



BOXFORD SELECT BOARD

Monday, February 12, 2024

Town Hall 7A Spofford Road

Meeting Room 1

Remote option through Zoom:

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

AGENDA REVISED

This meeting is audio and video recorded

6:30 PM Call to Order

6:35 PM Announcements

6:40 PM Joint Meeting with the Boxford Planning Board

- Consider joint vote to appoint James Barnes to Planning Board

6:45 PM Appointments

- Election Workers

6:50 PM Meeting with Boxford Housing Partnership Committee

- Discussion on potential Town Meeting Warrant Articles, Boxford Common Community Housing
- Any other business to come before the HPC and the Board not anticipated at the time of this posting.

7:05 PM Meeting with Recreation Committee

- Discussion on proposed By-Law change for Town Meeting Warrant
- Any other business to come before the Recreation Committee and the Board not anticipated at the time of this posting.

7:15 PM Presentation of Proposed Fiscal Year 2025 Operating Budget, Assistant Town Administrator/ Finance Director

- Discussion of FY25 Budget
- Review of Town Administrator, IT, Health Insurance budgets
- Any other business to come before the Assistant Town Administrator/ Finance Director and the Board not anticipated at the time of this posting.

7:35 PM Presentation of 5-Year Capital Improvement Program

- Discussion on CIP

7:50 PM Report of the Town Administrator

- Discussion on Vote of Support by Board for Massachusetts School Building Authority Statement of Interest Form submission for the Harry Lee Cole Elementary School Roof Replacement project
- Request for abatement, 27 Main Street
- Municipal Aggregation Update
- Discussion on FY25 State Budget Requests for Legislative Delegation
- Waste Stream Task Force update
- ARBA Committee update
- Update on changes to employee health insurance plans
- Town Meeting potential Warrant Articles
- Any other business to come before the Town Administrator and the Board not anticipated at the time of this posting.

8:10 PM Routines

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

8:20 PM Any other business to come before the Board

Adjourn

Next Meeting – February 26, 2024

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 2 of the Acts of 2023, 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.



STAY UP TO DATE ON WHAT IS HAPPENING IN THE TOWN OF BOXFORD

visit our website to read the 10th issue of
our Community Newsletter
www.boxfordma.gov/newsletter/winter24

Newsletter

scholarship opportunity!

The Commissioners of
Trust Funds are now
accepting applications for
the Perley-Parkhurst-Cole
Trust Scholarship Fund.

For guidelines and
application information,
please visit our website:

www.boxfordma.gov/PPC-Scholarship



Real Estate Tax Exemption

The period for filing Real Estate Tax Exemptions for residents who are eligible for property tax relief is currently ongoing.

Some of the programs available include:

- Legally Blind
- Disables Veterans
- Seniors 65+ years with low to moderate income
- CPA Surcharge Exemption



Anyone interested in applying for an exemption should contact the
Assessors Office
978-887-6692
Monday - Thursday
8:00am - 4:30pm

Applications will be accepted
until April 1, 2024 for the current
tax year

From: [Ross Povenmire](#)
To: [Matt Coogan](#); [Brendan Sweeney](#)
Cc: [Bob Gore](#)
Subject: FW: Vacancy-Planning Board
Date: Thursday, January 18, 2024 3:20:53 PM
Attachments: [ResumeJBarnes0323.pdf](#)

Hello Matt, Brendan, last night the Planning Board voted to recommend James Barnes for appointment by the Select Board to fill the remainder of the term vacated by John Adams (see resume attached). The term expires May, 2024. Please place the appointment of Mr. Barnes on the agenda of the Select Board as soon as possible. The Planning Board has had difficulty mustering a quorum these past few months since the resignation of Mr. Adams, and so the Board looks forward eagerly to Mr. Barne's appointment.

Please let me know when the Select Board will take up this matter so I may relay that information to Mr. Barnes and also make arrangements to attend the meeting in support of his appointment.

Ross

From: Bob Gore <bobcgore@gmail.com>
Sent: Wednesday, January 17, 2024 10:17 PM
To: James Barnes <jhbarnes1@mac.com>; Ross Povenmire <rpovenmire@town.boxford.ma.us>
Subject: Re: Vacancy-Planning Board

External Sender

Jim:

I'm pleased to let you know that the Planning board has voted unanimously to recommend that the Select Board appoint you to the planning board for the remainder of a vacant term. Thank you for your continued interest over the years and your contributions to Boxford on many fronts. Please let me know if you have any questions and thank you again for your interest.

Bob

Bob Gore
Berry Patch Farm
186 Main Street
Boxford, MA 01921

Cell:617 834 8349
Home: 978 887 0324

On Mon, Dec 4, 2023 at 10:33 AM Bob Gore <bobcgore@gmail.com> wrote:

Ross

Pl schedule time at the next meeting to interview applicants.

Thanks your interest Jim!

Bob

On Mon, Dec 4, 2023 at 9:52 AM James Barnes <jhbarnes1@mac.com> wrote:

Dear Bob - I am writing to express my interest in filling the Planning Board vacancy. Attached are a formal application letter and a copy of my resume.

I am available most any time to discuss, including at a meeting of the Board.

Thank you for your consideration.

Jim Barnes

JAMES BARNES

239 Ipswich Road, Boxford, MA 01921

Email jhbarnes1@mac.com

Cell Tel. 978-764-1583 Home Tel. 978-887-8442

SUMMARY

Senior executive skilled in intergovernmental relations and in managing grant programs. Experienced in building and leading multidisciplinary teams. HUD programs compliance expert. 50 + years of experience with HUD programs.

WORK EXPERIENCE

2020 – Present, Community Development Consultant

While in retirement, undertake small number of consulting engagements with local governments and training for National Community Development Association (NCDA)

2018 – 2020 HOME Director, North Suburban Consortium, Malden, Massachusetts

Managed HUD HOME program for an 8-community consortium north of Boston.

2008 – 2016 Community Development Director, City of Lawrence, Massachusetts

Led a large City department in administration of Federal and State grant programs.

1999 – 2008 New England Regional Office, U. S. Dept. of Housing and Urban Development, Boston, Massachusetts

2004 – 2008 Deputy Regional Director

2002 – 2004 Assistant to Deputy Assistant Secretary

1999 –2002 Director, Community Planning and Development

1979 – 1999 Midwest Regional Office, U. S. Dept of Housing and Urban Development, Chicago, Illinois

1985 - 1999 Director, Community Planning and Development

1979 – 1985 Program Manager, Community Planning and Development

Led the team managing the Small Cities program in rural Illinois.

1972 – 1979 Milwaukee Office, U. S. Dept. of Housing and Urban Development

HUD Representative, represented department in grants to small cities and towns in Wisconsin.

1969 – 1972 VISTA Volunteer, Milwaukee, Wisconsin

EDUCATION AND TRAINING

1969 BA Economics Middlebury College Middlebury, Vermont

1985 MBA Finance De Paul University Chicago, Illinois

VOLUNTEER WORK

Past member Boxford Cable Advisory Committee, member Boxford Housing Partnership
Committee, Boxford Community Preservation Committee
Commissioner, representing Boxford, Merrimack Valley Planning Commission
Chair, Board of Deacons, past chair Board of Missions, Congregational Church of Topsfield
Past board member Joyful Noises Preschool
Volunteer Cook, Topsfield Fair Congregational Church Restaurant
Volunteer, Essex County Habitat for Humanity

From: [Robin Phelan](#)
To: [Matt Coogan](#)
Subject: appointment of election workers
Date: Tuesday, January 30, 2024 9:32:09 AM

Good morning, Matt. Would you please include the appointment of the following election workers on the agenda for the next Select Board meeting? Their term will expire on August 15, 2024. Thank you.

Judith Andersen

Lois Bell

Suzanne Cox

Karen Collari-Troake

Suzanne Cox

Christine Delaney

Jack Eaton

Judy Gore

Virginia Keilty

Stephen Knowles

Holly Langer

Sandy Lieto

Kirsten Manton

Kelly McVey

Charlene Mead

Cynthia Middleton

James Middleton

Robyn Muetterties

Tatjana Gijbrechts -Nugteren

Katherine Pedersen

Beverly Perkins

Sandra Pinkham

Rebecca Potts

Jayne Smallman

Linda Shea

Carolyn Tanner

Caroline Troake

Henry Troake

Jan Vernet

June Wilson

Scott Wilson

Michael White

BOXFORD COMMON DEVELOPMENT PRESENTATION TO THE SELECT BOARD

INTRODUCTION

Boxford Commons (originally known as the Hayes Property) was purchased in 2007 with CPA funds. As such, it is subject to all the restrictions associated with the CPA. For housing that means the residents must be at or below 100% of the local area median income (AMI) and there are no limits on assets. The 13.4-acre lot, that is now called use area 3, was originally identified for community housing. The long history of that lot has been presented in previous Select Board meetings and will not be repeated here.

The Housing Partnership would like to propose a warrant article in the 2024 Town meeting for the development of affordable, accessible senior housing on that 13-acre community housing portion of Boxford Commons. The Committee has completed a detailed study, funded by a CPA grant, to examine conceptual design options and the financial viability of such a development. We have found that construction of a small cluster configuration development consistent with Board of Health septic requirements is viable, assuming a Town subsidy of the approximately \$2. Million in CPA funds that are specifically designated for community housing and that are currently available. The exact amount of the subsidy will be determined by those who respond to the RFP. Because of the physical constraints of the property, it is proposed that it be developed under Chapter 40B Comprehensive Permit rather than as an Elderly Housing District (EHD).

THE STUDY

In 2022 the Housing Partnership Committee was awarded CPA funds to hire an architect to help us determine if an attractive, feasible development could be created on the site. An architect, Clay Smook, was selected a year ago to present possible designs and associated configurations of units.

The primary goal of the architect's study was to determine what a development might look like, assuming that the subsidy that the Town would provide would not exceed \$2.0M from the CPA funds designated for community housing. It was desired not to commit future funds unless needed. The objective would be to optimize the size of the livable units for accessible, affordable senior living. The financial criteria would be as required under the CPA guidelines for moderate income residents at 100% AMI and no restrictions on assets.

The Housing Partnership's evaluation process, with the study as a core piece, consists of 2 phases: an evaluation phase (to examine details of possible construction for financial viability) and a final phase (to share with appropriate town board and to obtain public input). The study will be used to educate the Town as to the details and issues associated with such a development so that an effective RFP can be generated for a developer, as well as an appropriate review process of all responses. There was never any intention that this would be a Town controlled development since Boxford does not have a housing authority or similar resources to undertake the development, and we always presumed the Select Board would undertake a Request for Proposals for sale and development of the parcel. We have completed

phase 1 to examine design options and the financial viability of a development. This is more than the half way point in the study and have spent approximately half the funds.

In phase 2, the Committee will make presentations to regulatory boards to inform them of the anticipated warrant articles and solicit input: Planning Board, the ZBA, Board of Health and the CPC. In the middle of April, we will then present to the public in two scheduled meetings to obtain their input and educate them as to the issues and need. The meetings will be recorded for later viewing. In advance of the meetings, a town wide mailing will be sent out by the end of March, informing residents of the upcoming meetings and describing the warrant article. The meetings will also be posted on Boxford 2.0. This will ensure that all voters will be informed about the potential development.

Because of limitations imposed by the Boxford Board of Health on the septic system, 6 duplexes (12 units) were selected for the study. The architect has presented two possible designs for evaluation, including a two bedroom (950 sq ft) and a single bedroom (800 Sq. Ft.) each with an attached garage. Two possible foot unit prints are shown in Figures 1 (one bedroom) and Figure 2 (two bedroom). These show that the size of the units can be modified to adjusted for construction costs and still provide a livable unit.

An arial view of Boxford Commons is shown in Figure 3. Several possible configurations of the duplexes on the property were presented to show the flexibility of the layout (See attached Figures 5 to 8). Please note the 100-foot setback from the property lines in Figure 4. This will reduce the visibility of the development from the street and reduce the built area to a few acres. It is anticipated that this setback be added as a deed restriction to the property. Note that all the 4 configurations fit comfortably with this setback and a developer should have sufficient flexibility to implement his or her own design.

FINANCIAL REVIEW

Once the Housing Partnership Committee was satisfied that we had acceptable design options, this information was presented to a housing financial consultant (Lynn Sweet) to provide an estimate on the development costs and financial sources needed for both ownership and rental options. We advised the financial consultant that the subsidy that the Town would provide should not exceed \$2.0M from the current Boxford CPA funds designated for community housing. Local contractors provided estimates of typical costs for paving, septic, etc. for the financial model. A construction cost of \$220/ sq. ft. was used. This was determined as reasonable because of the single level, slab construction and the fact that the land was Town owned. This assumption of construction cost was confirmed by a contractor.

Chapter 40B requires that 25% of the units would be available to senior applicants at 80% of the Area Median Income and \$275,000 in maximum assets. the remainder by CPA restrictions for moderate income senior residents (100% AMI and no asset restrictions). The current Area Median Income for the area that includes Boxford is \$83,020 for a one-person household and \$94,880 for a two-person household.

OWNERSHIP

Ownership was considered first. The Committee was introduced to the affordable housing industry and we were taken back by current construction costs that have been rapidly escalating. The method of using downpayment in calculating the purchasing power added an additional complication.

As a 40B development, 25% of the units (3) would be available to residents at 80% of the AMI with a maximum 5% down payment. The remainder of the units (9) would be sold at closer to “market rates”, which would, normally, help offset the cost of the affordable units. However, because of CPA restrictions, these remaining units must be available to residents at 100% of the AMI, which would reduce the selling price of the units.

In this situation of a 5% downpayment, the mortgage that someone could afford at 100% AMI would result in purchasing power of around \$270,000, hence resulting in a smaller size unit with a maximum \$2.M subsidy. If, however, the residents were at 100% AMI and had sufficient assets (typically from the sale of a house) to put more money down (say 20%) then they would have a purchasing power of around \$340,000. This additional revenue would support our desire of a two-bedroom unit of over 900 sq. ft. and a garage with the same \$2.0M subsidy. As a result of our analysis, 40B would require 3 sales units for buyers at 80% area median income and 5% down payment, and 9 sales units would be available for buyers between 80% and 100% area median income with 20% down payments.

We have met with Town Counsel to determine the use of a two-tier financial model in which some units would be available at 5% down and some at a higher level of downpayment while ensuring that it is consistent with fair housing laws. Counsel has responded that, for the “market rate” units, that we may use a higher down payment. This information will have to be articulated in an RFP so the developer will be able to present a competitive bid.

RENTAL

We also considered the possibility of the 12 affordable, accessible senior units to be managed by the developer as rental property with the same Town subsidy of \$2.0M for development. In the process, the Committee discovered that the financial challenges were more significant than with ownership since the monthly cash flow from rent may not be sufficient to cover the operating costs as well as the principal and interest payments on the loan. In addition, it may be difficult to attract a property manager for such a small project. A developer may have access to other State subsidies to compensate for this. However, there is considerable uncertainty that such a small senior project in a rural community could be competitive in obtaining Federal or State subsidies.

Also, the developer interest may be limited because management of a small number of units (i.e., 12) is not cost efficient, resulting in high fixed management costs. Small projects are typically a disincentive for any developer because the administrative (soft) costs (design, permitting, construction management) are essentially the same as in a larger project. Also, there is no long-term benefit to a for-profit developer

because the in-perpetuity affordability requirement limits unit value appreciation over time. A mission-driven, non-profit developer may be more likely to respond.

WARRANT ARTICLE

Based upon our work to date, the Housing Partnership requests that the Select Board place an article on the warrant of 2024 to transfer use area 3 of Boxford Commons to the care and custody of the Select Board for development as community housing and place all appropriate and required restrictions on the property. For those restrictions, we recommend the following for consideration as a minimum: Permanent restriction on the property for community housing as required by the CPA, residents be age limited such that one person be over 55, a permanent easement for the ball fields (use area 2) to access Middleton rd. (Cashman Way), a permanent easement for public access to existing hiking paths and 100-foot set back to the property lines for residence buildings. The Housing Partnership will provide support for this article by soliciting input from the community with the public meetings, as described above in phase 2 of the study.

CONCLUSION

The Housing Partnership seeks support from the Select Board in the potential development of Boxford Commons as has been presented here and we welcome comments and suggestions. In addition to providing housing to seniors in the affordable income bracket below 80% of the AMI, the proposed Boxford Commons development will address an underserved demographic, seniors between 80% and 100% AMI. This group has an income level that prevents them from accessing affordable units, but their income and assets may not allow them to qualify for market rate units in today's current market.

The Committee would like to thank the CPC for the grant that was awarded at the 2022 Town meeting. Without this study, the Committee would have never understood the complexities and limitations of the financial models that are currently used in the housing industry and the Town would not have been able to prepare an effective and properly specified RFP.

Joe Hill, Chair
Jim Barnes
The Boxford Housing Partnership

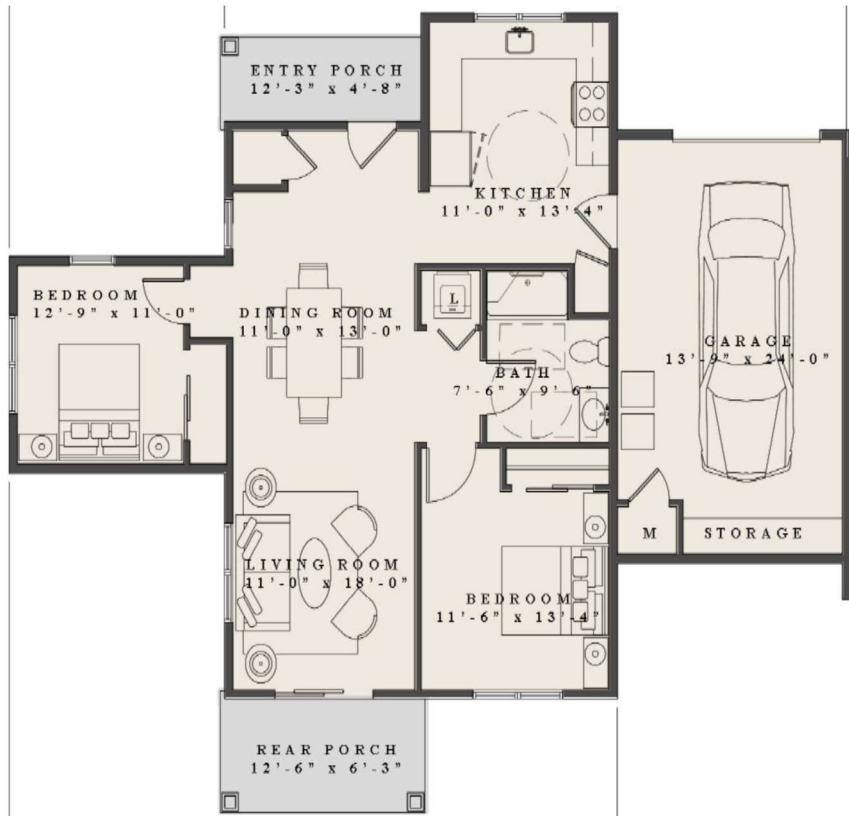


FIGURE 1: ONE BEDROOM FLOOR PLAN

FIGURE 2: TWO BEDROOM FLOOR PLAN

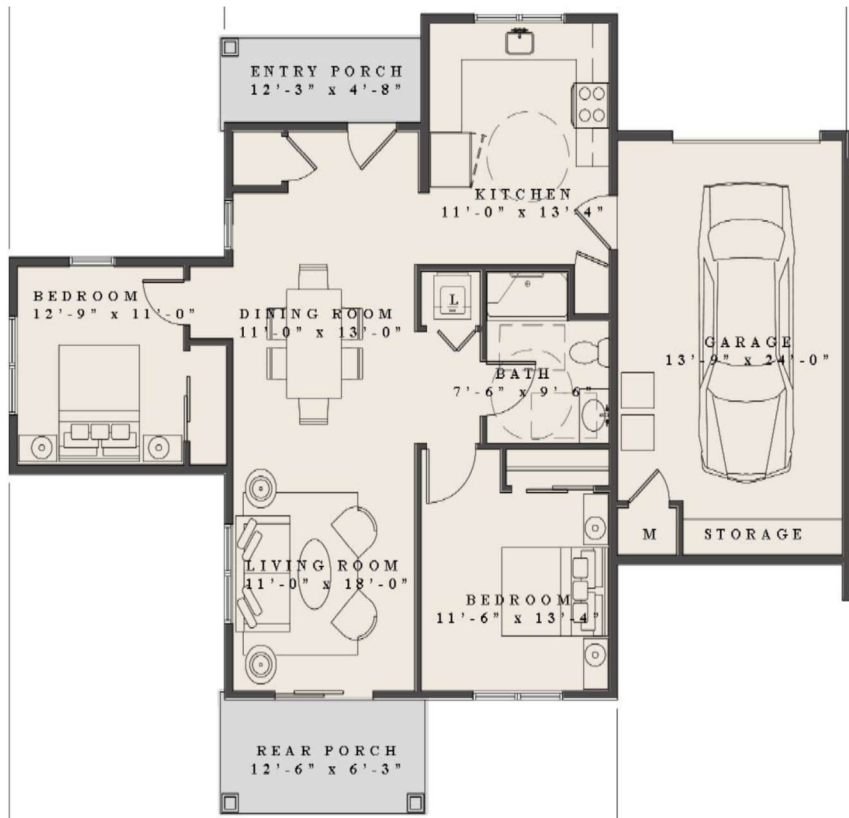




FIGURE 3: ARIAL VIEW OF BOXFORD COMMONS, SHOWING THE BALL FIELDS AND COMMUNITY HOUSING AREA.

FIGURE 4: SCHEMATIC CLOSE UP OF THE BUILDABLE AREA OF THE COMMUNITY HOUSING AREA SHOWING THE 100 FOOT SETBACK TO PROPERTY LINES





FIGURE 5: SMOOK PLAN 1

FIGURE 6: SMOOK PLAN 2





FIGURE 7: SMOOK PLAN 3

FIGURE 8: SMOOK PLAN 4



UPDATED HAYNES ART. 4-12-10 4⁰⁰ p.m.

ARTICLE 12. To see if the Town will vote to authorize the Board of Selectmen to divide, and to grant restrictions meeting the requirements of M.G.L. ch. 44B, section 12(a) on a portion of the property located on Middleton Road and shown as Parcel 2 on a plan entitled "Plan of Land in Boxford, MA property of Charles W. Haynes, Trustee Elmlea Partnership Trust" scale 1" = 100' dated November 12, 2007 made by Donohoe and Parkhurst, Inc. and recorded with Essex South District Registry of Deeds in Plan Book 411, Plan 10, containing 75.515 acres, acquired by the Town by Order of Taking recorded with Registry of Deeds in Book 27401, Page 149, for purposes authorized pursuant to the Community Preservation Act (M.G.L. ch. 44B), as follows:

Land Use Area 1, the approximate boundaries of which are shown on a plan filed in the Town Clerk's office entitled "Conservation Restriction and Use Area Plan" dated April 8, 2010 prepared by Donohoe and Parkhurst, Inc., (the "Restriction Plan"), containing 36.154 acres more or less, to be transferred from the care, custody and control of the Board of Selectmen as currently held for one or more of the purposes authorized under the Community Preservation Act to the care, custody and control of the Boxford Conservation Commission to be used for conservation and open space purposes, and to authorize the Board of Selectmen to grant a perpetual conservation restriction to BTA/BOLT, Inc. or other similar non-profit group limiting the use of those portions of the Land Use Area 1 identified as Area "F" on said plan to conservation and open space purposes as shown on the Restriction Plan;

or to take any other action thereon.

Sponsored and supported by the Board of Selectmen and
Community Preservation Committee
Haynes Land Advisory Committee recommends adoption of this article

ARTICLE 13. To see if the Town will vote to authorize the Board of Selectmen to divide, and to grant restrictions meeting the requirements of M.G.L. ch. 44B, section 12(a) on a portion of the property located on Middleton Road and shown as Parcel 2 on a plan entitled "Plan of Land in Boxford, MA property of Charles W. Haynes, Trustee Elmlea Partnership Trust" scale 1" = 100' dated November 12, 2007 made by Donohoe and Parkhurst, Inc. and recorded with Essex South District Registry of Deeds in Plan Book 411, Plan 10, containing 75.515 acres, acquired by the Town by Order of Taking recorded with Registry of Deeds in Book 27401, Page 149, for purposes authorized pursuant to the Community Preservation Act (M.G.L. ch. 44B), as follows:

Land Use Area 2, the approximate boundaries of which are shown on a plan filed in the Town Clerk's office entitled "Conservation Restriction and Use Area Plan" dated April 8, 2010 prepared by Donohoe and Parkhurst, Inc., (the "Restriction Plan"), containing 25.961 acres more or less, to be transferred from the care, custody and control of the Board of Selectmen as currently held for one or more of the purposes authorized under the Community Preservation Act to the care, custody and control of the Board of Selectmen, to be used for recreational uses, and to authorize the Board of Selectmen to grant a perpetual restriction to the Boxford Athletic Association or other similar non-profit group limiting the use of those portions of Land Use Area 2 shown on the Restriction Plan as restricted area "G" to recreational purposes, and to authorize the Board of Selectmen to grant a perpetual restriction

to the BTA/BOLT, Inc. or other similar non-profit group limiting the use of those portions of Land Use Area 2 shown as all or a portion of restricted areas "A", "B", and "C" to conservation and open space purposes as shown on the Restriction Plan;

or to take any other action thereon.

Sponsored and supported by the Board of Selectmen and
Community Preservation Committee
Haynes Land Advisory Committee recommends adoption of this article

ARTICLE 14. To see if the Town will vote to authorize the Board of Selectmen to divide, and to grant restrictions meeting the requirements of M.G.L. ch. 44B, section 12(a) on a portion of the property located on Middleton Road and shown as Parcel 2 on a plan entitled "Plan of Land in Boxford, MA property of Charles W. Haynes, Trustee Elmlea Partnership Trust" scale 1" = 100' dated November 12, 2007 made by Donohoe and Parkhurst, Inc. and recorded with Essex South District Registry of Deeds in Plan Book 411, Plan 10, containing 75.515 acres, acquired by the Town by Order of Taking recorded with Registry of Deeds in Book 27401, Page 149, for purposes authorized pursuant to the Community Preservation Act (M.G.L. ch. 44B), as follows:

Land Use Area 3, the approximate boundaries of which are shown on a plan filed in the Town Clerk's office entitled "Conservation Restriction and Use Area Plan" dated April 8, 2010 prepared by Donohoe and Parkhurst, Inc., (the "Restriction Plan"), containing 13.4 acres more or less, to be transferred from the care, custody and control of the Board of Selectmen as currently held for one or more of the purposes authorized under the Community Preservation Act to the care custody and control of the Board of Selectmen to be used for community housing; and to authorize the Board of Selectmen to prepare an affordable housing restriction to be placed upon the property limiting the use of those portions of Land Use Area 3 shown on the Restriction Plan as restricted area "H" to community housing purposes, and to authorize the Board of Selectmen to grant a perpetual restriction to the BTA/BOLT, Inc. or other similar non-profit group limiting the use of those portions of Land Use Area 3 shown as all or a portion of restricted areas "D" and "E" to conservation and open space purposes as shown on the Restriction Plan;

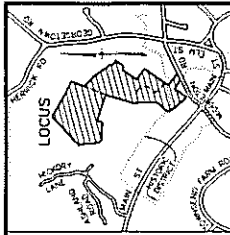
or to take any other action thereon.

Sponsored and supported by the Board of Selectmen and
Community Preservation Committee
Haynes Land Advisory Committee recommends adoption of this article

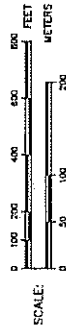
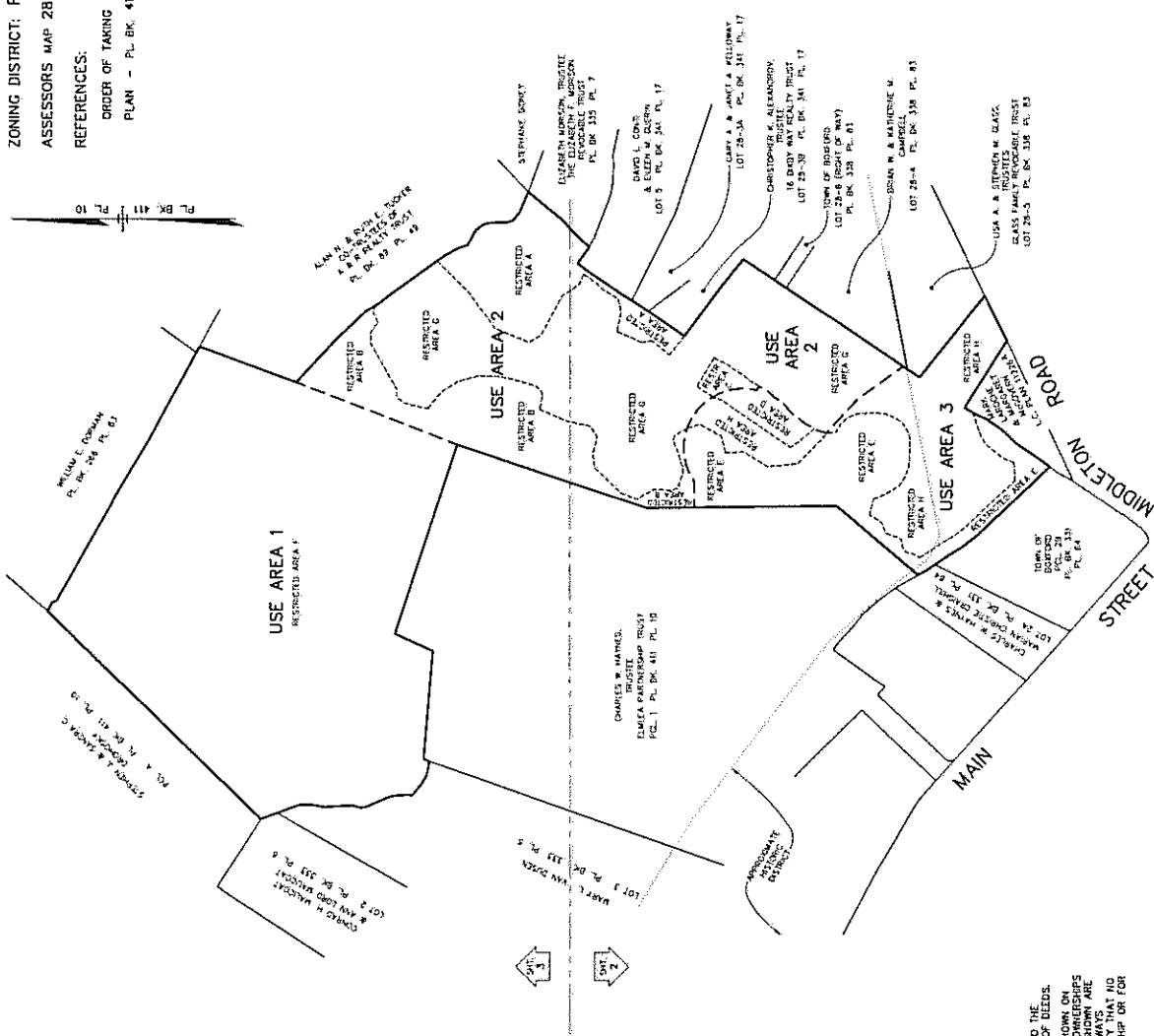
TOTAL AREA: 75.515 ± ACRES

- USE AREA 1 (OFFICE SPACE USE) - 36,154 ± ACRES (1,574,862 S.F.)
- USE AREA 2 (RECREATIONAL USE) - 25,961 ± ACRES (1,130,881 S.F.)
- USE AREA 3 (HOUSING USE) - 13,400 ± ACRES (583,704 S.F.)
- RESTRICTED AREA A - 4,191 ± ACRES (182,544 S.F.)
- RESTRICTED AREA B - 5,636 ± ACRES (245,489 S.F.)
- RESTRICTED AREA C - 0,349 ± ACRES (15,196 S.F.)
- RESTRICTED AREA D - 0,750 ± ACRES (32,669 S.F.)
- RESTRICTED AREA E - 5,680 ± ACRES (247,410 S.F.)
- RESTRICTED AREA F - 36,154 ± ACRES (1,574,862 S.F.)
- RESTRICTED AREA G - 15,786 ± ACRES (687,652 S.F.)
- RESTRICTED AREA H - 6,970 ± ACRES (303,625 S.F.)

ZONING DISTRICT: R-A & HISTORIC
 ASSESSORS MAP 28 BLOCK 2 LOT 17.1
 REFERENCES:
 ORDER OF TAKING - BK. 2740; PG. 148
 PLAN - PL. BK. 411 PL. 10 (PARCEL 2)



LOCUS MAP
 SCALE: 1" = 1500'

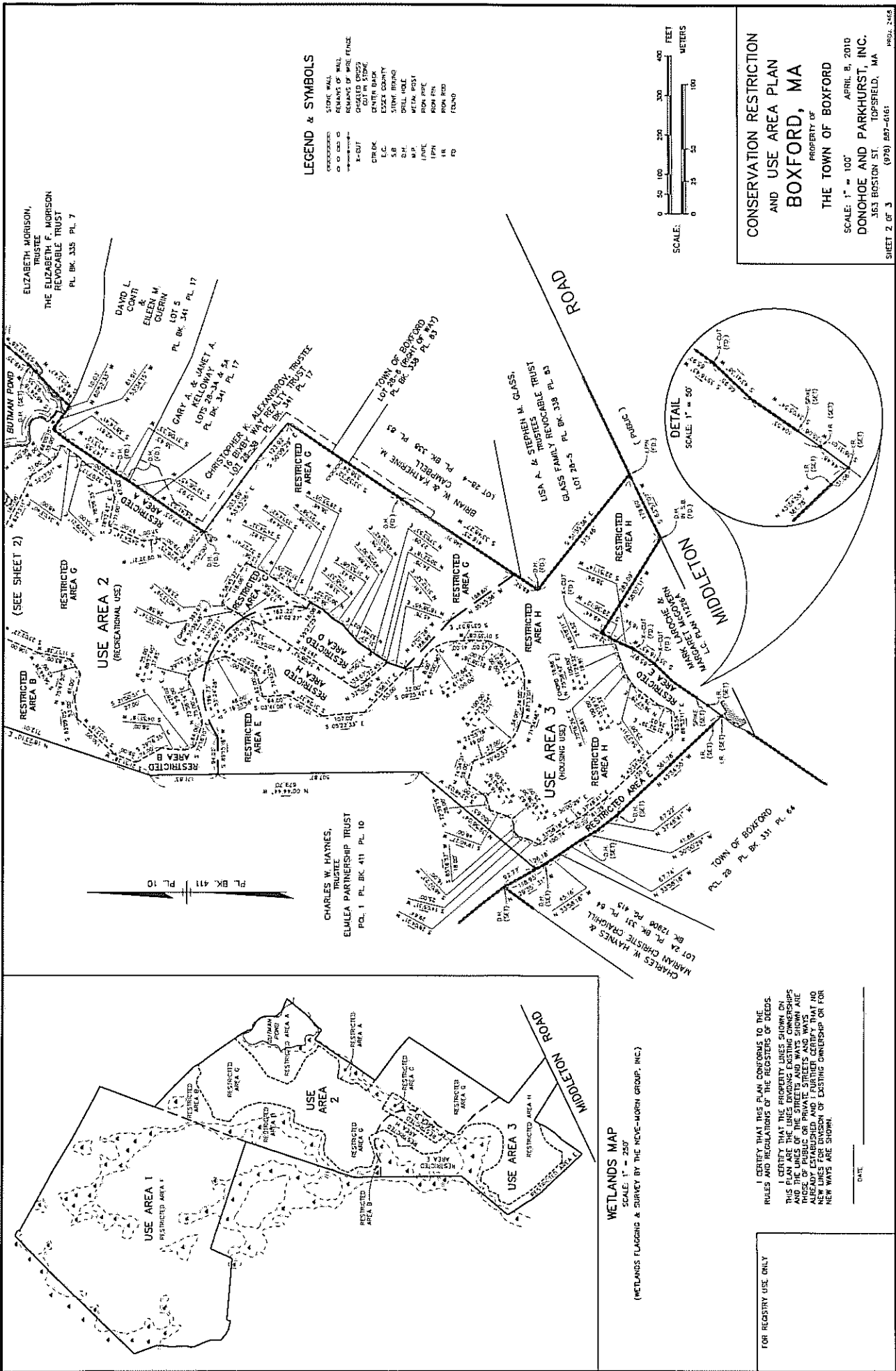


CONSERVATION RESTRICTION
 AND USE AREA PLAN
BOXFORD, MA
 PROPERTY OF
THE TOWN OF BOXFORD
 SCALE: 1" = 200'
 APRIL 6, 2010
DONOHUE AND PARKHURST, INC.
 363 BOSTON ST. TOPSFIELD, MA
 SHEET 1 OF 3 (978) 887-0161

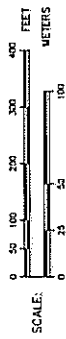
I CERTIFY THAT THIS PLAN CONFORMS TO THE RULES AND REGULATIONS OF THE REGISTERS OF DEEDS.
 I CERTIFY THAT THE PROPERTY LINES SHOWN ON THIS PLAN ARE THE LINES DIVIDING EXISTING OWNERSHIPS AND ARE NOT THE LINES DIVIDING EXISTING OWNERSHIPS OF PUBLIC OR PRIVATE STREETS AND WAYS ALREADY ESTABLISHED AND I FURTHER CERTIFY THAT NO NEW LINES ARE SHOWN FOR EXISTING OWNERSHIP OR FOR NEW WAYS ARE SHOWN.

FOR REGENCY USE ONLY

DATE: _____

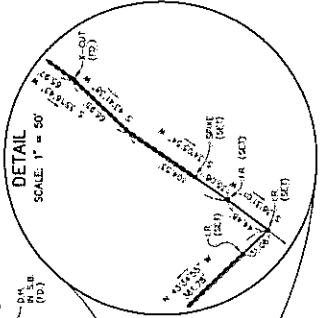


- LEGEND & SYMBOLS**
- SINK WALL
 - REMAINS OF WALL
 - CHISELED CROSS
 - CUT IN STONE
 - 3'-OUT
 - DRIVE
 - ESTATE
 - S.B.
 - D.M.
 - M.P.
 - FENCE
 - 1979
 - 1R
 - 2D



CONSERVATION RESTRICTION AND USE AREA PLAN
BOXFORD, MA
PROPERTY OF
THE TOWN OF BOXFORD

SCALE: 1" = 100'
APRIL 8, 2010
DONOHUE AND PARKHURST, INC.
363 BOSTON ST., TOPSFIELD, MA
(978) 885-6165



I CERTIFY THAT THIS PLAN CONFORMS TO THE RULES AND REGULATIONS OF THE REGISTRARS OF DEEDS.
I CERTIFY THAT THE PROPERTY LINES SHOWN ON THIS PLAN ARE THE LINES EXISTING OWNERSHIP OF THE PROPERTY AS SHOWN BY THE RECORDS OF THE REGISTRARS OF DEEDS AND AS ALREADY ESTABLISHED AND I FURTHER CERTIFY THAT NO NEW WAYS ARE SHOWN.
DATE _____

FOR RECORD ONLY

ARTICLE III
Recreation Committee

[Adopted 5-20-1980 ATM, Art. 40, as Secs. 3-7-1 and 3-7-2 of the 1980 Bylaws]

§ 7-4. Membership; term. [Amended 5-17-1989 ATM, Art. 35; 9-12-2020 ATM by Art. 19]

A Recreation Committee of seven members shall be appointed by the Select Board for three-year overlapping terms of office.¹

§ 7-5. Purpose.

