



**Description and Justification:**

Existing units installed in summer of 2000 and are the backup Police and Fire radio repeaters as well as the daily use receiver site for this area of town. Life expectancy is 15 to 20 years. These units are located at the Police Station and are used as part of the daily operation of the Police and Fire radio receiver system and function as a transmitter backup site if there is a failure of the primary unit(s) located at Baldpate Hill in Georgetown or if connection to the Baldpate Hill site is lost. Units at Baldpate site replaced in 2018. Manufacturer End Of Life Service Support End date is 12/31/2020. Parts for existing units are no longer manufactured and would be from in stock or used equipment. Picture is of an equivalent existing unit.

Estimated Costs by Fiscal Year	
FY2024	\$0
FY2025	\$65,000
FY2026	\$0
FY2027	\$0
FY2028	\$0
<b>Total Five-Year Cost</b>	<b>\$65,000</b>

Anticipated Funding Source(s)	
	General Fund (Debt)
X	General Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$0</b>
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**CAPITAL IMPROVEMENT PROGRAM: FY2024-FY2028**

**PROJECT DETAIL SHEET (COM002)**

**Dispatch Voice Recorder System**

Department:	<b>Communications</b>
Category:	<b>Vehicles/Equipment</b>
Request Type (New/Prior Year):	<b>Prior Year</b>
Priority:	<b>Maintain Service</b>
FY2024-FY2028 Project Cost:	<b>\$16,000</b>
Estimated Useful Life:	<b>15-20 years</b>



**Description and Justification:**

Existing recorder was purchased with funding from the FY11 911 Support Grant. Recorder provides instant recall and archived storage of recordings from 11 telephone and radio channels. Software installed on 3 Dispatch workstations and Director of Communications workstation. The State 911 Department has advised that in 3 years it will no longer permit the recording of non 911 channels on the State supplied 911 recorder. Life expectancy is 10 to 15 years. Existing recorder is analog recording only and is difficult or impossible to integrate with newer digital technologies. It is planned that this will be applied for in the FY24 911 Grant cycle. January 2023 quote in the amount of \$14,680.10 has been received, budgeting for \$16,000.00 in case of supply chain cost increases.

Estimated Costs by Fiscal Year	
FY2024	\$16,000
FY2025	\$0
FY2026	\$0
FY2027	\$0
FY2028	\$0
<b>Total Five-Year Cost</b>	<b>\$16,000</b>

Anticipated Funding Source(s)	
	General Fund (Debt)
X	General Fund (Pay As You Go)
X	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$0</b>
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**PROJECT DETAIL SHEET (COM003)**

**Fire Mutual Aid Network Radio**

Department:	<b>Communications</b>
Category:	<b>Vehicles/Equipment</b>
Request Type (New/Prior Year):	<b>Prior Year</b>
Priority:	<b>Maintain Service</b>
FY2024-FY2028 Project Cost:	<b>\$20,000</b>
Estimated Useful Life:	<b>10-15 years</b>



**Description and Justification:**

This is the radio used to communicate with the Essex County Fire Mutual Aid Network. Existing unit was installed in FY11. Life expectancy is 10 to 15 years. Current model is no longer supported by manufacturer. Cost includes replacing the associated antenna as it will be of an equal age.

Estimated Costs by Fiscal Year	
FY2024	\$0
FY2025	\$0
FY2026	\$20,000
FY2027	\$0
FY2028	\$0
<b>Total Five-Year Cost</b>	<b>\$20,000</b>

Anticipated Funding Source(s)	
	General Fund (Debt)
X	General Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$0</b>
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**PROJECT DETAIL SHEET (COM004)**

**Police Mutual Aid Radio**

Department:	<b>Communications</b>
Category:	<b>Vehicles/Equipment</b>
Request Type (New/Prior Year):	<b>Prior Year</b>
Priority:	<b>Maintain Service</b>
FY2024-FY2028 Project Cost:	<b>\$20,000</b>
Estimated Useful Life:	<b>10-15 years</b>



**Description and Justification:**

This radio is used to communicate on BAPERN (Boston Area Police Emergency Radio Network) which is the Police Mutual Aid radio system. Existing unit installed in FY12. Life expectancy is 10 to 15 years. Cost includes replacing the associated antenna as it will be of an equal age.

Estimated Costs by Fiscal Year	
FY2024	\$0
FY2025	\$0
FY2026	\$0
FY2027	\$20,000
FY2028	\$0
<b>Total Five-Year Cost</b>	<b>\$20,000</b>

Anticipated Funding Source(s)	
	General Fund (Debt)
X	General Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$0</b>
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**PROJECT DETAIL SHEET (COM005)**

**Replace and Upgrade Desktop Remotes at Police Station**

Department:	<b>Communications</b>
Category:	<b>Vehicles/Equipment</b>
Request Type (New/Prior Year):	<b>Prior Year</b>
Priority:	<b>Maintain Service</b>
FY2024-FY2028 Project Cost:	<b>\$10,000</b>
Estimated Useful Life:	<b>10-15 years</b>



**Description and Justification:**

**Replace and upgrade Desktop Remotes at Police Station (Chief’s Office, Lt.’s Office, Director’s Office and add 2<sup>nd</sup> Sgt. Office, Detective, Booking, Basement)**  
 Existing Comm Dir. unit replaced in March of 2008 (FY08). Police Lt.’s unit replaced in October of 2008. Chief’s Office unit replaced in 2018. All others will be new installs. Cost includes new equipment, new wiring, installation and programming. Life expectancy is 10 to 15 years. Manufacturer of existing units is now out of business so no replacement parts are available.

<b>Estimated Costs by Fiscal Year</b>	
FY2024	\$0
FY2025	\$0
FY2026	\$0
FY2027	\$10,000
FY2028	\$0
<b>Total Five-Year Cost</b>	<b>\$10,000</b>

<b>Anticipated Funding Source(s)</b>	
	General Fund (Debt)
X	General Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$0</b>
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**PROJECT DETAIL SHEET (COM006)**

**DPW Radio**

Department:	<b>Communications</b>
Category:	<b>Vehicles/Equipment</b>
Request Type (New/Prior Year):	<b>New</b>
Priority:	<b>Maintain Service</b>
FY2024-FY2028 Project Cost:	<b>\$15,000</b>
Estimated Useful Life:	<b>15-20 years</b>



**Description and Justification:**

This is used as the current Fire channel VHF radio and is being transitioned to use for the DPW as their primary radio channel. This unit was installed in FY13. Cost includes replacing the associated antenna.

Estimated Costs by Fiscal Year	
FY2024	\$0
FY2025	\$0
FY2026	\$0
FY2027	\$0
FY2028	\$15,000
<b>Total Five-Year Cost</b>	<b>\$15,000</b>

Anticipated Funding Source(s)	
	General Fund (Debt)
X	General Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$0</b>
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**PROJECT DETAIL SHEET (COM007)**

**Secondary DPW Radio**

Department:	<b>Communications</b>
Category:	<b>Vehicles/Equipment</b>
Request Type (New/Prior Year):	<b>New</b>
Priority:	<b>Maintain Service</b>
FY2024-FY2028 Project Cost:	<b>\$15,000</b>
Estimated Useful Life:	<b>15-20 years</b>



**Description and Justification:**

This is used as the current DPW Lo band VHF radio and is being transitioned to use as a back up channel for the DPW. This unit was installed in FY13. Cost includes replacing the associated antenna. This project may be pushed back to a later FY as the need is analyzed.

Estimated Costs by Fiscal Year	
FY2024	\$0
FY2025	\$0
FY2026	\$0
FY2027	\$0
FY2028	\$15,000
<b>Total Five-Year Cost</b>	<b>\$15,000</b>

Anticipated Funding Source(s)	
	General Fund (Debt)
X	General Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$0</b>
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**PROJECT DETAIL SHEET (COM008)**

**Fire Remote Radios**

Department:	<b>Communications</b>
Category:	<b>Vehicles/Equipment</b>
Request Type (New/Prior Year):	<b>New</b>
Priority:	<b>Maintain Service</b>
FY2024-FY2028 Project Cost:	<b>\$6,000</b>
Estimated Useful Life:	<b>10-15 years</b>



**Description and Justification:**

These are the radios that serve as the central base station radio for the desktop remotes at East and West Fire Stations. These units have been in service since early to mid 2000 and are well past their life expectancy.

Estimated Costs by Fiscal Year	
FY2024	\$0
FY2025	\$0
FY2026	\$0
FY2027	\$0
FY2028	\$6,000
<b>Total Five-Year Cost</b>	<b>\$6,000</b>

Anticipated Funding Source(s)	
	General Fund (Debt)
X	General Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$0</b>
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	FY19 ACTUAL 6/30/19	FY20 ACTUAL 6/30/20	FY21 ACTUAL 6/30/21	FY22 ACTUAL 6/30/22	FY23 ADOPTED BUDGET	FY24 DRAFT BUDGET	vs. FY23	% Increase	Comments
<b>PUBLIC WORKS</b>									
Salaries:									
Department Head	108,917	117,615	117,000	122,341	122,340	<b>129,682</b>	7,342	6.00%	Reflects increase from compensation plan in FY23
Permanent Positions	379,033	402,381	460,779	442,369	469,926	<b>490,277</b>	20,351	4.33%	Contractually-obligated increases per the terms of the CBA
Clerical	25,122	22,520	22,021	27,530	29,353	<b>29,353</b>	-	0.00%	Does not include any increase from ongoing AFSCME CBA negotiations
Temporary Positions	27,635	6,659	8,999	18,336	9,317	<b>19,000</b>	9,683	103.93%	Request - 2 staff, 14 weeks, 40 hours, at \$17
Longevity	14,933	17,022	11,223	12,110	12,303	<b>12,812</b>	509	4.14%	
Overtime	18,857	6,395	23,645	16,000	24,118	<b>24,000</b>	(118)	-0.49%	
Clothing Allowance	11,240	10,052	11,000	9,846	11,000	<b>11,000</b>	-	0.00%	
Subtotal	585,738	582,644	654,667	648,533	678,357	<b>716,124</b>	37,767	5.57%	
Non Salary Expenses:									
Repairs & Maintenance	33,757	18,659	46,644	15,275	40,000	<b>40,000</b>	-	0.00%	
Police Detail	1,333	1,333	1,333	800	1,333	<b>1,333</b>	-	0.00%	
Parks & Groundskeeping	20,735	42,884	46,379	49,773	49,684	<b>60,000</b>	10,316	20.76%	Request of the BAA to improve field quality in Town
Roadline Painting	25,000	25,000	25,000	40,000	40,000	<b>40,000</b>	-	0.00%	
Tree Department	113,823	101,732	102,743	100,000	100,000	<b>100,000</b>	-	0.00%	
Street Signs	3,173	4,616	2,777	4,000	4,000	<b>4,000</b>	-	0.00%	
Road Maintenance	103,881	116,658	102,276	111,481	111,492	<b>111,492</b>	-	0.00%	
Drainage	23,993	22,372	25,718	52,500	55,000	<b>55,000</b>	-	0.00%	
Conferences & Seminars	5,129	912	1,370	554	5,038	<b>1,200</b>	(3,838)	-76.18%	
Other Expenses	27,033	27,403	24,495	21,594	26,817	<b>26,817</b>	-	0.00%	
Subtotal	357,857	361,569	378,736	395,976	433,364	<b>439,842</b>	6,478	1.49%	
<b>Department Total</b>	<b>943,595</b>	<b>944,213</b>	<b>1,033,403</b>	<b>1,044,509</b>	<b>1,111,721</b>	<b>1,155,966</b>	<b>44,245</b>	<b>3.98%</b>	