The Committee's purpose shall be to oversee the recreational needs of the Town, to recommend development of recreational areas as needed and ~~to be responsible for~~ assist with the care, maintenance and operation of such areas. ~~The committee will meet as needed throughout the year to assess the recreational needs.~~ The Department of Public Works Superintendent will work with the Recreation Committee.

From: [Lisa Donahue](#)
To: [Christopher Olbrot](#); [Matt Coogan](#); thomas.stevens@truist.com
Subject: Notes from 1/11
Date: Friday, January 12, 2024 2:26:59 PM
Attachments: [Recreaton Committee bylaws amendment 1 2024.pdf](#)

External Sender

Hi all,

I took a few notes yesterday and wanted to share them.

Challenges with field maintenance include lack of staff, weather year to year,

Solutions: outsource or hire more staff, communication between DPW and rec committee about where help is needed. The DPW can share the expectations of what they can accomplish.

Other ways we can work together:

The Rec Committee can guide Chris, when requested from him, on what town needs are most important when he has the extra money left over from his budget.

The purpose of the Rec Committee moving forward:

Regarding playgrounds, the rec committee will assist with annual maintenance, upkeep and operations up until the point where it is a major deal and overhaul. At this point the Rec Committee will work with the PBC as per their bylaws. Funds are used for annual maintenance with rec committee oversight. when it turns into an overhaul improvement process it will be brought before PBC.

Regarding trash, the rec committee will notify Chris of overflowing bins. We can work together to keep an eye on this is becoming a regular issue and notify the BOH who manages waste removal in these areas.

Attached is the suggested bylaws amendment for Wednesday's meeting as per our discussion. Please let me know if you would like anything added or changed before end of day Tuesday and I can make the edit. I would like to send it out to the committee prior to the meeting so they have time to review it and prepare for discussion.

Have a good weekend,
Lisa



Town of
Boxford
Massachusetts

FY25 Operating Budget

Town Administrator's Draft Proposal

Boxford Select Board

February 12, 2024



FY25 Budget Development Process to Date

In November, preliminary revenue and expenditure projections were prepared and presented to the Finance Committee. The projections forecasted estimated revenue and modeled three spending scenarios (low, medium, and high), which showed whether or not the budget would be balanced in each spending scenario. Using these projections, the Finance Committee set guidance for Town departments and both school districts to follow when creating their budget proposals. **The guidance set by the Finance Committee for FY25 was a total increase in spending of no more than 2.5%.**

The Town Administrator, with the assistance of the Finance Director, prepared and is now submitting, after consultation with all departments, the FY25 draft operating budget. In early December, the Finance Director distributed the Finance Committee's budget instructions to departments. Using that guidance all Department Heads prepared their budget requests for FY25 and submitted them to the Finance Director in December. During the months of December and January, the Town Administrator and Finance Director met with each department head to review and discuss their requests.



Estimated FY25 Revenues

Revenue Source	FY23 Actuals	FY24 Estimates	FY25 Forecast	\$ vs. FY24	% vs. FY24
Tax Levy	\$32,072,823	\$34,449,970	\$35,527,720	\$1,077,750	3.1%
Excluded Debt	\$746,533	\$555,867	\$573,420	\$17,553	3.2%
New Growth	\$166,484	\$211,220	\$500,000	\$288,780	136.7%
Unrestricted State Aid	\$563,118	\$581,138	\$598,572	\$17,434	3.0%
Other State Receipts	\$285,317	\$308,270	\$308,270	\$0	0.0%
Chapter 70 (State School Aid)	\$1,811,833	\$1,855,093	\$1,884,346	\$29,253	1.6%
Motor Vehicle Excise Tax	\$1,704,700	\$1,700,000	\$1,700,000	\$0	0.0%
Trash Sticker Revenue	\$337,193	\$425,000	\$425,000	\$0	0.0%
Other Local Receipts	\$1,209,929	\$790,000	\$850,000	\$60,000	7.6%
Other	\$223,509	\$0	\$0	\$0	N/A
Total Revenue Estimate	\$39,121,439	\$40,876,558	\$42,367,328	\$1,490,770	3.6%



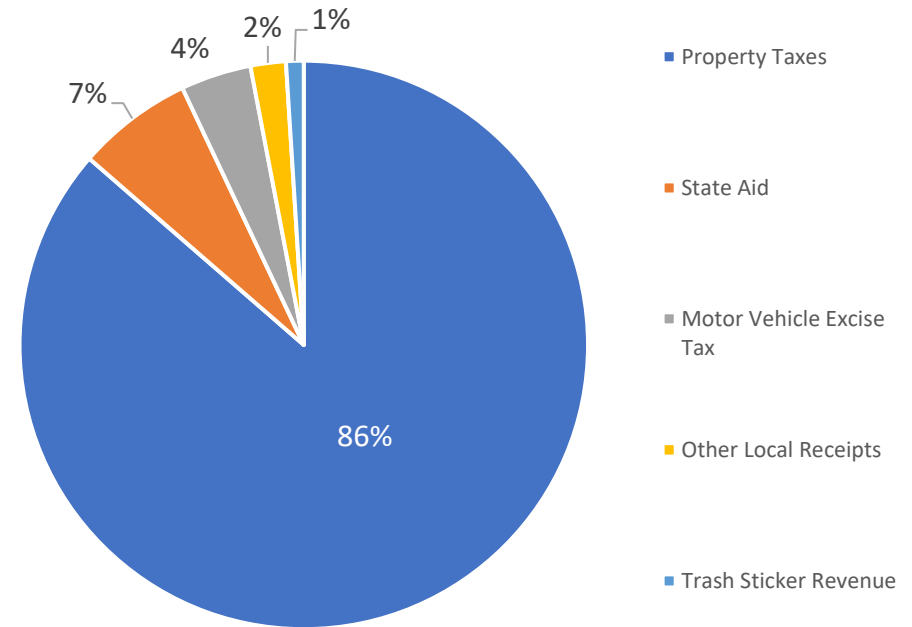
Key Takeaways from Revenue Estimates

- The FY25 tax levy is the standard +2.5% increase above the sum of FY24's tax levy and new growth
- New growth is projected to increase significantly, with \$365 K of the \$500 K estimate coming from new construction at The Willows
- State aid figures are from the Governor's FY25 proposed budget
 - Both the House and Senate need to submit their budgets before a final version is agreed upon this summer
- The estimate for local receipts, which increased significantly in FY23, is based on a five-year average



Breakdown of Revenue by Source

Revenue Source	%
Property Taxes	86%
State Aid	7%
Motor Vehicle Excise Tax	4%
Other Local Receipts	2%
Trash Sticker Revenue	1%





Adjustments to FY25 Revenues

Adjustments to Revenue	FY23 Actuals	FY24 Budget	FY25 Forecast	\$ vs. FY24	% vs. FY24
Prior Year Snow and Ice Deficit	\$200,000	\$240,428	\$350,000	\$109,572	45.6%
Funding Reserved for Abatements	\$143,534	\$150,000	\$150,000	\$0	0.0%
Funds to Replenish Free Cash	\$200,000	\$100,000	\$200,000	\$100,000	100.0%
Total Committed Expenses	\$543,534	\$490,428	\$700,000	\$209,572	42.7%

- Snow and Ice spending increased significantly in FY24
 - The amount shown would fully fund Snow and Ice, if spending in FY25 is level to FY24
- The amount of funding set aside for free cash was restored to FY23 levels



Proposed FY25 Expenses

	FY23 Budget	FY24 Budget	FY25 Proposed Budget	\$ vs. FY24	% vs. FY24
Education					
Boxford Elementary Schools	\$13,505,697	\$14,401,629	\$16,099,819	\$1,698,190	11.79%
Masconomet Regional Assessment	\$11,131,422	\$11,917,575	\$12,422,026	\$504,451	4.23%
Essex Technical High School Assessment	\$407,347	\$379,485	\$451,006	\$71,521	18.85%
Town Government	\$9,561,586	\$10,328,501	\$10,586,199	\$257,698	2.50%
Essex Regional Retirement Assessment	\$1,551,592	\$1,742,530	\$1,664,251	(\$78,279)	-4.49%
Debt Service					
Excluded	\$746,533	\$555,867	\$573,420	\$17,553	3.16%
Non-Excluded	\$593,585	\$623,372	\$894,375	\$271,003	43.47%
Other					
Other Post-Employment Benefits (OPEB)	\$300,000	\$250,000	\$300,000	\$50,000	20.00%
State Assessments and Charges	\$184,507	\$190,256	\$187,608	(\$2,648)	-1.39%
Total Budget	\$37,982,269	\$40,389,216	\$43,178,704	\$2,789,489	6.91%



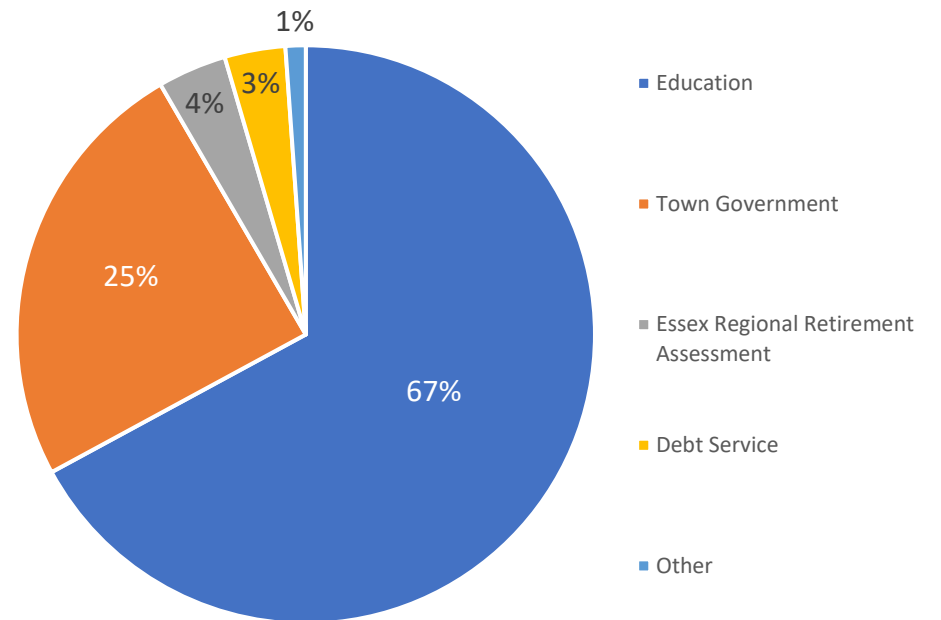
Key Takeaways from Proposed Spending (Non- Town Government, Masco, or Elementary Schools)

- Boxford's enrollment at Essex Tech increased from 22 to 25 students
- Non-excluded debt service is increasing to fund previously approved fire truck purchases, as well as the DPW Garage and Spofford School HVAC design costs (not yet approved)
- Annual OPEB contribution restored to \$300 K
- Savings on Essex Regional Retirement assessment



Breakdown of FY25 Spending

Spending Category	%
Education	67%
Town Government	25%
Essex Regional Retirement Assessment	4%
Debt Service	3%
Other	1%





FY25 Budget Balance

FY25 Estimated Revenue	\$42,367,328
(Less Adjustments)	(\$700,000)
FY25 Adjusted Revenue	\$41,667,328
Boxford Elementary Schools	\$16,099,819
Masconomet Regional Assessment	\$12,422,026
Essex Technical High School Assessment	\$451,006
Town Government	\$10,586,199
Essex Regional Retirement Assessment	\$1,664,251
Debt Service	\$1,467,795
Other	\$487,608
Total FY25 Proposed Spending	\$43,178,704
FY25 Budget Balance	(\$1,511,377)
Available Excess Levy Capacity	\$941,167



FY25 Budget Balance

(Town, Masco, and Elementary School Spending +2.5%)

FY25 Estimated Revenue	\$42,367,328
<i>(Less Adjustments)</i>	<i>(\$700,000)</i>
FY25 Adjusted Revenue	\$41,667,328
<hr/>	
<i>Boxford Elementary Schools (+2.5% vs. FY24)</i>	<i>\$14,761,670</i>
<i>Masconomet Regional Assessment (+2.5% vs. FY24)</i>	<i>\$12,215,515</i>
Essex Technical High School Assessment	\$451,006
Town Government	\$10,586,199
Essex Regional Retirement Assessment	\$1,664,251
Debt Service	\$1,467,795
Other	\$487,608
Total FY25 Spending	\$41,634,044
<hr/>	
FY25 Budget Balance	\$33,284



Potential Operational Override

	FY25 Budget Proposal	+2.5% vs. FY24	Difference
Boxford Elementary Schools	\$16,099,819	\$14,761,670	\$1,338,149
Masconomet Regional Assessment	\$12,422,026	\$12,215,515	\$206,511
TOTAL	\$28,521,845	\$26,977,185	\$1,544,660



FY25 Town Government Spending

	Actual Expended FY23	Approved Budget FY24	DRAFT Budget FY25	\$ vs. FY24	% vs. FY24
General Government	\$1,682,407	\$1,738,748	\$1,868,779	\$130,032	7.48%
Financial Administration	\$707,274	\$691,402	\$702,044	\$10,643	1.54%
Public Safety	\$2,999,117	\$3,262,137	\$3,371,377	\$109,240	3.35%
Public Works	\$2,382,987	\$2,393,450	\$2,283,416	(\$110,034)	-4.60%
Human Services	\$419,198	\$447,921	\$456,117	\$8,196	1.83%
Culture & Recreation	\$519,735	\$528,432	\$550,404	\$21,972	4.16%
Employee Benefits	\$981,583	\$1,266,412	\$1,354,061	\$87,650	6.92%
Total Town Government	\$9,692,300	\$10,328,501	\$10,586,199	\$257,698	2.50%



Town Government Budget Highlights

- Notable spending increases in FY25 include:
 - \$194 K for increased salary costs
 - Combination of FY24 non-union and FY24 CBA union salary increases (funded from Salary Reserve in FY24 budget), plus FY25 CBA union salary increases
 - FY25 cost-of-living and merit-based increases for non-union employees will be funded from Salary Reserve
 - \$132 K for an estimated increase in insurance costs
 - +\$80 K (+9% vs. FY24) for health insurance
 - +\$52 K (+12% vs. FY24) for liability insurance
 - \$42 K for increased building maintenance and utilities expenses
 - \$20 K in increased IT funding for Office 365/Microsoft Cloud migration
 - \$19 K for increased fuel costs
- Town will save \$155 K from switching to automated collection trash/recycling collection, with bi-weekly (every other week) recycling



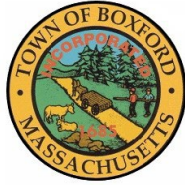
Budget Review Meeting Schedule

Select Board

<u>Meeting Date</u>	<u>Departments</u>
February 12, 2024	Budget overview, TA Office, IT, Health Insurance
February 26, 2024	Police, Communications
March 11, 2024	DPW, Trash, Fire
March 18, 2024	Schools - Elementary, Masco, Essex Tech
April 1, 2024	If Necessary
<u>April 8, 2024</u>	<u>Community Preservation Committee, Close Warrant</u>

Finance Committee

<u>Meeting Date</u>	<u>Departments</u>
February 13, 2024	Budget and CIP Overview
February 27, 2024	Health/ Trash, Elementary Schools
March 12, 2024	DPW, Police, Communications, Fire
March 19, 2024	Masco, Essex Tech, Elementary Schools
March 26, 2024	Community Preservation Committee, Final Vote
<u>April 2, 2024</u>	<u>If Necessary</u>



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

DATE: February 12, 2024
TO: Select Board and Finance Committee
FROM: Brendan Sweeney, Assistant Town Administrator/Finance Director
RE: **FY25 Town of Boxford Town Administrator’s Draft Operating Budget**

I am hereby presenting the first draft of the Town of Boxford’s Fiscal Year 2025 (FY25) Operating Budget for review by the Select Board and Finance Committee (FINCOM). The total budget is **\$43,178,704**, a **\$2,789,489 (+6.91%)** increase above FY24. The details underlying this budget are shown in the table below:

	FY23 Budget	FY24 Budget	FY25 Proposed Budget	\$ vs. FY24	% vs. FY24
Education					
Boxford Elementary Schools	\$13,505,697	\$14,401,629	\$16,099,819	\$1,698,190	11.79%
Masconomet Regional Assessment	\$11,131,422	\$11,917,575	\$12,422,026	\$504,451	4.23%
Essex Technical High School Assessment	\$407,347	\$379,485	\$451,006	\$71,521	18.85%
Town Government	\$9,561,586	\$10,328,501	\$10,586,199	\$257,698	2.50%
Essex Regional Retirement Assessment	\$1,551,592	\$1,742,530	\$1,664,251	(\$78,279)	-4.49%
Debt Service					
Excluded	\$746,533	\$555,867	\$573,420	\$17,553	3.16%
Non-Excluded	\$593,585	\$623,372	\$894,375	\$271,003	43.47%
Other					
Other Post-Employment Benefits (OPEB)	\$300,000	\$250,000	\$300,000	\$50,000	20.00%
State Assessments and Charges	\$184,507	\$190,256	\$187,608	(\$2,648)	-1.39%
Total Budget	\$37,982,269	\$40,389,216	\$43,178,704	\$2,789,489	6.91%

Revenue for FY25 is projected to be **\$42,367,328**, a **\$1,490,770** increase above FY24’s estimated revenue collections, though, **after adjustments** (setting aside funding for Free Cash replenishment, Snow and Ice deficits, and tax abatements) **the Town’s FY25 revenue is projected to be \$41,667,328**. Notable factors impacting the FY25 revenue estimate are: a significant increase in new growth revenue from the ongoing construction of the 66-unit Willows at Boxford project and a recent increase in local receipts. The FY25 tax levy is projected to grow at the standard +2.5% increase above the sum of the FY24 tax levy and FY24 new growth, and we are projecting a moderate increase in state aid, based on the FY25 budget that Governor Healey filed with the Legislature in January. The details for this revenue estimate can be found on the next page.

Revenue Source	FY23 Actuals	FY24 Estimates	FY25 Forecast	\$ vs. FY24	% vs. FY24
Tax Levy	\$32,072,823	\$34,449,970	\$35,527,720	\$1,077,750	3.1%
Excluded Debt	\$746,533	\$555,867	\$573,420	\$17,553	3.2%
New Growth	\$166,484	\$211,220	\$500,000	\$288,780	136.7%
Unrestricted State Aid	\$563,118	\$581,138	\$598,572	\$17,434	3.0%
Other State Receipts	\$285,317	\$308,270	\$308,270	\$0	0.0%
Chapter 70 (State School Aid)	\$1,811,833	\$1,855,093	\$1,884,346	\$29,253	1.6%
Motor Vehicle Excise Tax	\$1,704,700	\$1,700,000	\$1,700,000	\$0	0.0%
Trash Sticker Revenue	\$337,193	\$425,000	\$425,000	\$0	0.0%
Other Local Receipts	\$1,209,929	\$790,000	\$850,000	\$60,000	7.6%
Other	\$223,509	\$0	\$0	\$0	N/A
Total Revenue Estimate	\$39,121,439	\$40,876,558	\$42,367,328	\$1,490,770	3.6%

Adjustments to Revenue	FY23 Actuals	FY24 Budget	FY25 Forecast	\$ vs. FY24	% vs. FY24
Snow & Ice Deficit Previous Year	\$200,000	\$240,428	\$350,000	\$109,572	45.6%
Reserved for Abatements	\$143,534	\$150,000	\$150,000	\$0	0.0%
Funds to Replenish Free Cash	\$200,000	\$100,000	\$200,000	\$100,000	100.0%
Total Committed Expenses	\$543,534	\$490,428	\$700,000	\$209,572	42.7%

As currently presented, the **FY25 budget is out of balance by \$1,511,377**, as shown in the table on the next page. In order to balance the budget, one (or some combination of) the following three options will need to be pursued:

- Cut \$1,511,377 from the Town Government or Elementary Schools budget.
 - Through the Masconomet School Committee, the Town could encourage Masconomet Regional School District to further cut their FY25 proposed budget as well, which would reduce the Town’s assessment.
- Utilize up to the \$941,167 of the Town’s excess levy capacity, which would grow the FY25 tax levy above the standard +2.5% increase without requiring an operational override, but would still result in a corresponding increase in the property tax rate.
 - Even if the entirety of the Town’s excess levy capacity is utilized, an operational override of at least \$570,210 would still be required to balance the budget without making any spending cuts.
- Put before the voters of Boxford two (or more) significant operational override votes, totaling at least the amount of the deficit shown above.
 - The Finance Committee guidance for Town departments and both school districts was to present level-service budgets with a target of keeping budget increases for FY25 within +2.5% above their FY24 budget. Furthermore, any amount above that target limit would need to be funded outside the levy limit through an operational override. Two operational overrides for the Boxford Elementary Schools and Masconomet Regional assessment could be structured as shown in the table below.

	FY25 Budget Proposal	+2.5% vs. FY24	Difference
Boxford Elementary Schools	\$16,099,819	\$14,761,670	\$1,338,149
Masconomet Regional Assessment	\$12,422,026	\$12,215,515	\$206,511
TOTAL	\$28,521,845	\$26,977,185	\$1,544,660

FY25 Budget Balance

FY25 Estimated Revenue	\$42,367,328
(Less Adjustments)	(\$700,000)
FY25 Adjusted Revenue	\$41,667,328
Boxford Elementary Schools	\$16,099,819
Masconomet Regional Assessment	\$12,422,026
Essex Technical High School Assessment	\$451,006
Town Government	\$10,586,199
Essex Regional Retirement Assessment	\$1,664,251
Debt Service	\$1,467,795
Other	\$487,608
Total FY25 Proposed Spending	\$43,178,704
FY25 Budget Balance	(\$1,511,377)
Available Excess Levy Capacity	\$941,167

More information about the proposed education budget, including the Elementary Schools and Masconomet Regional assessment, will be reviewed in greater detail during future Finance Committee meetings. The focus of this memo is the Town Government budget; as shown in the table on page 1, the Town Government share of the proposed budget is **\$10,586,199**, a **\$257,698 (+2.50%) increase above FY24**.

The Budget Development Process

The Town’s operating budget is developed in conformance with the goals and objectives established by the Select Board. The Select Board, Finance Committee, Permanent Building Committee, School Superintendents and Town Administrator meet periodically to discuss financial forecasts, revenue projections, the various financial indicators, and the implications of the information for the FY25 budget. The focus when developing a budget remains centered on reflecting the Town’s functional needs and institutional values. Throughout this process, department heads identified areas that would enhance service delivery for the community. As such, the relevant Town staff work diligently to develop a budget with the following goals in mind:

- Develop a FY25 budget that is within the limits of Proposition 2 ½;
- Develop a budget that maintains a basic level of services while identifying opportunities to improve service delivery, efficiency and effectiveness;
- Meet all the Town’s obligations and liabilities;
- Continue to support the educational goals and advancement of our school districts;

- Continue to develop a budget process that results in clear, concise and comprehensive information and ensuring strict management of all proposed expenditures;
- Maintain employee compensation and plan for the future;
- Continue to aggressively manage employee benefits, both short-term and long-term;
- Establish and fund a capital program that recognizes the needs of the community while respecting our fiscal constraints;
- Continue to maximize the pursuit of grant funding to support capital projects and programmatic improvements; and
- Develop a budget document with the recommended guidelines and procedures set forth by the Government Finance Officers Association (GFOA).

Regarding the last point, a formal FY25 Budget Document will be prepared on behalf of the Finance Committee and Select Board at the end of the FY25 budget development process and will be available for all residents of Boxford in advance of Annual Town Meeting.

The Budget Development Timeline

The Town Administrator, with the assistance of the Finance Director, prepares and submits, after consultation with all departments, an annual operating budget and capital improvement program.

In November, preliminary revenue and expenditure projections were prepared and presented to the Finance Committee. The projections forecasted estimated revenue and modeled three spending scenarios (low, medium, and high), which showed whether or not the budget would be balanced in each spending scenario. Using these projections, the Finance Committee set guidance for Town departments and both school districts to follow when creating their budget proposals. **The guidance set by the Finance Committee for FY25 was a total increase in spending of no more than 2.5%.**

The Town Administrator, with the assistance of the Finance Director, prepared and is now submitting, after consultation with all departments, the FY25 draft operating budget. In early December, the Finance Director distributed the Finance Committee’s budget instructions to departments. Using that guidance all Department Heads prepared their budget requests for FY25 and submitted them to the Finance Director in December. During the months of December and January, the Town Administrator and Finance Director met with each department head to review and discuss their requests.

During the months of February and March, the Select Board and Finance Committee will conduct meetings to review, discuss and vote on all recommended budgets. The Finance Committee must submit to the Select Board their recommendations on the budget prior to the Select Board voting to close the Town Meeting Warrant, which will happen no later than 30 days prior to Annual Town Meeting. Town Meeting will vote on the final FY25 budget in May. It is important to remember that financial and budgetary information presented in the annual budget are projections and subject to change prior to Town Meeting.

Proposed FY25 Town Government Budget

This FY25 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 the sum of all spending increases, including salaries, benefits, and other non-discretionary expenses, to 2.5% above FY24 spending levels. All requests by department heads for increases in non-salary, “discretionary” spending, and requested increases in staffing levels, 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 included in this proposed budget. The breakdown of the Town Government budget by spending category is shown in the table below.

	Actual Expended FY23	Approved Budget FY24	DRAFT Budget FY25	\$ vs. FY24	% vs. FY24
General Government	\$1,682,407	\$1,738,748	\$1,868,779	\$130,032	7.48%
Financial Administration	\$707,274	\$691,402	\$702,044	\$10,643	1.54%
Public Safety	\$2,999,117	\$3,262,137	\$3,371,377	\$109,240	3.35%
Public Works	\$2,382,987	\$2,393,450	\$2,283,416	(\$110,034)	-4.60%
Human Services	\$419,198	\$447,921	\$456,117	\$8,196	1.83%
Culture & Recreation	\$519,735	\$528,432	\$550,404	\$21,972	4.16%
Employee Benefits	\$981,583	\$1,266,412	\$1,354,061	\$87,650	6.92%
Total Town Government	\$9,692,300	\$10,328,501	\$10,586,199	\$257,698	2.50%

Notably, the Town will realize significant savings due to favorable pricing for a new 5-year trash and recycling collection and disposal contract, which will shift the Town to an automated collection system with weekly trash collection and bi-weekly (every other week) recycling collection. This is why the Public Works budget for FY25 is decreasing vs. FY24, though this savings (-\$155 K vs. FY24, a 15% reduction) is offset by \$19 K in increased spending for fuel costs and previously-negotiated salary increases.

Across all Town Government departments, spending on salaries in the FY25 budget increased by \$194 K vs. FY24. The impact of all FY24 non-union employee cost-of-living and merit-based pay increases and FY24 collectively bargained union employee salary increases are being carried in the various salary line-items of the FY25 budget for the first time; these increases were funded from the Salary Reserve in FY24. In addition, all collectively bargained union employee salary increases for the upcoming fiscal year are also being carried in the relevant salary line-items of the FY25 budget. These collective bargaining agreements will be in the second year of the three-year agreements (aside from the Public Works union, which will be in the third and final year of its agreement in FY25). It is worth noting that the \$194 K in FY25 salary increases do not reflect a cost-of-living and merit-based pay increases for non-union employees for the upcoming fiscal year, which will need to be funded from the Salary Reserve in FY25.

Specific to the General Government budget is an estimated \$132 K increase in insurance costs, which is due to an estimated 9% increase in the cost of health insurance (+\$80 K vs. FY24) and an estimated 12% increase in the cost of the Town’s liability insurance (+\$52 K vs. FY24). The General Government budget is also absorbing an estimated \$42 K for increase building maintenance and utilities expenses.

As cybersecurity is a priority area of focus for the Town, this budget does include an additional \$20 K in funding for a migration of the Town's email and file server to the cloud through Microsoft's new Office 365 software, which will enhance the Town's cybersecurity posture.

Conclusion

Included in this memo is the proposed FY25 budget as it would appear on the Town Meeting Warrant, which includes all proposed spending shown in the chart on page 1, except State Assessments and Charges. I would like to thank all those who helped in the creation of the proposal, specifically, Town Accountant Kathy Benevento, who consistently made herself available to answer numerous questions regarding the development of this proposal, 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 or by phone at 978-887-6740.

Sincerely,

A handwritten signature in blue ink, appearing to read 'B. Sweeney', with a long horizontal flourish extending to the right.

Brendan Sweeney, Assistant Town Administrator/Finance Director

	Actual Expended FY22	Actual Expended FY23	Approved Budget FY24	DRAFT Budget FY25	\$ Change FY24 to FY25	% Change FY24 to FY25
General Government						
Select Board & Administrator	306,794	342,128	351,284	374,429	23,145	6.59%
Legal	82,447	65,178	88,361	75,000	-13,361	-15.12%
Technology	220,421	220,982	264,616	277,575	12,959	4.90%
Town Clerk	124,275	141,299	140,748	150,384	9,635	6.85%
Land Committee	0	360	500	500	0	0.00%
Land Use	91,238	94,908	104,874	108,177	3,303	3.15%
Utilities & General Maintenance	361,897	399,820	356,041	397,782	41,741	11.72%
Other Insurance	395,144	417,731	432,325	484,933	52,609	12.17%
Total General Government	1,582,217	1,682,407	1,738,748	1,868,779	130,032	7.48%
Financial Administration						
Finance Committee	179	218	1,010	1,010	0	0.00%
Finance Committee Reserve	175,000	175,000	175,000	175,000	0	0.00%
Municipal Finance Departments	495,884	532,056	515,392	526,034	10,643	2.06%
Total Financial Administration	671,063	707,274	691,402	702,044	10,643	1.54%
Public Safety						
Police Salary	1,282,172	1,392,963	1,443,348	1,456,353	13,005	0.90%
Police Non Salary Expenses	84,208	92,471	111,045	119,245	8,200	7.38%
Fire Salary	654,579	670,693	711,760	740,797	29,036	4.08%
Fire Non Salary Expenses	96,239	102,635	187,063	187,343	279	0.15%
Building Inspection/Zoning Bd	164,743	161,765	178,159	192,045	13,886	7.79%
Sealer of Weights & Measures	425	450	431	450	19	4.41%
Animal Inspector	5,335	4,515	0	0	0	0.00%
Animal Control Officer	32,633	36,523	60,000	64,041	4,041	6.74%
Communications Salary	477,540	452,623	459,793	494,765	34,972	7.61%
Communications Non Salary Exp.	80,694	84,480	110,538	116,339	5,801	5.25%
Total Public Safety	2,878,569	2,999,117	3,262,137	3,371,377	109,240	3.35%
Education						
Elementary Schools	13,122,122	13,505,697	14,401,629	16,099,819	1,698,190	11.79%
Essex NS Agricultural/Technical School	402,602	407,347	380,512	451,006	70,494	18.53%
Masconomet Operational Assessment	10,773,426	11,131,422	11,917,575	12,422,026	504,451	4.23%
Total Education	24,298,150	25,044,466	26,699,716	28,972,851	2,273,135	8.51%

	Actual Expended FY22	Actual Expended FY23	Approved Budget FY24	DRAFT Budget FY25	\$ Change FY24 to FY25	% Change FY24 to FY25
Public Works						
Cemeteries	142	672	500	500	0	0.00%
Trash/Recycling Pickup & Disposal	691,800	799,576	1,028,984	873,382	-155,602	-15.12%
Snow & Ice Removal	403,000	471,546	133,000	133,000	0	0.00%
Fuel Depot	93,730	94,564	75,000	94,000	19,000	25.33%
DPW Salaries	648,533	641,760	716,124	742,692	26,568	3.71%
DPW Non Salary Expense	395,976	374,869	439,842	439,842	0	0.00%
Total Public Works	2,233,180	2,382,987	2,393,450	2,283,416	-110,034	-4.60%
Human Services						
Board of Health	160,929	181,925	183,329	179,545	-3,784	-2.06%
Council on Aging	141,763	166,141	182,932	193,731	10,799	5.90%
Veterans' Benefits	40,703	38,036	48,564	49,746	1,182	2.43%
HAWC Program	2,000	2,000	2,000	2,000	0	0.00%
Tri Town Council	31,095	31,095	31,095	31,095	0	0.00%
Total Human Services	376,490	419,198	447,921	456,117	8,196	1.83%
Culture & Recreation						
Library Salaries	356,431	383,371	385,088	406,107	21,019	5.46%
Library Non Salary Expense	126,557	131,756	135,544	135,497	-47	-0.03%
Celebrations/Events	4,425	3,258	4,425	4,425	0	0.00%
Cultural Council	3,000	1,350	3,000	3,000	0	0.00%
Recreation Committee	0	0	0	1,000	1,000	#DIV/0!
Historic District Commission	0	0	375	375	0	0.00%
Total Culture & Recreation	490,412	519,735	528,432	550,404	21,972	4.16%
Employee Benefits						
Health Insurance (non school)	657,629	762,777	884,123	963,694	79,571	9.00%
OPEB Contribution	300,000	300,000	250,000	300,000	50,000	20.00%
Essex Retirement Assessment	1,523,087	1,551,592	1,742,530	1,664,251	-78,279	-4.49%
Medicare/Life Ins (Town/School)	202,146	207,885	217,288	225,367	8,079	3.72%
Unemployment Insurance	13,371	10,921	15,000	15,000	0	0.00%
Salary Reserve	0	0	150,000	150,000	0	0.00%
Total Employee Benefits	2,696,233	2,833,175	3,258,942	3,318,312	59,371	1.82%
Debt Service						
Permanent Debt Service	875,702	1,340,118	1,179,239	1,467,795	288,556	24.47%
Masconomet Debt Assessment	105,545	0	0	0	0	0.00%
Total Debt Service	981,247	1,340,118	1,179,239	1,467,795	288,556	24.47%
Total Budget	36,207,561	37,928,476	40,199,986	42,991,096	2,791,110	6.94%

TOWN ADMINISTRATOR

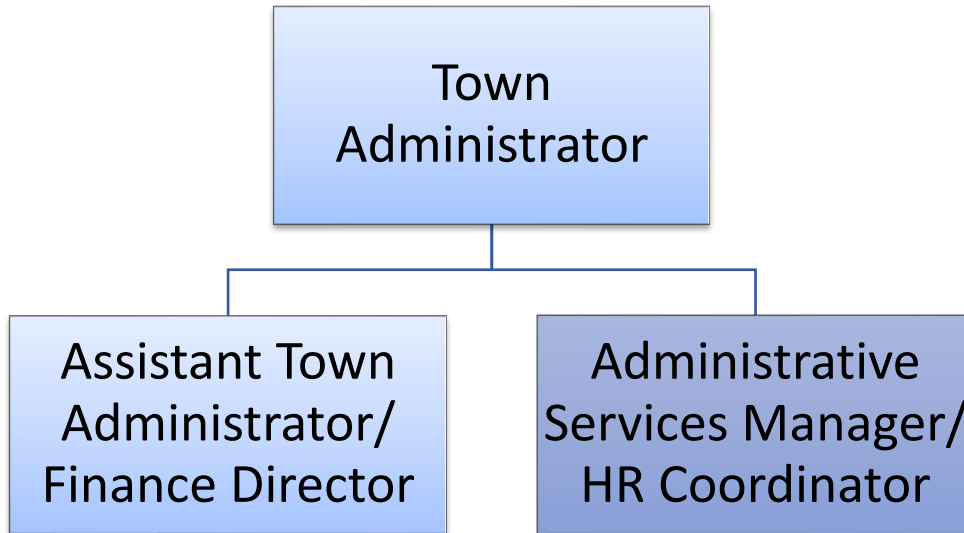
MISSION STATEMENT

The Town Administrator, who serves as the Chief Administrative Officer, manages all policies, programs, and procedures that have been implemented by the Select Board. Additionally, the Town Administrator is responsible for budget preparation, hiring personnel, and negotiating labor contracts.

CORE RESPONSIBILITIES, PROGRAMS, & SERVICES

- Serve as Chief Administrative Officer as appointed by the Boxford Select Board.
- Prepare Warrants for Annual and Special Town Meetings, elections, and any override votes for Select Board to issue.
- Serve as Chief Personnel Officer, responsible for hiring personnel, managing benefits, and negotiating labor contracts.
- Serves as Chief Procurement Officer and is in charge of all town property rental and use, except school property.
- Department oversees all Town finance and budgeting functions.
- Establish an annual operating budget, in collaboration with the Finance Committee.
- Create and manage the annual five-year Capital Improvement Program (CIP).
- Manage all administrative policies, programs, and procedures, as adopted by the Select Board.
- Oversee the Town's technology needs.
- Coordinate among the town's departments, boards, and committees
- Oversight of the Boxford Park Program

ORGANIZATIONAL OVERVIEW



Position	FY2023 Actual	FY2024 Actual	FY2025 Budgeted
Town Administrator	1.0	1.0	1.0
Assistant Town Administrator/ Finance Director	1.0	1.0	1.0
Administrative Services Manager/ HR Coordinator	1.0	1.0	1.0
TOTAL FTEs	3.0	3.0	3.0

PERFORMANCE MEASUREMENTS

Performance Indicator	Unit of Measure	Actual FY2022	Actual FY2023	Estimated FY2024
Credit Rating	S&P	AAA	AAA	AAA
Free Cash (Reserves)	\$	\$3,699,386	\$3,451,805	\$3,758,382
Staff Trainings	#	2	3	4
Active Employees Enrolled in Health Insurance	#			161
Retirees Enrolled in Health Insurance	#			146
Positions Filled	#			6
TA Open Office Hours		20	18	20
Boxford Community Newsletters	#	3	4	4

RECENT ACCOMPLISHMENTS

Finance/ Budgeting

- Transitioned the Town’s finance functions from Town Accountant to the Town Administrator’s office.
- Completed five-year Capital Improvement Program (CIP) for Fiscal Years 2024 through 2028. The Program includes 78 projects and a total capital investment of \$42 million over five years, and has been a very useful tool in developing a plan to finance these projects. The CIP has been particularly useful for obtaining outside funding for capital projects to help reduce the reliance on local revenue sources to finance them. Being organized and having an up-to-date capital plan is extremely helpful for obtaining outside funding.
- Grant funding: we were able to bring in nearly \$700,000 in new grant funding, including:
 - \$312,000 in federal and state funds for the design and engineering of the Boxford Rail Trail.
 - \$210,000 in state budget earmarks that funded the purchase of Automated External Defibrillators (AED) and CPR machines for the Fire Department, the

design of a new Town Hall well, a traffic study for Main Street and Lawrence Rd, voting machines for Town Meeting, and funding for culvert repairs.