**CAPITAL IMPROVEMENT PROGRAM: FY2024-FY2028**  
**PUBLIC WORKS**

CIP #	Page	Department	Project Description	Category	Department Priority	FY2024	FY2025	FY2026	FY2027	FY2028	Five-Year Total
PW001	14	Public Works	Replace 2013 International Dump/Plow Truck (#22)	Vehicles/Equipment	Maintain Service	\$260,000	\$0	\$0	\$0	\$0	\$260,000
PW002	15	Public Works	Replace 2010 Chevrolet One Ton Dump Truck (#28)	Vehicles/Equipment	Maintain Service	\$0	\$100,000	\$0	\$0	\$0	\$100,000
PW003	16	Public Works	Replace 1988 Ford Tractor	Vehicles/Equipment	Maintain Service	\$0	\$0	\$65,000	\$0	\$0	\$65,000
PW004	17	Public Works	Mini Excavator with Brush Side Mower attachment	Vehicles/Equipment	Maintain Service	\$0	\$140,000	\$0	\$0	\$0	\$140,000
PW005	18	Public Works	Replace 2015 Chevrolet 3/4 Ton Dump Truck (#20)	Vehicles/Equipment	Maintain Service	\$0	\$0	\$0	\$95,000	\$0	\$95,000
PW006	19	Public Works	Replace 2013 International Dump/Plow Truck (#24)	Vehicles/Equipment	Maintain Service	\$0	\$0	\$0	\$0	\$270,000	\$270,000
PW007	20	Public Works	Annual Roadway Reconstruction	Vehicles/Equipment	Maintain Service	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$2,500,000
PW008	21	Public Works	Design and Permitting of Drianage System on Balmoral	Infrastructure	Enhancement	\$0	\$50,000	\$0	\$0	\$0	\$50,000
PW009	22	Public Works	Construction Culvert B-129	Infrastructure	Urgent/ Legally Required	\$0	\$525,000	\$0	\$0	\$0	\$525,000
PW010	23	Public Works	Construction of Culvert B-82	Infrastructure	Urgent/ Legally Required	\$0	\$0	\$650,000	\$0	\$0	\$650,000
PW011	24	Public Works	Design & Permitting and Construction of Culvert B-203	Infrastructure	Urgent/ Legally Required	\$200,000	\$0	\$0	\$0	\$0	\$200,000
PW012	25	Public Works	Construction of Culvert near #39 Glendale Road	Infrastructure	Urgent/ Legally Required	\$500,000	\$0	\$0	\$0	\$0	\$500,000
PW013	26	Public Works	Construction of Culvert B-150 (Pye Brook Ln.)	Infrastructure	Maintain Service	\$0	\$0	\$0	\$550,000	\$0	\$550,000
PW014	27	Public Works	Construction of Culvert B-93 Herrick Rd.	Infrastructure	Maintain Service	\$0	\$0	\$0	\$0	\$600,000	\$600,000
PW015	28	Public Works	Relocate and replace DPW Garage	Facilities Renovation/ Repair	Enhancement	\$800,000	\$0	\$8,000,000	\$0	\$0	\$8,800,000
PW016	29	Public Works	Endicott Bridge Revitalization	Infrastructure	Maintain Service	\$0	\$0	\$0	\$750,000	\$0	\$750,000
PW017	30	Public Works	Jim Locke Softball Field Renovations	Parks Grounds and Open Space	Maintain Service	\$0	\$0	\$100,000	\$0	\$0	\$100,000
PW018	31	Public Works	Storage Sheds for Fields	Parks Grounds and Open Space	Enhancement	\$0	\$5,000	\$5,000	\$0	\$0	\$10,000
PW019	32	Public Works	Dugouts and Press Boxes at Johnson and Koster	Parks Grounds and Open Space	Enhancement	\$0	\$0	\$200,000	\$200,000	\$200,000	\$600,000
PW020	33	Public Works	Koster Field Renovation	Parks Grounds and Open Space	Enhancement	\$0	\$0	\$85,000	\$250,000	\$0	\$335,000
PW021		Public Works	B2B Rail Trail North Boxford to Georgetown	Parks Grounds and Open Space	Enhancement	\$0	\$4,200,000	\$0	\$0	\$0	\$4,200,000
PW022		Public Works	B2B Rail Trail Boxford Design	Parks Grounds and Open Space	Enhancement	\$250,000	\$0	\$0	\$0	\$5,250,000	\$5,500,000
<b>Public Works Total</b>						<b>\$2,510,000</b>	<b>\$5,520,000</b>	<b>\$9,605,000</b>	<b>\$2,345,000</b>	<b>\$6,820,000</b>	<b>\$26,800,000</b>

**CAPITAL IMPROVEMENT PROGRAM: FY2024-FY2028**

**PROJECT DETAIL SHEET (PW001)**

**Replace 2013 International Dump/Plow Truck (#22)**

Department:	<b>Public Works</b>
Category:	<b>Vehicles/Equipment</b>
Request Type (New/Prior Year):	<b>Prior Year</b>
Priority:	<b>Maintain Service</b>
FY2024-FY2028 Project Cost:	<b>\$260,000</b>
Estimated Useful Life:	<b>10 Years</b>



Pic for reference only.

**Description and Justification:**

This is for the replacement of a critical truck in the DPW Fleet. During the summer months it would have a dump body which would allow for the transport of lighter materials such as stone, gravel, sand, pipe, etc. In the winter months it would be a plow truck with a sander body and a 10' wing plow. The wing plow is a critical piece of equipment which pushes back snow for safety in maintaining sightlines and creating additional capacity. The current vehicle it would be replacing is in excess of 10 years old.

Estimated Costs by Fiscal Year	
FY2024	\$260,000
FY2025	\$0
FY2026	\$0
FY2027	\$0
FY2028	\$0
<b>Total Five-Year Cost</b>	<b>\$260,000</b>

Anticipated Funding Source(s)	
	General Fund (Debt)
X	General Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$0</b>
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**CAPITAL IMPROVEMENT PROGRAM: FY2024-FY2028**

**PROJECT DETAIL SHEET (PW002)**

**Replace 2010 Chevrolet One Ton Dump Truck (#28)**

Department:	<b>Public Works</b>
Category:	<b>Vehicles/Equipment</b>
Request Type (New/Prior Year):	<b>Prior Year</b>
Priority:	<b>Maintain Service</b>
FY2024-FY2028 Project Cost:	<b>\$100,000</b>
Estimated Useful Life:	<b>10 Years</b>



Pic for reference only.

**Description and Justification:**

This is for the replacement of a critical truck in the DPW Fleet. During the summer months it would have a dump body which would allow for the transport of lighter materials such as stone, gravel, sand, pipe, etc. In the winter months it would be a plow truck with a 9 ft. plow attached. The current vehicle it would be replacing will be in excess of 12 years old.

<b>Estimated Costs by Fiscal Year</b>	
FY2024	\$0
FY2025	\$100,000
FY2026	\$0
FY2027	\$0
FY2028	\$0
<b>Total Five-Year Cost</b>	<b>\$100,000</b>

<b>Anticipated Funding Source(s)</b>	
	General Fund (Debt)
X	General Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$0</b>
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**CAPITAL IMPROVEMENT PROGRAM: FY2024-FY2028**

**PROJECT DETAIL SHEET (PW003)**

**Replace 1988 Ford Tractor**

Department:	<b>Public Works</b>
Category:	<b>Vehicles/Equipment</b>
Request Type (New/Prior Year):	<b>Prior Year</b>
Priority:	<b>Maintain Service</b>
FY2024-FY2028 Project Cost:	<b>\$65,000</b>
Estimated Useful Life:	<b>15 Years</b>



Pic for reference only.

**Description and Justification:**

This is for the replacement of a critical tractor in the DPW Fleet. During the summer months this is the primary piece of equipment for field maintenance. It has several attachments that is utilized such as the front loaded bucket, a large capacity blower, a drag box for leveling, the newly purchased 'Seedavator", etc.. The current vehicle it would be replacing will be in excess of 30 years old.

Estimated Costs by Fiscal Year	
FY2024	\$0
FY2025	\$0
FY2026	\$65,000
FY2027	\$0
FY2028	\$0
<b>Total Five-Year Cost</b>	<b>\$65,000</b>

Anticipated Funding Source(s)	
	General Fund (Debt)
X	General Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$0</b>
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**CAPITAL IMPROVEMENT PROGRAM: FY2024-FY2028**

**PROJECT DETAIL SHEET (PW004)**

**Mini Excavator with Brush Side Mower attachment**

Department:	<b>Public Works</b>
Category:	<b>Vehicles/Equipment</b>
Request Type (New/Prior Year):	<b>Prior Year</b>
Priority:	<b>Maintain Service</b>
FY2024-FY2028 Project Cost:	<b>\$140,000</b>
Estimated Useful Life:	<b>20 Years</b>



Pic for reference only.

**Description and Justification:**

This is for the replacement of a critical tractor in the DPW Fleet. During the non-winter months this is the primary piece of equipment for roadside brush cutting and roadway sightline maintenance at intersections. The current tractor it would be replacing will be in excess of 17 years old. In addition to brush side mowing this mini-excavator would also be used for catch basin repairs, picking up logs and any work minor work that the backhoe does during times of repair or maintenance.

Estimated Costs by Fiscal Year	
FY2024	\$0
FY2025	\$140,000
FY2026	0
FY2027	\$0
FY2028	\$0
<b>Total Five-Year Cost</b>	<b>\$140,000</b>

Anticipated Funding Source(s)	
	General Fund (Debt)
X	General Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

\*Ch. 90

<b>Operating Budget Impact:</b>	<b>\$0</b>
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**CAPITAL IMPROVEMENT PROGRAM: FY2024-FY2028**

**PROJECT DETAIL SHEET (PW005)**

**Replace 2015 Chevrolet 3/4 Ton Dump Truck (#20)**

Department:	<b>Public Works</b>
Category:	<b>Vehicles/Equipment</b>
Request Type (New/Prior Year):	<b>Prior Year</b>
Priority:	<b>Maintain Service</b>
FY2024-FY2028 Project Cost:	<b>\$95,000</b>
Estimated Useful Life:	<b>10 Years</b>



Pic for reference only.

**Description and Justification:**

This is for the replacement of a critical truck in the DPW Fleet. This is the foreman's 24/7/365 vehicle. Also, in the winter months it would be a plow truck with a 9 ft. plow attached. The current vehicle it would be replacing will be in excess of 11 years old.

<b>Estimated Costs by Fiscal Year</b>	
FY2024	\$0
FY2025	\$0
FY2026	\$0
FY2027	\$95,000
FY2028	\$0
<b>Total Five-Year Cost</b>	<b>\$95,000</b>

<b>Anticipated Funding Source(s)</b>	
	General Fund (Debt)
X	General Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$0</b>
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**CAPITAL IMPROVEMENT PROGRAM: FY2024-FY2028**

**PROJECT DETAIL SHEET (PW006)**

**Replace 2013 International Dump/Plow Truck (#24)**

Department:	<b>Public Works</b>
Category:	<b>Vehicles/Equipment</b>
Request Type (New/Prior Year):	<b>Prior Year</b>
Priority:	<b>Maintain Service</b>
FY2024-FY2028 Project Cost:	<b>\$270,000</b>
Estimated Useful Life:	<b>10 Years</b>



Pic for reference only.

**Description and Justification:**

This is for the replacement of a critical truck in the DPW Fleet. During the summer months it would have a dump body which would allow for the transport of lighter materials such as stone, gravel, sand, pipe, etc. In the winter months it would be a plow truck with a sander body and a 10' wing plow. The wing plow is a critical piece of equipment which pushes back snow for safety in maintaining sightlines and creating additional capacity. It will replace a vehicle over 12 years old.

Estimated Costs by Fiscal Year	
FY2024	\$0
FY2025	\$0
FY2026	\$0
FY2027	\$0
FY2028	\$270,000
<b>Total Five-Year Cost</b>	<b>\$270,000</b>

Anticipated Funding Source(s)	
	General Fund (Debt)
X	General Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$0</b>
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**CAPITAL IMPROVEMENT PROGRAM: FY2024-FY2028**

**PROJECT DETAIL SHEET (PW007)**

**Annual Roadway Reconstruction**

Department:	<b>Public Works</b>
Category:	<b>Vehicles/Equipment</b>
Request Type (New/Prior Year):	<b>Prior Year</b>
Priority:	<b>Maintain Service</b>
FY2024-FY2028 Project Cost:	<b>\$2,500,000</b>
Estimated Useful Life:	<b>20-30 Years</b>



Pic for reference only.

**Description and Justification:**

Through the use of approximately \$413,000 in state Chapter 90 aid and supplementing that with local funds, the DPW contracts with a paving company yearly to reconstruct the towns roadways at approximately \$500,000 annually. The treatment of roadway reconstruction is dictated by numerous factors but the three primary types are: overlay, mill and overlay, and reclaim and pave. This investment may rise as there have been talks at the state level to increase the amount the state provides from \$200 million to \$300 million.

Estimated Costs by Fiscal Year	
FY2024	\$500,000
FY2025	\$500,000
FY2026	\$500,000
FY2027	\$500,000
FY2028	\$500,000
<b>Total Five-Year Cost</b>	<b>\$2,500,000</b>

Anticipated Funding Source(s)	
	General Fund (Debt)
X	General Fund (Pay As You Go)
X	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

\*Specify other funding source(s) in project description.

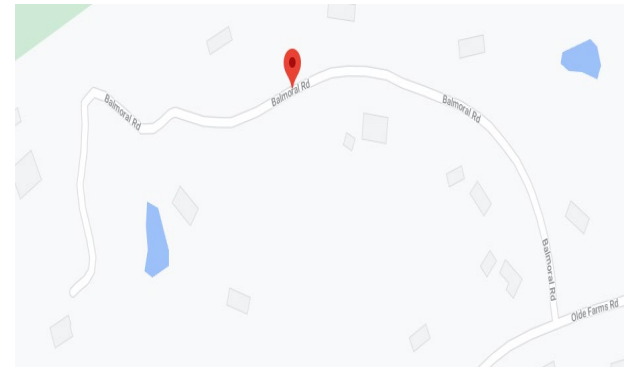
<b>Operating Budget Impact:</b>	<b>\$86,355</b>
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**PROJECT DETAIL SHEET (PW008)**

**Design and Permitting of Drianage System on Balmoral**

Department:	<b>Public Works</b>
Category:	<b>Infrastructure</b>
Request Type (New/Prior Year):	<b>Prior Year</b>
Priority:	<b>Enhancement</b>
FY2024-FY2028 Project Cost:	<b>\$50,000</b>
Estimated Useful Life:	<b>100 Years</b>



Pic for reference only.

**Description and Justification:**

The DPW is looking to make improvements to the roadways drainage system ahead of roadway reconstruction in that neighborhood. The roadway is currently on the 5 year Roadway improvement plan. However, before the roadway is paved, the roadway drainage system needs to be improved for the safety and welfare of residents and other motorists. Currently, the drainage is inadequate and causes flooding as well as severe ice build up in the winter. This capital investment would allow for the DPW to secure a proper drainage and roadway design, secure a wetland permit and provide an estimate for construction costs. The construction cost would most likely be incorporated into the annual Roads Program utilizing Ch. 90 and local funds.

<b>Estimated Costs by Fiscal Year</b>	
FY2024	\$0
FY2025	\$50,000
FY2026	\$0
FY2027	\$0
FY2028	\$0
<b>Total Five-Year Cost</b>	<b>\$50,000</b>

<b>Anticipated Funding Source(s)</b>	
	General Fund (Debt)
X	General Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$0</b>
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**CAPITAL IMPROVEMENT PROGRAM: FY2024-FY2028**

**PROJECT DETAIL SHEET (PW009)**

**Construction Culvert B-129**

Department:	<b>Public Works</b>
Category:	<b>Infrastructure</b>
Request Type (New/Prior Year):	<b>Prior Year</b>
Priority:	<b>Urgent/ Legally Required</b>
FY2024-FY2028 Project Cost:	<b>\$525,000</b>
Estimated Useful Life:	<b>25 years</b>



Pic for reference only.

**Description and Justification:**

This culvert is in the vicinity of #105 Georgetown Rd. This culvert was identified in a 2020 town-wide culvert analysis as one of 7 critical culverts in need of urgent repair to extend its useful life and avoid a roadway closure or collapse due to a culvert failure. This capital item would include the construction costs associated with the replacement needed. Design costs were covered by the Municipal Vulnerability Preparedness (MVP) Grant. Currently, the Town is planning on utilizing available ARPA funding provided by the Federal Government for the construction cost.

Estimated Costs by Fiscal Year	
FY2024	\$0
FY2025	\$525,000
FY2026	\$0
FY2027	\$0
FY2028	\$0
<b>Total Five-Year Cost</b>	<b>\$525,000</b>

Anticipated Funding Source(s)	
	General Fund (Debt)
	General Fund (Pay As You Go)
X	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$0</b>
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**PROJECT DETAIL SHEET (PW010)**

**Construction of Culvert B-82**

Department:	<b>Public Works</b>
Category:	<b>Infrastructure</b>
Request Type (New/Prior Year):	<b>Prior Year</b>
Priority:	<b>Urgent/ Legally Required</b>
FY2024-FY2028 Project Cost:	<b>\$650,000</b>
Estimated Useful Life:	<b>100 years</b>



Picture for reference only.

**Description and Justification:**

This culvert is in the vicinity of #316 Ipswich. This culvert was identified in a 2020 town-wide culvert analysis as one of 7 critical culverts in need of urgent repair to avoid a roadway closure or collapse due to a culvert failure. This capital item would include the construction cost associated with the repair needed.

Estimated Costs by Fiscal Year	
FY2024	\$0
FY2025	\$0
FY2026	\$650,000
FY2027	\$0
FY2028	\$0
<b>Total Five-Year Cost</b>	<b>\$650,000</b>

Anticipated Funding Source(s)	
X	General Fund (Debt)
	General Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$0</b>
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PROJECT DETAIL SHEET (PW011)

**Design & Permitting and Construction of Culvert B-203**

Department:	Public Works
Category:	Infrastructure
Request Type (New/Prior Year):	Prior Year
Priority:	Urgent/ Legally Required
FY2024-FY2028 Project Cost:	\$200,000
Estimated Useful Life:	100 years



Picture for reference only.

**Description and Justification:**

This culvert is in the vicinity of #166 Middleton Rd. This culvert was identified in a 2020 town-wide culvert analysis as one of 7 critical culverts in need of urgent repair to avoid a roadway closure or collapse due to a culvert failure. This capital item would include the survey, design, permitting and construction costs associated with the repair needed. The Town is using ARPA funding provided by the Federal Government for the design and construction. We are hopeful to reinforce and "slip-line" the culvert instead of a traditional open cut replacement. The slip lining procedure is much less intrusive and costly than a traditional replacement.

Estimated Costs by Fiscal Year	
FY2024	\$200,000
FY2025	\$0
FY2026	\$0
FY2027	\$0
FY2028	\$0
<b>Total Five-Year Cost</b>	<b>\$200,000</b>

Anticipated Funding Source(s)	
	General Fund (Debt)
	General Fund (Pay As You Go)
X	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$0</b>
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PROJECT DETAIL SHEET (PW012)

**Construction of Culvert near #39 Glendale Road**

Department:	Public Works
Category:	Infrastructure
Request Type (New/Prior Year):	Prior Year
Priority:	Urgent/ Legally Required
FY2024-FY2028 Project Cost:	\$500,000
Estimated Useful Life:	100 years



Picture for reference only.

**Description and Justification:**

This culvert is in the vicinity of #39 Glendale Road. This culvert was identified in the fall of 2019 as in need of urgent repair to avoid a roadway closure or collapse due to a culvert failure. This capital item would include the construction costs associated with the repair needed. The Town is using ARPA funding provided by the Federal Government for the construction cost. Design funds were secured at 2021 ATM.

Estimated Costs by Fiscal Year	
FY2024	\$500,000
FY2025	\$0
FY2026	\$0
FY2027	\$0
FY2028	\$0
<b>Total Five-Year Cost</b>	<b>\$500,000</b>

Anticipated Funding Source(s)	
	General Fund (Debt)
	General Fund (Pay As You Go)
X	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$0</b>
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**CAPITAL IMPROVEMENT PROGRAM: FY2024-FY2028**

**PROJECT DETAIL SHEET (PW013)**

**Construction of Culvert B-150 (Pye Brook Ln.)**

Department:	<b>Public Works</b>
Category:	<b>Infrastructure</b>
Request Type (New/Prior Year):	<b>New</b>
Priority:	<b>Maintain Service</b>
FY2024-FY2028 Project Cost:	<b>\$550,000</b>
Estimated Useful Life:	<b>100 years</b>



Pic for reference only.

**Description and Justification:**

This culvert is located at Pye Brook Ln over Pye Brook near the Topsfield border. This culvert was identified as part of the culvert study completed in 2020 as needing follow up. Upon further investigation during the drought conditions of 2022, it was determined that the culvert should be replaced within a 5 year capital plan. The design and permitting cost for this culvert is also one of the three (3) that are predominantly (75%) being covered by a grant that the DPW was able to secure with the primary assistance of the Ipswich River Watershed Association through the Massachusetts Vulnerability and Preparedness (MVP) Action Grant.

Estimated Costs by Fiscal Year	
FY2024	\$0
FY2025	\$0
FY2026	\$0
FY2027	\$550,000
FY2028	\$0
<b>Total Five-Year Cost</b>	<b>\$550,000</b>

Anticipated Funding Source(s)	
X	General Fund (Debt)
	General Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$0</b>
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**PROJECT DETAIL SHEET (PW014)**

**Construction of Culvert B-93 Herrick Rd.**

Department:	<b>Public Works</b>
Category:	<b>Infrastructure</b>
Request Type (New/Prior Year):	<b>New</b>
Priority:	<b>Maintain Service</b>
FY2024-FY2028 Project Cost:	<b>\$600,000</b>
Estimated Useful Life:	<b>100 years</b>



Picture for reference only.