- \$75,000 from the state's Municipal Americans with Disabilities Act (ADA) Improvement Program to replace the docks at Stiles Pond Beach with new, state-of-the-art ADA-accessible docks, which will be implemented by the summer of 2024.
- \$31,600 in State Community Compact IT funds for online permitting.
- \$30,000 in Federal Brownfield grant funding for the purchase of 27 Main Street.
- \$25,000 of State One Stop money to fund the MassDevelopment consultant for the ARBA committee.
- Management of federal American Rescue Plan Act (ARPA) funds: worked with ARPA Committee to commit federal grant funds to high priority projects, including the design and construction costs of four critical culverts in town, a pilot program to guarantee 24/7 fire department coverage, and increased funding for crucial public health initiatives post-COVID.

HR/ Personnel

- Created the Administrative Services Manager/ HR Coordinator position to consolidate all HR functions into the Town Administrator's Office.
- Using the 2022 compensation study of peer communities conducted by GovHR, the Town has strategically increased compensation of key employees to remain competitive, which has led to increased retention of employees and has improved morale within Town Hall.
- Rolled out new trainings & staff development programming.
- Enhanced and expanded health insurance benefits for employees, including new dental plans and a volunteer vision plan.
- Held first Health and Wellness Fair for Town employees since prior to COVID-19.
- Oversaw recruitment process for open positions, including Library Director, Building Department Administrative Assistant, DPW Heavy Equipment Operator, Health Department Administrative Assistant, and COA Social Worker.

Communication and Transparency

- Increased Boards and Committee coordination for special projects, including the creation of the Waste Stream Task Force, Adaptive Reuse of Buildings Advisory Committee, and Emergency Response Advisory Committee.
- To improve communication across boards, the Select Board held 2 roundtable discussions with Boards and Committee Chairs at a scheduled Select Board meeting: September 11, 2023 and January 8, 2024.

- Press releases: Began submitting all news items and press releases to local news outlets to increase coverage of Boxford. As a result, the Ipswich Local News has increased its coverage of Boxford news.
- Website redesign: Contracted with CivicPlus on an overhaul of the existing Town website, to be completed in the summer of 2024.
- Newsletter: Continue to release Town newsletters on a quarterly basis. Expanded newsletter to include information and update from local non-profits and community organizations.
- TA Office Hours: held 18 open office hour sessions in 2023.
- Created a Town Meeting website for supporting documentation that could be accessed through a QR code, and various project pages, including the Adaptive Reuse of 4 Middleton Road and 188 Washington Street project, the Willow Rodd culvert replacement project, Community Aggregation, the Medical Response Pilot Project, and the Waste Stream Task Force.
- Social media presence: Increased social media posts

Technology

- Supported roll out of several software programs:
 - ProPhoenix Computer Aided Dispatch Records Management Software (CAD RMS)
 - OpenGov online permitting software
 - OperationsHero Facility Asset Management and work order software
 - MySeniorCenter COA software
 - MyRec Park Program registration
 - Munis financial software upgrade
- Cybersecurity: Worked with IT consultant to enhance the Town's cybersecurity posture, including the first phase of migration to cloud-based software and end-user training through the state's Municipal Cybersecurity Awareness Grant Program.
- Worked with the state's municipal cybersecurity training program to educate our staff on how to avoid phishing and email scams. Ongoing vigilance and education will be a continuing priority for all local municipalities facing emerging threats in a fast and ever-changing cybersecurity landscape.
- Hybrid remote meeting technology: Utilized the Town's American Rescue Plan Act (ARPA) funds to purchase remote meeting equipment in Meeting Room 1 at Town Hall, allowing attendees the ability to access meetings remotely through Zoom and interact with in-person attendees. The hybrid setup has been effective and allows greater access to public meetings.

Facilities and Infrastructure

- Staffed the Adaptive Reuse of Buildings Advisory Committee and obtained grant funding to complete a programming study for the reuse of 4 Middleton Road and 188 Washington.
- Worked with the Permanent Building Committee (PBC), School Administration, and various departments on advancing critical facility and infrastructure projects, including Cole School ADA-accessibility site project, the Spofford Pond School HVAC electrification project, and the design of a new DPW facility.
- Rail Trail: The town was awarded \$312,000 in state and federal grants for the design of the Boxford Rail Trail.

Administrative/Operations

- 10 Elm Committee: Worked with Select Board to established a committee to develop programming and standards procedures for the public use and rental of The Center at 10 Elm.
- ERAC: Worked with Select Board to establish a committee focused on the Town’s emergency response capabilities, whose work is ongoing.
- Municipal Aggregation: Successfully submitted the Town’s aggregation plan, in partnership with the Sustainability Committee, and received approval from the Department of Public Utilities.
- Regional ACO/AI: Successfully negotiated a new Regional Animal Control Officer/ Inspector program with the towns of Ipswich, Newbury, and Rowley.
- Waste Stream Task Force: Established a Task Force consisting of representatives from the Select Board, Finance Committee, Recycling Committee, and Board of Health to design and negotiate a new, five-year trash and recycling collection and disposal contract. The goal is a long-term contract that incorporates automated collection, promotes waste reduction, preserves or enhances Pay-As-You-Throw components of the existing program, and saves the Town money over the next five years. The new program is expected to start July 1, 2024.
- Oversaw a successful summer 2023 Park Program that included the roll out of a new registration software, MyRec.

FY2024 TRENDS

Technology and Cybersecurity

Municipalities across the country have fallen victim to cyberattacks, including neighboring communities. Because of the magnitude of this threat, we continue to explore ways to both improve operations and service through the use of technology while strengthening and

enhancing the Town’s cybersecurity posture against potential attacks. The three components of the Town’s cybersecurity posture are protection, recovery and user training. The Town Administrator’s Office has been working with our IT consultant on enhancements in all three categories.

Human Resources

Recruitment and retention have been ongoing challenges for every Massachusetts municipality. With rising inflation, a tight job market, and the pending retirements of many “Baby Boomer” employees, it’s important for municipalities to find creative ways to keep experienced employees while attracting new talent to fill vacant positions. Succession planning has also been a focus for addressing open department head positions vacated by talented and experienced employees either because of retirement or increased compensation in a larger community.

Health insurance premium rates continue to increase well beyond the Proposition 2 ½ restrictions on Towns that limit revenue from tax increases to 2.5%. Last year, the Town was able to reduce premium increases by offering new dental plans and voluntary vision. However, the premium increase was still above 8%, and continues to be trending towards 10% annual increases. The Town has hired a consultant that specializes in negotiating municipal health insurance plans in an effort to help identify strategies to avoid high premium increases.

Facilities

The cost of building and maintaining municipal facilities has increased dramatically over the past few years. By utilizing the five-year CIP, the Town Administrator’s office is able to plan for crucial facilities improvements over a multi-year period in a fiscally-responsible manner that still meets the needs of the Town.

FY2024 GOALS & OBJECTIVES

GOAL 1: CONTINUE TO IMPROVE TOWN FACILITIES AND INFRASTRUCTURE

Objectives:

- Work with Permanent Building Committee (PBC) on advancing the design of a new DPW Facility.
- Work with the Tri-Town Union on the design of the electrification of the HVAC system at Spofford Pond School.
- Rail Trail – finalize design of Boxford North Trail for construction; Complete 25% design for Boxford South Trail.

- Support the Adaptive Reuse of Buildings Advisory (ARBA) committee on determining the future use of 4 Middleton Rd and 188 Washington Street.

GOAL 2: PROVIDE FISCALLY SOUND MANAGEMENT AND MAXIMIZE RETURN ON TAXPAYER DOLLARS

Objectives:

- Work with Finance Department to review and update the Town’s fiscal policies
- Complete a five-year Capital Improvement Program and aggressively pursue grants and other outside funding opportunities.
- Finalize, execute, and oversee new five-year Trash & Recycling contract and conversion to automated collection.
- Oversee the implementation of Boxford Community Electricity, our municipal aggregation program.

GOAL 3: LEAD IN BUILDING A COLLABORATIVE AND ENGAGED COMMUNITY THROUGH MAINTAINING A HIGH LEVEL OF COMMUNICATION

Objectives:

- Launch updated website, BoxfordMA.gov
- Continue issuing press releases to local media outlets
- Work with Select Board to hold two Boards and Committee roundtable discussions
- Maintain publication of the quarterly Boxford Community Newsletter
- Continue to expand social media presence and content
- Implement recommendations for community programs and events identified by the 10 Elm Community Committee
- Build off of inaugural Boxford Budget document to improve communication of proposed funding levels and programs to residents in advance of Town Meeting

• **GOAL 4: IT Improvements**

Objectives:

- Migrate to cloud-based Microsoft 365, which will enhance our protection from potential attacks, as well as improve redundancies and recovery times should an attack occur.
- Support of roll out of cloud software in various departments, including OpenGov, Munis, ProPhoenix, and OperationsHero.
- Replacement of critical infrastructure, including local servers.

- Cybersecurity Posture Enhancement – implement additional security measures for publicly exposed systems, participate again in the state’s cybersecurity awareness training for all staff.

TOWN ADMINISTRATOR FY2025 PROPOSED BUDGET



Proposed Capital Improvement Program FY2025-FY2029

Matt Coogan, Town Administrator

February 12, 2024



What is a CIP?

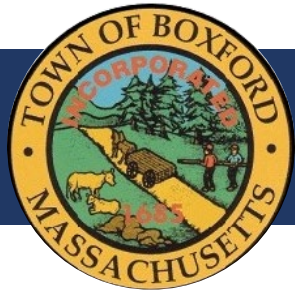
As outlined in the MA Division of Local Services' *Capital Improvement Planning Guide: Developing A Comprehensive Community Program*, a capital improvement program provides a blueprint for planning a community's capital expenditures and is one of the most important responsibilities of local government officials. It coordinates community planning, financial capacity, and physical development.

- Annual, 5-year Universal Capital Program
- Non-recurring tangible assets with a useful life of 5 years and a total cost of at least \$5,000
- Identified by Department Heads
- Submitted to the Select Board each January



Timeline

- **October:** Launch process with templates sent to Department Heads
- **November:** CIP department requests due to Town Administrator
- **December/ January:** Meetings with Department Heads to review requests
- **February 12, 2024: Submit DRAFT CIP to Select Board**
- **February – April:** Boards and Committees review and deliberate (Select Board, FinCom, PBC)
- **May 14, 2024:** Annual Town Meeting



Benefits of CIP

According to DLS, a complete, properly developed CIP has the following benefits:

- Facilitates coordination between capital needs and operating budgets
- Enhances the community's credit rating and control of its tax rate
- Deters sudden changes in debt service requirements
- Identifies the most economical means to finance capital projects
- Increases opportunities for obtaining federal and state aid
- Relates public facilities to public and private development plans
- Focuses attention on community objectives and fiscal capacity
- Keeps the public informed about future needs and projects
- Reduces costs by identifying and consolidating duplicative expenditures across municipal departments
- Encourages careful project planning and design to avoid costly mistakes and to help a community reach desired goals



Prioritization of Projects

The draft plan defines priorities that are assigned to each project based on the model suggested in the DLS capital planning manual:

1. **Urgent/Legally Required** – Completing this project will address an imminent risk to the safety of the public or municipal personnel, and/or it will prevent the imminent destruction or collapse of public infrastructure and loss of assets. Alternatively, this project is required to bring the community into compliance with federal or state safety, environmental, accessibility, or other regulations and legal requirements.
2. **Maintain Service** – Completing this project is necessary to ensure level service for the planned fiscal year. This priority type may include projects that replace old or worn-out equipment, dramatically rehabilitate aging facilities, or facilitate a department's ability to meet increased service demands.
- **Enhancement** – Completing this project will provide a benefit to the community over and above the existing service level, or it will result in cost savings or other efficiencies.



CIP Assumptions

- Continue to build cash reserves, maintaining a minimum threshold Free Cash balance of 5% of the tax levy;
- Continue to conservatively estimate New Growth;
- Actively pursue State and Federal funding opportunities and leverage an annual allotment of Community Preservation Act funds; and
- Establish policy targets that allocate annual CIP spending as a set percentage of the tax levy.



Projects by Department

Project Costs by Department/ Fund

Department	FY2025	FY2026	FY2027	FY2028	FY2029	Five-Year Total
Information Technology	\$105,400	\$53,000	\$53,000	\$53,000	\$53,000	\$317,400
Health	\$300,000	\$0	\$0	\$0	\$0	\$300,000
Fire	\$598,000	\$154,000	\$175,000	\$80,000	\$75,000	\$1,082,000
Police	\$65,000	\$130,000	\$65,000	\$130,000	\$65,000	\$455,000
Communications	\$65,000	\$20,000	\$30,000	\$36,000	\$30,000	\$181,000
Public Works	\$4,225,000	\$6,483,500	\$17,475,000	\$2,060,000	\$6,730,000	\$36,973,500
Planning	\$0	\$50,000	\$50,000	\$0	\$0	\$100,000
Town Clerk	\$18,800	\$0	\$0	\$0	\$0	\$18,800
Building	\$25,000	\$0	\$0	\$0	\$0	\$25,000
Library	\$125,000	\$0	\$0	\$0	\$0	\$125,000
Elementary Schools	\$330,000	\$508,750	\$1,684,659	\$9,265,909	\$45,000	\$11,834,318
Total Capital Improvements	\$5,857,200	\$7,399,250	\$19,532,659	\$11,624,909	\$6,998,000	\$51,412,018

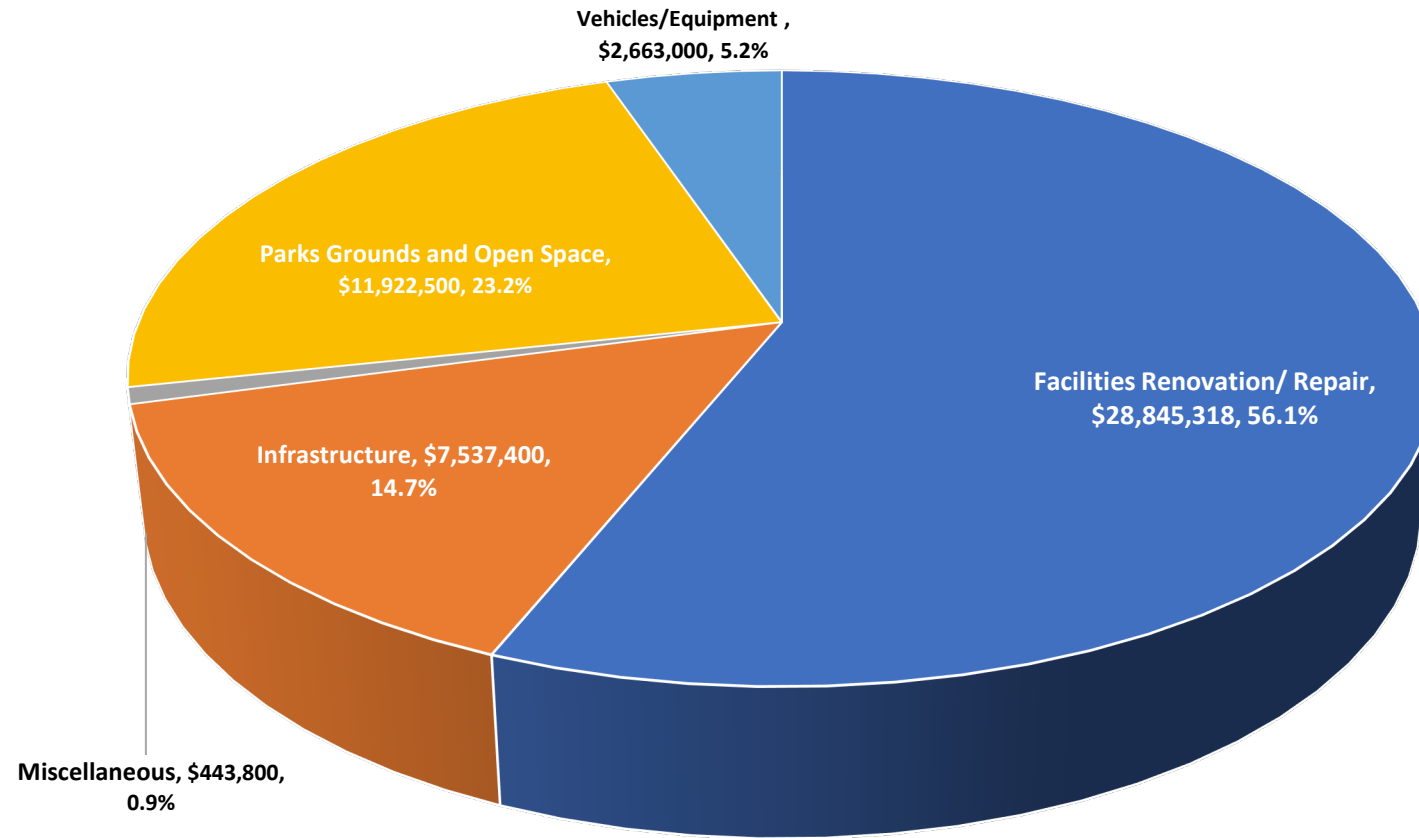


Project Categories

- Infrastructure
- Facilities Repair/ Renovation
- Parks, Grounds, and Open Space
- Vehicles/ Equipment
- Miscellaneous



Project Categories





CIP Funding

CIP by Funding Source

Funding Source	FY2025	FY2026	FY2027	FY2028	FY2029
<u>General Fund (Pay-As-You-Go)</u>					
Free Cash	\$1,401,500	\$1,021,250	\$720,000	\$1,341,000	\$430,000
Operating Budget	\$205,000	\$205,000	\$205,000	\$205,000	\$205,000
<u>General Fund (Debt)</u>					
New Debt	\$2,000,000	\$0	\$1,658,295	\$1,965,909	\$700,000
Exempt (Excluded)	\$0	\$0	\$15,000,000	\$7,700,000	\$0
<u>CPA (Pay-As-You-Go)</u>	\$0	\$1,000,000	\$265,000	\$0	\$0
<u>CPA (Debt)</u>	\$0	\$0	\$0	\$0	\$0
<u>Grant/Other</u>	\$3,025,700	\$4,673,000	\$1,909,364	\$413,000	\$5,663,000
Total Gross Funding	\$6,632,200	\$6,899,250	\$19,757,659	\$11,624,909	\$6,998,000



May Town Meeting – Free Cash Capital

Potential projects to be funded in Capital Omnibus Warrant Article

CIP #	Department	Project Description	Category	FY2025
IT001	Information Technology	IT Hardware	Infrastructure	\$ 52,400
BH001	Health	Automated Collection Trash and Recycling Bins	Miscellaneous	\$ 300,000
PW001	Public Works	Replace 2010 Chevrolet One Ton Dump Truck (#28)	Vehicles/Equipment	\$ 100,000
PW003	Public Works	Mini Excavator with Brush Side Mower attachment	Vehicles/Equipment	\$ 140,000
PW010	Public Works	Design and Permitting of Drainage System on Balmoral	Infrastructure	\$ 50,000
PW022	Public Works	Lincoln Hall Ceiling Paint/Exterior Paint	Facilities Renovation/ Repair	\$ 25,000
PW024	Public Works	Police Department Ceiling Repairs	Facilities Renovation/ Repair	\$ 7,500
PW032	Public Works	Lincoln Hall Interior Paint and Floors	Facilities Renovation/ Repair	\$ 30,000
PW037	Public Works	New Irrigation Well at Boxford Commons	Parks Grounds and Open Space	\$ 35,000
COM001	Communications	Backup Police and Fire Radio Repeaters	Vehicles/Equipment	\$ 65,000
FD002	Fire	Turnout Gear	Vehicles/Equipment	\$ 22,800
FD005	Fire	SCBA Air Compressor	Vehicles/Equipment	\$ 55,000
FD006	Fire	East Fire Station Kitchen	Facilities Renovation/ Repair	\$ 45,000
TC001	Town Clerk	Election Tabulators	Miscellaneous	\$ 18,800
LI001	Library	Modular Storage Unit	Facilities Renovation/ Repair	\$ 125,000
ES001	Elementary Schools	Cole and Spofford School Flooring Replacement	Facilities Renovation/ Repair	\$ 100,000
ES004	Elementary Schools	Cole School HVAC, Boilers and Control	Facilities Renovation/ Repair	\$ 80,000
ES012	Elementary Schools	Cole School Site Project	Facilities Renovation/ Repair	\$ 150,000
			Total	\$ 1,401,500



Available Free Cash

Town of Boxford Free Cash	FY22	FY23	FY24
Certified Free Cash (Starting Balance)	\$3,699,386	\$3,451,805	\$3,758,382
<i>(Less 5% of Previous FY Operating Budget - per FINCOM policy)</i>	<i>(\$1,778,555)</i>	<i>(\$1,818,551)</i>	<i>(\$2,009,999)</i>
Free Cash Available to Spend	\$1,920,831	\$1,633,254	\$1,748,383
Total Free Cash Appropriated (for the following Fiscal Year)	\$1,431,600	\$834,060	\$1,401,500
Remaining Free Cash Balance	\$489,231	\$799,193	\$346,883



Potential Debt Authorizations at May Town Meeting

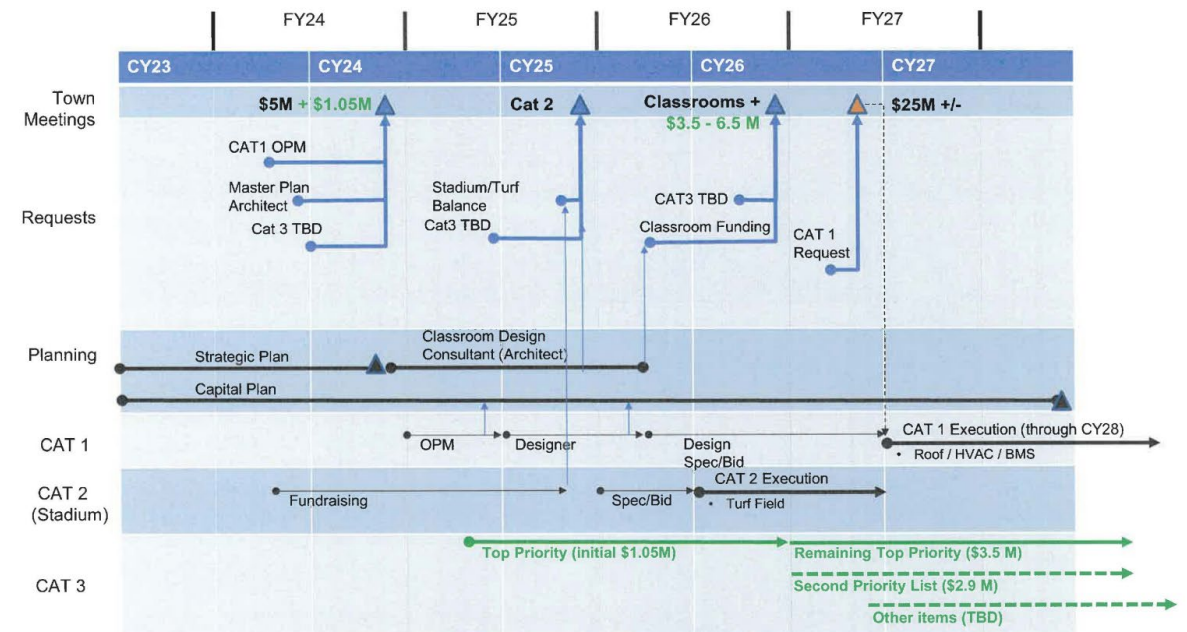
- New DPW Facility 100% Design & Permitting - \$1.5M (estimate)
- Spofford Pond School HVAC 100% Design and Permitting
- Cost estimates will be ready for Town review before closing of Town Meeting Warrant.



Masco Capital Plan

- \$5M - Design & OPM for new roof and HVAC
 - Debt Exclusion for share of \$5M debt authorization
 - Estimated cost of projects - \$25M
- First Priorities Capital (Category 3)- \$1,054,100

Capital Item	FY 25/26	FY 27/28/29
Exterior Painting - Field House Walls Blasting and Cleaning	\$ 62,400	
MS Auditorium Lighting upgrade to LED	\$ 46,400	
Elevator modernization	\$ 216,400	
Audio System Upgrades: Gym, Auditorium & Field House	\$ 390,700	
Campus wide surge protection system	\$ 42,000	
Campus-wide Wireless Internal Clock System Upgrade	\$ 111,000	
HS Art Mac Lab Upgrade	\$ 59,000	
Maintenance Dept Equipment	\$ 34,200	
Kitchen Equipment Replacement	\$ 92,000	
Running Track and Natural Grass Field		\$ 1,939,600
Repair & Refurbish Tennis Courts		\$ 72,000
Exterior lighting		\$ 90,000
Lightning Protection system		\$ 145,000
Bunker Stadium Pressbox elevator replacement		\$ 120,000
Carpeting in Libraries		\$ 240,000
Interior Campus-wide Cell Phone Amplification System		\$ 287,500
Chromebooks		\$ 147,750
Classroom Projectors		\$ 360,000
Maintenance Department Equipment		\$ 94,120
Total	\$ 1,054,100	\$ 3,495,970





Next Steps

- Select Board review
- Finance Committee Review
- Permanent Building Committee Review
- Final financing plan
- Finalize FY25-FY29 CIP
- FY25 appropriation requests
- Annual Town Meeting

CAPITAL IMPROVEMENT PROGRAM **DRAFT**

FISCAL YEARS 2025-2029



Town of
Boxford
Massachusetts

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Public Works Department

Police Department

Fire Department

Communications Department

Land Use Development

Building Department

Town Clark

Elementary Schools

Section IV – Project List by Financing Method

I. Executive Summary

Introduction

For the Select Board's review is a draft 5-year Capital Improvement Program (CIP) for the Town of Boxford. This plan was created in collaboration with Department Heads and School Administration. I look forward to reviewing and discussing with the Select Board and Finance Committee in public forums.

The plan includes 78 projects and a total capital investment of \$51 Million over five years, beginning Fiscal Year 2025 through Fiscal Year 2029. It includes a financing plan to fund projects, with a combination of free cash, debt, CPA funds, and various grant programs, including Boxford's federal Coronavirus Local Fiscal Recovery Funds (CLFRF) through the American Rescue Plan Act of 2021 (ARPA), and state sources. As presented, 30% of total project costs would be funded without the reliance on Boxford taxpayer dollars.

The format and organization of the CIP is designed to include: 1) a description and justification of each project, 2) the year in which the project is planned, 3) the anticipated financing mechanism and 4) any impact on the annual operating budget. The Town would seek grants and alternative funding mechanisms whenever possible before recommending an appropriation from General Fund revenues.

What is the CIP?

Each year, a five-year universal capital plan will be drafted that addresses the capital needs of the Town. Items in the plan are major non-recurring tangible assets with a useful life of at least five years and a total cost of at least \$5,000. They are identified by Department Heads and reviewed by the Finance Department, Town Administrator, and various Boards and Committees throughout a collaborative, public process. All projects in the CIP would ultimately need approval at a Town Meeting, and projects funded through debt service require a 2/3rds Town Meeting vote. The CIP is a tool that helps the community advance capital needs in a proactive, transparent, and fiscally responsible manner.

CIP Process Timeline

- October: Launch process with templates sent to Department Heads
- November: CIP department requests due to Town Administrator
- December - January: Meetings with Department Heads to review requests

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- **February 12, 2023: Submit DRAFT CIP to Select Board**
- February – April: Boards and Committees review and deliberate
- May 14, 2024: Annual Town Meeting

Goals of the CIP

As outlined in the MA Division of Local Services' *Capital Improvement Planning Guide: Developing A Comprehensive Community Program*, a capital improvement program provides a blueprint for planning a community's capital expenditures and is one of the most important responsibilities of local government officials. It coordinates community planning, financial capacity, and physical development.

According to DLS, a complete, properly developed CIP has the following benefits:

- Facilitates coordination between capital needs and operating budgets
- Enhances the community's credit rating and control of its tax rate
- Deters sudden changes in debt service requirements
- Identifies the most economical means to finance capital projects
- Increases opportunities for obtaining federal and state aid
- Relates public facilities to public and private development plans
- Focuses attention on community objectives and fiscal capacity
- Keeps the public informed about future needs and projects
- Reduces costs by identifying and consolidating duplicative expenditures across municipal departments
- Encourages careful project planning and design to avoid costly mistakes and to help a community reach desired goals

Prioritization of Projects

The draft plan defines priorities that are assigned to each project based on the model suggested in the DLS capital planning manual:

1. Urgent/Legally Required – Completing this project will address an imminent risk to the safety of the public or municipal personnel, and/or it will prevent the imminent destruction or collapse of public infrastructure and loss of assets. Alternatively, this project is required to bring the community into compliance with federal or state safety, environmental, accessibility, or other regulations and legal requirements.

CAPITAL IMPROVEMENT PROGRAM: FY2025-FY2029

2. Maintain Service – Completing this project is necessary to ensure level service for the planned fiscal year. This priority type may include projects that replace old or worn-out equipment, dramatically rehabilitate aging facilities, or facilitate a department’s ability to meet increased service demands.
3. Enhancement – Completing this project will provide a benefit to the community over and above the existing service level, or it will result in cost savings or other efficiencies.

Sustainability/ Environmental Responsibility

The Town of Boxford is a state-designated Green Community and is committed to reducing municipal greenhouse gas emissions by 20%. Department heads were instructed to consider whether there are options, materials, methods, etc. for their CIP submissions that would contribute to reducing our carbon footprint.

For vehicle requests, department submissions reviewed whether there is a viable electric vehicle (EV) option or EV hybrid option to meet needs that does not significantly impact operations or productivity. The Boxford Sustainability Committee completed a Fleet Electrification Assessment through National Grid that was used as a referenced for requesting vehicles. Any new vehicle purchase must comply with [Green Communities vehicle efficiency requirements](#).

For facility submissions, including HVAC and mechanical, departments were instructed to consider any opportunity to shift fuel sources from fossil fuels (including natural gas) to electricity. Implementation of renewable energy, such as thermal or solar, should also have been considered. For any submission, high efficiency options must be considered.

Finally, departments were instructed to consider products that reduce carbon footprint, including materials that are sustainably sourced or made of recycled/reused materials.

CIP Assumptions

The FY2025-2029 CIP is based on the following budgetary assumptions. The Town will:

- Continue to build cash reserves, maintaining a minimum threshold Free Cash balance of 5% of the previous year’s operating budget;

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- Continue to conservatively estimate New Growth;
- Actively pursue State and Federal funding opportunities and leverage an annual allotment of Community Preservation Act funds; and
- Establish policy targets that allocate annual CIP spending as a set percentage of the tax levy.

Overview of the CIP

The draft CIP includes projects with a five-year total estimated cost of \$51M. The projects are divided into five main categories: 1) infrastructure, 2) facilities repair/renovation, 3) parks, grounds and open space, 4) vehicles/equipment, and 5) miscellaneous.

Investments in facility renovations and repairs are the largest category of spending at 56.1% of total costs. A significant portion of this proposed spending is to construct a new DPW Facility, as well as various improvements at the Harry Lee Cole and Spofford Pond Elementary Schools. Not included at this time is a cost estimate for the design and construction of a new, electrified, HVAC system for Spofford Pond Elementary School. The School Committee is working with an architect on a feasibility study, which will result in a project scope and cost estimates. We expect to see cost estimates to add to this plan in March. It would be a multi-million-dollar project. The information included in the CIP is a best estimate placeholder. The CIP also includes projects identified in the 2023 Town of Boxford Facility Condition Assessment ("Alpha Report").

Parks, Grounds, and Open space is the second largest spending category at 23.3%. The segments of the Border to Boston (B2B) Trail within Boxford account for nearly half of the proposed spending in this category. The northern segment, which extends into the Town of Georgetown, will be constructed with state funds beginning FY2026. The draft CIP funds the continuation of design of the southern segment, located entirely in Boxford, with a combination of CPA and state funds. Working with the Boxford Athletic Association, the plan identifies several improvements to playing fields, to be funded with a combination of CPA funds and private donation. The Recreation Committee is working with the Permanent Building Committee of the Johnson Field playground, to be funded with CPA funds.

Infrastructure improvements represent 14.6% of the total spending included in the CIP. Infrastructure is the core of any CIP and Boxford is focusing capital expenditures on critical infrastructure, including roads, bridges, and culverts. In 2021, the DPW completed a Culvert and Bridge Asset Management Study that identified critical culverts and bridges in need of urgent repair or replacement, several of which are included in the CIP.

A consistent category of spending in any CIP is for the replacement of vehicles and equipment, representing 5.2% of total spending for the next five years. Major spending over the next five years includes replacement of Fire Department vehicles and equipment, cruiser replacements for the Police Department, along with multiple pieces of equipment to be used by the Public Works Department.

CAPITAL IMPROVEMENT PROGRAM: FY2025-FY2029

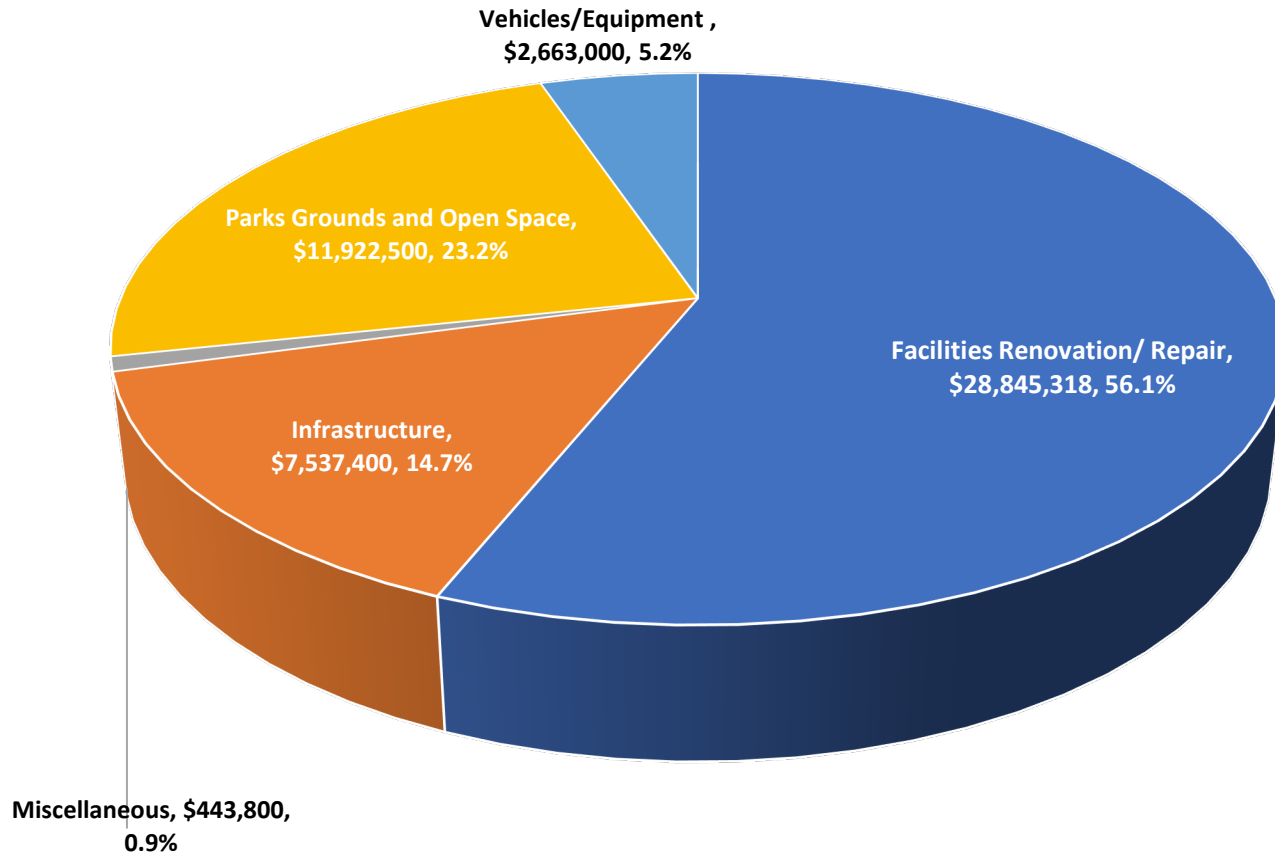
On the following pages are a breakdown of estimated project costs by department over the next five fiscal years, along with the breakdown by spending category.

Project Costs by Department/ Fund

Department	FY2025	FY2026	FY2027	FY2028	FY2029	Five-Year Total
Information Technology	\$105,400	\$53,000	\$53,000	\$53,000	\$53,000	\$317,400
Health	\$300,000	\$0	\$0	\$0	\$0	\$300,000
Fire	\$598,000	\$154,000	\$175,000	\$80,000	\$75,000	\$1,082,000
Police	\$65,000	\$130,000	\$65,000	\$130,000	\$65,000	\$455,000
Communications	\$65,000	\$20,000	\$30,000	\$36,000	\$30,000	\$181,000
Public Works	\$4,225,000	\$6,483,500	\$17,475,000	\$2,060,000	\$6,730,000	\$36,973,500
Planning	\$0	\$50,000	\$50,000	\$0	\$0	\$100,000
Town Clerk	\$18,800	\$0	\$0	\$0	\$0	\$18,800
Building	\$25,000	\$0	\$0	\$0	\$0	\$25,000
Library	\$125,000	\$0	\$0	\$0	\$0	\$125,000
Elementary Schools	\$330,000	\$508,750	\$1,684,659	\$9,265,909	\$45,000	\$11,834,318
Total Capital Improvements	\$5,857,200	\$7,399,250	\$19,532,659	\$11,624,909	\$6,998,000	\$51,412,018

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Project Costs by Spending Category



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Funding the CIP

The Town is committed to making annual capital investments through a diverse stream of funding sources. That includes leveraging state and federal funding sources, grants, CPA funds, and strong free cash balances to fund many capital improvements and purchases. All these sources limit the Town’s need to borrow to fund smaller capital improvements. As presented, 30% of the total cost of the CIP is funded without local taxpayer dollars. The funding philosophy behind the CIP is to continue to fund and invest in capital without drastically increasing the debt burden from year-to-year.