**Description and Justification:**

This culvert is in the vicinity of #165 Herrick Rd. This culvert was identified in a 2020 town-wide culvert inventory as in "poor" condition and in need of repair to avoid a roadway closure or collapse due to a culvert failure. This capital item would include the construction costs associated with the repair needed. The design and permitting cost for this culvert is also one of the three (3) that are predominantly (75%) being covered by a grant that the DPW was able to secure with the primary assistance of the Ipswich River Watershed Association through the Massachusetts Vulnerability and Preparedness (MVP) Action Grant.

<b>Estimated Costs by Fiscal Year</b>	
FY2024	\$0
FY2025	\$0
FY2026	\$0
FY2027	\$0
FY2028	\$600,000
<b>Total Five-Year Cost</b>	<b>\$600,000</b>

<b>Anticipated Funding Source(s)</b>	
X	General Fund (Debt)
	General Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$0</b>
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PROJECT DETAIL SHEET (PW015)

**Relocate and replace DPW Garage**

Department:	Public Works
Category:	Facilities Renovation/ Repair
Request Type (New/Prior Year):	Prior Year
Priority:	Enhancement
FY2024-FY2028 Project Cost:	\$8,800,000
Estimated Useful Life:	50 years



**Description and Justification:**

This appropriation would be for the design (\$800,000), permitting, and construction (\$8M) of a new, 14,000 SF DPW facility. The current metal truss building is well past its useful life and has numerous shortcomings in functionality and size. The design would include the siting and access for a new DPW facility building off of the studies that have been completed in the past for the town, most recently by Harriman Architects and Engineers in 2018.

Estimated Costs by Fiscal Year	
FY2024	\$800,000
FY2025	\$0
FY2026	\$8,000,000
FY2027	\$0
FY2028	\$0
<b>Total Five-Year Cost</b>	<b>\$8,800,000</b>

Anticipated Funding Source(s)	
X	General Fund (Debt)
	General Fund (Pay As You Go)
	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$0</b>
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**CAPITAL IMPROVEMENT PROGRAM: FY2024-FY2028**

**PROJECT DETAIL SHEET (PW016)**

**Endicott Bridge Revitalization**

Department:	<b>Public Works</b>
Category:	<b>Infrastructure</b>
Request Type (New/Prior Year):	<b>Prior Year</b>
Priority:	<b>Maintain Service</b>
FY2024-FY2028 Project Cost:	<b>\$750,000</b>
Estimated Useful Life:	<b>100 years</b>



**Description and Justification:**

This appropriation would be for the construction cost of renovations to the bridge on Endicott Rd. MA-DOT has identified repairs to the bridge's superstructure that will be necessary to maintain service of this important arterial roadway over Fish Brook at the Topsfield town line. It is anticipated that the town will apply for MA-DOT Small Bridge Program Grant that is expected to be funded once again. The total \$1.5 M in estimated construction costs are anticipated to be split by Topsfield (\$750 K) and Boxford (\$750 K) , \$500 K of which could be funded by the state's small bridge program. The Town secured Small Bridge Grant funds in 2022 for engineering and design.

<b>Estimated Costs by Fiscal Year</b>	
FY2024	\$0
FY2025	\$0
FY2026	\$0
FY2027	\$750,000
FY2028	\$0
<b>Total Five-Year Cost</b>	<b>\$750,000</b>

<b>Anticipated Funding Source(s)</b>	
X	General Fund (Debt)
	General Fund (Pay As You Go)
X	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$0</b>
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**PROJECT DETAIL SHEET (PW017)**

**Jim Locke Softball Field Renovations**

Department:	<b>Public Works</b>
Category:	<b>Parks Grounds and Open Space</b>
Request Type (New/Prior Year):	<b>New</b>
Priority:	<b>Maintain Service</b>
FY2024-FY2028 Project Cost:	<b>\$100,000</b>
Estimated Useful Life:	<b>100 years</b>



Picture for reference only.

**Description and Justification:**

This appropriation would be for the reconstruction of the softball field used at the Jim Locke Field at Boy Scout Park. The field is in various states of decline and was never properly re-graded when the last infield was removed. Irrigation would be added, the outfield and infield stripped and re-graded for a better and safer playing experience. The Boxford Athletic Association (BAA) is the primary project proponent for this project. Anticipated funding is a combination of CPA funds and private donation.

Estimated Costs by Fiscal Year	
FY2024	\$0
FY2025	\$0
FY2026	\$100,000
FY2027	\$0
FY2028	\$0
<b>Total Five-Year Cost</b>	<b>\$100,000</b>

Anticipated Funding Source(s)	
	General Fund (Debt)
	General Fund (Pay As You Go)
	State/Federal Grant
X	CPA Grant
	Trust Fund/Local Grant
X	Other*

\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$0</b>
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**CAPITAL IMPROVEMENT PROGRAM: FY2024-FY2028**

**PROJECT DETAIL SHEET (PW018)**

**Storage Sheds for Fields**

Department:	<b>Public Works</b>
Category:	<b>Parks Grounds and Open Space</b>
Request Type (New/Prior Year):	<b>New</b>
Priority:	<b>Enhancement</b>
FY2024-FY2028 Project Cost:	<b>\$10,000</b>
Estimated Useful Life:	<b>20 years</b>



Picture for reference only.

**Description and Justification:**

This appropriation would be for additional storage sheds at the town's athletic and leisure fields that do not currently have them. Four sheds were appropriated at the previous town meeting. This appropriation would be for two additional sheds for the purpose of material, equipment and other important maintenance storage. The BAA is the project proponent for this capital item.

Estimated Costs by Fiscal Year	
FY2024	\$0
FY2025	\$5,000
FY2026	\$5,000
FY2027	\$0
FY2028	\$0
<b>Total Five-Year Cost</b>	<b>\$10,000</b>

Anticipated Funding Source(s)	
	General Fund (Debt)
	General Fund (Pay As You Go)
	State/Federal Grant
X	CPA Grant
	Trust Fund/Local Grant
X	Other*

\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$0</b>
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**PROJECT DETAIL SHEET (PW019)**

**Dugouts and Press Boxes at Johnson and Koster**

Department:	<b>Public Works</b>
Category:	<b>Parks Grounds and Open Space</b>
Request Type (New/Prior Year):	<b>New</b>
Priority:	<b>Enhancement</b>
FY2024-FY2028 Project Cost:	<b>\$600,000</b>
Estimated Useful Life:	<b>50 years</b>



Picture for reference only.

**Description and Justification:**

This appropriation would be for prefabricated structures to be purchased and installed at both Johnson and Koster Fields. The precast structures would be for two (2) dugouts at each field and on (1) pressbox/snack shack at each field. The BAA is the project proponent for this capital item. Anticipated funding is a combination of CPA funds and private donation.

Estimated Costs by Fiscal Year	
FY2024	\$0
FY2025	\$0
FY2026	\$200,000
FY2027	\$200,000
FY2028	\$200,000
<b>Total Five-Year Cost</b>	<b>\$600,000</b>

Anticipated Funding Source(s)	
	General Fund (Debt)
	General Fund (Pay As You Go)
	State/Federal Grant
X	CPA Grant
	Trust Fund/Local Grant
X	Other*

\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$0</b>
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**CAPITAL IMPROVEMENT PROGRAM: FY2024-FY2028**

**PROJECT DETAIL SHEET (PW020)**

**Koster Field Renovation**

Department:	<b>Public Works</b>
Category:	<b>Parks Grounds and Open Space</b>
Request Type (New/Prior Year):	<b>New</b>
Priority:	<b>Enhancement</b>
FY2024-FY2028 Project Cost:	<b>\$335,000</b>
Estimated Useful Life:	<b>50 Years</b>



Picture for reference only.

**Description and Justification:**

This appropriation would be for complete reconstruction of the Koster Field baseball/athletic field. The current field is in various states of disrepair with poor drainage, inadequate playing surfaces, overgrowth and failing infrastructure. The reconstruction would be completed in two phases of design and permitting and then reconstruction. The BAA is the project proponent for this capital item. Anticipated funding is a combination of CPA funds and private donation.

Estimated Costs by Fiscal Year	
FY2024	\$0
FY2025	\$0
FY2026	\$85,000
FY2027	\$250,000
FY2028	\$0
<b>Total Five-Year Cost</b>	<b>\$335,000</b>

Anticipated Funding Source(s)	
	General Fund (Debt)
	General Fund (Pay As You Go)
	State/Federal Grant
X	CPA Grant
	Trust Fund/Local Grant
X	Other*

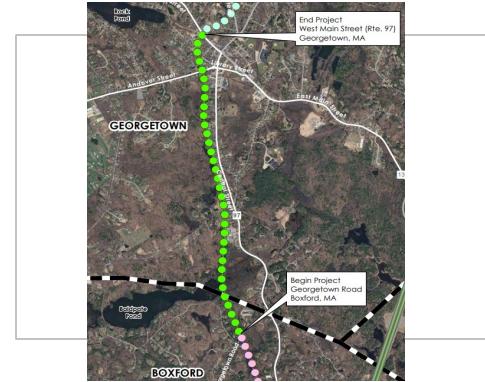
\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$0</b>
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PROJECT DETAIL SHEET (PW021)

**B2B Rail Trail North Boxford to Georgetown**

Department:	Public Works
Category:	Parks Grounds and Open Space
Request Type (New/Prior Year):	Prior Year
Priority:	Enhancement
FY2024-FY2028 Project Cost:	\$4,200,000
Estimated Useful Life:	100 Years



**Description and Justification:**

A portion of the Border to Boston (B2B) trail is located in Boxford. MassDOT and engineering consultant Stantec have been working with various North Shore communities on design and construction on segments of the trail. In Boxford, there are 2 off-road segments, both predominantly on the former rail bed currently utilized by National Grid. The northern segment, starting at Georgetown Road in Boxford and extending into the Town of Georgetown to West Main Street (also known as "Georgetown South"), is nearing design completion. MassDOT will be funding and overseeing the construction. MassDOT plans to solicit bids in December 2023 and construction scheduled to begin in FY2025. The project will improve the existing rail bed and create an accessible, shared-use path for cycling, walking, and recreational use.

Estimated Costs by Fiscal Year	
FY2024	\$0
FY2025	\$4,200,000
FY2026	\$0
FY2027	\$0
FY2028	\$0
<b>Total Five-Year Cost</b>	<b>\$4,200,000</b>

Anticipated Funding Source(s)	
	General Fund (Debt)
	General Fund (Pay As You Go)
X	State/Federal Grant
	CPA Grant
	Trust Fund/Local Grant
	Other*

\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$0</b>
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\$0

**PROJECT DETAIL SHEET (PW022)**

**B2B Rail Trail Boxford Design**

Department:	<b>Public Works</b>
Category:	<b>Parks Grounds and Open Space</b>
Request Type (New/Prior Year):	<b>Prior Year</b>
Priority:	<b>Enhancement</b>
FY2024-FY2028 Project Cost:	<b>\$5,250,000</b>
Estimated Useful Life:	<b>100 Years</b>



**Description and Justification:**

A portion of the B2B trail is located in Boxford. MassDOT and engineering consultant Stantec have been working with various North Shore communities on design and construction on segments of the trail. In Boxford, there are 2 off-road segments, both predominantly on the former rail bed currently utilized by National Grid. The southern segment, located entirely in Boxford from Georgetown Road to Depot Road, is currently in design phase. The Town secured \$230,000 in state MassTrails grant funds with local CPA match to complete 25% design by June 2023. The Town also secured funds to complete the remaining design funds through a federal FY23 budget earmark. Design should be completed by June 2024. The project will improve the existing rail bed and create an accessible, shared-use path for cycling, walking, and recreational use that connects to the northern segment heading into the Town of Georgetown. Construction would be funded entirely by MassDOT.

Estimated Costs by Fiscal Year	
FY2024	\$250,000
FY2025	\$0
FY2026	\$0
FY2027	\$0
FY2028	\$5,250,000
<b>Total Five-Year Cost</b>	<b>\$5,500,000</b>

Anticipated Funding Source(s)	
	General Fund (Debt)
	General Fund (Pay As You Go)
X	State/Federal Grant
X	CPA Grant
	Trust Fund/Local Grant
	Other*

\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$0</b>
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**From:** [Melanie Cullinane](#)  
**To:** [Leanne Mihalchik](#)  
**Cc:** [Susan](#); [Matt Coogan](#); [Robin Phelan](#)  
**Subject:** 2023 Boxford Earth Day request  
**Date:** Monday, February 13, 2023 11:44:47 AM

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**External Sender**

February 13, 2023

Ms. Leanne Mihalchik  
Administrative Services Manager, Town of Boxford  
7A Spofford Road  
Boxford, MA 01921

Dear Board of Selectmen:

The Boxford Village Garden Club and The Boxford Recycling Committee respectfully request that the Board of Selectmen proclaim Saturday, April 29, 2023 as "Boxford Earth Day". Our committees also request the use of the Recycling Center, Town Hall, the lawn adjacent to the front of Town Hall (along the sidewalk on both sides of the front entrance) as well as the grass circle in the front for the event. The same location request was granted in 2019 (pre-Covid) and proved to be a successful use of space. Set up will begin at 10 AM. The event will run from 11am to 3pm. We should vacate the property by 4pm.

Town Hall & Recycling Center: The Help Eliminate Litter Program (H.E.L.P.) is the focus of the day with residents collecting trash along roadways and public spaces throughout Boxford and bringing collected litter to the Boxford Recycling Center between the hours of 11:00 AM and 3:00 PM. Event activities/exhibitors will be based outside at the Town Hall grounds. Paper shredding through the Town's Waste Management contract will be available to Boxford residents at the Recycling Center, free of charge (one box per household) as in previous years.

Signage: The Committees request permission to hang a banner on Town Hall and Lincoln Hall one week prior to the event; and use two sandwich boards, one located on the green across from the Holyoke French House and one in West Village on Rt 133 by the Document Center. Sign removal will take place by Sunday, April 30th. This signage request remains the same as what was granted in previous years.

The event will be held "RAIN OR SHINE." Therefore, in case of inclement weather we request permission to use the auditorium/Selectmen's room in Town Hall if the event must move indoors. In the past, the Town Clerk kindly offered use of the long tables stored at Town Hall. This was enormously helpful to the group. We appreciate having access to these tables again.

Thank you for your continued support for this town wide event and for the many volunteers who work to make Boxford's Earth Day a great success each year!



Respectfully submitted,

Melanie Cullinane and Laura Dike, Boxford Earth Day, Co-Chairs, BVGC  
Karen Sheridan, Chair, Boxford Recycling Committee

CC: Suzy Arsenault, BVGC President; Matt Coogan, Boxford Town Administrator;  
Robin Phelan, Boxford Town Clerk



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

**DATE:** Thursday, February 23, 2023  
**TO:** Select Board  
**FROM:** Matt Coogan, Town Administrator  
**RE:** **Regional Animal Control/ Inspection Program**

Chief Riter and I have been working to provide the Town of Boxford the opportunity to enter into a regional program for Animal Control and Inspections services with the towns of Ipswich, Newbury, and Rowley. We have attended meetings over the past several months with our counterparts in the three communities to develop a framework for how the regional program would function. All four communities have gaps and challenges in their current ACO/ Animal Inspector operations that would be resolved in a regional program.

Regionalization would be a feasible, economic solution to issues all four communities face, including succession planning, hiring and retention, and maintaining ACO services. The Towns of Rowley and Ipswich lost their ACO/ Inspector earlier this fiscal year and have been relying on Ipswich for temporary coverage. Ipswich has a full time ACO, but has been unable to fill its part time assistant position for some time. In December, after over 40 years of service, Allison Hayes resigned from her position as Boxford Animal Inspector, effective March 31, 2023. Helen Philips has been Boxford's Animal Control Officer since 1992 with her current 3-year appointment ending June 30, 2023. Rowley, Newbury, and Boxford do not have municipal shelter facilities and all rely on coordinating with private kennels. According to Helen, Boxford is out of options for sheltering stray dogs.

In a regional program, the Town of Ipswich has offered to serve as the lead/ host community. Ipswich has the facilities and equipment for a regional program, including a recently renovated animal shelter facility and newer vehicles. As mentioned, it is the only community currently employing a full time Animal Control Officer. The plan would be to increase the hours of their vacant position to full-time to serve as the assistant to the current ACO. A full-time, benefitted position with a competitive salary should attract more interest. There's also the ability to hire an additional part-time animal control officer. That would total a minimum of 80 hours, and up to 98 hours, of ACO time per week available to the four participating communities. All positions would report to the Ipswich Police Chief, and shifts would be staggered so there's at least one ACO on duty 7 days a week. Ipswich would also purchase a new dispatch software designed for animal control that would be used to track calls among the participating communities.

The Ipswich Town Manager has created a draft FY2024 budget for the program of \$230,000. The IMA would stipulate that the cost of the program would be shared by the participating communities based

on population of community. For Boxford, the share would be 25%, or \$57,000. Boxford's FY2023 budget for ACO/ Animal Inspector is \$51,102.

My counterparts in Rowley, Newbury and the Ipswich are working on a draft, three-year Intermunicipal Agreement (IMA) for the Select Boards of each town to consider that would begin on July 1, 2023. It will be ready for the Boxford Select Board to review in March and would need to be approved by the Select Boards of all four communities. The IMA would include stipulations on data collection for the program, including financial reporting and dispatch/ call data.

There is a strong possibility the regional ACO program would receive state funding to cover a portion of the operational costs. The state's [Efficiency & Regionalization grant program](#) provides incentives for regionalization, and the Healey-Driscoll Administration has allocated \$2M for the program for FY2024. There are organizations that can assist obtaining these funds, including the UMass Collins Center, the Metropolitan Area Planning Council and the Merrimack Valley Planning Commission. The four towns also met with our legislative delegation in January to strategize on additional funding opportunities for this program.

I look forward to discussing this opportunity with the Select Board.

	Warrant Articles	Amount	Raise & Approp	Free Cash	Debt	CPA	Other	Fin Com	SB	PBC	Other
1	Receive reports (housekeeping)										
2	Collective Bargaining Agreement - AFSCME 93 Town Hall/ Library										
	Collective Bargaining Agreement - IAFF 5303 Fire										
	Collective Bargaining Agreement - Teamster 25 Police										
	Collective Bargaining Agreement - Police Reserves										
	Collective Bargaining Agreement - Communications Dispatchers										
	Classification Plan and Compensation Plan										
3	FY 2024 Operating Budget	\$ 38,669,458	\$ 38,669,458								
4	Medical Response Pilot Program FY24 Operating Budget	\$ 75,000	\$ 75,000								
5	FY24 Budget Override - Elementary Schools	\$ 676,172	\$ 676,172								
6	FY24 Budget Override - Masco	\$ 305,305	\$ 305,305								
7	Masco Turf Fields Engineering Design	\$ 235,281									
8	Fund prior year bills FY2022	\$ 3,409		3,409							
9	Acceptance of Opioid Settlement Funds										
10	Omnibus Capital Article										
	IT Hardware	\$ 27,000		\$ 27,000							
	Automated Trash Collection Bins	\$ 310,000		\$ 310,000							
	Replace 2013 International Dump Truck	\$ 260,000		\$ 260,000							
	Replace Cell Toilets at Police Station	\$ 10,000		\$ 10,000							
	Replace Police Tasers and Cartridges	\$ 17,000		\$ 17,000							
	Handheld Radar	\$ 5,000		\$ 5,000							
	Radar Speed Signs	\$ 8,000									
	Communications Dispatch Recorder	\$ 16,000		\$ 16,000							
	Replace Overhead Lights Fire Station	\$ 10,000									
	CPR Machines	\$ 44,200		\$ 44,200							
	Fire Station keyless entry	\$ 20,000									
	Electronic Handheld Voting Devices	\$ 12,000		\$ 12,000							
	Spofford Flooring Year 2	\$ 90,000		\$ 30,000							
	Cole Security Cameras	\$ 150,000		\$ 150,000							
	Spofford Security Cameras	\$ 150,000		\$ 150,000							
11	Annual curbside solid waste collection fee - TBD										
12	Debt: Fire Rescue Vehicle	\$ 400,000			\$ 400,000						
13	Debt: New Fire Engine 6	\$ 540,000			\$ 540,000						
14	Debt: Design for new DPW Facility	\$ 800,000			\$ 800,000						
15	Debt Exclusion: Cole School Site Project	\$ 4,500,000			\$ 4,300,000		\$ 200,000				
16	CPC: Annual Budget and Reserves										
17	CPC: Conservation Fund Reserves	\$ 25,000				\$ 25,000					
18	CPC: Johnson Playground										
19	CPC: Purchase of Dorman Property (Debt)	\$ 1,450,000				\$ 1,450,000					
20	CPC: Rail Trail										
21	Pond Pastures Easement for Rail Trail										
22	Permanent Easement - Lily Pond Hydrant										
23	Any other business										
		\$ 48,808,825	\$ 39,725,935	\$ 1,034,609	\$ 6,040,000	\$ 1,475,000	\$ 200,000				

Avail: \$ 1,633,254

	Warrant Articles	Amount	Raise & Approp	Free Cash	Debt	CPA	Other	Fin Com	SB	PBC	Other
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Balance/(deficit) \$598,645

NUMBER

23-09

COMMONWEALTH OF MASSACHUSETTS  
TOWN of BOXFORD

FEE  
\$50.00

This is to Certify that TA&B Boxford, LLC, DBA West Village Provisions

IS HEREBY GRANTED A  
COMMON VICTUALLER'S LICENSE

In said 561 Main Street, West Boxford and at that place only and expires December thirty-first 2023 unless sooner suspended or revoked for violation of the laws of the Commonwealth respecting the licensing of common victuallers. This license is issued in conformity with the authority granted to the licensing authorities by General Laws, Chapter 140, and amendments thereto.

In Testimony Whereof, the undersigned have hereunto affixed their official signatures.