CIP Funding by Source

Funding Source	FY2025	FY2026	FY2027	FY2028	FY2029
<u>General Fund (Pay-As-You-Go)</u>					
Free Cash	\$1,401,500	\$1,021,250	\$720,000	\$1,341,000	\$430,000
Operating Budget	\$205,000	\$205,000	\$205,000	\$205,000	\$205,000
<u>General Fund (Debt)</u>					
New Debt	\$2,000,000	\$0	\$1,658,295	\$1,965,909	\$700,000
Exempt (Excluded)	\$0	\$0	\$15,000,000	\$7,700,000	\$0
<u>CPA (Pay-As-You-Go)</u>	\$0	\$1,000,000	\$265,000	\$0	\$0
<u>CPA (Debt)</u>	\$0	\$0	\$0	\$0	\$0
<u>Grant/Other</u>	\$3,025,700	\$4,673,000	\$1,909,364	\$413,000	\$5,663,000
Total Gross Funding	\$6,632,200	\$6,899,250	\$19,757,659	\$11,624,909	\$6,998,000

Not included in the CIP

The Masconomet Regional School District is currently working on a capital plan. This CIP does not include any Masco projects or financing planning to fund these projects. As of the date of this document, it is in intention of the Masconomet Regional School District School Committee to authorize the borrowing of \$5M to hire a designer and Owner’s Project Manager (OPM) for the replacement of the schools’ roofs and HVAC system. The authorization is subject to approval by the three Towns in the regional district at Town Meeting. In addition, the Town’s approval may be subject to a debt exclusion for these funds. If all three Towns approve, the annual debt service for the \$5M would be shared per the

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assessment formula in the Regional Agreement, beginning in Fiscal Year 2026. In addition, there is approximately \$1M of other capital items that the district intends to request funding at the Town Meetings of the Tri-Town communities this May. Information on the Masco capital planning process can be found on the Masco website.

As mentioned, we also anticipate more accurate costs for the Spofford Pond HVAC project and the new DPW Facility before May 14th Town Meeting. We anticipate utilizing these numbers to request debt authorizations to complete the designs of both these projects at Town Meeting.

Conclusion

The capital projects on the following pages highlight the Town's ongoing responsibility to maintain its facilities, vehicles, equipment, and infrastructure, and to make the necessary capital investments to meet the needs of the Boxford. The funding mechanisms for many projects, especially going out beyond the first year of the plan, are presented for illustrative purposes and change from year to year based on constantly evolving needs. The CIP is a living document and continues to be reevaluated and updated over the course of each fiscal year. I'd like to thank all involved with drafting this year's Capital Improvement Program, specifically Brendan Sweeney, Assistant Town Administrator/ Finance Director. I look forward to reviewing and finalizing this draft document.

Respectfully submitted,

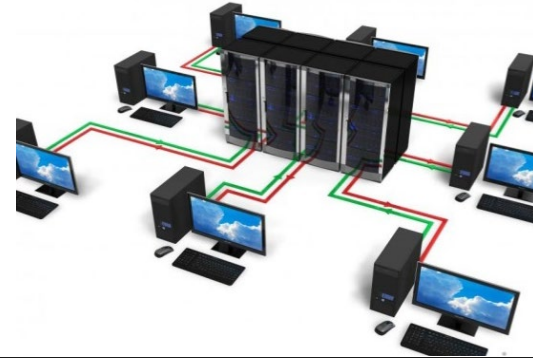
A handwritten signature in blue ink that reads "Matthew Coogan". The signature is written in a cursive style with a large, stylized initial "M".

Matthew Coogan, Town Administrator

PROJECT DETAIL SHEET (IT001)

IT Hardware

Department:	Information Technology
Category:	Infrastructure
Request Type (New/Prior Year):	Prior Year
Priority:	Maintain Service
FY2025-FY2029 Project Cost:	\$317,400
Estimated Useful Life:	Varies by Equipment/Service



Description and Justification:

FY25 non-operating budget capital costs include:

- \$30,000 expense to replace the Town's wireless network
- \$10,000 expense to upgrade the Town's firewall
- \$10,000 for a VMware server upgrade
- \$2,400 CrowdStrike antivirus deployment cost

Recurring operating budget expenses include:

- \$25,000 in estimated hardware upgrades (annual) for: docking station conversions (\$15,000/year), data backup at HiQ's Medford Office (\$3,600/year), and \$6,400 for all other hardware expenses
- \$20,000 for Office 365/Microsoft Cloud licenses for estimated 100 users (annual)
- \$4,000 for subscription cost of new wireless network (annual)
- \$4,000 for CrowdStrike antivirus for estimated 100 users (annual)

Estimated Costs by Fiscal Year	
FY2025	\$105,400
FY2026	\$53,000
FY2027	\$53,000
FY2028	\$53,000
FY2029	\$53,000
Total Five-Year Cost	\$317,400

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.

Operating Budget Impact:	\$53,000
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PROJECT DETAIL SHEET (BH001)

Automated Collection Trash and Recycling Bins

Department:	Health
Category:	Miscellaneous
Request Type (New/Prior Year):	Prior Year
Priority:	Urgent/Legally Required
FY2025-FY2029 Project Cost:	\$300,000
Estimated Useful Life:	15 Years



Description and Justification:

The Town is negotiating a new, 5-year contract that will shift collection from manual to automated. The automated system helps control costs by reducing the labor necessary for collection. The new automated system requires each participating household to acquire specific bins for trash and recycling that can be lifted and dumped with the automated trash truck. **The Town will purchase, through Free Cash, a set of bins (1 for trash, 1 for recycling) to be used by each individual household.**

Estimated Costs by Fiscal Year	
FY2025	\$300,000
FY2026	\$0
FY2027	\$0
FY2028	\$0
FY2028	\$0
Total Five-Year Cost	\$300,000

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.

Operating Budget Impact:	
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PROJECT DETAIL SHEET (PW001)

Replace 2010 Chevrolet One Ton Dump Truck (#28)

Department:	Public Works
Category:	Vehicles/Equipment
Request Type (New/Prior Year):	Prior Year
Priority:	Maintain Service
FY2025-FY2029 Project Cost:	\$100,000
Estimated Useful Life:	10 Years



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.

Estimated Costs by Fiscal Year	
FY2025	\$100,000
FY2026	\$0
FY2027	\$0
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$100,000

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.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (PW002)

Replace 1988 Ford Tractor

Department:	Public Works
Category:	Vehicles/Equipment
Request Type (New/Prior Year):	Prior Year
Priority:	Maintain Service
FY2025-FY2029 Project Cost:	\$75,000
Estimated Useful Life:	20 Years



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	
FY2025	\$0
FY2026	\$75,000
FY2027	\$0
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$75,000

Operating Budget Impact:	\$0
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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.

PROJECT DETAIL SHEET (PW003)

Mini Excavator with Brush Side Mower attachment

Department:	Public Works
Category:	Vehicles/Equipment
Request Type (New/Prior Year):	Prior Year
Priority:	Enhancement
FY2025-FY2029 Project Cost:	\$140,000
Estimated Useful Life:	20 Years



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 supplementing 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	
FY2025	\$140,000
FY2026	\$0
FY2027	\$0
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$140,000

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.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (PW004)

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

Department:	Public Works
Category:	Vehicles/Equipment
Request Type (New/Prior Year):	Prior Year
Priority:	Maintain Service
FY2025-FY2029 Project Cost:	\$95,000
Estimated Useful Life:	10 Years



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.

Estimated Costs by Fiscal Year	
FY2025	\$0
FY2026	\$0
FY2027	\$95,000
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$95,000

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.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (PW005)

Dump/Plow Truck (#29)

Department:	Public Works
Category:	Vehicles/Equipment
Request Type (New/Prior Year):	Prior Year
Priority:	Maintain Service
FY2025-FY2029 Project Cost:	\$275,000
Estimated Useful Life:	10 Years



Description and Justification:

This is for the replacement of a critical truck in the DPW Fleet, the 2013 International. 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 will be in excess of 14 years old. The engine was rebuilt in 2022 to extend the life of the vehicle.

Estimated Costs by Fiscal Year	
FY2025	\$0
FY2026	\$0
FY2027	\$0
FY2028	\$275,000
FY2029	\$0
Total Five-Year Cost	\$275,000

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.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (PW006)

Dump/Plow Truck (#24)

Department:	Public Works
Category:	Vehicles/Equipment
Request Type (New/Prior Year):	Prior Year
Priority:	Maintain Service
FY2025-FY2029 Project Cost:	\$280,000
Estimated Useful Life:	10 Years



Description and Justification:

This is for the replacement of a critical truck in the DPW Fleet, the 2013 International. 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 will be in excess of 15 years old.

Estimated Costs by Fiscal Year	
FY2025	\$0
FY2026	\$0
FY2027	\$0
FY2028	\$0
FY2029	\$280,000
Total Five-Year Cost	\$280,000

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.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (PW007)

1.5 Ton Truck with 45' Bucket

Department:	Public Works
Category:	Vehicles/Equipment
Request Type (New/Prior Year):	New
Priority:	Enhancement
FY2025-FY2029 Project Cost:	\$140,000
Estimated Useful Life:	12 Years



Description and Justification:

This truck would be a new addition to the DPW fleet. Over the years, the DPW has relied on outsourcing several needs that this truck would keep "in house". The truck would be equipped with a 45' bucket to address these needs. The bucket truck would be used for integral DPW tasks such as tree limb and brush maintenance, street sign maintenance, flag and flag pole maintenance, tree lightings, building maintenance, seasonal banner installations and removals, etc. Currently, the DPW must outsource the tree work and rent a lift for the other work. The need to outsource and rely on outside rentals complicates these time sensitive needs.

Estimated Costs by Fiscal Year	
FY2025	\$0
FY2026	\$140,000
FY2027	\$0
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$140,000

Operating Budget Impact:	\$0
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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.

PROJECT DETAIL SHEET (PW008)

Annual Roadway Reconstruction

Department:	Public Works
Category:	Infrastructure
Request Type (New/Prior Year):	Prior Year
Priority:	Enhancement
FY2025-FY2029 Project Cost:	\$2,500,000
Estimated Useful Life:	25 Years



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	
FY2025	\$500,000
FY2026	\$500,000
FY2027	\$500,000
FY2028	\$500,000
FY2029	\$500,000
Total Five-Year Cost	\$2,500,000

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

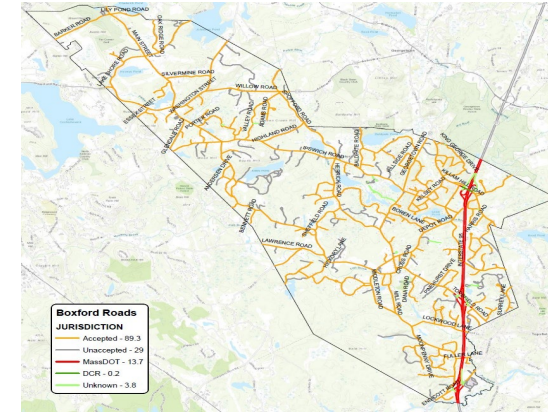
*Specify other funding source(s) in project description.

Operating Budget Impact:	\$87,000
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PROJECT DETAIL SHEET (PW009)

Roadway Network Assessment

Department:	Public Works
Category:	Infrastructure
Request Type (New/Prior Year):	New
Priority:	Maintain Service
FY2025-FY2029 Project Cost:	\$50,000
Estimated Useful Life:	5 years



Description and Justification:

Through the use of approximately \$50,000 in state Chapter 90 aid the DPW is seeking to update the town's existing roadway assessment completed in 2019. The updated assessment includes a complete roadway assessment for the nearly 100 miles of town maintained roadway. Additionally, two other assets will be collected as well and included within the data set provided. These two assets are roadway and regulatory signs and guard rails. Once the data is collected, it will be analyzed and included within this 5 year CIP, for updated maintenance and/or replacement.

Estimated Costs by Fiscal Year	
FY2025	\$50,000
FY2026	\$0
FY2027	\$0
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$50,000

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

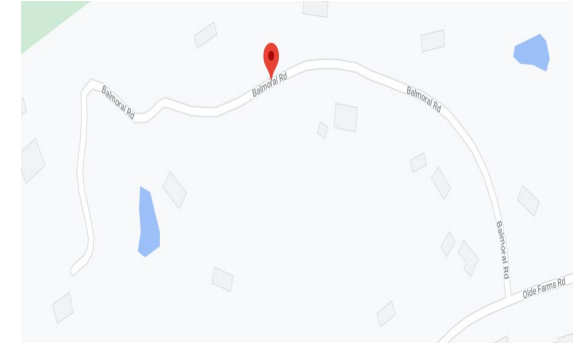
*Specify other funding source(s) in project description.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (PW010)

Design and Permitting of Drainage System on Balmoral

Department:	Public Works
Category:	Infrastructure
Request Type (New/Prior Year):	New
Priority:	Maintain Service
FY2025-FY2029 Project Cost:	\$50,000
Estimated Useful Life:	100 years



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 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.

Estimated Costs by Fiscal Year	
FY2025	\$50,000
FY2026	\$0
FY2027	\$0
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$50,000

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

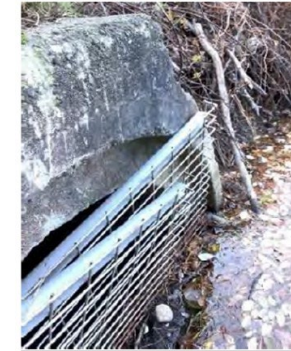
*Specify other funding source(s) in project description.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (PW011)

Construction of Ipswich Rd Culvert B-82

Department:	Public Works
Category:	Infrastructure
Request Type (New/Prior Year):	Prior Year
Priority:	Urgent/ Legally Required
FY2025-FY2029 Project Cost:	\$700,000
Estimated Useful Life:	100 years



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. The DPW will explore grant funding opportunities for this replacement as well. The culvert is currently in the design and permitting phase.

Estimated Costs by Fiscal Year	
FY2025	\$0
FY2026	\$0
FY2027	\$0
FY2028	\$700,000
FY2029	\$0
Total Five-Year Cost	\$700,000

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.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (PW012)

Construction Georgetown Rd Culvert B-129

Department:	Public Works
Category:	Infrastructure
Request Type (New/Prior Year):	Prior Year
Priority:	Urgent/ Legally Required
FY2025-FY2029 Project Cost:	\$500,000
Estimated Useful Life:	100 years



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. The design and permitting cost for this culvert is one of three that are predominantly (75%) being covered by a grant DPW was able to secure with the primary assistance of the Ipswich River Watershed Association through the Massachusetts Vulnerability and Preparedness (MVP) Action Grant . The total award of that grant was for \$275,000. The replacement cost will be supplemented by Ch. 90 should ARPA funding be exhausted. The culvert is currently in the permitting phase.

Estimated Costs by Fiscal Year	
FY2025	\$0
FY2026	\$500,000
FY2027	\$0
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$500,000

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.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (PW013)

Design & Permitting and Construction of Middleton Rd Culvert B-203

Department:	Public Works
Category:	Infrastructure
Request Type (New/Prior Year):	Prior Year
Priority:	Urgent/ Legally Required
FY2025-FY2029 Project Cost:	\$200,000
Estimated Useful Life:	100 years



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. Currently, the Town is planning on utilizing available 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	
FY2025	\$200,000
FY2026	\$0
FY2027	\$0
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$200,000

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.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (PW014)

Construction of Culvert near #39 Glendale Road

Department:	Public Works
Category:	Infrastructure
Request Type (New/Prior Year):	Prior Year
Priority:	Urgent/ Legally Required
FY2025-FY2029 Project Cost:	\$500,000
Estimated Useful Life:	100 years



Description and Justification:

This culvert in the vicinity of #39 Glendale Road is currently in the permitting phase. 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. Currently, the Town is planning on utilizing available ARPA funding provided by the Federal Government for the construction cost. Ch. 90 funds will be utilized to supplement ARPA funding, should it be necessary. The culvert is currently in the permitting phase.

Estimated Costs by Fiscal Year	
FY2025	\$500,000
FY2026	\$0
FY2027	\$0
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$500,000

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.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (PW015)

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

Department:	Public Works
Category:	Infrastructure
Request Type (New/Prior Year):	Prior Year
Priority:	Urgent/ Legally Required
FY2025-FY2029 Project Cost:	\$550,000
Estimated Useful Life:	100 Years



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 DPW was able to secure with the primary assistance of the Ipswich River Watershed Association through the Massachusetts Vulnerability and Preparedness (MVP) Action Grant. The total award of that grant was for \$275,000. The culvert is currently in the permitting phase. DPW is hopeful to secure funding with a grant if possible.

Estimated Costs by Fiscal Year	
FY2025	\$0
FY2026	\$0
FY2027	\$0
FY2028	\$550,000
FY2029	\$0
Total Five-Year Cost	\$550,000

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.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (PW016)

Construction of Culvert B-93 Herrick Rd.

Department:	Public Works
Category:	Infrastructure
Request Type (New/Prior Year):	Prior Year
Priority:	Urgent/ Legally Required
FY2025-FY2029 Project Cost:	\$550,000
Estimated Useful Life:	100 Years



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. The total award of that grant was for \$275,000. This culvert is currently in the permitting phase. The town is applying for another MVP Action Grant, for the construction cost. This may need to be supplemented with other funding sources.

Estimated Costs by Fiscal Year	
FY2025	\$550,000
FY2026	\$0
FY2027	\$0
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$550,000

Anticipated Funding Source(s)	
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.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (PW017)

Main St. Retaining Wall Assessment and Design

Department:	Public Works
Category:	Infrastructure
Request Type (New/Prior Year):	New
Priority:	Maintain Service
FY2025-FY2029 Project Cost:	\$120,000
Estimated Useful Life:	100 Years



Description and Justification:

It was brought to the DPW's attention by a resident that the existing retaining wall by #207 Main St. was deteriorating. Upon inspection, there is indeed signs of integrity loss. This appropriation would be for a structural engineering firm to assess the wall for safety and recommend any near term solutions, if necessary. The second appropriation would be for a permanent design to secure the integrity of the roadway and associated utilities.

Estimated Costs by Fiscal Year	
FY2025	\$0
FY2026	\$20,000
FY2027	\$100,000
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$120,000

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.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (PW018)

Relocate and replace DPW Garage (100% Design)

Department:	Public Works
Category:	Facilities Renovation/ Repair
Request Type (New/Prior Year):	Prior Year
Priority:	Maintain Service
FY2025-FY2029 Project Cost:	\$16,500,000
Estimated Useful Life:	50 Years



Description and Justification:

This appropriation would be for the progression of schematic design plans to 100% Design and permitting of a new DPW facility. The current metal truss building is well past its useful life and has numerous shortcomings in functionality and size. The Town is currently working on completion of schematic design, which will include a more accurate cost estimate for the project. The schematic will be completed before May 14, 2024 Town Meeting. For Town Meeting, it is expected that the Town will request an appropriation for 100% Design and permitting through the Town's Conservation Commission, Planning Board, and Zoning Board of Appeals.

Estimated Costs by Fiscal Year	
FY2025	\$1,500,000
FY2026	\$0
FY2027	\$15,000,000
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$16,500,000

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.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (PW019)

Endicott Bridge Reconstruction

Department:	Public Works
Category:	Infrastructure
Request Type (New/Prior Year):	Prior Year
Priority:	Maintain Service
FY2025-FY2029 Project Cost:	\$1,500,000
Estimated Useful Life:	100 Years



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. Construction costs are anticipated to be split by Topsfield (\$500k) and Boxford (\$500k) and the remainder would be funded by the small bridge program (\$500K).

Estimated Costs by Fiscal Year	
FY2025	\$0
FY2026	\$0
FY2027	\$1,500,000
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$1,500,000

Anticipated Funding Source(s)	
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.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (PW020)

Johnson Field Playground

Department:	Public Works
Category:	Parks Grounds and Open Space
Request Type (New/Prior Year):	New
Priority:	Urgent/ Legally Required
FY2025-FY2029 Project Cost:	\$225,000
Estimated Useful Life:	30 Years



Description and Justification:

The Recreation Committee and the Permanent Building Committee are working on a design to renovate the existing playground space near Johnson Field. The goal is to remove the existing playground equipment that is unsafe or not ADA-compliant and replace it with new equipment. The Recreation Committee received CPA funds at May 2023 Town meeting for engineering and design services. The Recreation Committee has applied for construction funds, currently estimated at \$225,000

Estimated Costs by Fiscal Year	
FY2025	\$225,000
FY2026	\$0
FY2027	\$0
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$225,000

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

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

Operating Budget Impact:	\$0
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\$0

PROJECT DETAIL SHEET (PW021)

Lincoln Hall Well and Septic System Design

Department:	Public Works
Category:	Facilities Renovation/ Repair
Request Type (New/Prior Year):	New
Priority:	Urgent/ Legally Required
FY2025-FY2029 Project Cost:	\$50,000
Estimated Useful Life:	30 Years



Description and Justification:

The potable water well and cesspool are original to the building, or past their expected useful life. An engineering study and design should be completed to ensure long term viability of these systems. An engineering study is necessary due to antiquated systems and updated state regulations.

Estimated Costs by Fiscal Year	
FY2025	\$0
FY2026	\$0
FY2027	\$50,000
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$50,000

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

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

Operating Budget Impact:	\$0
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\$0

PROJECT DETAIL SHEET (PW022)

Lincoln Hall Ceiling Paint/Exterior Paint

Department:	Public Works
Category:	Facilities Renovation/ Repair
Request Type (New/Prior Year):	New
Priority:	Urgent/ Legally Required
FY2025-FY2029 Project Cost:	\$25,000
Estimated Useful Life:	30 Years



Description and Justification:

The ceiling at Lincoln Hall is stained and peeling due to a possible water/condensation issue. The paint is falling to the ground and needs to be repaired. This appropriation would be to assess and repair the leak and ceiling. Additionally, some exterior trim and other wood/concrete needs to be re-painted.

Estimated Costs by Fiscal Year	
FY2025	\$25,000
FY2026	\$0
FY2027	\$0
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$25,000

Operating Budget Impact:	\$0
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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.

PROJECT DETAIL SHEET (PW024)

Police Department Ceiling Repairs

Department:	Public Works
Category:	Facilities Renovation/ Repair
Request Type (New/Prior Year):	New
Priority:	Urgent/ Legally Required
FY2025-FY2029 Project Cost:	\$7,500
Estimated Useful Life:	20 Years



Description and Justification:

The Police Department has staining and other forms of disrepair to the women's locker room ceiling. Repainting is necessary.

Estimated Costs by Fiscal Year	
FY2025	\$7,500
FY2026	\$0
FY2027	\$0
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$7,500

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

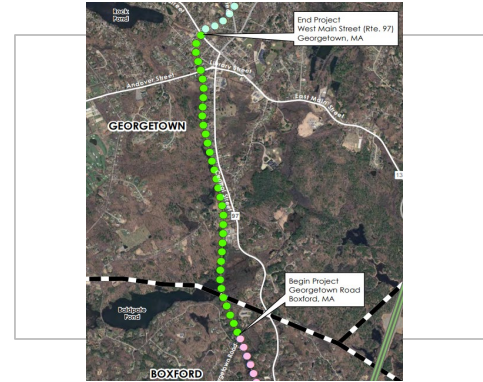
*Specify other funding source(s) in project description.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (PW025)

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 calendar year 2024 and construction scheduled to begin in FY2026. 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	
FY2025	\$0
FY2026	\$4,200,000
FY2027	\$0
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$4,200,000

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.

Operating Budget Impact:	\$0
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\$0

PROJECT DETAIL SHEET (PW026)

B2B Rail Trail Boxford Design

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



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 Pond St, is currently in design phase. The Town secured \$230,000 in state MassTrails grant funds with local CPA match to complete 25% design in 2024. The Town also secured funds to complete the remaining design through a federal FY23 budget earmark. Design should be completed by 2026. 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	
FY2025	\$312,500
FY2026	
FY2027	\$200,000
FY2028	\$0
FY2029	\$5,250,000
Total Five-Year Cost	\$5,762,500

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.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (PW027)

Stiles Pond Snack Shack Roof

Department:	Public Works
Category:	Facilities Renovation/ Repair
Request Type (New/Prior Year):	New
Priority:	Urgent/ Legally Required
FY2025-FY2029 Project Cost:	\$8,500
Estimated Useful Life:	30 Years



Description and Justification:

The roof at the snack shack is beyond its useful life and should be replaced.

Estimated Costs by Fiscal Year	
FY2025	\$0
FY2026	\$8,500
FY2027	\$0
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$8,500

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.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (PW028)

Lincoln Hall Steps Repair and Exterior Work

Department:	Public Works
Category:	Facilities Renovation/ Repair
Request Type (New/Prior Year):	New
Priority:	Maintain Service
FY2025-FY2029 Project Cost:	\$30,000
Estimated Useful Life:	20 Years



Description and Justification:

In 2022, the DPW made temporary repairs to the concrete steps which have deteriorated and is a cause of concern. This appropriation would be to remove and replace the steps at Lincoln Hall as a more permanent measure. Project will include exterior trim painting.

Estimated Costs by Fiscal Year	
FY2025	\$0
FY2026	\$30,000
FY2027	\$0
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$30,000

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.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (PW029)

Police Station HVAC Duct Improvements

Department:	Public Works
Category:	Facilities Renovation/ Repair
Request Type (New/Prior Year):	New
Priority:	Maintain Service
FY2025-FY2029 Project Cost:	\$10,000
Estimated Useful Life:	30 Years



Description and Justification:

Currently, three office spaces within the PD are regulated by one thermostat. However, an imbalance in the system causes a temperature difference between the offices in excess of 10 degrees. This creates uncomfortable working conditions of either too hot or too cold. These repairs would balance the HVAC system to ensure suitable temperature control.

Estimated Costs by Fiscal Year	
FY2025	\$0
FY2026	\$10,000
FY2027	\$0
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$10,000

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.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (PW030)

HVAC Distribution at West Fire Station

Department:	Public Works
Category:	Facilities Renovation/ Repair
Request Type (New/Prior Year):	New
Priority:	Maintain Service
FY2025-FY2029 Project Cost:	\$30,000
Estimated Useful Life:	20 Years



Description and Justification:

The distribution system is beyond its useful life and should be replaced to ensure adequate climate controls.

Estimated Costs by Fiscal Year	
FY2025	\$0
FY2026	\$0
FY2027	\$30,000
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$30,000

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.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (PW031)

Lincoln Hall HVAC Package Units

Department:	Public Works
Category:	Facilities Renovation/ Repair
Request Type (New/Prior Year):	New
Priority:	Maintain Service
FY2025-FY2029 Project Cost:	\$35,000
Estimated Useful Life:	20 Years



Description and Justification:

Lincoln Hall's package units will be 20 years old. The average life span is 20 years and these units will be at their useful life since their installation in 2007. This project was identified in the 2023 Town of Boxford Facility Condition Assessment ("Alpha Report").

Estimated Costs by Fiscal Year	
FY2025	\$0
FY2026	\$0
FY2027	\$0
FY2028	\$35,000
FY2029	\$0
Total Five-Year Cost	\$35,000

Operating Budget Impact:	\$0
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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.

PROJECT DETAIL SHEET (PW032)

Lincoln Hall Interior Paint and Floors

Department:	Public Works
Category:	Facilities Renovation/ Repair
Request Type (New/Prior Year):	New
Priority:	Maintain Service
FY2025-FY2029 Project Cost:	\$30,000
Estimated Useful Life:	20 Years



Description and Justification:

Lincoln Hall's walls should be repainted and floors should be re-finished. The building underwent a partial renovation in 2007 however, this would be in excess of 20 years ago. Normal wear and tear over the years have caused the paint/finish to fade, chip, peel and and become unsightly. The Permanent Building Committee has prioritized this project and recommends the Town seek funds for FY2025.

Estimated Costs by Fiscal Year	
FY2025	\$30,000
FY2026	\$0
FY2027	\$0
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$30,000

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.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (PW033)

Jim Locke Softball Field Renovations

Department:	Public Works
Category:	Parks Grounds and Open Space
Request Type (New/Prior Year):	New
Priority:	Maintain Service
FY2025-FY2029 Project Cost:	\$150,000
Estimated Useful Life:	50 Years



Description and Justification:

This appropriation would be for the reconstruction of the softball field used at the Jim Locke (Boyscout) Field. 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.

The BAA has indicated that they would seek a combination of CPA funding and private fundraising to finance this project.

Estimated Costs by Fiscal Year	
FY2025	\$0
FY2026	\$150,000
FY2027	\$0
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$150,000

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.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (PW034)

Boxford Common Turf Replacement

Department:	Public Works
Category:	Parks Grounds and Open Space
Request Type (New/Prior Year):	New
Priority:	Maintain Service
FY2025-FY2029 Project Cost:	\$700,000
Estimated Useful Life:	10 Years



Description and Justification:

This appropriation would be for the replacement of the synthetic turf at Boxford Common. The average useful life of synthetic turf is 10-12 years, depending on a variety of factors. FY2029 would be 10 years from the installation year. An assessment of the turf should be completed prior to replacement to verify replacement is necessary.

The BAA has indicated that they would utilize a portion of their field fees to help finance this project. As of December 2023, the BAA raised raised \$70,000 for this project.

Estimated Costs by Fiscal Year	
FY2025	\$0
FY2026	\$0
FY2027	\$0
FY2028	\$0
FY2029	\$700,000
Total Five-Year Cost	\$700,000

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

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

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (PW035)

Koster Field Revitalization

Department:	Public Works
Category:	Parks Grounds and Open Space
Request Type (New/Prior Year):	New
Priority:	Maintain Service
FY2025-FY2029 Project Cost:	\$250,000
Estimated Useful Life:	50 Years



Description and Justification:

This project would revitalize a little league baseball field located at Stiles Pond better known as Koster Field. The revitalization project would make improvements to the field such as turf and infield reconstruction, new fences, dugouts, batting cages, etc. in order to bring the field up to todays standards.

The BAA has indicated that they would seek a combination of CPA funding and private fundraising to finance this project.

Estimated Costs by Fiscal Year	
FY2025	\$0
FY2026	\$250,000
FY2027	\$0
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$250,000

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.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (PW036)

Morse Field Design and Revitalization

Department:	Public Works
Category:	Parks Grounds and Open Space
Request Type (New/Prior Year):	New
Priority:	Maintain Service
FY2025-FY2029 Project Cost:	\$600,000
Estimated Useful Life:	50 Years



Description and Justification:

This project would revitalize a little league baseball field located at 188 Washington St. better known as Morse Field. The revitalization project would make improvements to the field such as turf and infield reconstruction, new fences, dugouts, batting cages, etc. in order to bring the field up to today's standards as a "tournament qualifying" field. The funds are split in order to prepare engineering and bid documents and the second is for construction.

The BAA has indicated that they would seek a combination of CPA funding and private fundraising to finance this project.

Estimated Costs by Fiscal Year	
FY2025	\$0
FY2026	\$600,000
FY2027	\$0
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$600,000

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*

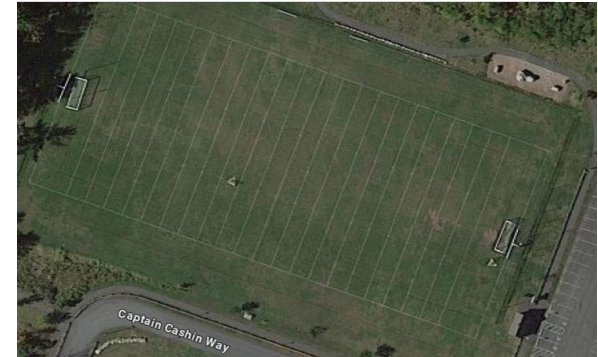
*Specify other funding source(s) in project description.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (PW037)

New Irrigation Well at Boxford Commons

Department:	Public Works
Category:	Parks Grounds and Open Space
Request Type (New/Prior Year):	New
Priority:	Maintain Service
FY2025-FY2029 Project Cost:	\$35,000
Estimated Useful Life:	50 Years



Description and Justification:

This project would appropriate money for a new, deeper dug well to prevent fines from entering the irrigation system. The fine sand particles end up causing issues with clogging and damaging the irrigation system componenets, thereby causing drought conditions and increasing maintenance costs.

Estimated Costs by Fiscal Year	
FY2025	\$35,000
FY2026	\$0
FY2027	\$0
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$35,000

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.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (PD001)

New Police Cruiser

Department:	Police
Category:	Vehicles/Equipment
Request Type (New/Prior Year):	Prior Year
Priority:	Maintain Service
FY2025-FY2029 Project Cost:	\$455,000
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	
FY2025	\$65,000
FY2026	\$130,000
FY2027	\$65,000
FY2028	\$130,000
FY2029	\$65,000
Total Five-Year Cost	\$455,000

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.

Operating Budget Impact:	\$65,000
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PROJECT DETAIL SHEET (FD001)

Rescue 1 Replacement

Department:	Fire
Category:	Vehicles/Equipment
Request Type (New/Prior Year):	Prior Year
Priority:	Enhancement
FY2025-FY2029 Project Cost:	\$460,000
Estimated Useful Life:	20 Years



Description and Justification:

Rescue 1 (2003) is an emergency response vehicle out of West Station. It is the first vehicle that responds to medical aids or vehicle accidents in the west district. In addition, it responds to technical rescues, fire alarms and fires. The vehicle should be outfitted in a similar fashion as Rescue 2, which was purchased in 2020. The vehicle would benefit from additional equipment space which would allow for new equipment such as vehicle stabilization. Additionally, the new vehicle would allow more responders as it can seat 5 members compared to only 2 right now.

Estimated Costs by Fiscal Year	
FY2025	\$460,000
FY2026	\$0
FY2027	\$0
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$460,000

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.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (FD002)

Turnout Gear

Department:	Fire
Category:	Vehicles/Equipment
Request Type (New/Prior Year):	New
Priority:	Enhancement
FY2025-FY2029 Project Cost:	\$38,000
Estimated Useful Life:	20 Years



Description and Justification:

Requesting funding to supplement our turnout gear. We are looking at purchasing 10 sets over the next two years. Each set is approximately \$3,800. Note, we will be applying for a grant this upcoming spring for 4-5 sets of gear. If awarded we would reduce the Town funding request by half.

Estimated Costs by Fiscal Year	
FY2025	\$38,000
FY2026	\$0
FY2027	\$0
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$38,000

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.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (FD004)

West Fire Station Second Floor Renovations

Department:	Fire
Category:	Facilities Renovation/ Repair
Request Type (New/Prior Year):	Prior Year
Priority:	Enhancement
FY2025-FY2029 Project Cost:	\$10,000
Estimated Useful Life:	20 Years



Description and Justification:

The department started a renovation project to convert attic space into an upstairs office space at the West Station. The project has halted due to concerns of absetos. The department needed to consider a plan for removal of asbestos and work through a plan of construction with the PBC.

Estimated Costs by Fiscal Year	
FY2025	\$0
FY2026	\$10,000
FY2027	\$0
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$10,000

Operating Budget Impact:	\$0
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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.

PROJECT DETAIL SHEET (FD005)

SCBA Air Compressor

Department:	Fire
Category:	Vehicles/Equipment
Request Type (New/Prior Year):	Prior Year
Priority:	Urgent/ Legally Required
FY2024-FY2028 Project Cost:	\$55,000
Estimated Useful Life:	20 Years



Description and Justification:

We currently have 1 SCBA cascade system out of the West Station that was purchased in 2005. The system's life expectancy is about 20 years. We have been advised that the control module may need to be replaced, but have not been given a timeframe on when. The cost of a new control module is about \$6,000. Additionally, we are finding it difficult to access parts for the machine, causing periods of inoperability (meaning we can not fill out air bottles).

Estimated Costs by Fiscal Year	
FY2025	\$55,000
FY2026	\$0
FY2027	\$0
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$55,000

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.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (FD006)

East Fire Station Kitchen

Department:	Fire
Category:	Facilities Renovation/ Repair
Request Type (New/Prior Year):	New
Priority:	Enhancement
FY2025-FY2029 Project Cost:	\$45,000
Estimated Useful Life:	20 Years



Description and Justification:

This is a request is to install new kitchen counters, cabinets and possibly a dishwasher at the East Fire Station. The current design is original to the building.

Estimated Costs by Fiscal Year	
FY2025	\$45,000
FY2026	\$0
FY2027	\$0
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$45,000

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.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (FD007)

Vehicle Stabilizers

Department:	Fire
Category:	Vehicles/Equipment
Request Type (New/Prior Year):	Prior Year
Priority:	Enhancement
FY2025-FY2029 Project Cost:	\$21,000
Estimated Useful Life:	10 Years



Description and Justification:

Vehicle stabilization consists of a set of struts and jacks that are used to quickly stabilize a vehicle at any angle or orientation during rescue operations. Complex rescues are infrequent but carry a significant risk to first responders and patients. The system is often used when the Jaws of Life to aid responders while rescuing victims entrapped. The devices replaced an outdated airbag system. The Town purchased one set back in 2018 and has had success with the operations. A second set would be needed to add to the West vehicles so that vehicles can become stable immediately to enhance safety of both rescuers and patients.

Estimated Costs by Fiscal Year	
FY2025	\$0
FY2026	\$21,000
FY2027	\$0
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$21,000

Operating Budget Impact:	\$0
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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.

PROJECT DETAIL SHEET (FD008)

On Duty Car

Department:	Fire
Category:	Vehicles/Equipment
Request Type (New/Prior Year):	Prior Year
Priority:	Enhancement
FY2025-FY2029 Project Cost:	\$75,000
Estimated Useful Life:	10 Years



Description and Justification:

The vehicle currently used by the department for this purpose is a 2016 Ford Explorer that was purchased by the Police Department. The Fire Department took over the vehicle and has used it for our On-Duty EMT program that started in August 2021 to address residents concerns about Fire Department response times and ability to have a member on duty 24 hours. The program has been successful in answering residents concerns but requires a reliable vehicle. The current vehicle is used by the on-duty individual so they can respond directly from their residence to the emergency scene. It is outfitted as a command vehicle. A new vehicle will be important as the current vehicle is high on milage and will be 10 years which is our standard timeframe to replace such vehicles.

Estimated Costs by Fiscal Year	
FY2025	\$0
FY2026	\$75,000
FY2027	\$0
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$75,000

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.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (FD009)

New Furniture

Department:	Fire
Category:	Vehicles/Equipment
Request Type (New/Prior Year):	Prior Year
Priority:	Maintain Service
FY2025-FY2029 Project Cost:	\$8,000
Estimated Useful Life:	10 Years



Description and Justification:

The request is to purchase new furniture for both stations, mainly chairs. The current stations have an odd variety of chairs that were donated over the years. The chairs are often damaged and do not match one another.