For the SELECT BOARD

Date: \_\_\_\_\_

\_\_\_\_\_  
Matthew Coogan, Town Administrator



The Commonwealth of Massachusetts

TOWN of BOXFORD

APPLICATION FOR PERMIT

No. 23-09

2/1/23 (Date)

TO THE LICENSING AUTHORITIES:

In accordance with the provisions of the Statutes relating thereto, application for a Permit is hereby made by

Name Kristen Bene', TARB DBA West Village Provisions (Full name of person, firm or corporation making application)

561 Main St, Boxford 01921 (Give location by street and number)

To prep, cook & serve food for on-site dining & /or to-go + coffee + tea

State clearly purpose for which permit is requested

Kristen B. (Signature of applicant)

Permit issued

561 Main St (Address)

NUMBER

23-10

COMMONWEALTH OF MASSACHUSETTS  
TOWN of BOXFORD

FEE

\$50.00

This is to Certify that Shukulli Inc., DBA Boxford House of Pizza

IS HEREBY GRANTED A  
COMMON VICTUALLER'S LICENSE

In said 256 Georgetown Road, Boxford and at that place only and expires December thirty-first 2023 unless sooner suspended or revoked for violation of the laws of the Commonwealth respecting the licensing of common victuallers. This license is issued in conformity with the authority granted to the licensing authorities by General Laws, Chapter 140, and amendments thereto.

In Testimony Whereof, the undersigned have hereunto affixed their official signatures.

For the SELECT BOARD

Date: \_\_\_\_\_

\_\_\_\_\_  
Matthew Coogan, Town Administrator



The Commonwealth of Massachusetts

TOWN of BOXFORD

APPLICATION FOR PERMIT

No. 23-10

February 13 2023  
(Date)

TO THE LICENSING AUTHORITIES:

In accordance with the provisions of the Statutes relating thereto, application for a Permit is hereby made by

Name Shukulli, Inc. DBA Boxford House of Pizza  
(Full name of person, firm or corporation making application)

(Give location by street and number)

To Prepare, cook + serve food for  
to-go, delivery and on premise  
dining

State clearly  
purpose for  
which permit  
is requested

Permit issued \_\_\_\_\_

(Signature of applicant)  
He fail Shukulli  
(Address)

NUMBER

23-02

COMMONWEALTH OF MASSACHUSETTS  
TOWN of BOXFORD

FEE

\$50.00

This is to Certify that BENSON'S ICE CREAM, LLC

IS HEREBY GRANTED A  
COMMON VICTUALLER'S LICENSE

In said 181 Washington Street, West Boxford and at that place only and expires December thirty-first **2023** unless sooner suspended or revoked for violation of the laws of the Commonwealth respecting the licensing of common victuallers. This license is issued in conformity with the authority granted to the licensing authorities by General Laws, Chapter 140, and amendments thereto.

In Testimony Whereof, the undersigned have hereunto affixed their official signatures.

For the SELECT BOARD

Date: \_\_\_\_\_

\_\_\_\_\_  
Matthew Coogan, Town Administrator



The Commonwealth of Massachusetts

TOWN of BOXFORD

APPLICATION FOR PERMIT

No. 23-02

Feb 13, 2023  
(Date)

TO THE LICENSING AUTHORITIES:

In accordance with the provisions of the Statutes relating thereto, application for a Permit is hereby made by

Name Benson's Ice Cream  
(Full name of person, firm or corporation making application)

181 Washington St Boxford, MA 01921  
(Give location by street and number)

To Manufacture and sell frozen  
desserts and treats.

State clearly  
purpose for  
which permit  
is requested

Permit issued

*Kiri de la g*  
(Signature of applicant)

181 Washington St, Boxford  
(Address)





**APPLICATION FOR THE ALCOHOL DISTRIBUTION PERMIT ON TOWN PROPERTY  
BOARD OF SELECTMEN**

I hereby apply for a permit to distribute alcoholic beverages in a public building owned by the Town of Boxford.

I understand and accept the provisions of Massachusetts General Laws Chapter 138, regarding the prohibition of distribution of alcoholic beverages to minors (any individual under the age of 21), and to intoxicated persons. The person identified below is to be in charge of the event, and will make sure that alcoholic beverages are not distributed contrary to the above referenced chapter. Issuance of this permit is contingent upon receipt by the Board of Selectmen of a liquor liability insurance policy which names the Town as an additional insured.

On behalf of myself and my heirs, successors, and assigns, I hereby RELEASE, WAIVE, DISCHARGE, AND COVENANT NOT TO SUE the Town of Boxford and/or its employees, volunteers, officials, boards, agents and representatives from any and all liability, claims, demands, actions and causes of action whatsoever, whether known or unknown, both in law or in equity, which I have or may have had from the beginning of the world to the date of execution of this Application, arising out of or related to my use of Town property, including but not limited to any and all claims, demands, losses, costs, damages, liabilities and causes of action whatsoever arising out of or related to any loss, damage or injury, including death, that may be sustained by any person, or to any property.

I agree to INDEMNIFY, DEFEND AND HOLD HARMLESS the Town of Boxford, its agents, representatives, officers and employees, against any claims, demands, losses, costs, damages, liabilities and causes of action whatsoever by any person, including damages, costs and attorneys' fees, arising out of or related to my use of Town property, including but not limited to claims for injury or death to persons or loss or damage to any property occurring as a result of or in any way related to the disinterment.

The obligations of indemnification and release as stated herein shall survive expiration of the permit.

Timothy Hall  
Building where event will be held

3/07/23  
Date of event

Jessie Briggs  
Individual in charge of event

Lecture & film  
Type of function to be held

6-9 PM  
Time of event

I hereby make application to the Board of Selectmen for a permit to distribute alcoholic beverages according to the terms of the agreement as stated above.

Jessica Grigg  
Person making application

2/22/23  
Date

President, BTA BOLT  
Title

-----  
**-Do Not Write Below This Line-**

Action of Board of Selectmen

\_\_\_ Application granted \_\_\_ Date

Fee Collected: \_\_\_\_\_

Insurance Certificate Received ( ) Yes ( ) No

TIPS Server Verified ( ) Yes ( ) No

\_\_\_ Application denied \_\_\_ Date

\_\_\_\_\_  
Authorized representative of Board of Selectmen

\_\_\_\_\_  
Date





BTABOLT-01

ELEWIS

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
2/16/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


<b>PRODUCER</b> <b>Alliant Insurance Services, Inc.</b> 4530 Walney Rd Ste 200 Chantilly, VA 20151-2285	<b>CONTACT NAME:</b> Edye Lewis <b>PHONE (A/C, No, Ext):</b> (703) 397-0977 <b>E-MAIL ADDRESS:</b> edye.lewis@alliant.com	<b>FAX (A/C, No):</b>
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b>  <b>BTA/BOLT, Inc.</b> <b>PO Box 95</b> <b>Boxford, MA 01921</b>	<b>INSURER A : Federal Insurance Company</b>	
	<b>INSURER B :</b>	
	<b>INSURER C :</b>	
	<b>INSURER D :</b>	
	<b>INSURER E :</b>	
	<b>INSURER F :</b>	

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A X	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJ-JECT <input type="checkbox"/> LOC OTHER:	X		3535-85-93 EUC	4/1/2022	4/1/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPI/OP AGG \$ Included <b>Host Liquor</b> \$ Included  COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						\$ \$ \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
 Event Name: Film Screening  
 Event Date: 3/17/23  
 Boxford Board of Selectmen is included as an Additional Insured on the General Liability policy as required by written contract.

<b>CERTIFICATE HOLDER</b>  Boxford Board of Selectmen 7A Spofford Road Boxford, MA 01921	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
--	--





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Chantilly, VA 20151  
(800) 298-7373 / (703) 397-0995 Fax  
E-mail: [conserve@alliantinsurance.com](mailto:conserve@alliantinsurance.com)

## Certificate of Insurance Request

### Contact Information

Organization name: BTA/BOLT, Inc Date: 2/14/23  
Mailing address: PO Box 95  
City: Boxford State: MA ZIP Code: 01921  
Contact name: Jessica Grigg Email: jag@tollund.com  
Phone: 978 887 0830 Fax: \_\_\_\_\_

### Items Required (check all that apply)

- Certificate of Insurance (proof of insurance)
- Additional Insured Requested (attach any additional instructions)
- Special Form Required (attach form)

### Reason Certificate Requested

- For owner of land; include address/location of land \_\_\_\_\_
- For a municipality
- For an event site owner  
Event name: Film Screening  
Estimated number of people attending: 40-50 Dates: 3/17/2023  
Your organization will be:  Main sponsor  Co-sponsor  Vendor
- Grant or other: \_\_\_\_\_

### Certificate Holder/Additional Insured (if requested)

Name and mailing address of person or organization that requested proof of insurance from you:

Holder name: Boxford Board of Selectmen  
Address: 7A Spofford Rd  
City: Boxford State: MA ZIP Code: 01921  
Attention: \_\_\_\_\_  
Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Certificates generated will reflect coverages as written. Coverages held by the insured are not guaranteed to meet contractual requirements between insured and a third party. **If proof of coverage and/or additional insured status is being required or requested by a third party, you should forward a copy of the contract in question for review by your Alliant representative.** Please note that Alliant will review scope of work and insurance requirements sections to advise whether you carry coverage as required. Alliant will not review other provisions of contracts, and cannot provide legal advice in that regard.



# Certificate of Completion

This Certificate of Completion of  
**eTIPS On Premise 3.1**  
For coursework completed on April 29, 2022  
provided by Health Communications, Inc.  
is hereby granted to:

**Christine Delaney**

Certification to be sent to:

63 Middleton Rd  
Boxford MA, 01921-2509 USA

**H&I**

HEALTH COMMUNICATIONS, INC.

This document is not proof of TIPS certification. It signifies only that you have completed the course. Valid certification documents will be forwarded to you.





## **TOWN OF BOXFORD**

*Office of the Select Board  
7A Spofford Road  
Boxford, MA 01921*

[www.boxfordma.gov](http://www.boxfordma.gov)

978-887-6740

TO: Matthew Coogan  
Town Administrator

FROM: Leanne Mihalchik  
Administrative Services Manager/HR Coordinator

DATE: February 22, 2023

SUBJECT: Waived Fee – Lincoln Hall

---

BTA/BOLT will be using Lincoln Hall on Friday, March 17, 2023, for a lecture/film event. They are requesting that the Select Board waive the fee to use Lincoln Hall for this event. Their application is attached.



## LINCOLN HALL RENTAL AGREEMENT

The applicant named below requests to rent Lincoln Hall, 565 Main Street, Boxford, under the following conditions;

1. Rental is made to a Town of Boxford resident over the age of 25.
2. No alcohol on premises without valid liquor distribution permit
3. No food may be served without a valid food service permit
4. Renter is responsible to clean up the Hall after use. If you have large amounts of refuse, bag it and take it with you. Sweep the floor. Should janitorial services be required, a reasonable fee will be assessed to the user.
5. No lit candles, smoke machines, or fireworks allowed.
6. If more than 23 parking spaces are needed for the event, a check in the amount of \$50 for additional parking at the 2<sup>nd</sup> Congregational Church (made payable to the Church) must accompany this application.
7. Total number of attendees shall not exceed 100.
8. The undersigned has read the attached regulations governing the use of Lincoln Hall and has agreed to comply with them and to assume full responsibility for any damage or loss to the Town as a result of use and/or misuse of Lincoln Hall by the renter or their invitees and agrees to reimburse the Town for said loss. The undersigned further assumes personal responsibility for any and all liability to any person(s) arising out of the use of Lincoln Hall and agrees to hold the Town of Boxford and their agents harmless from, and indemnify them against, any and all claims, demands, liability and damages resulting from the use of Lincoln Hall by anyone at the event held therein.