Estimated Costs by Fiscal Year	
FY2025	\$0
FY2026	\$8,000
FY2027	\$0
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$8,000

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.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (FD010)

Thermal Imager Camera

Department:	Fire
Category:	Vehicles/Equipment
Request Type (New/Prior Year):	Prior Year
Priority:	Maintain Service
FY2025-FY2029 Project Cost:	\$20,000
Estimated Useful Life:	10 Years



Description and Justification:

The thermal imager cameras are used by the firefighters to assist them in locating victims inside fires. The camera is often the only visual aid for firefighters inside a structure fire. Secondly, it is used to help locate fires or heat sources that can not easily be seen. Our current cameras were purchased in 2014. They are nearing ten years and should be considered to be replaced. The Fire Department is planning to apply for state Fire Safety Equipment grant funding to offset the cost of this purchase.

Estimated Costs by Fiscal Year	
FY2025	\$0
FY2026	\$20,000
FY2027	\$0
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$20,000

Operating Budget Impact:	\$0
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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.

PROJECT DETAIL SHEET (FD013)

Fire Boats

Department:	Fire
Category:	Vehicles/Equipment
Request Type (New/Prior Year):	Prior Year
Priority:	Maintain Service
FY2025-FY2029 Project Cost:	\$20,000
Estimated Useful Life:	15 Years



Description and Justification:

The department currently owns 2 inflatable boats. One boat was purchased in 2011 and the other in 2003. The boats had an expected life span of 15 years due to degradation of the rubber. The boats are currently in good condition but should be added to fleet replacement to ensure their reliability over the next 10-15 years. Note that this cost does not include the motors or trailers for the boats as we already own both.

Estimated Costs by Fiscal Year	
FY2025	\$0
FY2026	\$20,000
FY2027	\$0
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$20,000

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.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (FD014)

Squad 2

Department:	Fire
Category:	Vehicles/Equipment
Request Type (New/Prior Year):	Prior Year
Priority:	Maintain Service
FY2025-FY2029 Project Cost:	\$75,000
Estimated Useful Life:	10 Years



Description and Justification:

Squad 2 is a support piece of equipment that is used by members for a variety of functions. Its main use is a day-to-day vehicle for the full-time staff. It carries essential medical equipment and limited fire equipment. It is typically an open back truck to help with moving equipment such as hose. Finally, it is designated as the vehicle to respond with our 3000-gallon portable pool to the scene of a fire.

Estimated Costs by Fiscal Year	
FY2025	\$0
FY2026	\$0
FY2027	\$75,000
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$75,000

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.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (FD015)

Fire Department Facilities Study

Department:	Fire
Category:	Facilities Renovation/ Repair
Request Type (New/Prior Year):	Prior Year
Priority:	Maintain Service
FY2025-FY2029 Project Cost:	\$100,000
Estimated Useful Life:	10 Years



Description and Justification:

The purpose of this project is to commission a study to determine the future space needs of the fire department, specifically determining possible additions or construction of a central station. Today, both stations require additional space to accommodate oversized vehicles, station equipment and personnel. In the past two years, both stations have received funds to install shower facilities for women, as well as, upgrading floors, kitchen (west only), windows, tight tanks (environmental necessity), washers for turnout gear and other routine projects. The study would specifically look at other needs such as sleeping quarters, additional apparatus bays, improved training facility and storage space.

Estimated Costs by Fiscal Year	
FY2025	\$0
FY2026	\$0
FY2027	\$100,000
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$100,000

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.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (FD016)

Storage Shed

Department:	Fire
Category:	Facilities Renovation/ Repair
Request Type (New/Prior Year):	Prior Year
Priority:	Maintain Service
FY2025-FY2029 Project Cost:	\$5,000
Estimated Useful Life:	10 Years



Description and Justification:

The department needs additional storage. We'd like to evaluate the installation of a storage shed or addition to the building to help with space needs.

Estimated Costs by Fiscal Year	
FY2025	\$0
FY2026	\$0
FY2027	\$0
FY2028	\$5,000
FY2029	\$0
Total Five-Year Cost	\$5,000

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.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (FD017)

Fire Chief's Vehicle

Department:	Fire
Category:	Vehicles/Equipment
Request Type (New/Prior Year):	New
Priority:	Enhancement
FY2025-FY2029 Project Cost:	\$75,000
Estimated Useful Life:	10 Years



Description and Justification:

Car 1 is the vehicle utilized by the Fire Chief. When responding, it is used as the central point for command. It will require a lighting package and equipment storage for turnout gear, air pack, extinguisher, medical equipment and incident command board.

Estimated Costs by Fiscal Year	
FY2025	\$0
FY2026	\$0
FY2027	\$0
FY2028	\$75,000
FY2029	\$0
Total Five-Year Cost	\$75,000

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.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (FD018)

Jaws of Life

Department:	Fire
Category:	Vehicles/Equipment
Request Type (New/Prior Year):	New
Priority:	Maintain Service
FY2025-FY2029 Project Cost:	\$75,000
Estimated Useful Life:	10 Years



Description and Justification:

The Jaws of Life consists of three individual tools that are used in vehicle extrication. Our existing equipment was purchased in 2012. Life expectancy is 10 years for the tools.

Estimated Costs by Fiscal Year	
FY2025	\$0
FY2026	\$0
FY2027	\$0
FY2028	\$0
FY2029	\$75,000
Total Five-Year Cost	\$75,000

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.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (COM001)

Backup Police and Fire Radio Repeaters

Department:	Communications
Category:	Vehicles/Equipment
Request Type (New/Prior Year):	Prior Year
Priority:	Maintain Service
FY202-FY2028 Project Cost:	\$65,000
Estimated Useful Life:	15-20 Years



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	
FY2025	\$65,000
FY2026	\$0
FY2027	\$0
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$65,000

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.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (COM002)

Fire Mutual Aid Network Radio

Department:	Communications
Category:	Vehicles/Equipment
Request Type (New/Prior Year):	Prior Year
Priority:	Maintain Service
FY2025-FY2029 Project Cost:	\$20,000
Estimated Useful Life:	10-15 Years



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	
FY2025	\$0
FY2026	\$20,000
FY2027	\$0
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$20,000

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

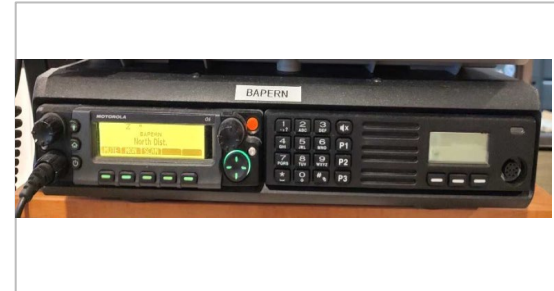
*Specify other funding source(s) in project description.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (COM003)

Police Mutual Aid Radio

Department:	Communications
Category:	Vehicles/Equipment
Request Type (New/Prior Year):	Prior Year
Priority:	Maintain Service
FY2025-FY2029 Project Cost:	\$20,000
Estimated Useful Life:	10-15 years



Description and Justification:

This radio is used to communicate on BAPER (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	
FY2025	\$0
FY2026	\$0
FY2027	\$20,000
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$20,000

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.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (COM004)

Replace and Upgrade Desktop Remotes at Police Station

Department:	Communications
Category:	Vehicles/Equipment
Request Type (New/Prior Year):	Prior Year
Priority:	Maintain Service
FY2025-FY2029 Project Cost:	\$10,000
Estimated Useful Life:	10-15 Years



Description and Justification:

Replace and upgrade Desktop Remotes at Police Station (Chief’s Office, Lt.’s Office, Director’s Office and add 2nd 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.

Estimated Costs by Fiscal Year	
FY2025	\$0
FY2026	\$0
FY2027	\$10,000
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$10,000

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.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (COM005)

DPW Radio

Department:	Communications
Category:	Vehicles/Equipment
Request Type (New/Prior Year):	Prior Year
Priority:	Maintain Service
FY2025-FY2029 Project Cost:	\$15,000
Estimated Useful Life:	15-20 years



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	
FY2025	\$0
FY2026	\$0
FY2027	\$0
FY2028	\$15,000
FY2029	\$0
Total Five-Year Cost	\$15,000

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.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (COM006)

Secondary DPW Radio

Department:	Communications
Category:	Vehicles/Equipment
Request Type (New/Prior Year):	Prior Year
Priority:	Maintain Service
FY2025-FY2029 Project Cost:	\$15,000
Estimated Useful Life:	15-20 Years



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	
FY2025	\$0
FY2026	\$0
FY2027	\$0
FY2028	\$15,000
FY2029	\$0
Total Five-Year Cost	\$15,000

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.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (COM007)

Fire Remote Radios

Department:	Communications
Category:	Vehicles/Equipment
Request Type (New/Prior Year):	Prior Year
Priority:	Maintain Service
FY2025-FY2029 Project Cost:	\$6,000
Estimated Useful Life:	10-15 Years



Description and Justification:

These are the radio's 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	
FY2025	\$0
FY2026	\$0
FY2027	\$0
FY2028	\$6,000
FY2029	\$0
Total Five-Year Cost	\$6,000

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.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (COM008)

Signal-and-Noise Voter Comparator

Department:	Communications
Category:	Vehicles/Equipment
Request Type (New/Prior Year):	New
Priority:	Maintain Service
FY2025-FY2029 Project Cost:	\$30,000
Estimated Useful Life:	10-15 Years



Description and Justification:

This piece of equipment is called a Signal-and-Noise Voter Comparator. The voter will select the best quality signal from all remote receiver sites and forward this signal to the repeater site for rebroadcast, thus providing greater talk back range for the radios. This unit is used for the Police radio frequency and was last replaced on the fall of 2014.

Estimated Costs by Fiscal Year	
FY2025	\$0
FY2026	\$0
FY2027	\$0
FY2028	\$0
FY2029	\$30,000
Total Five-Year Cost	\$30,000

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

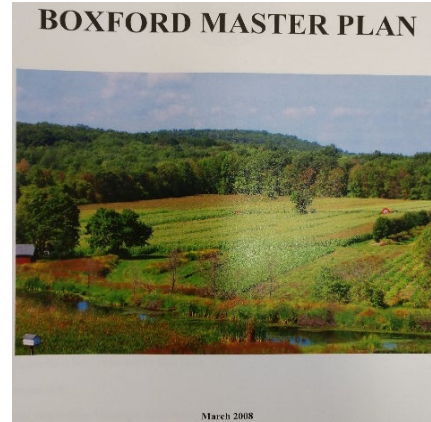
*Specify other funding source(s) in project description.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (PL001)

Master Plan

Department:	Planning
Category:	Miscellaneous
Request Type (New/Prior Year):	Prior Year
Priority:	Urgent/ Legally Required
FY2025-FY2029 Project Cost:	\$100,000
Estimated Useful Life:	10 Years



Description and Justification:

The Boxford Planning Board is required by MGL Ch. 41 s. 81D to have a Master Plan. The process for preparing and updating a master plan is prescribed by statute and the resulting plan is generally considered current for 10 years. In order to apply for state grants, the master plan must be current. The most recent Boxford master plan was dated 2008. Many towns hire a consultant to lead the effort in preparing a master plan. \$100,000 is a reasonable estimate for the Town to hire a consultant to facilitate the master planning process. The Town will apply for state grant funding to finance the creation of this plan.

Estimated Costs by Fiscal Year	
FY2025	\$0
FY2026	\$50,000
FY2027	\$50,000
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$100,000

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.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (TC001)

Election Tabulators

Department:	Town Clerk
Category:	Miscellaneous
Request Type (New/Prior Year):	New
Priority:	Maintain Service
FY2025-FY2029 Project Cost:	\$18,800
Estimated Useful Life:	10-15 Years



Description and Justification:

This is a new generation of tabulator that retrofits to our current ballot boxes. The equipment we are using now is thirteen years old and I am hoping to have our four current machines replaced with this more efficient model before the 2024 presidential election. There have been a significant number of maintenance issues with our tabulators since 2020.

Estimated Costs by Fiscal Year	
FY2025	\$18,800
FY2026	\$0
FY2027	\$0
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$18,800

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.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (BD001)

Document Digitization

Department:	Building
Category:	Miscellaneous
Request Type (New/Prior Year):	New
Priority:	Enhancement
FY2025-FY2029 Project Cost:	\$25,000
Estimated Useful Life:	25 Years



Description and Justification:

Our goal is to move the entire Building Department into the digital era. We would like to have all of our Boxford Street Files and plans accessible on LaserFiche. This will make things easier to research. The Town will apply for a state Community Compact grant in FY25 to fund this purchase.

Estimated Costs by Fiscal Year	
FY2025	\$25,000
FY2026	\$0
FY2027	\$0
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$25,000

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.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (LI001)

Modular Storage Unit

Department:	Library
Category:	Facilities Renovation/ Repair
Request Type (New/Prior Year):	New
Priority:	Enhancement
FY2025-FY2029 Project Cost:	\$125,000
Estimated Useful Life:	25 Years



Description and Justification:

The Library is looking to have a 1,000 square foot modular storage facility built to replace the space currently utilized at 188 Washington Street. The Modular structure would be located on the 7A Spofford Road property. The structure's foundation would be a concrete slab to support the weight of 5-shelves high steel shelving loaded with library materials (books, DVD's, etc). The modular unit would to be equped with electrical service, WiFi or wired internet access, and HVAC.

As the Town seeks to find an alternative use for 188 Washington Street, the Library needs to have a suitable alternative to house a storage collection of circulating library materials. The modular unit would give the town a low costand effective means of housing the storage collection for 25 years during which time a more permanent solution can be determined.

Estimated Costs by Fiscal Year	
FY2025	\$125,000
FY2026	\$0
FY2027	\$0
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$125,000

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.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (ES001)

Cole and Spofford School Flooring Replacement

Department:	Elementary Schools
Category:	Facilities Renovation/ Repair
Request Type (New/Prior Year):	Prior Year
Priority:	Maintain Service
FY2025-FY2029 Project Cost:	\$300,000
Estimated Useful Life:	25 Years



Description and Justification:

Replace flooring at Harry Lee Cole School and Spofford Pond School

Phased floor replacement at the both elementary schools

Estimated Costs by Fiscal Year	
FY2025	\$100,000
FY2026	\$100,000
FY2027	\$100,000
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$300,000

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.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (ES002)

Fire Alarm Control Panel Equipment at Harry Lee Cole

Department:	Elementary Schools
Category:	Facilities Renovation/ Repair
Request Type (New/Prior Year):	Prior Year
Priority:	Maintain Service
FY2025-FY2029 Project Cost:	\$220,000
Estimated Useful Life:	25 Years



Description and Justification:

Repair/Replace Fire Alarm Control Panel Equipment at Harry Lee Cole

Repair + replacement of fire alarm control panel equipment. Current FACP is 30+ years old, no longer supported by manufacturer.

Replacement can ensure higher accuracy in locating where a fire is in a given building, ensures greater level of school safety as current system is aged out of useful lifespan.

Estimated Costs by Fiscal Year	
FY2025	\$0
FY2026	\$0
FY2027	\$20,000
FY2028	\$200,000
FY2029	\$0
Total Five-Year Cost	\$220,000

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.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (ES003)

Spofford School HVAC, Boilers and Control (Design Only)

Department:	Elementary Schools
Category:	Facilities Renovation/ Repair
Request Type (New/Prior Year):	Prior Year
Priority:	Maintain Service
FY2025-FY2029 Project Cost:	TBD
Estimated Useful Life:	25 Years



Description and Justification:

The Tri-Town Union and Town are currently working on a feasibility study for the electrification of the Spofford School's HVAC system. The study will be ready by May 14 Town Meeting, and the Town would request funding for the design of a new HVAC system based on the results of the study .

The FY25 expense is the cost for a design and to hire an owner's project manager to replace the boilers, boiler controls, and HVAC systems at the Spofford Pond School. The boilers, boiler controls, and HVAC systems have reached the end of their lifespan and improvements are necessary. If this funding is approved, the HVAC system replacement would take place in FY27/ FY28.

Estimated Costs by Fiscal Year	
FY2025	TBD
FY2026	\$0
FY2027	\$0
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	TBD

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

Operating Budget Impact:	\$0
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*Specify other funding source(s) in project description.

PROJECT DETAIL SHEET (ES004)

Cole School HVAC, Boilers and Control

Department:	Elementary Schools
Category:	Facilities Renovation/ Repair
Request Type (New/Prior Year):	Prior Year
Priority:	Maintain Service
FY2025-FY2029 Project Cost:	\$1,824,659
Estimated Useful Life:	25 Years



Description and Justification:

One-to-one replacement of Boilers, Boiler Controls and HVAC Systems at Harry Lee Cole (OPM & Design).

Boilers, Boiler Controls, and HVAC Systems have reached the end of their lifespan, improvements are necessary/. The replacement work is estimated to take place within the following timeframes:

- HVAC - FY26 & FY27
- Boilers - FY27 & FY28

\$80,000 for a feasibility study is included for FY25 to explore electrification options.

Estimated Costs by Fiscal Year	
FY2025	\$80,000
FY2026	\$300,000
FY2027	\$728,750
FY2028	\$715,909
FY2029	\$0
Total Five-Year Cost	\$1,824,659

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

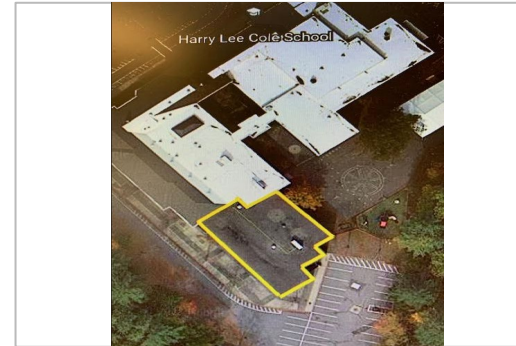
*Specify other funding source(s) in project description.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (ES005)

Cole School Roof

Department:	Elementary Schools
Category:	Facilities Renovation/ Repair
Request Type (New/Prior Year):	Prior Year
Priority:	Maintain Service
FY2024-FY2028 Project Cost:	\$794,659
Estimated Useful Life:	25 Years



Description and Justification:

Replace portion of roof at Harry Lee Cole (OPM & Design)

Partial roof replacement at Harry Lee Cole School

One section of the roof is not up to standards for safety and usability, needs replacing

Massachusetts School Building Authority (MSBA) Accelerated Repair Program (ARP) - School will submit a Statement of Interest by March 2024 for MBSA to cover up to 40% of total project cost.

Estimated Costs by Fiscal Year	
FY2025	\$0
FY2026	\$78,750
FY2027	\$715,909
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$794,659

Anticipated Funding Source(s)	
X	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.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (ES006)

Spofford Fire Alarm

Department:	Elementary Schools
Category:	Facilities Renovation/ Repair
Request Type (New/Prior Year):	Prior Year
Priority:	Maintain Service
FY2025-FY2029 Project Cost:	\$60,000
Estimated Useful Life:	25 Years



Description and Justification:

Install Addressable Fire Alarm Field Devices at Spofford Pond

Installation of addressable fire alarm devices.

Ensures greater safety and ability to successfully handle fires at the school.

Estimated Costs by Fiscal Year	
FY2025	\$0
FY2026	\$0
FY2027	\$60,000
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$60,000

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.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (ES007)

Cole Lift

Department:	Elementary Schools
Category:	Facilities Renovation/ Repair
Request Type (New/Prior Year):	Prior Year
Priority:	Maintain Service
FY2025-FY2029 Project Cost:	\$45,000
Estimated Useful Life:	25 Years



Description and Justification:

Install Ramp/Lift to Cafeteria/Gymnasium

Stage Install a ramp or a lift.

The stage lacks an accessible route leading to it.

Estimated Costs by Fiscal Year	
FY2025	\$0
FY2026	\$0
FY2027	\$0
FY2028	\$0
FY2029	\$45,000
Total Five-Year Cost	\$45,000

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.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (ES008)

Cole Floor Maintenance Equipment

Department:	Elementary Schools
Category:	Facilities Renovation/ Repair
Request Type (New/Prior Year):	Prior Year
Priority:	Maintain Service
FY2025-FY2029 Project Cost:	\$15,000
Estimated Useful Life:	10 Years



Description and Justification:

Purchase Floor Care Equipment for Harry Lee Cole

Purchase autoscrubber equipment

Used by custodial staff in order to keep flooring clean

Estimated Costs by Fiscal Year	
FY2025	\$0
FY2026	\$15,000
FY2027	\$0
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$15,000

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.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (ES009)

Spofford Floor Maintenance Equipment

Department:	Elementary Schools
Category:	Facilities Renovation/ Repair
Request Type (New/Prior Year):	Prior Year
Priority:	Maintain Service
FY2024-FY2028 Project Cost:	\$15,000
Estimated Useful Life:	10 Years



Description and Justification:

Purchase Floor Care Equipment at Spofford Pond

Purchase autoscrubber equipment

Used by custodial staff in order to keep flooring clean

Estimated Costs by Fiscal Year	
FY2025	\$0
FY2026	\$15,000
FY2027	\$0
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$15,000

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

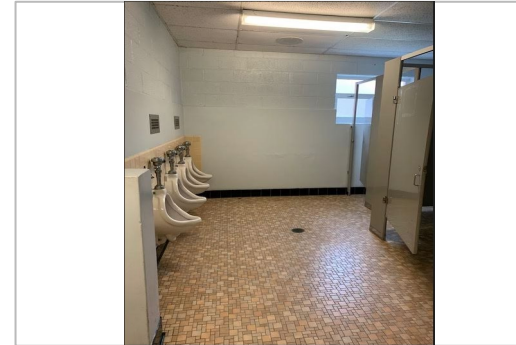
*Specify other funding source(s) in project description.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (ES010)

Spofford Restrooms

Department:	Elementary Schools
Category:	Facilities Renovation/ Repair
Request Type (New/Prior Year):	Prior Year
Priority:	Maintain Service
FY2025-FY2029 Project Cost:	\$380,000
Estimated Useful Life:	25 Years



Description and Justification:

Redesign Bathrooms at Spofford Pond (Design)

Hire an architect to fully redesign bathrooms, develop a template which can be replicated systemwide.

Redesign bathrooms identified in the Kessler McGuiness & Associates Study on ADA Accessibility - specifically bathrooms located in Rooms 101, 102, 206, 208, 209, 210, 211, 213, Health Office, Upper Level Boys & Girls Much of these rebuilds involve accommodating students with disabilities and to meet ADA compliance - repairs range from adding insulation to sink pipes, reposition grab bars and flush valves/installing auto-flush controls, adding accessibility features broadly, installing tactile/Braille signage, repositioning certain toilets, relocating paper towel dispensers and stall partitions, replacement of four thresholds, as well as further study additional features in some bathrooms.

Much of these rebuilds involve accommodating students with disabilities and to meet ADA compliance - repairs range from adding insulation to sink pipes, reposition grab bars and flush valves/installing auto-flush controls, adding accessibility features broadly, installing tactile/Braille signage, repositioning certain toilets, relocating paper towel dispensers and stall partitions, replacement of four thresholds, as well as further study additional features in some bathrooms.

Estimated Costs by Fiscal Year	
FY2025	\$0
FY2026	\$0
FY2027	\$30,000
FY2028	\$350,000
FY2029	\$0
Total Five-Year Cost	\$380,000

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

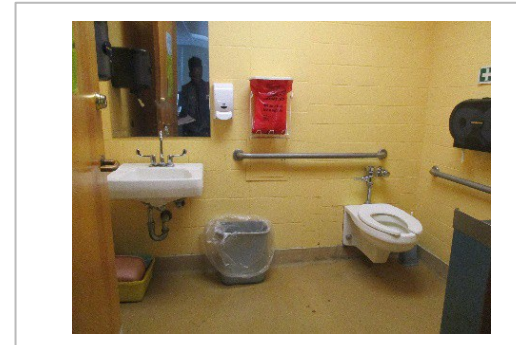
*Specify other funding source(s) in project description.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (ES011)

Cole Restrooms

Department:	Elementary Schools
Category:	Facilities Renovation/ Repair
Request Type (New/Prior Year):	Prior Year
Priority:	Maintain Service
FY2024-FY2028 Project Cost:	\$330,000
Estimated Useful Life:	25 Years



Description and Justification:

Redesign Bathrooms at Harry Lee Cole (Design)

Hire an architect to fully redesign bathrooms, develop a template which can be replicated systemwide.

Redesign bathrooms identified in the Kessler McGuiness & Associates Study on ADA Accessibility - specifically bathrooms located in the Health Office, Girl's Toilet Rooms next to Room 16, Boys Toilet Rooms next to Room 21, Toilet Room in Room 13, Girl's Toilet Room next to Room 3, and Boys Toilet Room next to Room 1.

Much of these rebuilds involve accommodating students with disabilities and to meet ADA compliance - repairs range from adding insulation to sink pipes, reposition grab bars and flush valves/installing auto-flush controls, installing cane-detectable objects below certain objects, adding accessibility features broadly, installing tactile/Braille signage, installing automatic door openers, repositioning certain toilets and urinals, relocating paper towel dispensers and stall partitions, and regrading certain floors.

Estimated Costs by Fiscal Year	
FY2025	\$0
FY2026	\$0
FY2027	\$30,000
FY2028	\$300,000
FY2029	\$0
Total Five-Year Cost	\$330,000

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.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (ES012)

Cole School Site Project

Department:	Elementary Schools
Category:	Facilities Renovation/ Repair
Request Type (New/Prior Year):	Prior Year
Priority:	Urgent/ Legally Required
FY2025-FY2029 Project Cost:	\$4,350,000
Estimated Useful Life:	30 Years



Description and Justification:

Harry Lee Cole School - Site Renovation Project

In FY25, re-grade the parking spaces and their associated access aisles; Add a posted van accessible sign to one existing designated accessible parking space; Restripe the pavement markings in certain parking spaces; rebuild the curb ramp; replace plaza transition; regrade the entrance walkway. This work would address the violations issued by the AAB.

The greater project is a reconstruction of the entire parking lot with improved circulation, new lighting, and structured drainage. In addition, there would be a new septic system and new generator. Referenced from KMA Study conducted in FY18. Feasibility study was completed by SMMA. Weston & Sampson has completed design. Permitted through FY2028.

Estimated Costs by Fiscal Year	
FY2025	\$150,000
FY2026	\$0
FY2027	
FY2028	\$4,200,000
FY2029	\$0
Total Five-Year Cost	\$4,350,000

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

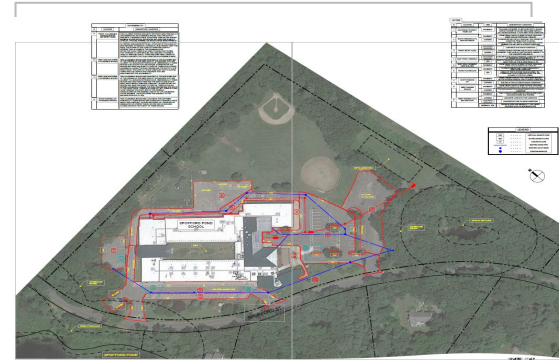
*Specify other funding source(s) in project description.

Operating Budget Impact:	\$0
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PROJECT DETAIL SHEET (ES013)

Spofford School Site Project

Department:	Elementary Schools
Category:	Facilities Renovation/ Repair
Request Type (New/Prior Year):	Prior Year
Priority:	Enhancement
FY2025-FY2029 Project Cost:	\$3,500,000
Estimated Useful Life:	30 Years



Description and Justification:

Spofford Pond School - ADA Site Project

This project will involve the following and is not limited to: Re-grade the parking spaces and their associated access aisles; Add a posted van accessible sign to one existing designated accessible parking space; Restripe the pavement markings in certain parking spaces; rebuild the curb ramp; replace plaza transition; regrade the entrance walkway; drainage and appropriate set backs as required by federal, state, and local authorities. Referenced from KMA Study conducted in FY18. Feasibility study was completed by SMMA. Design was completed by Weston & Sampson. Project is permitted through Spring 2028.

Estimated Costs by Fiscal Year	
FY2025	\$0
FY2026	\$0
FY2027	\$0
FY2028	\$3,500,000
FY2029	\$0
Total Five-Year Cost	\$3,500,000

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.

Operating Budget Impact:	\$0
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CAPITAL IMPROVEMENT PROGRAM: FY2025-FY2029

IV. Project List by Financing Method

Funding Source	CIP #	Department	Project Description	Category	FY2025	FY2026	FY2027	FY2028	FY2029
GF-Free Cash	IT001	Information Technology	IT Hardware	Infrastructure	\$52,400	\$0	\$0	\$0	\$0
GF-Free Cash	BH001	Health	Automated Collection Trash and Recycling Bins	Miscellaneous	\$300,000	\$0	\$0	\$0	\$0
GF-Free Cash	PW001	Public Works	Replace 2010 Chevrolet One Ton Dump Truck (#28)	Vehicles/Equipment	\$100,000	\$0	\$0	\$0	\$0
GF-Free Cash	PW002	Public Works	Replace 1988 Ford Tractor	Vehicles/Equipment	\$0	\$75,000	\$0	\$0	\$0
GF-Free Cash	PW003	Public Works	Mini Excavator with Brush Side Mower attachment	Vehicles/Equipment	\$140,000	\$0	\$0	\$0	\$0
GF-Free Cash	PW004	Public Works	Replace 2015 Chevrolet 3/4 Ton Dump Truck (#20)	Vehicles/Equipment	\$0	\$0	\$95,000	\$0	\$0
GF-Free Cash	PW005	Public Works	Dump/Plow Truck (#29)	Vehicles/Equipment	\$0	\$0	\$0	\$275,000	\$0
GF-Free Cash	PW006	Public Works	Dump/Plow Truck (#24)	Vehicles/Equipment	\$0	\$0	\$0	\$0	\$280,000
GF-Free Cash	PW007	Public Works	1.5 Ton Truck with 45' Bucket	Vehicles/Equipment	\$0	\$140,000	\$0	\$0	\$0
GF-Free Cash	PW010	Public Works	Design and Permitting of Drainage System on Balmoral	Infrastructure	\$50,000	\$0	\$0	\$0	\$0
GF-Free Cash	PW017	Public Works	Main St. Retaining Wall Assessment and Design	Infrastructure	\$0	\$20,000	\$100,000	\$0	\$0
GF-Free Cash	PW021	Public Works	Lincoln Hall Well and Septic System Design	Facilities Renovation/ Repair	\$0	\$0	\$50,000	\$0	\$0
GF-Free Cash	PW022	Public Works	Lincoln Hall Ceiling Paint/Exterior Paint	Facilities Renovation/ Repair	\$25,000	\$0	\$0	\$0	\$0
GF-Free Cash	PW024	Public Works	Police Department Ceiling Repairs	Facilities Renovation/ Repair	\$7,500	\$0	\$0	\$0	\$0
GF-Free Cash	PW027	Public Works	Stiles Pond Snack Shack Roof	Facilities Renovation/ Repair	\$0	\$8,500	\$0	\$0	\$0
GF-Free Cash	PW028	Public Works	Lincoln Hall Steps Repair and Exterior Work	Facilities Renovation/ Repair	\$0	\$30,000	\$0	\$0	\$0
GF-Free Cash	PW029	Public Works	Police Station HVAC Duct Improvements	Facilities Renovation/ Repair	\$0	\$10,000	\$0	\$0	\$0
GF-Free Cash	PW030	Public Works	HVAC Distribution at West Fire Station	Facilities Renovation/ Repair	\$0	\$0	\$30,000	\$0	\$0
GF-Free Cash	PW031	Public Works	Lincoln Hall HVAC Package Units	Facilities Renovation/ Repair	\$0	\$0	\$0	\$35,000	\$0
GF-Free Cash	PW032	Public Works	Lincoln Hall Interior Paint and Floors	Facilities Renovation/ Repair	\$30,000	\$0	\$0	\$0	\$0
GF-Free Cash	PW037	Public Works	New Irrigation Well at Boxford Commons	Parks Grounds and Open Space	\$35,000	\$0	\$0	\$0	\$0
GF-Free Cash	PD001	Police	New Police Cruiser	Vehicles/Equipment	\$0	\$65,000	\$0	\$65,000	\$0
GF-Free Cash	COM001	Communications	Backup Police and Fire Radio Repeaters	Vehicles/Equipment	\$65,000	\$0	\$0	\$0	\$0
GF-Free Cash	COM002	Communications	Fire Mutual Aid Network Radio	Vehicles/Equipment	\$0	\$20,000	\$0	\$0	\$0
GF-Free Cash	COM003	Communications	Police Mutual Aid Radio	Vehicles/Equipment	\$0	\$0	\$20,000	\$0	\$0
GF-Free Cash	COM004	Communications	Replace and Upgrade Desktop Remotes at Police Station	Vehicles/Equipment	\$0	\$0	\$10,000	\$0	\$0
GF-Free Cash	COM005	Communications	DPW Radio	Vehicles/Equipment	\$0	\$0	\$0	\$15,000	\$0
GF-Free Cash	COM006	Communications	Secondary DPW Radio	Vehicles/Equipment	\$0	\$0	\$0	\$15,000	\$0
GF-Free Cash	COM007	Communications	Fire Remote Radios	Vehicles/Equipment	\$0	\$0	\$0	\$6,000	\$0
GF-Free Cash	COM008	Communications	Signal-and-Noise Voter Comparator	Vehicles/Equipment	\$0	\$0	\$0	\$0	\$30,000
GF-Free Cash	FD002	Fire	Turnout Gear	Vehicles/Equipment	\$22,800	\$0	\$0	\$0	\$0
GF-Free Cash	FD004	Fire	West Fire Station Second Floor Renovations	Facilities Renovation/ Repair	\$0	\$10,000	\$0	\$0	\$0
GF-Free Cash	FD005	Fire	SCBA Air Compressor	Vehicles/Equipment	\$55,000	\$0	\$0	\$0	\$0
GF-Free Cash	FD006	Fire	East Fire Station Kitchen	Facilities Renovation/ Repair	\$45,000	\$0	\$0	\$0	\$0
GF-Free Cash	FD007	Fire	Vehicle Stabilizers	Vehicles/Equipment	\$0	\$21,000	\$0	\$0	\$0
GF-Free Cash	FD008	Fire	On Duty Car	Vehicles/Equipment	\$0	\$75,000	\$0	\$0	\$0
GF-Free Cash	FD009	Fire	New Furniture	Vehicles/Equipment	\$0	\$8,000	\$0	\$0	\$0
GF-Free Cash	FD010	Fire	Thermal Imager Camera	Vehicles/Equipment	\$0	\$10,000	\$0	\$0	\$0
GF-Free Cash	FD013	Fire	Fire Boats	Vehicles/Equipment	\$0	\$20,000	\$0	\$0	\$0
GF-Free Cash	FD014	Fire	Squad 2	Vehicles/Equipment	\$0	\$0	\$75,000	\$0	\$0
GF-Free Cash	FD015	Fire	Fire Department Facilities Study	Facilities Renovation/ Repair	\$0	\$0	\$100,000	\$0	\$0
GF-Free Cash	FD016	Fire	Storage Shed	Facilities Renovation/ Repair	\$0	\$0	\$0	\$5,000	\$0

CAPITAL IMPROVEMENT PROGRAM: FY2025-FY2029

IV. Project List by Financing Method

Funding Source	CIP #	Department	Project Description	Category	FY2025	FY2026	FY2027	FY2028	FY2029
GF-Free Cash	FD017	Fire	Fire Chief's Vehicle	Vehicles/Equipment	\$0	\$0	\$0	\$75,000	\$0
GF-Free Cash	FD018	Fire	Jaws of Life	Vehicles/Equipment	\$0	\$0	\$0		\$75,000
GF-Free Cash	TC001	Town Clerk	Election Tabulators	Miscellaneous	\$18,800	\$0	\$0	\$0	\$0
GF-Free Cash	LI001	Library	Modular Storage Unit	Facilities Renovation/ Repair	\$125,000	\$0	\$0	\$0	\$0
GF-Free Cash	ES001	Elementary Schools	Cole and Spofford School Flooring Replacement	Facilities Renovation/ Repair	\$100,000	\$100,000	\$100,000	\$0	\$0
GF-Free Cash	ES002	Elementary Schools	Fire Alarm Control Panel Equipment at Harry Lee Cole	Facilities Renovation/ Repair	\$0	\$0	\$20,000	\$200,000	\$0
GF-Free Cash	ES004	Elementary Schools	Cole School HVAC, Boilers and Control	Facilities Renovation/ Repair	\$80,000	\$300,000	\$0	\$0	\$0
GF-Free Cash	ES005	Elementary Schools	Cole School Roof	Facilities Renovation/ Repair	\$0	\$78,750	\$0	\$0	\$0
GF-Free Cash	ES006	Elementary Schools	Spofford Fire Alarm	Facilities Renovation/ Repair	\$0	\$0	\$60,000	\$0	\$0
GF-Free Cash	ES007	Elementary Schools	Cole Lift	Facilities Renovation/ Repair	\$0	\$0	\$0	\$0	\$45,000
GF-Free Cash	ES008	Elementary Schools	Cole Floor Maintenance Equipment	Facilities Renovation/ Repair	\$0	\$15,000	\$0	\$0	\$0
GF-Free Cash	ES009	Elementary Schools	Spofford Floor Maintenance Equipment	Facilities Renovation/ Repair	\$0	\$15,000	\$0	\$0	\$0
GF-Free Cash	ES010	Elementary Schools	Spofford Restrooms	Facilities Renovation/ Repair	\$0	\$0	\$30,000	\$350,000	\$0
GF-Free Cash	ES011	Elementary Schools	Cole Restrooms	Facilities Renovation/ Repair	\$0	\$0	\$30,000	\$300,000	\$0
GF-Free Cash	ES012	Elementary Schools	Cole School Site Project	Facilities Renovation/ Repair	\$150,000	\$0	\$0	\$0	\$0
Free Cash	Total				\$1,401,500	\$1,021,250	\$720,000	\$1,341,000	\$430,000
GF-Op Budget	IT001	Information Technology	IT Hardware	Infrastructure	\$53,000	\$53,000	\$53,000	\$53,000	\$53,000
GF-Op Budget	PW008	Public Works	Annual Roadway Reconstruction	Infrastructure	\$87,000	\$87,000	\$87,000	\$87,000	\$87,000
GF-Op Budget	PD001	Police	New Police Cruiser	Vehicles/Equipment	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000
Operating Budget	Total				\$205,000	\$205,000	\$205,000	\$205,000	\$205,000
GF-Ord Debt	PW011	Public Works	Construction of Ipswich Rd Culvert B-82	Infrastructure	\$0	\$0	\$0	\$700,000	\$0
GF-Ord Debt	PW015	Public Works	Construction of Culvert B-150 (Pye Brook Ln.)	Infrastructure	\$0	\$0	\$0	\$550,000	\$0
GF-Ord Debt	PW018	Public Works	Relocate and replace DPW Garage (100% Design)	Facilities Renovation/ Repair	\$1,500,000	\$0	\$0	\$0	\$0
GF-Ord Debt	PW019	Public Works	Endicott Bridge Reconstruction	Infrastructure	\$0	\$0	\$500,000	\$0	\$0
GF-Ord Debt	PW034	Public Works	Boxford Common Turf Replacement	Parks Grounds and Open Space	\$0	\$0	\$0	\$0	\$700,000
GF-Ord Debt	ES003	Elementary Schools	Spofford School HVAC, Boilers and Control (Design Only)	Facilities Renovation/ Repair	\$500,000	\$0	\$0	\$0	\$0
GF-Ord Debt	ES004	Elementary Schools	Cole School HVAC, Boilers and Control	Facilities Renovation/ Repair	\$0	\$0	\$728,750	\$715,909	\$0
GF-Ord Debt	ES005	Elementary Schools	Cole School Roof	Facilities Renovation/ Repair	\$0	\$0	\$429,545	\$0	\$0
Ordinary Debt	Total				\$2,000,000	\$0	\$1,658,295	\$1,965,909	\$700,000
GF-Exempt Debt	PW018	Public Works	Relocate and replace DPW Garage (100% Design)	Facilities Renovation/ Repair	\$0	\$0	\$15,000,000	\$0	\$0
GF-Exempt Debt	ES012	Elementary Schools	Cole School Site Project	Facilities Renovation/ Repair	\$0	\$0	\$0	\$4,200,000	\$0
GF-Exempt Debt	ES013	Elementary Schools	Spofford School Site Project	Facilities Renovation/ Repair	\$0	\$0	\$0	\$3,500,000	\$0
Exempt Debt	Total				\$0	\$0	\$15,000,000	\$7,700,000	\$0
CPA-PAYGO	PW020	Public Works	Johnson Field Playground	Parks Grounds and Open Space	\$0	\$0	\$225,000	\$0	\$0
CPA-PAYGO	PW026	Public Works	B2B Rail Trail Boxford Design	Parks Grounds and Open Space	\$0	\$0	\$40,000	\$0	\$0
CPA-PAYGO	PW033	Public Works	Jim Locke Softball Field Renovations	Parks Grounds and Open Space	\$0	\$150,000	\$0	\$0	\$0
CPA-PAYGO	PW035	Public Works	Koster Field Revitalization	Parks Grounds and Open Space	\$0	\$250,000	\$0	\$0	\$0
CPA-PAYGO	PW036	Public Works	Morse Field Design and Revitalization	Parks Grounds and Open Space	\$0	\$600,000	\$0	\$0	\$0
CPA-PAYGO	Total				\$0	\$1,000,000	\$265,000	\$0	\$0
CPA-Debt	Total				\$0	\$0	\$0	\$0	\$0
Grant/Other	PW008	Public Works	Annual Roadway Reconstruction	Infrastructure	\$413,000	\$413,000	\$413,000	\$413,000	\$413,000
Grant/Other	PW009	Public Works	Roadway Network Assessment	Infrastructure	\$50,000	\$0	\$0	\$0	\$0

CAPITAL IMPROVEMENT PROGRAM: FY2025-FY2029

IV. Project List by Financing Method

Funding Source	CIP #	Department	Project Description	Category	FY2025	FY2026	FY2027	FY2028	FY2029
Grant/Other	PW012	Public Works	Construction Georgetown Rd Culvert B-129	Infrastructure	\$500,000	\$0	\$0	\$0	\$0
Grant/Other	PW013	Public Works	Design & Permitting and Construction of Middleton Rd Culvert B-203	Infrastructure	\$200,000	\$0	\$0	\$0	\$0
Grant/Other	PW014	Public Works	Construction of Culvert near #39 Glendale Road	Infrastructure	\$500,000	\$0	\$0	\$0	\$0
Grant/Other	PW018	Public Works	Relocate and replace DPW Garage (100% Design)	Facilities Renovation/ Repair	\$0	\$0	\$0	\$0	\$0
Grant/Other	PW019	Public Works	Endicott Bridge Reconstruction	Infrastructure	\$0	\$0	\$1,000,000	\$0	\$0
Grant/Other	PW025	Public Works	B2B Rail Trail North Boxford to Georgetown	Parks Grounds and Open Space	\$0	\$4,200,000	\$0	\$0	\$0
Grant/Other	PW026	Public Works	B2B Rail Trail Boxford Design	Parks Grounds and Open Space	\$312,500	\$0	\$160,000	\$0	\$5,250,000
Grant/Other	FD001	Fire	Rescue 1 Replacement	Vehicles/Equipment	\$460,000	\$0	\$0	\$0	\$0
Grant/Other	FD002	Fire	Turnout Gear	Vehicles/Equipment	\$15,200	\$0	\$0	\$0	\$0
Grant/Other	FD010	Fire	Thermal Imager Camera	Vehicles/Equipment	\$0	\$10,000	\$0	\$0	\$0
Grant/Other	PL001	Planning	Master Plan	Miscellaneous	\$0	\$50,000	\$50,000	\$0	\$0
Grant/Other	BD001	Building	Document Digitization	Miscellaneous	\$25,000	\$0	\$0	\$0	\$0
Grant/Other	ES005	Elementary Schools	Cole School Roof	Facilities Renovation/ Repair	\$0	\$0	\$286,364	\$0	\$0
Grant/Other	Total				\$3,025,700	\$4,673,000	\$1,909,364	\$413,000	\$5,663,000
	GRAND TOTAL				\$6,632,200	\$6,899,250	\$19,757,659	\$11,624,909	\$6,998,000

NUMBER

24-09

COMMONWEALTH OF MASSACHUSETTS
TOWN of BOXFORD

FEE

\$50.00

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

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 2024 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. _____

1/17/24
(Date)

TO THE LICENSING AUTHORITIES:

By the provisions of the Statutes relating thereto, application for a Permit is hereby made by

Name Kristen Bené, West Village Provisions (TARBLU)
(Full name of person, firm or corporation making application)

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

State clearly purpose for which permit is requested

Breakfast + lunch cafe + general store.


(Signature of applicant)

Permit Issued

NUMBER
24-03

COMMONWEALTH OF MASSACHUSETTS
TOWN of BOXFORD

FEE
\$50.00

This is to Certify that STONE HOUSE FARM, INC.

IS HEREBY GRANTED A
COMMON VICTUALLER'S LICENSE

In said 276 Washington Street, West Boxford and at that place only and expires December thirty-first **2024** 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. _____

1/2/2004
(Date)

TO THE LICENSING AUTHORITIES:

By the provisions of the Statutes relating thereto, application for a Permit is hereby made by

Name Stone House Farm Inc
(Full name of person, firm or corporation making application)

276 Washington St, Woburn MA 01885
(Give location by street and number)

State clearly purpose for which permit is requested

TO OPERATE A RETAIL FOOD ESTABLISHMENT
PRODUCING CHICKEN, TURKEY BEEF WELDON
PIES, BAKED GOODS, SWEET CONFECTIONERY

Joe Anum
(Signature of applicant)

Permit Issued

From: [Jan Silva](#)
To: [Matt Coogan](#)
Cc: [Leanne Mihalchik](#)
Subject: Boxford's 13th Annual Soup & Chowder Fest
Date: Monday, January 22, 2024 12:32:18 PM

External Sender

Hi Matt -

I am writing on behalf of the West Boxford Improvement Society seeking permission from the Board to place a 3' x 3' black and white painted wooden sign with a picture of a soup bowl with the words "Chowder Fest, Saturday, March 16, 5-6:30 pm - Chowda, Soup, WBIS" in front of Lincoln Hall, 563 Main Street from March 2 through March 16, 2024 for Boxford's 13th Annual Soup & Chowder Fest. Attached is an older photo of the sign, which date will be updated to read March 16 (instead of March 11). Please feel free to reach out to me if you have any questions or concerns.

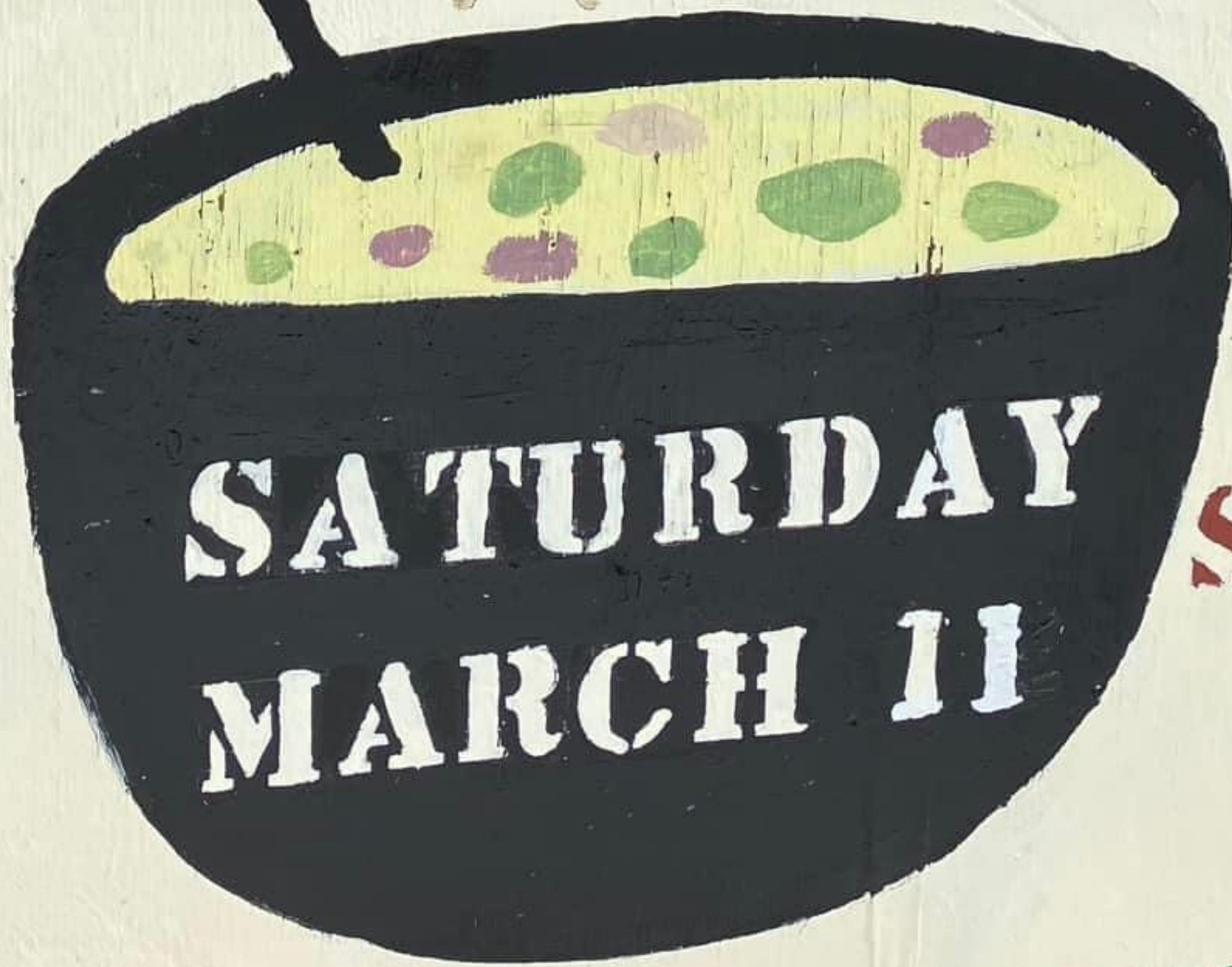
Many thanks,

Jan Silva



CHOWDER FEST

5 - 6:30



SATURDAY
MARCH 11

SOUP



CHOWDA

WBIS

From: [Scott Morrison](#)
To: [Matt Coogan](#); [Carol Hubbard](#); [Steve Clifford](#); [Steven Greenberg](#); [Brendan Sweeney](#); [Coleen Anderson](#); [Antonette Valcourt](#); [Scott Morrison](#)
Subject: Motion Language Needed for MSBA SOI - Cole School
Date: Saturday, February 3, 2024 2:46:31 PM

External Sender

TA Matt and Carol - cc Brendan, Steve Gr, Steve C.,

Carol - below is the language that will be needed for the MSBA SOI motion at the BSC meeting on 2/8/24. I have added it to the Drive so that we have it that night.

Matt - A similar motion will be needed from the Select Board as well. I have highlighted in yellow the changes you will need to make (see bottom of this email). **Vote would need to occur in February as the SOI is due on 3/1/24.**

Antonette/Coleen - I have cc'd you as well since MSBA also will require the following tasks once the SC motion and the Select Board motions are made:

DOCUMENTATION OF VOTE:

Documentation of each vote **must be uploaded separately** as follows:

1. For the vote of the City Council/Board of Aldermen/Board of Selectmen/equivalent governing body, a certification, including a copy of the text of the vote that was taken, must be submitted on letterhead **with the City/Town seal and signed by the City/Town Clerk**, with the date that the vote was taken.
2. For the vote of the School Committee, a certification, including a copy of the text of the vote that was taken, must be submitted on school committee letterhead, **signed by the Chair of the School Committee**, with the date that the vote was taken.

Resolved: Having convened in an open meeting on **February 8, 2024**, prior to the SOI submission closing date, **the School Committee of Boxford**, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated *28 February 2024 for the Harry Lee Cole Elementary School located at 26 Middleton Road* which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future:

Priority 1.

The Boxford Public Schools seeks to replace a section of roofing of approximate 7500 SqFt in size located in the south east area of the school. The roofing is original to its section of the school building, constructed in 1995-1996. The roofing is of built up construction using asphalt membrane and aggregate cover ballast. The roofing has exceeded its service life and is in need of replacement to secure the safety, health and function of the classroom wing it serves below;

and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from

the Massachusetts School Building Authority, or commits the *Town of Boxford* to filing an application for funding with the Massachusetts School Building Authority.

From: [Kristin Hanlon](#)
To: [Matt Coogan](#)
Cc: [Ellen Guerin](#)
Subject: Dorman Property
Date: Tuesday, January 2, 2024 3:59:16 PM
Attachments: [27MainTaxAbateMemo 2022-06-13.pdf](#)

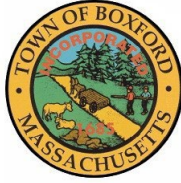
Hi Matt,

There is an outstanding balance of \$48.29 on the Dorman property (28-05-16.1, 0 Herrick Rd). Per M.G.L. Ch 59 S72A, the Assessors can abate this at the request of the Select Board. Please see attached for the memo you sent regarding the taxes at 27 Main St (same situation). Once we receive the request, my Board will take care of this at a future meeting.

Thanks,

Kristin Hanlon, MAA

Director of Assessment
7A Spofford Road
Boxford, MA 01921
(978) 887-6692
khanlon@boxfordma.gov



TOWN OF BOXFORD
Office of the Town Administrator
7A Spofford Road
Boxford, MA 01921
978.887.6000 ext. 502
mcoogan@boxfordma.gov

Boxford Board of Assessors
David Benson, Chair
7A Spofford Board
Boxford, MA 01921

June 13, 2022

RE: 27 Main Street Tax Bill Abatement

Dear Chair Benson and Boxford Board of Assessors:

On behalf of the Boxford Select Board and in accordance with M.G.L c 59 §72A, I am requesting the Board of Assessors abate an unpaid tax bill of \$1,392.72 for 27 Main Street.

The Select Board finalized the Town's purchase of 27 Main Street, recording the deed and purchase documents at the Registry of Deeds on May 3, 2022. A 4th quarter real estate property tax bill was generated for this property and has not been paid. Per MGL c 59 §72A, the board or department having control of purchased land may request in writing that the unpaid taxes on said land for the balance of the fiscal year be abated.

The Select Board voted to authorize the Town Administrator to formally request a property tax abatement at its May 16, 2022 meeting.

I ask that you consider this request at your next Board of Assessors meeting and prior to the end of Fiscal Year 2022. I'd be happy to provide any additional information and would be available to attend that meeting.

Sincerely,

Matthew Coogan
Town Administrator



January 22, 2024

BY ELECTRONIC MAIL

Mark J. Marini, Secretary
Department of Public Utilities
One South Station, 5th Floor
Boston, MA 02110

Re: Town of Boxford, D.P.U. 22-128 – Compliance Filing

Dear Secretary Marini:

The Town of Boxford (“Town”) hereby submits its revised municipal aggregation plan and associated documents in response to the Order dated December 22, 2023 issued by the Department of Public Utilities (“Department”) in the above-captioned proceeding (“Order”).

Included with this submission are clean and redlined versions of the noted documents compared to the Exhibit 1 versions submitted on November 10, 2023 in response to the Department’s First Set of Information Requests and the Exhibit 2 version submitted on October 5, 2022 with the Town’s initial filing:

- Key to Compliance Filing
- Exhibit 1 – Municipal Aggregation Plan (clean and redlined)
- Exhibit 1, Attachment A – Education and Outreach Plan (clean and redlined)
- Exhibit 2 – Exemplar Electric Service Agreement (“ESA”) (clean and redlined)

Additionally, as directed in the Order, at page 48 (bullet 1), the Town confirms that the enrollment and pricing procedures identified in the ESA are fully consistent with the enrollment and pricing procedures in the Plan and Education Plan.

If you have any questions, please do not hesitate to contact me at laura@lsoenergyadvisors.com or the number below.

If you wish to contact the Town of Boxford directly, please contact Matt Coogan, Town Administrator, at mcoogan@town.boxford.ma.us.

Thank you for your attention to this matter.

Very truly yours,



Laura S. Olton
Counsel for Good Energy, L.P.,
Consultant to the Town of Boxford

Enclosures

cc: Timothy Federico, Hearing Officer (by electronic mail)
Service List, D.P.U. 22-128 (by electronic mail)

Key to Town of Boxford Compliance Filing, D.P.U. 22-128

Town of Boxford Aggregation Plan (“Plan”)				
Order page #	Summary Bullet¹	Requirement	Plan (redlined) page #	Note
14		If the Municipalities opt to provide a range of RECs, however, they must sufficiently: (1) explain their decision-making factors or criteria in evaluating bids and selecting the standard product; (2) identify the person responsible for exercising the discretion of determining the final renewable energy content; and (3) explain whether the level of renewable energy content in excess of the Massachusetts RPS and/or the type of RECs will vary after the establishment of the standard product.	4-5, 7	Notwithstanding Department approval on page 16 of the Order, the Municipality has clarified language regarding the products and decision-makers of renewable energy content.
28, 49	2	Each Municipality shall amend its Plan to indicate that such notice will contain the then-applicable basic service rate.	12-13, 19 See also Ed Plan at 6, 10.	Edits include language for Renewal Notices as well as notices for any change in Program price related to a change in law
45	3	Each Municipality shall amend its Plan and Education Plan to include the required revisions to its alternative disclosure strategy identified above.	10-11	

¹ The Conclusion of D.P.U. 22-109/22-128, at pages 48-49, contains 3 bullets to be addressed in the compliance filing. While unnumbered in the Order, the bullets have been numbered sequentially here for reference.

45, n.42		Each Municipality also shall include an appropriate reference in its Plan indicating where the alternative information disclosure strategy can be found.	10, n.4	
40-41		The exemplar ESAs appropriately recognize that each Municipality shall not enter into an ESA with a competitive supplier unless it is fully consistent with its Department-approved Plan and Department directives; a failure in this regard will result in termination of the Program. Each Municipality revised its proposed Plan to recognize this requirement (Exhs. Plans at IV.b.i.).	7	Cleaned up language in Plan notwithstanding Department approval on page 40-41.
34		First, with respect to the labeling of the Contract Summary Form, the Municipalities may label the form as a “Product Summary Form” as proposed, so long as it contains all required information pursuant to the Department’s directives in DPU 19-07-A...The Department will reserve final approval of the exemplar Contract Summary Forms until each Municipality submits final Opt-Out Documents (including Opt-Out Notices with actual prices and renewable energy content) for Department review prior to Program launch.	8	Cleaned up language in Plan regarding waiver for the Opt-Out Notice and Product Summary Form.

Education and Outreach Plan (“Ed Plan”)				
Order page #	Summary Bullet	Requirement	Ed Plan (redlined) page #	Note
45-46,	3	Each Municipality shall amend its Plan and Education	8-9	The specific quarterly

49		Plan to include the required revisions to its alternative disclosure strategy identified above. In addition, each Municipality shall amend its Education Plan to identify the specific schedule on which the quarterly notification will occur.		disclosure notification schedule was already included in the Education Plan on page 8, so it does need to be amended.
28, 49	2	Each Municipality shall amend its Plan to indicate that such notice will contain the then-applicable basic service rate.	6, 10 See also Plan at 12-13, 19	Edits include language for Renewal Notices as well as notices for any change in Program price related to a change in law.

ESA				
Order page #	Summary Bullet	Requirement	ESA (redlined) page #	Note
48	1	Each Municipality shall: (1) confirm that the enrollment and pricing procedures identified in its exemplar ESA are fully consistent with the enrollment and pricing procedures contained in the Municipality's Plan and Education Plan; and (2) make any necessary revisions to the exemplar ESA to conform it to the Municipality's Plan and Education Plan.	12, 13, 14, 15	Revisions made to conform to the Municipality's Plan and Education Plan.

Additional Notes:

- The Municipality has corrected various typos and formatting throughout, identified in redline.
- Footnote 29 provides, "The Department will reserve final approval of the exemplar renewal notifications until each Municipality submits final Opt-Out Documents (including Opt-Out Notices with actual prices and renewable energy content) for Department review prior to Program launch." Footnote 30 provides, "The Department will reserve final approval of these

proposed forms until each Municipality submits the final Contract Summary Forms with the final Opt-Out Documents for Department review.” Accordingly, the Municipality will provide final Opt-Out Documents, Contract Summary Forms and exemplar renewal notifications to the Department for final approval prior to Program launch.



Boxford Community Electricity

Program Launch Discussion - February 2024

Agenda

- Aggregation Plan Recap
- Launch Window
- Market Update
- To Dos for Launch
- Timeline
- Voluntary Renewable Energy



Boxford's Plan Recap

For Automatic Enrollment

Boxford Standard



Adds some MA Class I RECs (e.g. ~10%)

Optional Products

Boxford Basic



Meets State standards for renewable energy

Boxford Mid



Adds Class I RECs to be mid-point between State & 100%

Boxford 100



Adds Class I RECs to total 100%

Education Plan Recap

- At least 30 days before program launch, all eligible customers receive an opt-out letter: Explains products, automatic enrollment, how to opt-out or choose one of the optional products
- Plan describes additional outreach that we do shortly before the letter and during the opt-out period to raise awareness and answer questions
 - Program website: <https://boxfordelectricity.com/>
 - Public presentations (e.g. Select Board, Senior Center, dedicated community-wide meeting); outreach to local groups; flyers; announcements on cable access; social media posts; and postcard

Agenda

- Aggregation Plan Recap
- Launch Window
- Market Update
- To Dos for Launch
- Timeline
- Voluntary Renewable Energy



Steps to Launch

Roughly three months from executing a contract with supplier to program launch

Early March 2024	Bid Day - Evaluate bids and execute ESA if there is an acceptable bid
Mid to Late March 2024	Prepare Opt-Out mailing lists, secure Department approval of final Opt-Out Letter and prepare all printing
Early April 2024	Opt-out notifications mailed, starting 30 day opt-out period, with an additional three days on each end for mailing
Mid-May 2024	End of opt-out period, leaving time before next meter read for supplier to compile and send enrollments and for utility to process enrollments
June 2024	Aggregation supply service starts with first meter read cycle for June

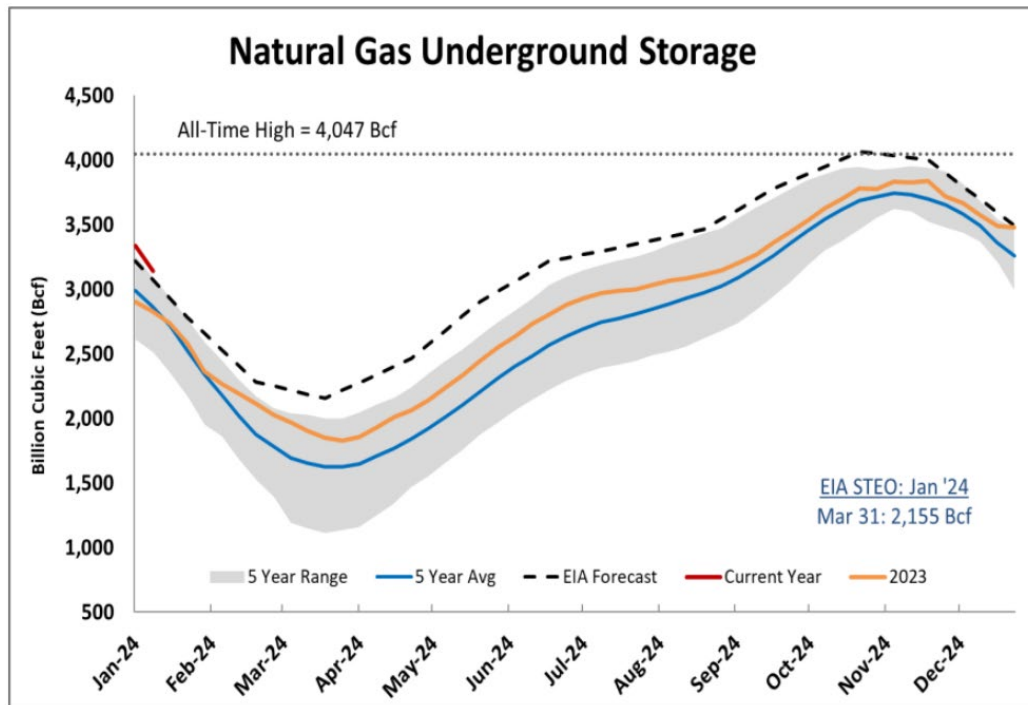
Launch Windows

- First window: June 2024
- Utility Basic Service price known through end of July 2024
- If not June, then likely delay launch four months to October 2024
 - Would wait until next Basic Service price is published in late-June, takes effect August 1, 2024

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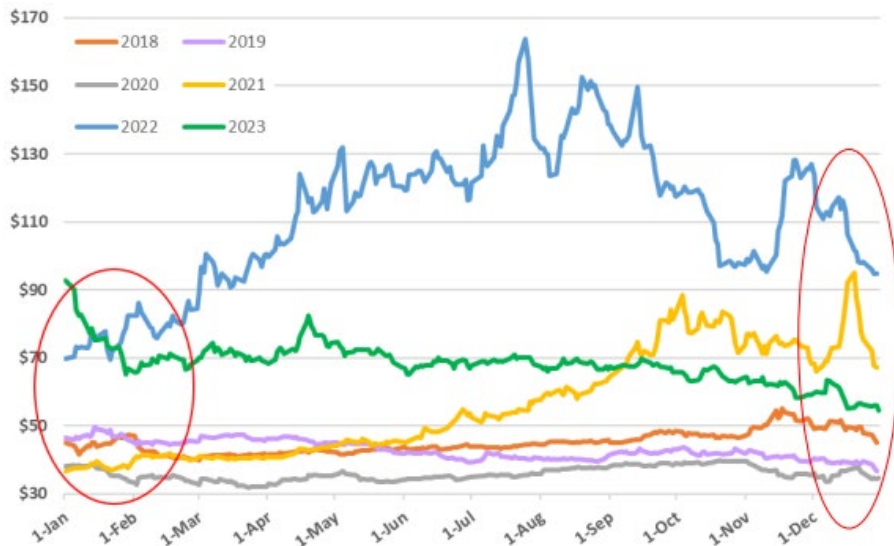




- Stocks are 3,336 Bcf per EIA's latest report. The surplus declined to 436 Bcf, yet is still 15% above 2023 levels, while the surplus to the 5-year average is 348 Bcf (+12%).
- The second warmest December since 1950 drove a near tripling of the storage surplus year over year.

When is the Best Time to Buy?

ISONE 12-Month Rolling Power Strip



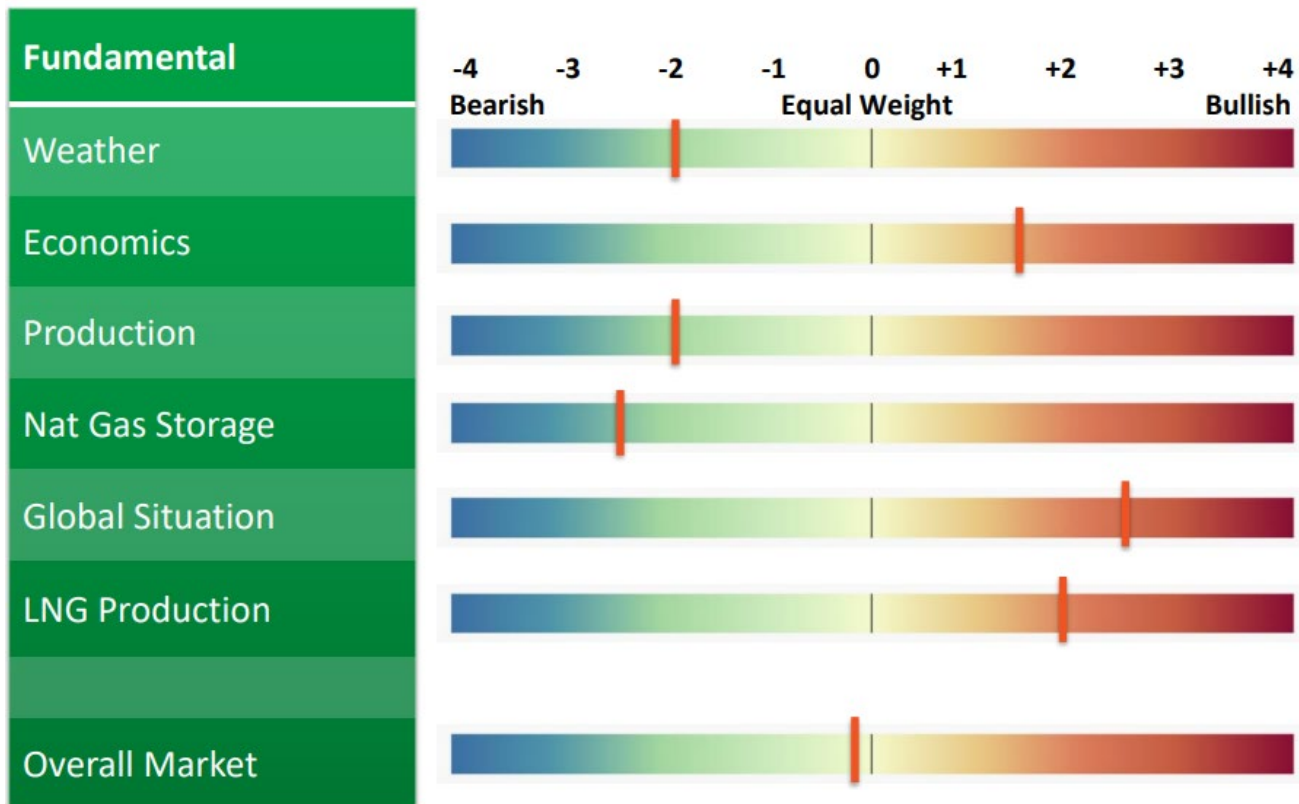
12-Mo Rolling MA Hub

	Date	Price
2023	29-Dec	\$ 52.75
2022	3-Jan	\$ 69.78
2021	4-Jan	\$ 36.72
2020	23-Mar	\$ 31.96
2019	31-Dec	\$ 36.86
2018	28-Feb	\$ 39.79
2017	15-Dec	\$ 39.11
2016	9-Nov	\$ 36.52
2015	15-Dec	\$ 38.23
2014	31-Dec	\$ 53.40

ISONE Mass Hub RTC Forward Power (\$/MWh)



Market Temperature: From Buyer's Viewpoint



Agenda

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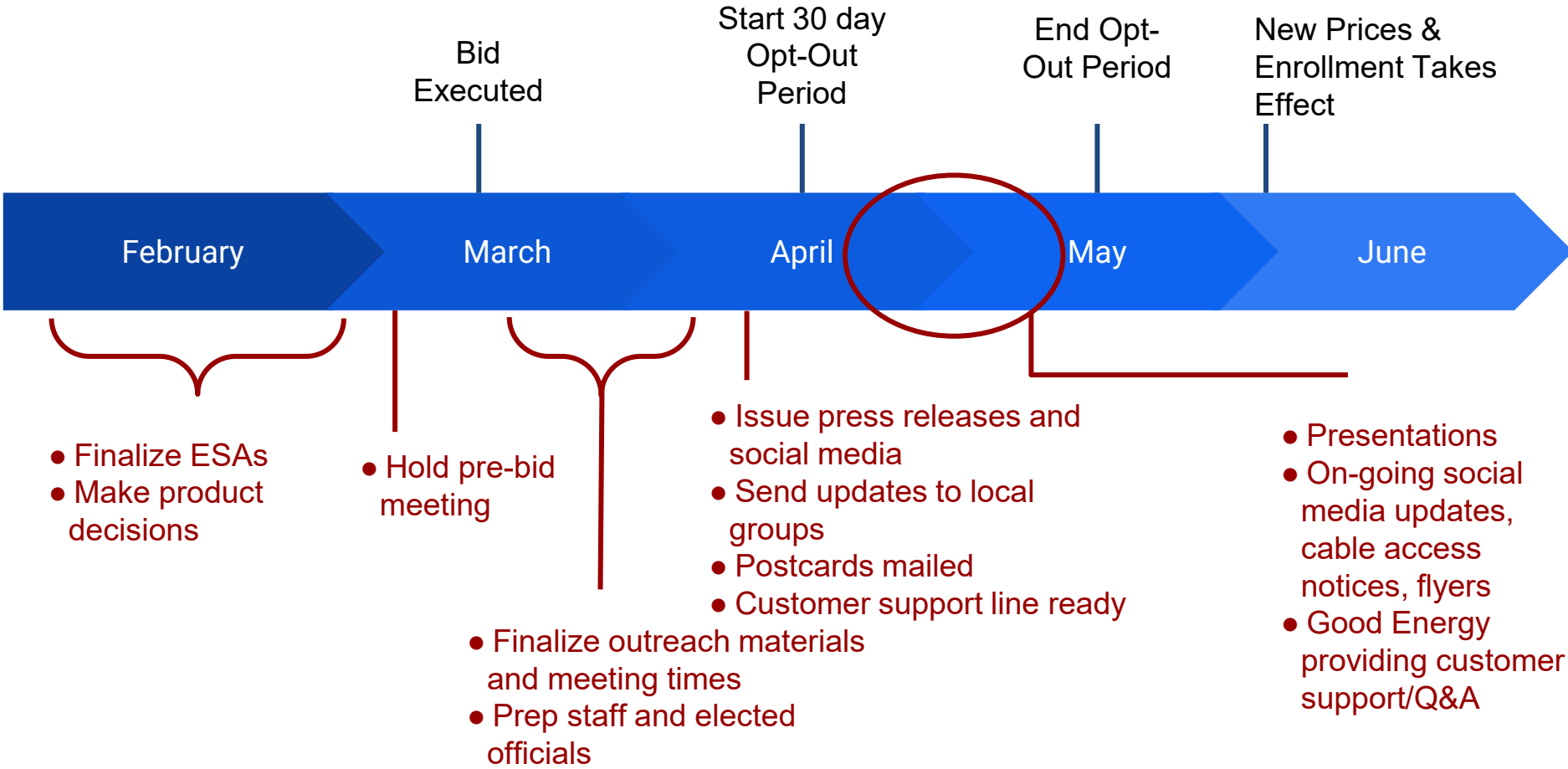
To Dos for Bidding

- Review ESAs with qualified suppliers
- Product decisions
 - Determine voluntary RECs for Standard
 - Determine whether to offer the Mid
- Identify bid day designee

Agenda

- Aggregation Plan Recap
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- To Dos for Launch
- **Timeline**
- Voluntary Renewable Energy