**Please return completed application to the Office of the Board of Selectmen,  
7A Spofford Road, Boxford, MA 01921 at least 15 days prior to intended rental date.**

Name Jessica Grigg BTA/BOLT Application date 2/13/23

Address P.O. Box 95 Boxford, MA

Phone 978-887-0830 Date(s) of rental\* 3/17/23 Time(s) of rental\* 6 - 9

Type of function Film + Lecture Number of attendees 50

	<u>1 to 25 persons</u>	<u>26 to 100 persons</u>
Up to a two hour rental	\$ 50.00	\$ 70.00
Two to four hour rental	\$ 75.00	<u>\$100.00</u>
Four to eight hours rental	\$115.00	\$150.00

Lincoln Hall now has a total of 23 parking spaces (4 on the side of the building and 19 spaces in the 2<sup>nd</sup> lot which adjacent to the back parking lot. For additional parking you may request permission from the Second Congregational Church for a fee of \$50.00 (check made payable to the Second Congregational Church)

**Cleaning deposit - \$100\* (for private parties and public events) \*Check made payable to the Town of Boxford and to accompany application**

Copy of insurance policy provided? (yes) yes (no) \_\_\_\_\_

----- DO NOT WRITE BELOW THIS LINE -----

Action taken: \_\_\_\_\_ Date: \_\_\_\_\_

Fee Amount: \$ \_\_\_\_\_ Collected? (yes) \_\_\_\_\_ (no) \_\_\_\_\_





RECEIVED

FEB 15 2023

BOXFORD HEALTH DEPT

**BOXFORD BOARD OF HEALTH  
FOOD PERMIT APPLICATION  
LINCOLN HALL/GAZEBO**

Name of Applicant: Jessica Bugg

Address: PO Box 95 Boxford, MA 01927

Phone: 978-887-0830

Person in Charge: Jessica Bugg

Date of Event: 3/17/23 Time: 6-9PM

Proposed Menu: appetizers

\_\_\_\_\_  
\_\_\_\_\_

BOARD OF HEALTH

Kendell Longo Date: 2/15/23  
Kendell Longo, Health Agent

\_\_\_\_\_  
Applicant Date: \_\_\_\_\_

This form is to be submitted to the Board of Health at least seven days before the catered function.

***Alan & Kyle Smallman***  
*Building and Renovating Contractors*

---

**Town of Boxford Select Board**  
**7A Spofford Rd.**  
**Boxford, Ma. 01921**

**Select Board;**

**We recently had an incident at one of our job sites that required the assistance of the fire Dept. From the time of arrival until the last person left the job site the scene was handled by Captain Tyler Brown. We were totally impressed by his professional attitude and his ability to handle everyone on the site. Everyone is always quick to judge when things go wrong but Tyler had everything and everyone under control all with a smile on his face! The town is extremely lucky to have such a dedicated employee!! Thank you very much!!**

**Alan/Kyle**



February 15, 2023

Dear Members of the Select Board,

I am writing this letter in hopes that a more permanent solution as to the maintenance of Sayward Rd can be found. I know there is controversy concerning the ownership of the road and if Sayward is paved, the remaining two unpaved roads in town will need paving also.

Perhaps a 3-5 year plan could accomplish this. In light of the high taxes we pay in Boxford it seems only fair that its citizens should have a decent road to navigate.

During the 53 years that I have lived here, I shudder to think of the money spent in man hours and equipment, used to simply put a band aid on the problem.

We do appreciate the fact that the town plows the road and makes an attempt to repair the potholes. However, two to three weeks after the road is graded or the pot holes are filled, the holes reappear. With the traffic from trash trucks, oil deliveries, UPS etc. and some rain; you would never know work had been done.

With all the stimulus and grant money in the state, perhaps that would be an area to explore for funding.

I cordially invite all of you to take a short (300 yard) drive on Sayward to better understand the problem. If you do, look for the piles of dirt and large rocks on the front yards from the plow.

Sincerely,

Bill Bell  
  
8 Sayward Rd.

[webell@comcast.net](mailto:webell@comcast.net)

978-887-5328

UNITED STATES BANKRUPTCY COURT  
DISTRICT OF MASSACHUSETTS



---

In Re: Andrews Farm Water Company, Inc.,  
Debtor

Chapter: 11  
Case No: 22-11004  
Judge Christopher J. Panos

---

**NOTICE OF NONEVIDENTIARY IN-PERSON HEARING**

**PLEASE TAKE NOTICE** that a **HEARING** will be held on **3/9/23 at 03:00 PM** before the Honorable Judge Christopher J. Panos, Courtroom 3, J.W. McCormack Post Office & Court House, 5 Post Office Square, 12th Floor, Boston, MA 02109-3945 to consider the following:

[114] Motion of the United States Trustee to Dismiss Debtor's Chapter 11 Case.

**OBJECTION/RESPONSE DEADLINE:**

If no deadline is set, the objection/response deadline shall be governed by the Federal Rules of Bankruptcy Procedure (FRBP) and the Massachusetts Local Bankruptcy Rules (MLBR). If no objection/response is timely filed, the Court, in its discretion, may cancel the hearing and rule on the motion without a hearing or further notice. See MLBR 9013-1(f).

**NOTICE TO ALL PARTIES SERVED:**

1. **Your rights may be affected.** You should read this notice, the above referenced pleading and any related documents carefully and discuss them with your attorney, if you have one. If you do not have an attorney, you may wish to consult one.
2. Any request for a continuance **MUST** be made by **WRITTEN MOTION** filed and served at least one (1) business day prior to the hearing date. See MLBR 5071-1.
3. The above hearing shall be **nonevidentiary**. If, in the course of the nonevidentiary hearing, the court determines the existence of a disputed and material issue of fact, the court will schedule an evidentiary hearing.

Date:2/16/23

By the Court,

Halina Magerowski  
Deputy Clerk  
508-770-8927

**Emergency Closings:** To find out if the Court will be closed in case of stormy weather or other emergency, dial (617) 748-5314 or (866) 419-5695 (toll free) for a recorded message.



000485 485 1 AB 0.504 01921 3 5 9803-1-644



Town Of Boxford, The  
Town of Boxford  
7A Spofford Road  
Boxford, MA 01921-1501

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2 **Minutes of the TOWN OF BOXFORD SELECT BOARD**  
3 **December 12, 2022, 7:00 PM**  
4 **Virtual Meeting**

6 Select Board Members Present: Barbara Jessel, Chuck Costello, Judi Stickney,  
Margaret Chow-Menzer, Peter Perkins

8 Others Present: Town Administrator Matt Coogan, Susan McCraine, BCAtv Lance  
9 Cluster, Joan Piccardi, Gridley Losee Jr., Tom Stevens, Josilyn DeMarco, Chief Riter,  
10 Dennis Wassung, Christine Dean, Natasha Grigg, Ross Povenmire, Brendan Sweeney,  
Michael White, and others

12 **7:01 PM CALL TO ORDER**

- 13 • With a quorum present, Chair Barbara Jessel called the meeting to order at 7:01  
14 PM

16 **7:02 PM ANNOUNCEMENTS**

- 17 • **Trash and Recycling Holiday Schedule:** Trash and Recycling will be picked up  
18 on the regular collection date during the weeks of December 26, 2022, and  
January 2, 2022. There will be no delay due to the holidays.
- 19 • **Snow Removal for Seniors:** The Council on Aging is looking for volunteer  
20 shovelers to help clear only walkways for older residents. If interested contact  
21 Elaine Gould at the COA.
- 22 • **COVID- 19 Vaccine Clinic:** There is a COVID-19 vaccine clinic happening at the  
23 Middleton Flint Library in the conference room on Thursday, December 22, 2022,  
24 from 3 PM to 6 PM. Registration is required at capeannclinic.com. Limited walk-  
25 ins are accepted based on vaccine availability.

28 **7:04 PM MEETING WITH BOXFORD ATHLETIC ASSOCIATION**

- 29 • **Discussion on the Fall 2022 season at Boxford Commons:** Josilyn DeMarco  
30 begins the discussion on the issue of scheduling and parking at Boxford  
31 Commons. Tom Stevens describes the issues with parking especially on fall  
32 Sunday afternoons with Masco Youth Cheerleading and Football. Games were  
33 scheduled on alternating Sundays for all teams to reduce traffic. This has brought  
34 the number of full Sundays being used for football down to three or four days,  
35 with additional games for playoffs if needed. The BAA got permission from the  
36 Cole School, the Council on Aging, and the First Congregational Church to  
37 provide additional parking. The BAA put up signs and provided directions to the  
38 additional parking. Chairwoman Barbara Jessel asks why they split the  
39 weekends instead of having half the games one weekend and half the next. Tom  
40 Stevens explains that no matter what, the same amount of cars will be there all at  
41 one time. The plan in place kept the traffic for neighboring streets down to only  
42 three to four weekends. Another issue is the time between games. Currently,  
43 there are thirty minutes between games and the problem is the transition  
44 between games. The idea is proposed to add more time in between games to  
45 alleviate traffic for town residents and the police. The problem with adding more  
46 times between games explained by Tom Stevens is the referee shortage and

48 keeping referees for a long period of time. Margaret Chow-Menzer asks about 27  
Main Street and the plan to use the space there for parking for Boxford  
50 Commons. Matt Coogan thinks it is a good idea to consider but does not know  
how quickly it is going to get done. The use of parking at Boxford Community  
52 Kitchen and The Center at 10 Elm is also brought to discussion for next fall. Chief  
Riter is planning on using those spots next year and intends on creating signs for  
54 those parking lots

- 56 • **BAA Updates:** Josilyn DeMarco asks if there are any questions about financial  
reports sent to the Select Board. There were no questions at this time, but if  
58 there are any questions they will be sent to Josilyn. The licensing agreements  
are being extended and the language is being changed from turf to artificial turf  
60 to keep from any confusion about the artificial turf field and the grass field. The  
next installment for the turf field can be brought to Ellen at Town Hall. The BAA is  
62 also beginning to draw up plans for land the Town is considering buying off of  
Herrick Road. The town is considering using it for recreational use and is looking  
64 for the BAA's input. The problem is the vernal pools on the land which could limit  
what is put on the land. Boxford Commons would then have two entrances. One  
66 on Middleton Road and one on Herrick Road. They are currently in the process  
of finding someone to write those plans up. Natasha Grigg and the Land  
68 Committee are having a meeting in early January to discuss what to do with the  
land and are having someone survey the land. The BAA is also going to make  
70 someone the liaison to Chris Olbret at the DPW to make sure everything is in  
order and there are no conflicts. Tom Stevens then states that Little League is  
72 looking to fundraise through sponsorships that would require signs being put up  
at the field. The BAA is looking for approval and advice on where to put them.  
74 The Select Board says they should put them along the fence and there is no  
issue with that being done.  
76

#### 78 **8:12 PM REPORT OF THE TOWN ADMINISTRATOR**

- 78 • **Interview Candidates for 10 Elm Community Committee**
  - 80 ○ **Joan Piccardi:** Joan recently moved from Boston, MA to Boxford. She is  
looking to become more involved in the community. She does not have  
82 experience with related tasks but is looking forward to possibly learning.  
She is affiliated with Equinox and enjoys yoga and would like to bring that  
84 to the center. She is also an accountant so she can put in five to seven  
hours a week for the committee. She sees the public getting involved  
through marketing and making people excited about the project.
  - 86 ○ **Susan McCraine:** Susan has lived in the Town of Boxford for over forty-  
five years and has experience with events and marketing. She is currently  
88 on the Cultural Committee in Boxford as the Co-Treasurer. She is  
interested in hearing public opinion on how to make this center great for  
90 everyone. Her schedule is extremely flexible and loves working with  
people.