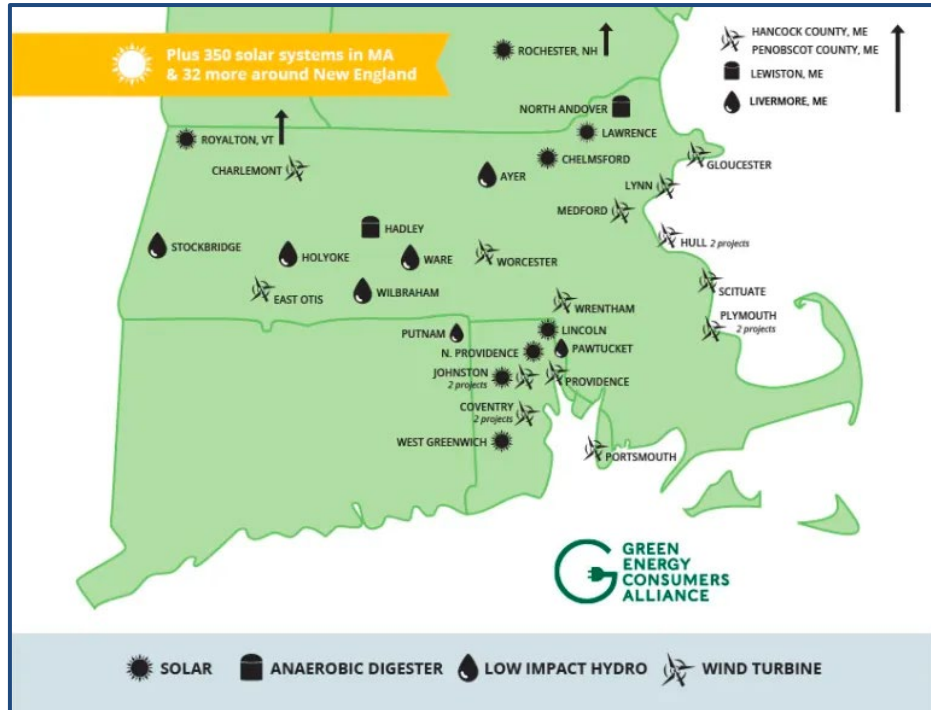


Agenda

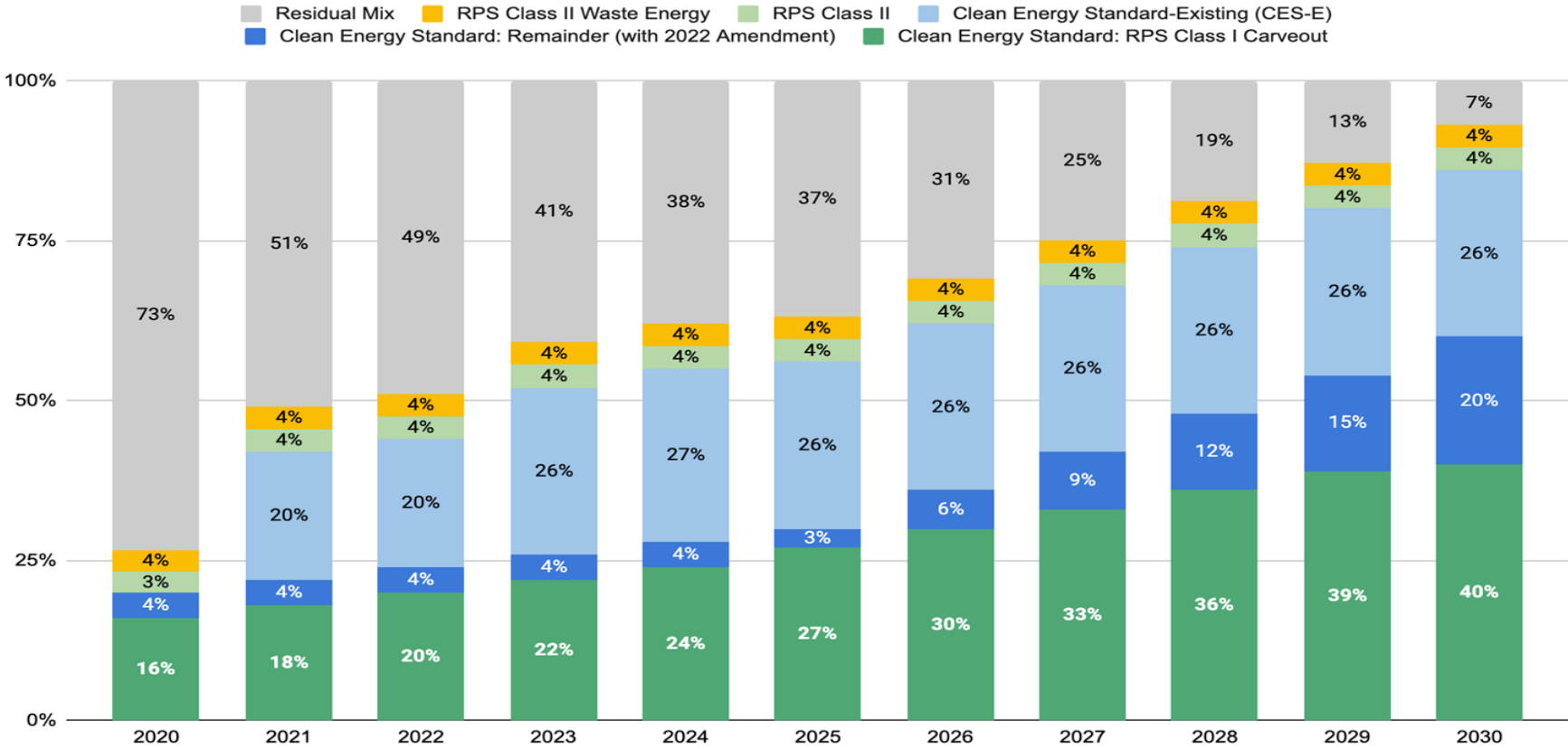
- Aggregation Plan Recap
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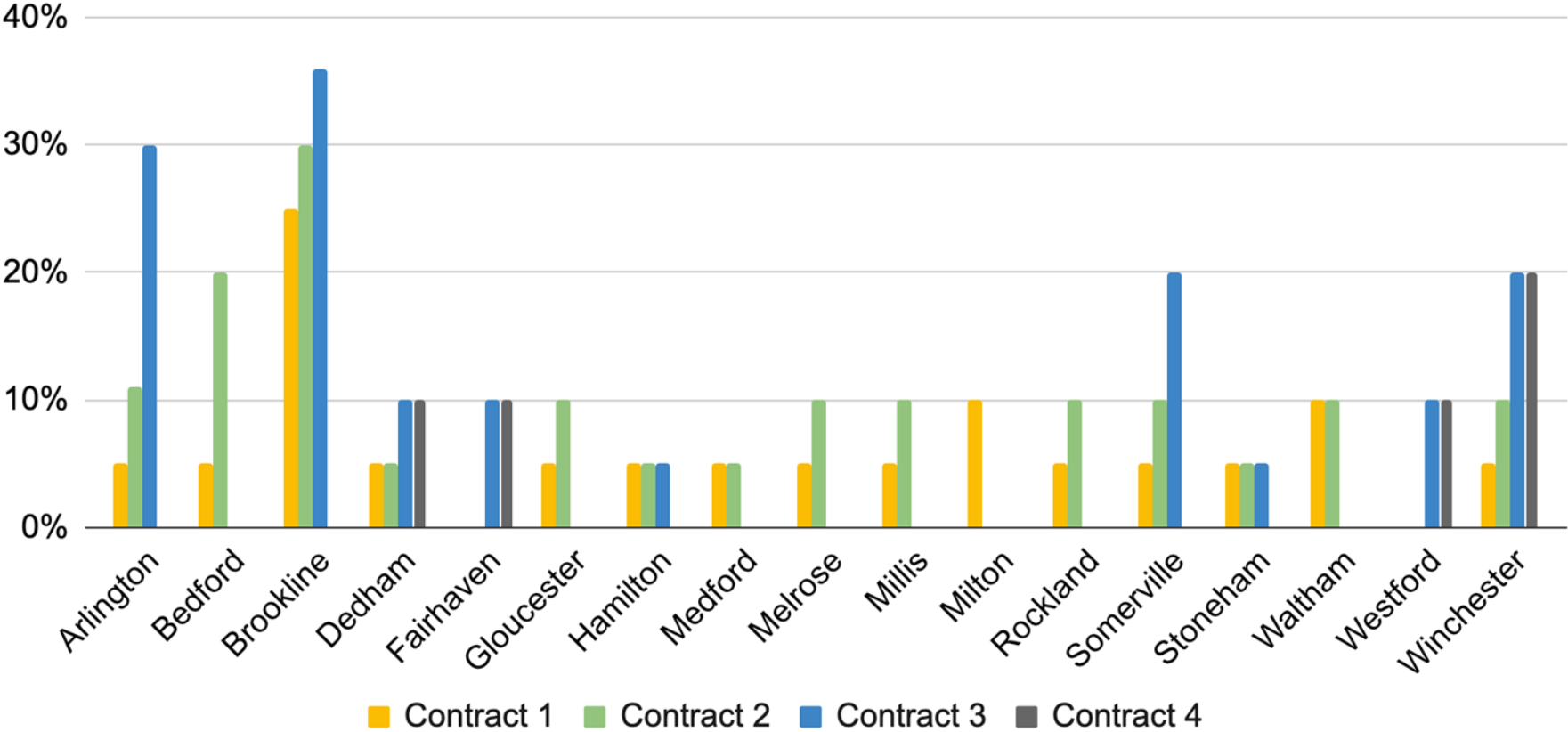
Voluntary Renewable Energy



- Voluntary MA Class I RECs sourced through Green Energy Consumers Alliance:
 - Only from New England
 - No biomass
 - Tax-deductible
- Will be an option for this bid



Extra MA Class I in Standard Product



Additional Cost for RECs

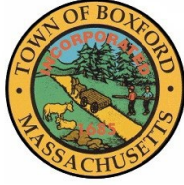
Extra MA Class I RECs	Estimated Annual Cost for Average Residential User	Estimated Cost per kWh (cent/Kwh)	Total Renewables 2027
5%	\$22.1	0.20	80%
10%	\$45.1	0.40	85%
15%	\$67.7	0.60	90%
20%	\$90.2	0.80	95%
25%	\$103.8	1.00	100%

Costs shown assume average residential user of 10,000 kWh/year

Future savings cannot be guaranteed because Basic Service rates change every six months for residential and commercial customers and every three months for industrial customers

Open Discussion

Thank You!



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

DATE: February 9, 2024
TO: Boxford Select Board
FROM: Matt Coogan, Town Administrator
RE: **Town of Boxford's Legislative and Funding Priorities FY2025**

The Boxford Select Board will be meeting with our legislative delegation, including Senator Bruce Tarr, Representative Tram Nguyen, and Representative Adrienne Ramos, as part of the February 26th Select Board meeting. The Board has been holding this meeting annually for the last few years to discuss the Town's legislative priorities and fiscal priorities for the state FY2025 budget process. Below is a draft of the Town's priorities. The Board can discuss and finalize at Monday night's February 12th meeting. I can provide a final memo on behalf of the Select Board to the legislative delegation ahead of the February 26th discussion.

Legislative Priorities:

- **Municipal Empowerment Act:** [Governor Healey's bill](#) would streamline, modernize, and reform several aspects of municipal government that would benefit the Town of Boxford, including new procurement rules that raise thresholds for competitive bids, removing onerous publishing requirements, updating borrowing rules for schools projects, and establishing enforcement mechanisms for double pole prohibitions, among others.

- **Municipal and School Aid**
The Town of Boxford requests:
 - Municipal aid funding for fiscal 2025 grow by at least the same rate as the growth in state tax collections, and be distributed without earmarks, conditions, or restrictions.
 - For Chapter 70 state aid in fiscal 2025, municipalities receive a minimum increase of \$100 per student.
 - The Governor and Legislature amend charter school finance law to bring transparency and accountability to the law by limiting charter school tuition assessments placed on local government.
 - Full funding of the Commonwealth's commitments to the Special Education Circuit Breaker Program, as provided by state law and adhering to the funding timeline outlined in the Student Opportunity Act.
 - Full funding of the Commonwealth's obligations to reimburse the costs of regional school transportation, regular school transportation, and out-of-district vocational transportation in the fiscal 2025 budget.

- The Governor and the Legislature fund supplement education and transportation initiatives through the voter-approved surtax, including at least \$100 million in aid supporting the construction and maintenance of municipal roadways.

- **Capital Budgeting**

The Town of Boxford requests:

- The Governor and the Legislature work together early in 2024 to ensure enactment of a multi-year transportation bond bill that provides at least \$350 million annually for Chapter 90 local road projects, indexed to grow to match construction inflation, with a notice of allocations for fiscal 2025 by March 1, 2024, with separate authorizations for the Municipal Pavement Program, Municipal Small Bridge Program, Complete Streets Program.
- The Governor and the Legislature support programs in the fiscal 2025 state budget and capital plan to help towns assess and respond to challenges related to climate change, including the Municipal Vulnerability Preparedness program, Green Communities Program, Green School Works and others.
- The Governor and the Legislature work with towns to identify the scope of investment needed to ensure that municipal information technology systems are modernized and resilient from cyberattacks, and enact a state funding mechanism and program to provide the resources needed to implement these investments across the state.
- The Governor and the Legislature work with towns to identify the scope of investment needed to ensure that municipal buildings critical to the delivery of essential public services are safe and modern, and enact a state funding mechanism and program to provide the resources needed to implement these improvements across the state

Funding Requests:

As far as funding requests, there are items in the next few years of the Town's draft 5-year Capital Improvement Program for which state support would be beneficial to the Town:

- IT – Replacement of Wireless Network \$35,000
- Digitize Building Department files \$25,000
- Design and permitting of Balmoral Rd Drainage System \$50,000
- Assessment and design of Main Street retaining wall \$20,000
- Lincoln Hall exterior repairs \$30,000
- Lincoln Hall interior repairs \$30,000
- Backup Police and Fire radio repeaters \$65,000
- Fire Mutual Aid network radio \$20,000
- Fire Dept. SCBA Compressor \$55,000
- Fire Department vehicle stabilizers \$21,000
- Fire Department Thermal Imaging Camera \$10,000

Finally, the Town will be actively pursuing outside funding sources to finance major projects, including state funds. Some of the larger projects include:

- New DPW Facility: \$1,500,000 design + \$15M construction

- Culverts: \$1.4M for 4 culverts in need of critical repair
- Endicott Street Bridge: \$1.5M repairs of a bridge that spans over the border with the Town of Topsfield.
- Spofford Pond School HVAC Electrification Project
- Cole School Electrification Project
- Vehicles/ Apparatus
 - Fire Rescue Vehicle: \$500,000
 - Mini Excavator with Brush Side Mower Attachment: \$150,000
 - One Ton Dump Truck \$100,000
 - Tractor \$75,000

Our Legislative Delegation has been successful over the last few years in providing the Town with over \$200,000 in state budget earmarks, as well as supporting the Town's successful efforts in receiving state grants that total nearly \$600,000. We thank them for their support.

From: [Matt Coogan](#)
To: [Matt Coogan](#)
Subject: FW: Vision Zero Follow-Up Meeting
Date: Friday, February 9, 2024 12:57:43 PM
Attachments: [image003.png](#)

From: Elizabeth Maldari <emaldari@mvpc.org>
Sent: Thursday, February 8, 2024 11:52 AM
To: Christopher Olbrot <colbrot@town.boxford.ma.us>
Subject: Vision Zero Follow-Up Meeting

External Sender

Hi Chris,

So sorry I missed your call! I forgot to mention in my voicemail that I would be working from home today, my apologies. I wanted to follow up with you to schedule a meeting to discuss safety projects for Boxford in the MV Vision Zero Plan. Some of the meetings we've had so far in other communities had multiple stakeholders like police/fire, administrators and planners join. The goal of the meeting is to draft a list of safety priorities, identify barriers, and discuss other issues related to transportation safety.

Here is a link to book a meeting: <https://calendly.com/emaldari/60min>

If you want to chat, I'm available today until 4pm and happy to answer any questions. My cell is (978) 761-5295.

Thank you,

Elizabeth



Elizabeth Maldari
Regional Mobility Planner
Merrimack Valley Planning Commission
160 Main Street, Haverhill, MA 01830
Office: 978.374.0519 x21
MVPC.org | WeAreMV.com



Peter Delaney
Inspector of Buildings
Town of Boxford

February 1, 2024

To: Boxford Board of Selectmen

From: Peter Delaney
Inspector of Buildings

Dear Members,

The following permits were issued by Inspectional Services for the month of January 2024:

PERMITS	FEES COLLECTED	VALUE
34 Building Permits (84 Inspections)	\$9,732.88	\$1,178,191.45
	January 2023 Comparison	
34 Building Permits (71 Inspections)	\$20,016.72	\$2,773,887.36
32 Electrical Permits (40 Inspections)	\$4,004.00	
	January 2023 Comparison	
33 Electrical Permits (46 Inspections)	\$5714.25	
21 Plumbing Permits (N/A Inspections)	\$3,327.50	
	January 2023 Comparison	
23 Plumbing Permits (28 Inspections)	\$2,321.75	
10 Gas Permits (N/A Inspections)	\$1,870.00	
	January 2023 Comparison	
14 Gas Permits (22 Inspections)	\$4,055.00	
TOTAL FEES COLLECTED	\$19,019.38	
	January 2023 Comparison	
TOTAL FEES COLLECTED	\$32,107.72	

Peter Delaney
Cc: Town Administrator
Board of Assessors

Record #	Record Type	Amount	Total Paid	Applicant	Date Submitted	Full Address	Valuation	Mbl	Owner Name	Project Description
1 B-24-34	Building Permit	\$ 507.87	\$507.87	Jaime Morin	1/25/2024 12:29	4C STILES POND RD, Boxford, MA 01921	\$ 39,067.00	18 01 27	EVAN KRAUSE	REMOVE & REPLACE 13 WINDOWS; 1 PATIO DOOR; LIKE FOR LIKE SIZE; NO STRUCTURAL CHANGES
2 B-24-31	Building Permit	\$ 455.00	\$455.00	Charlie Grant	1/23/2024 3:52	361 MAIN ST, Boxford, MA 01921	\$ 35,000.00	22 02 10	GRANT CHARLES	Add electrical, insulation, plaster, finish work to currently unfinished living space above the garage
3 B-24-20	Building Permit	\$ 182.00	\$182.00	Scott Novack	1/12/2024 13:10	1 ARROWHEAD FARM RD, Boxford, MA 01921	\$ 14,000.00	37 01 18	FAVAZZA JOHN G TE	Renovate second floor bathroom to replace tile and cabinetry. , Plumbing fixtures will remain in their current locations.
4 B-24-17	Building Permit	\$ 85.00	\$85.00	Gregory Kendall	1/11/2024 15:09	26 WHITNEY RD, Boxford, MA 01921	\$ 1,211.48	29 03 23	DESANTIS FRANCO	Air sealing through the mass save program
5 B-24-3	Building Permit	\$ 590.72	\$590.72	Gary Tallaksen	1/3/2024 16:54	40 DANA RD EXT, Boxford, MA 01921	\$ 45,440.00	33 02 03	Sam Graves	Remodel second floor Master Bath
6 B-24-2	Building Permit	\$ 1,406.60	\$1,406.60	Fernando Gomes	1/2/2024 19:17	300 MIDDLETON RD, Boxford, MA 01921	\$ 108,200.00	40 04 04	LIMONE JEFFREY L TE	Remodel kitchen, 2nd floor bathroom and 1st floor master bath. Replace front door and side door. Replace 23 windows.
7 B-24-33	Building Permit - Short Form	\$ 100.09	\$100.09	Brian Dobbins	1/23/2024 14:54	22 JANES RD, Boxford, MA 01921	\$ 7,699.00	30 01 72	GOUDIE MICHAEL	replace 4 windows with Andersen 400 series (specs attached)
8 B-24-32	Building Permit - Short Form	\$ 188.83	\$188.83	Brian Dobbins	1/23/2024 14:47	83 PYE BROOK LN, Boxford, MA 01921	\$ 14,525.00	30 01 29	CACMILLAN SCOTT	replace siding & trim on left main gable end wall, replace one double casement window
9 B-24-30	Building Permit - Short Form	\$ 455.00	\$455.00	Enda Garry	1/23/2024 1:38	30A WINDING OAKS WAY, Boxford, MA 01921	\$ 35,000.00	32 03 08	MASTO JULIA	strip and Re-Roof 705Q
10 B-24-28	Building Permit - Short Form	\$ 85.00	\$85.00	Adam Glenn	1/18/2024 20:29	100 SPOFFORD RD, Boxford, MA 01921	\$ 1,000.00	14 01 12	TRAN ROBERT R TE	Residential weatherization/air sealing. No structural changes. (Site ID 5108482)
11 B-24-26	Building Permit - Short Form	\$ 85.00	\$85.00	Adam Glenn	1/18/2024 16:20	75 PORTER RD, Boxford, MA 01921	\$ 10,000.13	02 62	DARBY MICHELLE	Residential weatherization/air sealing. No structural changes. (Site ID 5109538)
12 B-24-24	Building Permit - Short Form	\$ 85.00	\$85.00	Gregory Kendall	1/16/2024 15:24	40 PYE BROOK LN, Boxford, MA 01921	\$ 7,805.65	30 01 18	SANTARPIO MARCE	air and duct sealing, attic and rim joist insulation
13 B-24-23	Building Permit - Short Form	\$ 85.00	\$85.00	James Dimopoulos	1/15/2024 17:16	45 ANDREWS FARM RD, Boxford, MA 01921	\$ 5,268.80	38 03 34	LIU JIA	Weatherization, Insulation, Air Sealing
14 B-24-22	Building Permit - Short Form	\$ 231.40	\$231.40	Brian Dobbins	1/12/2024 17:01	11 LANTERN LN, Boxford, MA 01921	\$ 17,800.00	29 01 18	STEINGISSER GAIL AND STEINGISSER ALLAN TR	strip and replace roof with architectural shingles
15 B-24-21	Building Permit - Short Form	\$ 203.59	\$203.59	Jaime Morin	1/12/2024 15:15	41A WASHINGTON ST, Boxford, MA 01921	\$ 15,661.00	06 01 03	DUBLE CHRISTOPHER HASKELL	REMOVE & REPLACE 4 WINDOWS LIKE FOR LIKE SIZE; NO STRUCTURAL CHANGES
16 B-24-29	Building Permit - Short Form	\$ 494.00	\$494.00	Scott Novack	1/22/2024 12:38	56 STONECLEAVE RD, Boxford, MA 01921	\$ 38,000.00	31 02 02	BRUNS DANIEL J TR	Install 2 new windows and a transom on the gable end, replace an existing slider and renovate bathroom with new tile and cabinetry.
17 B-24-19	Building Permit - Short Form	\$ 85.00	\$85.00	Adam Glenn	1/11/2024 18:53	32 ROWLEY RD, Boxford, MA 01921	\$ 6,000.00	21 01 05	MAZZIE KATRINA FROIO	Residential weatherization/air sealing. No structural changes. (Site ID 5067513)
18 B-24-18	Building Permit - Short Form	\$ 85.00	\$85.00	James Dimopoulos	1/11/2024 18:35	10 OLD KILLAM HILL RD, Boxford, MA 01921	\$ 14,831.68	20 03 04	KNIGHT ROSALIE L	Weatherization, Insulation, Air Sealing
19 B-24-15	Building Permit - Short Form	\$ 100.00	\$100.00	Dave Bancroft	1/10/2024 18:28	36 SILVERMINE RD, Boxford, MA 01921	\$ 5,976.00	06 01 12	KENNEY CHARLES R	Removal and disposal of damper, installation of Stainless liner for wood burning fireplace insert customer Lopi Flush Medium.
20 B-24-13	Building Permit - Short Form	\$ 452.78	\$452.78	Jaime Morin	1/8/2024 22:26	716 MAIN ST, Boxford, MA 01921	\$ 34,829.00	05 02 17	VILLARD BRIAN D TR	REMOVE & REPLACE 1 WINDOWS; 2 PATIO DOORS; LIKE FOR LIKE SIZE; NO STRUCTURAL CHANGES EXCEPT FOR THE MODIFICATION OF ONE DOOR OPENING
21 B-24-12	Building Permit - Short Form	\$ 85.00	\$85.00	Adam Glenn	1/8/2024 15:53	24 BATCHELDER RD, Boxford, MA 01921	\$ 4,000.00	24 04 42	DAMON CODY	Residential weatherization/air sealing. No structural changes. SITE ID, 5096095
22 B-24-11	Building Permit - Short Form	\$ 85.00	\$85.00	Tim merrill	1/5/2024 16:26	112 SPOFFORD RD, Boxford, MA 01921	\$ 20,000.00	14 01 13	MERRILL TIMOTHY	replacing and expanding deck ,
23 B-24-9	Building Permit - Short Form	\$ 85.00	\$85.00	JOSEPH RYAN	1/5/2024 0:23	13 BOREN LN, Boxford, MA 01921	\$ 10,000.25	03 04 04	DOYLE MATTHEW	attic floor 9" OBC, damming, duct sealing, duct insulation, rim joist 6" Fiberglass Batting, Open wall polly
24 B-24-1	Building Permit - Short Form	\$ 351.00	\$351.00	JEFFREY CONNORS	1/1/2024 18:05	3 BURNING BUSH DR, Boxford, MA 01921	\$ 27,000.00	40 01 24	GILBERT MARILEE	INSTALL (3) REPLACEMENT DOUBLE PATIO DOORS
25 B-24-14	Building Permit - Short Form	\$ 85.00	\$85.00	Michael Carbonneau	1/10/2024 17:35	13 MAIN ST, Boxford, MA 01921	\$ 17,467.84	32 01 09	MARGARET BOWSER	BLOWN IN CELLULOSE TO THE ATTIC FLOOR, FOAMBOARD IN THE KNEEWALLS, CELLULOSE IN THE WALLS AND AIR SEALING PER THE MASS SAVE PROGRAM.
26 M-24-9	Mechanical / Sheet Metal Permit	\$ 592.00	\$592.00	Steven Addario	1/30/2024 12:36	101 TOPSFIELD RD, Boxford, MA 01921	\$ 39,000.00	33 02 22	HAYDEN GREG F TE	Install Mini Split System, 6k in Four Upstairs Bedrooms, 9k Family/Living Room Area and 9k in the Dining Room.60,000 BTU, Heat Pump/Condenser in the Back of the House.
27 M-24-8	Mechanical / Sheet Metal Permit	\$ 85.00	\$85.00	Nicholas J Tully	1/19/2024 18:44	40 MOONPENNY DR, Boxford, MA 01921	\$ 6,000.00	40 01 06	DECOULOS JOHN J	Install gas line from generator to propane tanks.
28 M-24-7	Mechanical / Sheet Metal Permit	\$ 176.00	\$176.00	Thomas Favazza	1/18/2024 16:19	6 BOREN LN, Boxford, MA 01921	\$ 7,000.00	25 03 08	HAERING SUSAN D TR	Install kitchen hood exhaust ductwork .Re-work kitchen supply ducts to accommodate new kitchen layout.
29 M-24-6	Mechanical / Sheet Metal Permit	\$ 371.00	\$371.00	Premium HVAC INC	1/5/2024 16:48	84 Ingalls Village Way, Boxford, MA 01921	\$ 21,388.00			New rough duct work, install furnace and flex. Install kitchen hoods and bath fans.
30 M-24-3	Mechanical / Sheet Metal Permit	\$ 371.00	\$371.00	Premium HVAC INC	1/5/2024 16:39	82 Ingalls Village Way, Boxford, MA 01921	\$ 21,388.00			New rough duct work, install furnace and flex. Install kitchen hoods and bath fans.
31 M-24-4	Mechanical / Sheet Metal Permit	\$ 371.00	\$371.00	Premium HVAC INC	1/5/2024 16:40	74 Ingalls Village Way, Boxford, MA 01921	\$ 21,388.00			New rough duct work, install furnace and flex. Install kitchen hoods and bath fans.
32 M-24-5	Mechanical / Sheet Metal Permit	\$ 371.00	\$371.00	Premium HVAC INC	1/5/2024 16:41	76 Ingalls Village Way, Boxford, MA 01921	\$ 21,388.00			New rough duct work, install furnace and flex. Install kitchen hoods and bath fans.
33 M-24-2	Mechanical / Sheet Metal Permit	\$ 371.00	\$371.00	Premium HVAC INC	1/2/2024 13:24	54 Ingalls Village Way, Boxford, MA 01921	\$ 21,388.00			New rough duct work, install furnace and flex. Install kitchen hoods and bath fans.
34 M-24-1	Mechanical / Sheet Metal Permit	\$ 371.00	\$371.00	Premium HVAC INC	1/2/2024 13:22	52 Ingalls Village Way, Boxford, MA 01921	\$ 21,388.00			New rough duct work, install furnace and flex. Install kitchen hoods and bath fans.
Building Permits Total		\$ 9,732.88	\$9,732.88				Valuations total	\$ 716,110.45		
1 E-24-36	Electrical Permit	\$ 85.00	\$85.00	Thadeus A Gadamski III	1/31/2024 21:10	767 MAIN ST, Boxford, MA 01921	\$ 52,593.00	02 02 03	PIRO ROBERT A.	INSTALLATION OF A 17.82 KW DC ROOFTOP SOLAR(44 MODULES) AND18KW GENERATOR AND PROPANE TANK
2 E-24-34	Electrical Permit	\$ 85.00	\$85.00	Jonathan Breen	1/30/2024 18:33	34 TOWNSEND FARM RD, Boxford, MA 01921	\$ 12,050.00	32 04 24	PEART KEVIN M	INSTALL GROUND MOUNTED GENERATOR
3 E-24-32	Electrical Permit	\$ 87.25	\$87.25	Steven Smargon	1/26/2024 16:07	82 Ingalls Village Way, Boxford, MA 01921	\$ 1,300.00			LOW VOLTAGE WIRING FOR SECURITY
4 E-24-31	Electrical Permit	\$ 85.00	\$85.00	Jake Fredette	1/26/2024 15:54	43 STONECLEAVE RD, Boxford, MA 01921	\$ 1,000.00	31 01 10	CARLSON PETER H TE	24kw generator install in backyard
5 E-24-30	Electrical Permit	\$ 87.25	\$87.25	Steven Smargon	1/26/2024 15:26	84 Ingalls Village Way, Boxford, MA 01921	\$ 1,700.00			low voltage wiring for security
6 E-24-28	Electrical Permit	\$ 89.50	\$89.50	Joe Vaccaro	1/25/2024 20:54	24A LILY POND RD, Boxford, MA 01921	\$ 13,500.00	02 01 01	SCHAAP BRIAN R	Install Tesla PowerWall ESS connect with existing Solar array. (2) battery units mounted NOTE: This is an addition to permits B-23-305 & E-23-193, 21-028 & 21-028.
7 E-24-27	Electrical Permit	\$ 112.00	\$112.00	Barry Dinsmore	1/25/2024 20:13	1 ARROWHEAD FARM RD, Boxford, MA 01921	\$ 3,800.00	37 01 18	FAVAZZA JOHN G TE	2nd fl. bath remodel, one toe kick heater and plug at kitchen, 1st floor bath fan replacement,
8 E-24-29	Electrical Permit	\$ 123.25	\$123.25	stevan Roy	1/25/2024 23:50	48 HIGH RIDGE RD, Boxford, MA 01921	\$ 1,800.00	24 04 09	PERI LAXMI & MANI TR	Master bath remodel
9 E-24-26	Electrical Permit	\$ 98.50	\$98.50	Matthew DeCicco	1/25/2024 14:26	25 BARNSIDE RD, Boxford, MA 01921	\$ 3,000.00	37 01 07	HOGAN THOMAS J	Master bath renovation
10 E-24-25	Electrical Permit	\$ 85.00	\$85.00	Shawn Moran	1/25/2024 13:10	12 ROWLEY RD, Boxford, MA 01921	\$ 6,000.00	26 03 19	MENDES FREDERICK J TR	Wire generator and Ats
11 E-24-24	Electrical Permit	\$ 134.50	\$134.50	Michael Guerin	1/23/2024 15:54	1738&C WASHINGTON ST, Boxford, MA 01921	\$ 12,000.00	09 01 17	SECOND CONGREGATIONAL CHURCH	Remove all energized open wiring from main church assembly
12 E-24-23	Electrical Permit	\$ 112.00	\$112.00	Brandon Santerre	1/23/2024 0:23	14 CAMELOT DR, Boxford, MA 01921	\$ 5,000.00	21 01 19	HILL COURTNEY J	Re-wire existing bathrooms (2) on 2nd floor.
13 E-24-22	Electrical Permit	\$ 95.00	\$95.00	Joshua LeClair	1/22/2024 18:43	68 Georgetown Road, Boxford, Ma 01921	\$ 3,700.00			heat pump and base pool hookup with paver deck bonding
14 E-24-21	Electrical Permit	\$ 85.00	\$85.00	Nicholas J Tully	1/19/2024 17:23	40 MOONPENNY DR, Boxford, MA 01921	\$ 6,000.00	40 01 06	DECOULOS JOHN J	Install a 20KW generator with 100 AMP ATS
15 E-24-20	Electrical Permit	\$ 85.00	\$85.00	Michael Guerin	1/18/2024 1:12	9 ANDERSEN DR, Boxford, MA 01921	\$ 1,900.00	17 01 09	VOLCHOK DANIEL J TE	Car charger
16 E-24-19	Electrical Permit	\$ 323.00	\$323.00	matthew donohue	1/17/2024 22:23	281 IPSWICH RD, Boxford, MA 01921	\$ 10,000.00	19 03 26	SIROIS, ROBERT L	re.wire kitchen, living room, five bedrooms, two bathrooms, and common areas. work to be done in phases
17 E-24-18	Electrical Permit	\$ 85.00	\$85.00	Nathan Ashe	1/17/2024 18:06	112 MIDDLETON RD, Boxford, MA 01921	\$ 17,546.00	32 02 23	BERTOCCI DIANA M	rooftop solar 28 panels 11.340kw dc no ESS No structural upgrades
18 E-24-16	Electrical Permit	\$ 85.00	\$85.00	Michael Guerin	1/16/2024 14:37	72 PYE BROOK LN, Boxford, MA 01921	\$ 1,500.00	30 01 23	SAMPSON DAVID W	wire Hot Tub
19 E-24-14	Electrical Permit	\$ 85.00	\$85.00	Harlan Knight	1/10/2024 19:35	185 GEORGETOWN RD, Boxford, MA 01921	\$ 650.00	20 10 04	PERRY DANIEL S TR	Emergency service repair due to storm damage
20 E-24-13	Electrical Permit	\$ 85.00	\$85.00	James McCormack	1/9/2024 20:13	40 DANA RD EXT, Boxford, MA 01921	\$ 3,000.00	33 02 03	GEORGIOULAKOS KAREN D TR	Wire bathroom remodel
21 E-24-12	Electrical Permit	\$ 98.50	\$98.50	Aaron Conte	1/9/2024 19:27	39 KING JOHN DR, Boxford, MA 01921	\$ 850.00	20 07 12	ALLEN JASON	Provide and install required and specified wiring for bathroom renovation
22 E-24-11	Electrical Permit	\$ 85.00	\$85.00	Ralph Cameron	1/9/2024 14:14	3 PINE PLAIN RD, Boxford, MA 01921	\$ 1,500.00	11 02 16	EISENBERG DANIEL J JT	Outside, Emergency Service repair due to storm
23 E-24-10	Electrical Permit	\$ 98.50	\$98.50	Timothy Riordan	1/9/2024 14:00	642 MAIN ST, Boxford, MA 01921	\$ 10,000.00	05 01 08	MUNTENDAM PIETER	Furnish and install audio video low voltage consisting of 1 TV, 3 audio zones, and a small control system.
24 E-24-9	Electrical Permit	\$ 181.25	\$181.25	Michael Guerin	1/9/2024 2:09	6 BOREN LN, Boxford, MA 01921	\$ 21,000.00	25 03 08	HAERING SUSAN D TR	Kitchen / Laundry areas
25 E-24-8	Electrical Permit	\$ 85.00	\$85.00	Michael Guerin	1/9/2024 1:26	455 IPSWICH RD, Boxford, MA 01921	\$ 1,500.00	13 02 07	GARDNER LORI	Restore power to home
26 E-24-7	Electrical Permit	\$ 85.00	\$85.00	BRIAN STEPHENS	1/7/2024 14:58	10 FIELDSTONE WAY, Boxford, MA 01921	\$ 3,500.00	19 02 15	MCVENEY ROBERT E	wire new finished basement
27 E-24-6	Electrical Permit	\$ 379.50	\$379.50	John mckanas	1/4/2024 20:55	84 Ingalls Village Way, Boxford, MA 01921	\$ 14,000.00			Wiring for new townhouse
28 E-24-5	Electrical Permit	\$ 476.25	\$476.25	John mckanas	1/4/2024 20:28	38 Ingalls Village Way, Boxford, MA 01921	\$ 13,000.00			wiring for new townhouse
29 E-24-4	Electrical Permit	\$ 98.50	\$98.50	Eddie Rodrigues	1/4/2024 20:18	95 MAIN ST, Boxford, MA 01921	\$ 2,000.00	28 01 05	ERCOLINI ANTHONY J	Renovate Bathroom: New exhaust Fan, new vanity light, new dual function GFCI
30 E-24-3	Electrical Permit	\$ 105.00	\$105.00	Brian Cranney	1/4/2024 15:20	2 ANDREWS FARM RD, Boxford, MA 01921	\$ 1,000.00	38 03 54	COURTEMANCHE JAMES	gas furnace and ac replacement
31 E-24-2	Electrical Permit	\$ 91.75	\$91.75	Michael Small	1/3/2024 22:50	24 GLENDALE RD, Boxford, MA 01921	\$ 1,800.00	13 03 21	HENDRICKSON PETER J TR	bathroom remodel
32 E-24-1	Electrical Permit	\$ 107.50	\$107.50	Joseph Luciano	1/3/2024 19:49	4C STILES POND RD, Boxford, MA 01921	\$ 4,500.00	18 01 27	EVAN KRAUSE	update kitchen, full bath wiring
Electric Permits Total		\$ 4,004.00	\$4,004.00				Electric Valuations total	\$ 232,689.00		

1	G-24-12	Gas Fitter Permit	\$ 170.00	\$170.00	Steven POLIZZOTTI	1/29/2024 23:43	43 SHEFFIELD RD, Boxford, MA 01921	\$ 1,500.00	23	01	02	FALLIS RANDALL & MICHELLE TE
2	G-24-11	Gas Fitter Permit	\$ 170.00	\$170.00	Joseph Buresh	1/26/2024 16:10	43 STONECLEAVE RD, Boxford, MA 01921	\$ 1,000.00	31	01	10	CARLSON PETER H TE
3	G-24-8	Gas Fitter Permit	\$ 85.00	\$85.00	Greg Belleville	1/25/2024 12:06	40 MOONPENNY DR, Boxford, MA 01921	\$ 1.00	40	01	06	DECOULOS JOHN J
4	G-24-7	Gas Fitter Permit	\$ 170.00	\$170.00	Scott Milne	1/24/2024 17:51	13 FOREST LANE, Boxford, MA 01921	\$ 2,200.00	37	01	51	BROMBERG JEFFREY
5	G-24-6	Gas Fitter Permit	\$ 85.00	\$85.00	Greg Belleville	1/17/2024 20:43	12 SPOFFORD RD, Boxford, MA 01921	\$ 1.00	19	01	01	GIALLOMBARDO ROBERT J TE
6	G-24-5	Gas Fitter Permit	\$ 170.00	\$170.00	Tim Coyle	1/17/2024 13:23	10 OLD KILLAM HILL RD, Boxford, MA 01921	\$ 600.00	20	03	04	KNIGHT ROSALIE L
7	G-24-4	Gas Fitter Permit	\$ 255.00	\$255.00	JACK COOMBS	1/10/2024 18:17	12 ROWLEY RD, Boxford, MA 01921	\$ 650.00	26	03	19	MENDES FREDERICK J TR
8	G-24-3	Gas Fitter Permit	\$ 425.00	\$425.00	Joseph Tamburello	1/9/2024 7:53	40 DANA RD EXT, Boxford, MA 01921	\$ 25,000.00	33	02	03	GEORGIOULAKOS KAREN D TR
9	G-24-2	Gas Fitter Permit	\$ 170.00	\$170.00	Andrew Pezulo	1/7/2024 17:00	45 TOWNE RD, Boxford, MA 01921	\$ 1,500.00	31	03	07	CASTO MARYLES V TR
10	G-24-1	Gas Fitter Permit	\$ 170.00	\$170.00	Joseph Ciampa	1/4/2024 15:26	2 ANDREWS FARM RD, Boxford, MA 01921	\$ 1,000.00	38	03	54	COURTEMANCHE JAMES
			Gas Permits Total	\$ 1,870.00	\$ 1,870.00				Gas Valuations Total	\$ 33,452.00		