92           o **Christine Dean:** Christine has lived in Boxford for about fifteen years. She  
94           currently works in Parks and Recreation most recently as the Director of  
96           the Community Center in Lexington, MA. She oversees the facility and  
98           programs within it. She works very closely with the Recreation  
Department, Council on Aging, and Human Service departments. She is  
currently on the Tri-Town Council. She works full-time but can make the  
committee a priority. She is happy to take ideas from the public.

100

- **Consider Creation of a Gift Fund for potential 0 Herrick Road Purchase:**  
102       Ross Povenmire begins with a discussion about the plan to buy the land at 0  
104       Herrick Road. There are various ways this land could be used in accordance with  
the Community Preservation Committee. There are donors who would be used to  
106       survey the land to make certain it is suitable for recreational use, and to help  
purchase the land. The gift fund would have to be set aside for residents to  
108       deposit money into the fund, this also allows a town official to disperse money  
where it is needed whether it is for surveys or to buy the physical land. If the plan  
110       were to fall through any money donated would be returned to the donor. The  
survey work will take about six to eight weeks and hopefully be completed before  
the town meeting.

112

On a **MOTION** made by **Costello**, second by **Stickney**, the Select Board **VOTED**  
114       unanimously to approve the establishment of a gift fund for the purpose of  
accepting donations to pay for expenses related to the acquisition and related  
116       expenses of the Dorman property at 0 Herrick Road and authorize the Land Use  
Director to spend those funds.

118

Further discussion by Costello for clarification as to why there are already plans  
120       for the land before the town has acquired it. It is cleared up when Ross explains  
that there are pieces missing from the land right now and none of the plans are  
122       solidified. There are also discrepancies in the property line that need to be  
addressed.

124

**Roll Call (Called by Town Administrator Matthew Coogan):**

126       Judi Stickney:            Yes  
128       Peter Perkins:            Yes  
130       Margaret Chow- Menzer: Yes  
          Chuck Costello:        Yes  
          Barbara Jessel:        Yes

132

- **Consider endorsing Conservation Restriction for Willows at Boxford:** At the  
134       Conservation Commission meeting the Conservation Restriction for the Willows  
at Boxford was signed by members of the Commission. There is a signature  
136       page for the Select Board and Conservation Commission, all that is left is the  
Select Boards' signatures. Peter Perkins noticed that residents use the pond for

138 fishing and is curious why they included no fishing in the restriction. Natasha  
140 Grigg explains that the pond is a protected wetland, the pond is not very big and  
142 has already had some construction chemicals dumped into it making it not a  
great source for recreation of that type. Hunting and fishing are only permitted in  
the event it is needed to save the habitat.

144 On a **MOTION** made by **Stickney**, second by **Chow- Menzer**, the Select Board  
146 **VOTED** to approve the foregoing Conservation Restriction from Toll Northeast V  
Corp. to the Town of Boxford, acting by and through the Conservation  
148 Commission, pursuant to Section 32 of Chapter 184 of the General Laws of  
Massachusetts.

150 **Roll Call (Called by Town Administrator Matthew Coogan):**

Judi Stickney: Yes  
152 Peter Perkins: Yes  
Margaret Chow- Menzer: Yes  
154 Chuck Costello: No  
Barbara Jessel: Yes

- 158 • **Consider appropriating ARPA funds for MassDevelopment scope of work  
160 for the reuse of 4 Middleton Road and 188 Washington Street:** Matt Coogan  
included a memo for grant funds for MassDevelopment to help with the use of 4  
162 Middleton Road and 188 Washington Street. The application was sent in June  
2022 so the town would have time to devise a plan for 4 Middleton Road as they  
164 move across the street to 10 Elm Street. The town received grant funding and  
the scope of work from an architecture firm called Studio Luz Architects (SLA),  
166 which includes everything the board would need for the decision process. The  
Adaptive Reuse of Buildings Advisory Committee was also established to help  
168 with this project as well as 188 Washington Street. MassDevelopment and SLA  
worked together on the scope of services and the result was the original funds of  
170 \$25,000, which was covered by the state grant, and an additional \$10,000 to  
include 188 Washington Street. Matt Coogan proposes that the Select Board  
172 appropriates ARPA funds to cover that additional \$10,000. The members of the  
ARPA committee support Coogan’s proposal.

174 On a **MOTION** made by **Costello**, second by **Perkins**, the Select Board **VOTED**  
176 to appropriate the use of \$10,000 in ARPA funds for the MassDevelopment  
scope of work for the use of 4 Middleton Road and 188 Washington Street.

178 **Roll Call (Called by Town Administrator Matthew Coogan):**

Judi Stickney: Yes  
180 Peter Perkins: Yes  
Margaret Chow- Menzer: Yes  
182 Chuck Costello: Yes  
Barbara Jessel: Yes

184 On a **MOTION** made by **Jessel**, second by **Costello**, the Select Board **VOTED**  
186 to approve the MOA contingent on verification from Matthew Coogan that there is  
188 no repayment required.

**Roll Call (Called by Town Administrator Matthew Coogan):**

190 Judi Stickney: Yes  
191 Peter Perkins: Yes  
192 Margaret Chow- Menzer: Yes  
193 Chuck Costello: Yes  
194 Barbara Jessel: Yes

- 196
- 198 • **Consider approval of revisions to “An Act Establishing the Small Repair  
200 Grants Trust in the Town of Boxford.”**: There are small changes in the  
202 legislature. The changes were reviewed by the Town Council, they are fairly  
204 minor. If the select board approves those changes it will go in front of the Senate  
206 to vote.

208 On a **MOTION** made by **Stickney**, second by **Costello**, the Select Board **VOTED**  
210 to approve an act establishing the small repairs grants trust in the Town of  
212 Boxford as amended by the Senate Council.

214 Further discussion by Perkins asks if this is different from what is already  
216 established in the town. Coogan explains that this is a program that was  
218 approved at Town Meeting, and this is creating the trust that would oversee that  
220 program. This is a new program and not one Boxford has had before. Perkins  
222 asks if anyone has taken advantage of that program since it was approved at  
224 Town Meeting. Coogan says that the program has not been enacted yet and they  
226 are waiting for the state to give approval for this. This is still in the starting  
228 phases.

**Roll Call (Called by Town Administrator Matthew Coogan):**

216 Judi Stickney: Yes  
218 Peter Perkins: Yes  
220 Margaret Chow- Menzer: Yes  
222 Chuck Costello: No  
224 Barbara Jessel: Yes

- 226
- 228 • **Town Wide Goal Setting**: Coogan begins with the idea to have a meeting with  
the heads of all of the Boards, Committees, and Commissions within the town to  
have a discussion of their goals for the Town of Boxford going forward into the  
next calendar year and anything the Select Board needs to know about before  
Town Meeting in May 2023. Sweeney begins with a memo from October 19,  
2022, after an all-staff meeting where Town staff participated in a SOAR Analysis



230 to determine the strengths, opportunities, aspirations, and results of the town  
232 anonymously. The analysis showed Boxford's strength as being a natural beauty,  
234 opportunities showed potential management improvements, aspirations showed  
236 improved, expanded town facilities, buildings, and equipment, and results  
238 showed pay increases. Every answer was written down for the board to review  
and take into consideration. The majority of town employees participated giving a  
great sample of what the needs of the town are. The next step is to categorize  
everything into pillars.

240 • **Waste Stream Task Force:** Brendan Sweeney tells the select board that the  
242 town's five-year contract with Waste Management is up at the end of the fiscal  
244 year. Waste Management quoted a significant increase in maintaining that  
246 contract for manual pick-up. The best idea financially for the town is to move to  
248 an automated collection rather than a manual. The town would save about  
250 \$800,000 over five years by switching to automated collection. There are differing  
252 ideas in the task force on the size of barrels that can be collected and how to  
254 collect revenue from trash pickup. Perkins asks the question about the weather  
impacting the hands-free collection of trash and how they use this in local towns.  
Sweeney has no heard of any issues of collection other than there being too  
small of space between houses but, that is not applicable to Boxford. For  
recycling, the two volumes being considered are sixty-four gallons or ninety-six  
gallon. For trash, the two volumes are thirty-five gallons and sixty-four gallons.  
Both of these options would be standardized across town.

256 • **DPW Fabric Building update:** The next step for the fabric building is adding  
258 garage doors to the building. They will be delivered in about four weeks.

260 • **27 Main Street Demolition update:** The town is partnering with a brighter  
262 horizons company to take down the house at 27 Main Street. The company is  
264 able to begin the week of January 9, 2023. Coordination between the DPW and  
abutting houses to the property is being set to make sure they are aware of the  
demolition.

266 **9:23 PM ROUTINES**

268 • **Insurance Coverage for Select Board Members:** Chow-Menzer discusses how  
270 there are clauses in the BAA licensing agreement and if something were to go  
272 wrong that the board allowed would the board be held responsible? Matt Coogan  
can look at the current policy and bring it to the next meeting. Costello discusses  
how the Select Board is immune due to their position and have Matt make sure  
qualified immunity is still allowed in Massachusetts.

274

- **Cell Phone Reception:** Peter Perkins discusses how the cell phone reception has gotten significantly worse lately and would like to see how we can improve the service in the town.

278

## 9:27 PM EXECUTIVE SESSION AND ADJOURNMENT

280

On a **MOTION** made by **Jessel**, second by **Stickney**, the Select Board VOTED unanimously by roll call vote to go into Executive Session and adjourn the meeting to discuss strategy with respect to litigation if an open meeting may have a detrimental effect on 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

### Roll Call (Called by Town Administrator Matthew Coogan):

Judi Stickney: Yes  
Peter Perkins: Yes  
Margaret Chow-Menzer: Yes  
Chuck Costello: Yes  
Barbara Jessel: Yes

294

Documents either distributed to the Board before the meeting in a packet or at the meeting:

298

- Agenda: December 19, 2022,
- Announcements: Holiday Trash and Recycling Schedule, Snow Removal Help for Seniors, Vaccine Clinics
- Community Committee Charge: Andrew James - Candidate for 10 Elm Community Committee, Heather Barry - Candidate for 10 Elm Community Committee, Hilary Lamotte Burke - Candidate for 10 Elm Community Committee, Joan Piccardi - Candidate for 10 Elm Community Committee, Kathleen Zolla - Candidate for 10 Elm Community Committee, Lauren Kurkul - Candidate for 10 Elm Community Committee, Susan McCraine - Candidate for 10 Elm Community Committee, Christine Dean - Candidate for 10 Elm Community Committee
- Gift Fund Request for 0 Herrick Rd Sale
- Willows at Boxford Conservation Restriction
- Memo Scope of Services Technical Assistance
- Scope of Services - Reuse of 4 Middleton Rd and 188 Washington Street
- Grant Award Letter
- MassDevelopment MOA template
- Boxford Small Repair Grant Program
- Town Wide Goal Setting - Summary of Staff SOAR Exercise
- Inspectional Services Report - November

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