1	P-24-22	Plumbing Permit	\$ 110.00	\$110.00	Steven POLIZZOTTI	1/29/2024 23:37	43 SHEFFIELD RD, Boxford, MA 01921	\$ 3,000.00	23	01	02	FALLIS RANDALL & MICHELLE TE	kitchen renovation
2	P-24-21	Plumbing Permit	\$ 120.00	\$120.00	Marcos Ferreira	1/28/2024 20:06	11 COLD SPRING DR, Boxford, MA 01921	\$ 5,600.00	24	03	03	BALARAM ANANYA	Bathrooms remodeling.
3	P-24-20	Plumbing Permit	\$ 255.00	\$255.00	Erik Hanlon	1/25/2024 11:23	70 Ingalls Village Way, Boxford, MA 01921	\$ 16,500.00					plumbing for new townhome. 2.5 baths, kitchen, and laundry
4	P-24-19	Plumbing Permit	\$ 250.00	\$250.00	Erik Hanlon	1/25/2024 11:19	68 Ingalls Village Way, Boxford, MA 01921	\$ 16,500.00					plumbing for new townhome. 2.5 baths, kitchen, laundry
5	P-24-17	Plumbing Permit	\$ 110.00	\$110.00	Kyle LeBlanc	1/24/2024 14:48	48 HIGH RIDGE RD, Boxford, MA 01921	\$ 7,000.00	24	04	09	PERI LAXMI & MANI TR	master bathroom remodel 4 pc.
6	P-24-16	Plumbing Permit	\$ 90.00	\$90.00	James Burke	1/23/2024 12:40	38 HIGHLAND RD, Boxford, MA 01921	\$ 2,840.00	14	01	34	BROWN ERIC	repiping kitchen sink drain and adding vent
7	P-24-14	Plumbing Permit	\$ 129.75	\$129.75	Stephen Galinsky	1/18/2024 12:25	95 MAIN ST, Boxford, MA 01921	\$ 12,000.00	28	01	05	ERCOLINI ANTHONY J	Remodel bathroom
8	P-24-13	Plumbing Permit	\$ 125.25	\$125.25	Charles E Deschenes Jr	1/17/2024 17:58	14 CAMELOT DR, Boxford, MA 01921	\$ 10,000.00	21	01	19	HILL COURTNEY J	Renovate two bathrooms on second floor
9	P-24-11	Plumbing Permit	\$ 155.00	\$155.00	Tim Coyle	1/17/2024 13:14	10 OLD KILLAM HILL RD, Boxford, MA 01921	\$ 18,000.00	20	03	04	KNIGHT ROSALIE L	install bathtub, dishwasher, kitchen sink, 3-lavs, 2-shower stalls, 3-toilts and a washing machine connection
10	P-24-12	Plumbing Permit	\$ 120.75	\$120.75	Jeremy Remick	1/17/2024 15:04	39 KING JOHN DR, Boxford, MA 01921	\$ 7,500.00	20	07	12	ALLEN JASON	Relocate bathroom sink, install new shower valve and drain, bring adjacent bath venting up to code
11	P-24-10	Plumbing Permit	\$ 107.25	\$107.25	Thomas Miller	1/16/2024 0:22	1 ARROWHEAD FARM RD, Boxford, MA 01921	\$ 2,000.00	37	01	18	FAVAZZA JOHN G TE	replace kitchen sink, dishwasher, replace fixture in 1st floor 1/2 bath, replace fixtures in 2nd floor full bath.
12	P-24-9	Plumbing Permit	\$ 260.00	\$260.00	Erik Hanlon	1/11/2024 11:35	96 Ingalls Village Way, Boxford, MA 01921	\$ 17,500.00					Plumbing for new townhome. 3.5 baths, kitchen, and laundry
13	P-24-8	Plumbing Permit	\$ 325.00	\$325.00	Erik Hanlon	1/11/2024 11:31	94 Ingalls Village Way, Boxford, MA 01921	\$ 16,500.00					plumbing for new townhome. 2.5 baths, kitchen laundry
14	P-24-15	Plumbing Permit	\$ 115.00	\$115.00	Andrew Larson	1/18/2024 15:17	40 DANA RD EXT, Boxford, MA 01921	\$ 6,000.00	33	02	03	GEORGIOULAKOS KAREN D TR	renovate 2nd fl bathroom
15	P-24-7	Plumbing Permit	\$ 270.00	\$270.00	Erik Hanlon	1/8/2024 21:30	99 Ingalls Village Way, Boxford, MA 01921	\$ 16,500.00					Plumbing for new townhome. , 3.5 baths, kitchen, and laundry
16	P-24-6	Plumbing Permit	\$ 265.00	\$265.00	Erik Hanlon	1/8/2024 21:24	97 Ingalls Village Way, Boxford, MA 01921	\$ 16,500.00					Plumbing for new Townhome. , 3.5 baths, kitchen, and laundry
17	P-24-5	Plumbing Permit	\$ 105.00	\$105.00	Jesse Geyer	1/8/2024 19:57	177 BARE HILL RD, Boxford, MA 01921	\$ 5,000.00	34	01	06	KNOWLES STEPHEN E. AND SUSAN K. TR	Renovate existing 2nd fl bath
18	P-24-4	Plumbing Permit	\$ 105.00	\$105.00	Jorge Valeriano	1/4/2024 22:03	4C STILES POND RD, Boxford, MA 01921	\$ 5,000.00	18	01	27	EVAN KRAUSE	Additon of 1 full bathroom and kitchen.
19	P-24-2	Plumbing Permit	\$ 100.00	\$100.00	Stephen Galinsky	1/3/2024 11:33	24 GLENDALE RD, Boxford, MA 01921	\$ 3,000.00	13	03	21	HENDRICKSON PETER J TR	Bathroom remodel
20	P-24-1	Plumbing Permit	\$ 100.00	\$100.00	Christopher Catanzaro	1/2/2024 17:56	97 LAKE SHORE RD, Boxford, MA 01921	\$ 6,000.00	05	02	06	WOLFGANG OELLER	install shower, lav and floor toilet,
21	P-24-3	Plumbing Permit	\$ 109.50	\$109.50	Anthony Luciano	1/4/2024 17:31	281 IPSWICH RD, Boxford, MA 01921	\$ 3,000.00	19	03	26	SIROIS, ROBERT L	Replace toilet, vanity and shower in same location. New shower valve,
			Plumbing Permits Total	\$ 3,327.50	\$ 3,327.50				Plumbing Valuations total	\$ 195,940.00			

Department permits total \$ 18,934.38 \$ 18,934.38

Department Valuations total \$ 1,178,191.45

**Minutes of the
BOXFORD SELECT BOARD
HYBRID VIA ZOOM
Monday, January 8, 2024
Draft**

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

Others Present: Town Administrator Matthew Coogan, Katie Colangelo
Lt. Tamara Aghoian, Bob Figelski, Peter Holland, Ross Povenmire, Ron Dole, Ellen Guerin, A.J. Paglia, Eric Wendell, Kathy Zolla, Stephanie Meegan, Gary Martin, Karen Sheridan, Bob Gore, Natasha Grigg, Joe Hill, Wendy Perkins, Al Constan, Carol Hubbard, David Smallman, Al Nierenberg, Rebecca Potts, Liz Murphy, Lisa Donahue, Ted Riter, and Minutes Recorder Donna Grieco.

6:30 PM Call to Order

Select Board Chair Barbara Jessel called the meeting to order at 6:30 PM. The roll was read, and all members were all present.

6:35 PM Announcements

Boxford Housing Partnership Meeting– Select Board member **Chow-Menzer** announced that there will be a Boxford Community Housing Needs Workshop which will take place at Town Hall, Meeting Room #1, on JANUARY 20, 2024, at 9 AM. The following will be discussed: Update on the Merrimack Valley Regional Housing Plan Project, Boxford Community Needs Assessment, Community Housing Goals and Strategies and Identifying the Potential for future Housing Development in Boxford.

Martin Luther King Jr. Day – Select Board member **Perkins** announced that Town offices will be closed on Monday, January 15 in honor of Martin Luther King Jr. Day. There will be no trash/recycling pick up on Monday, January 15th. Pick up will run on a one-day delay for the remainder of the week.

Town of Boxford is Hiring – Select Board member **Costello** announced that the Town of Boxford is hiring for the following positions:

- Administrative Assistant - Inspectional Services and Zoning Board of Appeals
- Full Time Dispatcher – Communications
- Program, Outreach, and Activities Assistant - Council on Aging

For more detailed information about these positions, please visit: www.boxfordma.gov/employmentopportunities. Please send your cover letter, resume and completed Application for Employment to Leanne Mihalchik (lmihalchik@boxfordma.gov).

6:40 PM Recognition of Years of Service

46 The Select Board recognized, thanked and awarded certificates to numerous long-time
47 Town of Boxford employees in honor of their employment milestones which ranged from
48 ten to thirty-five years. Photographs were also taken.

49
50 10 Years – Katie Colangelo
51 20 Years – Tamara Aghoian, Pam Blaquiere, Bob Figelski, Peter Holland, Ross Povenmire
52 25 Years – Ron Dole, Ellen Guerin, A.J. Paglia, Mikey Ricker, Doug Small, Eric Wendell
53 35 Years – Kathy Zolla

54
55 The following employees with over 25 years of service also received honorable mention:
56

57 Josh Kennedy, Children's Librarian - 26 years
58 Kendell Longo, Health Director - 28 years
59 Kara Fitzpatrick, Sergeant, Police Department - 28 years
60 Dave Noyes, Foreman, DPW - 31 years
61 Jim Riter, Police Chief - 33 years
62 Warren Gould, Director of Communications - 43 years

63
64

65 **6:50 PM - Roundtable Discussion with Board and Committee Chairs**

66 **Discussion** which included:

- 67
 - Updates from Boards and Committees on Current Issues, Achievements, etc.
 - Discussion of possible May 14, 2024, Town Meeting Warrant Articles

69

70 **Emergency Response & Advisory Committee (ERAC)**– Chair Ellen Guerin reported
71 on the committee’s first meeting of 12/12/23 where they reviewed the charge to analyze
72 response to emergency call data. Next meeting will be in January. The committee does
73 not anticipate the need to request a Town Meeting warrant article. Select Board Chair
74 Jessel thanked her for her involvement in this committee.

75

76 **Sustainability Committee** – Gary Martin highlighted three projects as follows:

77 1) Boxford Community Electricity (Aggregation Plan)

78 a. The DPU gave preliminary approval to Boxford’s Electrical Aggregation
79 Plan. The committee is working with Good Energy to request an RFQ.
80 They will evaluate quotes and recommend whether to launch the
81 aggregation plan or not. If they do recommend it, it would be for either
82 June or November of 2024.

83

84 2) Spofford Pond School HVAC Electrification Study and Preliminary Design

85 a. Town Administrator Coogan, Select Board Chair Jessel and Gary Martin
86 will evaluate options presented by the engineering firm, CMTI, in hopes of
87 making the Spofford Pond School more energy efficient, reduce
88 emissions, improve indoor air quality and make classrooms more
89 comfortable. The committee hopes to replace the old gas-fired equipment
90 with quieter, more efficient heat pumps that will also provide air
91 conditioning to the classrooms.

92

93 3) DOER's New Climate Leader Communities Program

- 94 a. Boxford has been awarded nearly \$400K in grants since becoming
95 certified as a Green Community. The new Climate Leader Program, with
96 more stringent requirements, provides more grant funding opportunities.
97 This committee is deciding whether to work towards Climate Leader
98 Certification. If so, the committee will require a Town Meeting warrant
99 article to adopt a Specialized Stretch Code for new construction.
100

101 **Recycling Committee** – Chair Karen Sheridan reported that costs at the drop-off
102 Recycling Center with Republic have doubled for disposing of materials and that there
103 will be a new fee schedule as of 1/6/24. The new fee schedules appear on the Town's
104 website. There will now be a charge to recycle cardboard. If cardboard is placed at
105 curbside into a 32-gallon barrel or placed in recycle bins, residents would not incur a
106 charge. Earth Day will take place on Saturday, April 27th outside Town Hall.

107 Select Board member Costello asked how the money which is collected at the
108 Recycling Center is handled and was informed that it is deposited at the end of the day
109 as a night deposit into the Recycling Revolving account.

110 Select Chair Jessel requested that the cardboard info be posted to the website.

111 Select Board member Perkins asked about various metal costs. He was informed that
112 they are on the fee schedule.

113 **Planning Board** – Bob Gore noted that Ross Povenmire is a pleasure to work with and
114 offered him his congratulations. He reported that there is a housing shortage
115 everywhere and Boxford is no different. The Boxford Foundation has conducted some
116 studies and there may be more activity in this realm as the studies try to determine
117 possible solutions. There may be some creative things that Boxford can do in this area.

118 **Land Committee** – Natasha Grigg thanked all Boxford public servants. She reported
119 that her committee has no warrant articles required for Town Meeting. They were unable
120 to acquire a parcel of land for possible community housing due to the owner's illness
121 and now, in addition, the probability for 40B zoning would take five years. There is
122 another possible parcel of land adjacent to wetlands that is of interest, and depending
123 on the seller, a sale may or may not take place. This committee is currently in a holding
124 pattern.

125 **Community Preservation Committee (CPC) Update** – Chair Natasha Grigg reported
126 that the CPU is reviewing project applications for funding which may require warrant
127 articles at the Town Meeting. They are for the Johnson Field Playground Project
128 continuation; Community Housing funding for a circuit rider; Stiles Pond Action
129 Committee funding to study and relegate pollution: and finally funding for an
130 environmentally friendly robotic grass mower, a total of four possible warrant articles.

131 **Housing Partnership** – Joe Hill thanked the CPC Committee and reported that they
132 may require a warrant article for the Boxford Commons Study which is aimed at
133 providing moderately priced housing for residents. There are a total of 12 units that
134 could potentially be developed on this 13-acre parcel which would require a warrant for
135 their development. The committee is awaiting a financial model from Town Council to
136 determine how much money would need to be put down as a deposit on the property.
137 They will also require a Housing Coordinator, a part-time position, to assist in
138 implementing the Housing Production Plan and the work of the Boxford Housing
139 Partnership Committee. The role will be shared with other towns and be under the
140 direction of the Merrimack Valley Planning Committee. The funding is highly supported
141 by Stu Saginor of the CPA. There is also the Boxford Small Repair Grants Trust which
142 will provide up to \$7500 for Boxford seniors and residents with permanent disabilities to
143 make essential modifications to their homes which would allow them to age in place. A
144 draft of this agreement has been submitted for review. Lastly, there were three out of
145 five members appointed in December to this committee. There is now also a rep from
146 the Council on Aging.

147 **Historical Commission/Historic District Commission** – Wendy Perkins reported that
148 they are looking to complete an inventory of the whole Town which will require an RFP.
149 They need a consultant and will try again to secure one. As for the Historic District
150 Commission, they have begun upgrading their guidelines, but they will be completed
151 this Spring and found online.

152

153 **Board of Health** – Al Constan offered his congratulations to the award recipients for
154 their milestones in public service. He reported on the following completed issues:

- 155 1) Willows Project – The Board reviewed and approved the Operation and
156 Maintenance manuals. A site visit was performed of the septic and leach field
157 systems and they found an impressive septic. Based on this visit, a Certificate of
158 Compliance was issued. Operation and maintenance of the well requires an HOA
159 to maintain the water system and leach field and the existence of an operation
160 manual that anyone can pick up and use if something were to go wrong.
161 Homeowners will own the system as it will be deeded to them. The deed will also
162 read that owners must be 50 years of age or older in case of a sale where
163 someone may try to buy or flip any of the properties.
- 164 2) Online stickers are back in place since the Health Assistant has been hired and
165 they are popular. Online sales amounted to \$12,000 in the fourth quarter of 2023.
166

167 Ongoing Projects include:

- 168 • Cross committee activities include working with different committees and DEP to
169 repair/replace the Johnson Field Playground.
- 170 • A BOH representative serves on the Stiles Pond committee which is looking to
171 determine nutrient flow and do remediation of algae and contaminant cleanup

- work.
- There are two BOH representative on the Waste Stream Task Force. The BOH maintains the contract for Town trash collection. They are proposing a contract for Town trash pickup and will present findings on Wednesday. Most likely they will work with an individual vendor who submitted a bid and not have to go through the RFP process. They are looking to lock this up and have the contract signed before the contract ends in June. The contract most likely will be for automated collection and bi-weekly recycling which will save the Town approximately \$500K over 5 years.
- The Board of Health is looking to review regulations on new or replacement utility poles from National Grid. The EAP has allowed chemical treatment of poles in the past. They are now allowing arsenic treated poles to be erected, which were banned twenty years ago. The Board feels that rather than require a 50 ft. set back of these poles, they should now be set back even further to about 100 ft. away from a domestic well. The option for non-treated fiberglass poles costs \$4000 per pole vs. \$400 for an arsenic treated pole. Select Board member Costello remarked that in a hardship situation where someone cannot move their well, a fiberglass pole could be used, at the owner’s expense.

Elementary School Committee- Carol Hubbard updated the Select Board on the following ongoing projects:

- The HVAC Study at Spofford Pond School is ongoing and most likely will require a warrant article.
- Another potential warrant article for Town Meeting is the ADA work on the exterior of the Cole School. Paving etc. will be completed over the summer.
- There is general policy work ongoing such as the Food Service Contract which must be renegotiated in January.
- Education programs maintain a literacy focus using new research to help more kids read better.
- The committee is looking at attendance issues including chronic absenteeism.
- In early February, a Saturday Budget Session will be held and include any new requests or anything unexpected. They are anticipating a hefty increase to the school budget this year.
- Various flooring projects will require a warrant article.
- There is a potential need to repair a section of the Cole School roof and a site renovation project; both of which will take place in FY’25.

Boxford Cultural Council (Cultural Art) Committee – Stephanie Meegan reported that the MA Cultural Council which provides funding has upped Boxford’s allocation, so no warrant articles will be necessary. Other items of interest included:

- Five art pieces were sold from the Art Exhibit at 10 Elm.
- There will be a Student Art Exhibit on 1/19/24 at 10 Elm from 5-7 pm, which will include ten pieces from the Cole School and ten from the Spofford School. This will also include the Spofford band assemble.
- Seasonal art exhibits will also continue to be displayed at 10 Elm.

- 217 • On 1/20 the Cantemus Chamber Chorus will present Annelies which is based on
218 “Anne Frank: The Diary of a Young Girl”.
219 • A Boxford coloring book containing 12 recognizable Boxford scenes for 3rd
220 graders (or anyone) has been created and are now being printed.
221

222 Topic: Art History and Public Art, programs include:

- 223 • There will be an Impressionism and a History of Public Art program taking place.
224 • Yarning Around MA program entitled “Yarn Bombing”
225 • Two Crochet workshops will be conducted.
226 • The theatre presentation entitled *Nun of This and Nun of That* will take place at
227 the COA.
228

229 Topic: Nature, programs include:

- 230 • The World of Owls- Summer Reading Program
231 • Boxford Spring Birdwatching Hike (a senior-friendly walk)
232

233 Other Upcoming Events:

- 234 • New England MA Youth Orchestra rehearsal and concerts
235 • All Town events including July 4th
236 • SummerFest
237 • Apple Festival
238 • Indigenous People Day in October in Newburyport
239 • Music with Matt York (performing Willie Nelson) at the COA
240

There is an email address and Facebook Page for the Boxford Cultural Council.

241 **Conservation Committee** – David Smallman thanked Ross Povenmire for his 20 years
242 of service and reported on the committee’s ongoing work including 4 culverts, two of
243 which have been approved. There are 2 still holding. Pyebrook Road at Pyebrook Lane,
244 Georgetown Road at Pyebrook, Herrick Road and Pyebrook, and Glendale Rd., two of
245 these roads are starting to fail so we are trying to get them done as soon as possible
246 and ensure that they will all meet stream crossing regulations. These culverts are past
247 their prime. Roads have been widened over the years beyond the width of the culvert
248 but they will all be brought up to date. There was a sidewalk issue needing attention and
249 all departments involved went together to look at the issues and going forward it will be
250 easier to rectify problems if departments work together when warranted and where
251 overlap exists. The committee is also working on two driveways on Main Street and
252 Silvermine Road. This involves two house lots. The committee requested funding from
253 the owner to build a plan. There are two common driveways on two separate lots,
254 currently owned by the same person. The committee has had hearings surrounding the
255 Border to Boston Rail Trail, specifically the section that runs from Georgetown Road in
256 Boxford into Georgetown. It is ADA accessible, not withstanding some inherent issues
257 that come with accessibility for aged rails, but the committee is working through them to

258 meet all regulations and concerns of abutters. There is currently one opening on this
259 very busy committee, and Mr. Smallman asked people to apply.

260
261 **Border to Boston Rail Trail Committee** – Al Nierenberg reported that this committee
262 will not require any warrant articles for Town Meeting unless there are permanent
263 easements for the right of way on the rail section just mentioned, Georgetown Road into
264 Georgetown. If there is to be compensation for those easements, then there would be a
265 warrant article. Border to Boston Trail takes a long time to put in, so the section while
266 approved, will be paved and professional looking and done in the next few years. The
267 middle section from Georgetown to the Power Station is in the design phase and will
268 take even longer. The committee is talking about getting the final remaining section of
269 the trail which was to have been built on road, off the road via a bridge over 95, which
270 will not happen for many years. The goal is to attain 100% off road status.

271
272 **Adaptive Reuse of Buildings Advisory Committee (ARBA)** – Becky Potts reported
273 that the ARBA Committee will require a warrant article for rezoning parcels located at 4
274 Middleton Road and 188 Washington Street to B1 (business district).
275 Another warrant article will be necessary to authorize the Select Board to dispose of
276 these properties either by lease or sale. Property evaluations of 188 Washington Street
277 and 4 Middleton Road will be available next week. A commercial real estate company
278 has approached the committee and offered to complete a free market analysis and
279 hopefully they will have that information available at their next meeting on Wednesday.
280 The Tri-Town School Union currently rents the Aaron Wood building next door to the
281 Cole School from the Town of Boxford. They also occupy space in other towns. The
282 Union is very interested in 4 Middleton Road for office space and the opportunity to
283 have all of their offices under one roof. If they move into 4 Middleton Road, that would
284 then free up the Aaron Wood building for some needed classrooms to accommodate
285 the growing elementary school enrollments in Boxford. There is a \$1 million bond debt
286 on Aaron Wood which would roll out at the same time Boxford needs to do renovations
287 on 4 Middleton Road. This might create an opportunity to roll the bond over into a new
288 bond for that building.

289
290 **10 Elm Committee** – Elizabeth Murphy reported that the committee is working with the
291 COA to discuss building needs. The committee developed a tiered plan for usage and
292 rentals which needs Select Board approval. A successful family event was held with
293 over 70 attendees and BTA/BOLT is also planning an event on 1/25. The committee is
294 happy to entertain requests for programs for all of the Town's demographics.

295
296 **Recreation Committee** – Lisa Donahue noted that the committee is maintaining
297 connections with BAA, BTA BOLT, and Camp Sacajawea. They maintain the tennis and
298 pickle ball courts, and track their usage. They are involved in the Johnson Field
299 Playground Renovation, will review their current bylaws and propose any necessary
300 changes, and going forward will order equipment using the Recreation Committee
301 budget.

302

303 **Board of Commissioners of Trust Funds** – Ted Riter discussed four funds including
304 the Michelle Wilson Fund, and the B.P. Cole Memorial Trust Fund which offers up to
305 \$2000 to Boxford MASCO graduates who have completed high school and plan to
306 attend college or post-secondary, vocational schools, etc. They also have funds for
307 Boxford and Hamilton students, on a case-by-case basis, to attend Boy and Girl Scout
308 Troops and finally, they administer the DARE program. There is also the Matthew Smith
309 Scholarship Fund which thus far has received no requests. The Tri-Centennial Memorial
310 Trust fund has set up a picnic table for bikers to rest. Contact the Board of
311 Commissioners of Trust Funds for more information on any of these programs and for
312 application instructions. The Board meets in late February or March and make their
313 awards in March or April of every year.

314
315 **Permanent Building Committee** – Select Board member Margaret Chow-Menzer
316 reported that they are working on the new schematic design of the DPW facility and that
317 interviews will be held next week to review the top three proposals from the RFP. The
318 committee is also working with the Board of Health and the Recreation Committee
319 relative to the Johnson Field Playground and ensuring there are no issues with DEP
320 and the landfill because of its location. The type of equipment that can be installed will
321 be dependent upon the depth that they can bore holes. The committee is also looking at
322 how to expand the back of the 10 Elm building for picnic use, and to add a fence so
323 people don't accidentally fall into the retention pond. They may need to replace the
324 refrigerator at 10 Elm because the current size is inadequate and are also looking to
325 add a sink to the Great Room because renters will need access to a sink when the other
326 part of the building and the kitchen is closed. The Little Red School House roof is being
327 worked on three days per week by Essex Tech students, and is coming along. The
328 committee is looking at the Boxford Commons irrigation system, which has constantly
329 clogged heads due to a function of a shallow well. As previously discussed, the Tri-
330 Town Council is interested in 4 Middleton Road. Finally, Select Board member Chow-
331 Menzer stated that an RFP for exterior painting of 4 Middleton Road will be required for
332 this Spring since it is important not to allow the building to fall into disrepair.

333
334 **Library Board of Trustees** – Select Board Chair Jessel reported that there has been a
335 resignation from this Board and a new person is required. She thanked John Paul Ryan
336 for his service. There is an effort underway to hire a new Library Director. There are
337 some good applicants; some interviews have already been conducted with one more to
338 be completed. The committee will identify two finalists for second interviews.

339
340 **Finance Committee** – Town Administrator Coogan reported that some of the new
341 Willows growth revenue will be realized this fiscal year. Building permit fees increased
342 and earned interest also increased. The committee set the budget guidelines which
343 states not to exceed a 2 1/2 % increase over FY'24. The Finance Committee School
344 budgets are not yet completed however all budget proposals from other departments
345 have been received, He will provide the budget to the Select Board on 2/12/24. The CIP
346 is on a parallel path and are waiting for capital submissions from MASCO. Select Board
347 member Costello asked if there was information about the restrictions for use of the
348 \$250K received. The Town Administrator stated that it will be used as Chapter 90

349 funding is intended (for roads, sidewalks, rail trails, etc. He is not sure if education is
350 included herein).

351
352 The Select Board thanked all committee members for their participation in the meeting
353 and for their efforts.

354
355

356 **8:15 PM - Boxford Liquor License Renewals**

357 The following entities requested liquor license renewals:

- 358
 - Far Corner Farm Golf Course, Inc.
 - Boxford Community Kitchen

359
360
361

362 On a **MOTION** made by **Stickney**, second by **Perkins**, the Select Board **VOTED**
363 unanimously by roll call vote to grant the requested liquor licenses to Far Corner
364 Farm Golf Course and Boxford Community Kitchen upon the condition that the
365 licensees shall in all respects, conform to all of the provisions of the Liquor
366 Control Act, Chapter 138 of the General Laws, as amended and any rules or
367 regulations made thereunder by the licensing authorities. In addition, the
368 licensees must maintain required insurance and meet all requirements by Town
369 Fire and Building inspectors as noted in the Town's inspection reports as
enclosed in this packet. The licenses will expire December 31, 2024.

370
371

372 **8:25 PM - Report of the Town Administrator**

373 **Common Victualler's License Renewal Requests:**

- 374
 - Boxford Community Kitchen
 - Benson's Ice Cream

375 On a **MOTION** made by **Stickney**, second by **Chow-Menzer** the Select Board
376 **VOTED** unanimously by roll call vote to approve Common Victualler's License
377 # 24-08 to Boxford Community Kitchen located at 7 Elm St and with expiration
378 on 12/31/24.

379
380

381 On a **MOTION** made by **Stickney**, second by **Chow-Menzer** the Select Board
382 **VOTED** unanimously by roll call vote to approve Common Victualler's License
24-02 to Benson's Ice Cream located at 181 Washington St. and with
expiration of 12/31/24.

383 **Junk License Renewal**

384 David Noyes

385 On a **MOTION** made by **Stickney**, second by **Perkins** the Select Board **VOTED**
386 unanimously by roll call vote to renew a junk license #24-01 to David Noyes, of
387 212 Main St. with expiration of 12/31/24.

388 **8:30 PM Routines**

389 Approval of Minutes of 12/18/23

390 On a **MOTION** made by **Costello**, second by **Stickney**, the Select Board **VOTED**
391 unanimously by roll call vote to approve the Select Board Meeting Minutes of 12/18/23 as
392 amended.

393
394 **9:00 PM Adjourn**

395 On a **MOTION** made by **Perkins**, second by **Costello**, the Select Board
396 **VOTED** unanimously by roll call vote to adjourn.

397
398 **Next Meeting – January 22, 2024**

399
400 **Adjourn**
401 Respectfully submitted,
402 *Donna M Grieco*
403 Minutes Recorder

404
405 **Documents either distributed to the Board of Selectmen before the meeting**
406 **in a packet or at the meeting:**

407
408 Announcement: Boxford Housing Partnership Meeting

409 Announcement: Martin Luther King Jr. Day

410 Announcement: Town of Boxford is Hiring

411 Liquor License motion

412 Victualler's License Boxford Community Kitchen and supporting documentation

413 Victualler's License Benson's Ice Cream and supporting documentation

414 Junk License David Noyes and supporting documentation

415 Building Department December 2023 Report

416 Draft Minutes: 12/18/2023

417

**Minutes of the
BOXFORD SELECT BOARD
HYBRID VIA ZOOM
Monday, January 22, 2024
Draft**

Present: Chuck Costello, Peter Perkins, Margaret Chow-Menzer, Judi Stickney

Absent: Barbara Jessel

Others Present: Town Administrator Matthew Coogan, Police Chief Riter, Teegan Dolan, Meagan Sousa, Vazz Eng, Chris Olbrot, Jessica Grigg, Brian Middleton-Cox, Sue Shillue and Minutes Recorder Donna Grieco.

6:30 PM Call to Order

Select Board Clerk Chow-Menzer called the meeting to order at 6:30 PM.

6:35 PM Announcements

Real Estate Tax Exemption – Select Board member Perkins announced that the period for filing Real Estate Tax Exemptions for residents who are eligible for property tax relief is currently ongoing.

Some of the programs available include:

- Legally Blind
- Disabled Veterans
- Seniors 65+ years with low to moderate income
- CPA Surcharge Exemption

Anyone interested in applying for an exemption should contact the Assessor's Office 978-887-6692. Monday – Thursday, 8:00am - 4:30pm.

Applications will be accepted until April 1, 2024, for the current tax year.

Town of Boxford is Hiring – Select Board member Stickney announced that the Town of Boxford is hiring for the following positions:

- Administrative Assistant - Inspectional Services and Zoning Board of Appeals
- Full Time Dispatcher – Communications
- Program, Outreach, and Activities Assistant - Council on Aging

For more detailed information about these positions, please visit:

www.boxfordma.gov/employmentopportunities. Please send your cover letter, resume and completed Application for Employment to Leanne Mihalchik (lmihalchik@boxfordma.gov).

Real Estate Taxes Due 2/1- Select Board member Costello announced that real estate tax bills for the 3rd quarter of FY 2024 are due on Thursday, February 1st. Payments to "Town of Boxford" may be made in a timely manner by several convenient methods:

- Mail to P.O. Box 601, Medford, MA 02155 (must include bill payment coupon) in envelope provided with bill.

- Mail to Town Hall at 7A Spofford Rd., Boxford, MA 01921
- Pay online at www.town.boxford.ma.us. (Select "\$ Online Payments")
- Pay in person at Town Hall 8:00 AM – 4:30 PM, Monday – Thursday.
- Deposit in secure Tax Payment Dropbox located to right of front door entrance to Town Hall—available 24 hours.

Questions should be directed to 978-887-3674 or treasurerandtaxcollector@town.boxford.ma.us.

6:40 PM National Grid Pole Petition Public Hearing

Upon a motion by Select Board member Costello, Select Board Clerk Chow-Menzer opened the public hearing on a petition by National Grid Company (North Andover), Petition Plan No. 30867067, dated October 10, 2023, seeking permission to replace pole #2339 on Hillside Road with two new poles, 2339 and 2339-50. National Grid will install 2 JO poles and remove 1 JO pole on Hillside Road beginning at a point approximately 410 feet West-Northwest of the centerline of the intersection of Stagecoach Road and continuing approximately 20 feet in a South- Southwest direction. Telco will remove existing pole 2339. National Grid is also seeking permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways to make connections with such poles and buildings as each of said petitioners may desire for distributing purposes. This petition is requested because utility lines have accumulated on poles that are far apart, causing the lines to hang too low. With this plan, the utility lines will be raised to an appropriate above ground height. The Board of Health approved this plan at their meeting of 12/13/24 since there were no concerns of being within 100 ft. of a nearby well.

On a **MOTION** made by **Costello**, second by **Perkins**, the Select Board **VOTED** unanimously to approve National Grid Petition# 30867067 to replace pole#2339 with two new poles, 2339 and 2339-50 and to conduct associated work.

Select Board member Costello moved to close the public hearing.

6:50 PM Appointments

The following were before the Select Board seeking reappointment or appointment:

Regional ACO/ Animal Inspector, Meagan Sousa (reappointment)

Regional Assistant ACO/ Animal Inspector, Teagan Dolan

Regional Backup ACO/ Animal Inspector, Brad Dicenzo.

Chief Riter appeared and gave an overview of how Boxford's Animal Control program operates: Meagan Sousa is an Animal Control Officer and an Animal Inspector. Teagan Dolan is an Asst. ACO and an AI. Brad Dicenzo is an Animal Inspector only, but also serves as a backup ACO. Chief Riter was asked about department policy concerning deer which may be critically injured due to a car accident, more specifically if they are euthanized. The answer was that for a critical injury such as in that case, yes. The department does not however, regularly put down animals. There has been no change to department policy in that regard.

Recently, there was a sick deer with an injured leg and Chief Riter explained that this type of situation would require a call to the Environmental Police.

On a **MOTION** made by **Perkins**, second by **Stickney**, the Select Board VOTED unanimously by roll call vote to appoint Teagan Dolan as Assistant Animal Control Officer with term ending 6/30/25.

On a **MOTION** made by **Stickney**, second by **Costello**, the Select Board VOTED unanimously by roll call vote to appoint Meagan Sousa, Teagan Dolan and Brad Dizenzo to the Massachusetts Department of Agricultural Resources, Division of Animal Health, as Boxford's Animal Inspectors, in accordance with the Massachusetts General Laws Chapter xx, §15 and 16 with terms ending April 30, 2025.

7:00 PM One-Day Liquor License Application

Jessica Grigg of BTA/ BOLT appeared to request a one-day (1/25/24) liquor license on municipal property located at 10 Elm Street for the *Winter Speaker Series*. The completed application and fees were submitted along with all supporting documentation and have been approved by Police Chief Riter.

On a **MOTION** made by **Stickney**, second by **Perkins**, the Select Board **VOTED** unanimously to approve BTA/BOLT's one-day liquor license application for 1/25/24 at 10 Elm Street.

7:10 PM Meeting with Boxford Athletic Association and Boxford Little League

A discussion on a partnership between DPW and Little League regarding shared field maintenance was held. Tom Stevens, a member of the Recreation Committee and Mike McKenzie, President of Boxford Little League appeared to discuss what they have planned in terms of coordinating with the DPW to get Koster Field ready for the Little League season, its upkeep, and installation of potential new features. They are seeking the Board's "permission to aid" the DPW with field maintenance, With this approval, volunteers will assist in mowing the grass when necessary and plan on adding amenities such as batting cages, dugouts, and a score board. Safety enhancements will also be added. These additions will bring the field up to Little League Standards. Chris Olbrot said the department is fine with this collaboration and said that there is even a mower that they can use. The Town Administrator suggested that they put the agreement in writing so that everyone is aware of what the expectations are, as well as the fact that there will be no budget impact. All Select Board members were in favor of such an arrangement and Select Board member Costello stated that as long as the DPW Superintendent/Town Engineer is in favor, it's fine with him. It was also noted that the Little League raised \$16K last year. This year they are currently at \$17K out of their goal of \$25K, which is deemed necessary to complete the above-mentioned enhancements. When completed, the field will be a Williamsport Official Ball Field suitable for hosting tournament games. Morse Field was also discussed in terms of being utilized currently only for Girls Softball. In order to truly bring Morse Field up to Little League standards, an investment of more than \$650K would be necessary

because it's a blank canvas at this point. The funding required for that field is going to be much more substantial. They will apply for Community Preservation Funds in November since they should know the definitive costs by summer. This would require a warrant at Town Meeting the following May. Construction on Morse Field should be completed by Spring of 2026. Finally, it was noted that whatever tenant rents/leases 188 Washington Street, they will be told that the Little League will have access to that parking lot during games and practices.

7:40 PM Report of the Town Administrator

Common Victualler License, Boxford House of Pizza, 256 Georgetown Road.

On a **MOTION** made by **Costello**, second by **Perkins**, the Select Board VOTED unanimously to grant Victualler License 24-10 to Boxford House of Pizza, 256 Georgetown Road.

Common Victualler License, Far Corner Golf Course, Inc., 5 Barker Road.

On a **MOTION** made by **Costello**, second by **Stickney**, the Select Board VOTED unanimously to grant Victualler License 24-01 to Far Corner Golf Course, Inc., 5 Barker Road.

Capital Improvement Program FY25 – FY29 Update

Operating Budget FY25 Update

The Town Administrator reported that he is scheduled to present Boxford's FY'25 Operating Budget as well as the Capital Improvement Program for the five-year period FY'25- FY'29 at the next select board meeting on February 12th. He will also present a list of items for appropriation at Town Meeting including between \$1 and \$1.4 million worth of free cash projects. He reported that the budget is in good shape and that the Town would definitely be within the 2 ½ % increase guidelines. All departments have their figures in except the School Department. Regarding MASCO, they are at a 4.6% increase as a starting point.

Waste Stream Task Force Update

They will meet next week and are looking to negotiate directly with a new contractor, new to us, but not new to the area. The Town will be taking full advantage of the exemption from requiring this to go out to bid and will secure the best pricing possible.

ARBA Committee Update

The next meeting of the ARBA Committee will be on February 13th. Attending will be a local commercial real estate agent that is volunteering his/her time to do an appraisal of both buildings 188 Washington and 4 Middleton Road. It appears that although residents really like the idea of a restaurant or some sort of food establishment going into 188 Washington, it's going to be a real challenge since Topsfield has been working on something similar for the last few years and has yet to receive a bid on their property.

The ARBA Committee is still working through this since it is what the Town wants, and doing their due diligence to figure out what it would take to make this happen and finding an entity willing to make that investment and what exactly that investment will be.

MA Municipal Association Conference

The Town Administrator, Select Board Clerk Chow-Menzer, Select Board member Stickney, Asst. Town Administrator Sweeney, and Leanne Mihalchik attended the Mass Municipal Association Conference last Friday and sat in on sessions on Cybersecurity, Grievances, Economic Outlook, DEI and Trash. The Governor committed to a 3% increase in government aid to fully fund state education by matching funds. The Healey Administration is also filing the Municipal Empowerment Act which includes things like increasing the thresholds for procurement from \$50,000 to \$400,000, which would be very helpful so that Towns don't have to go to a full bidding process, and a prohibition on double poles with National Grid, which is not a big issue in Boxford. They also discussed local options for increases to meals and lodging taxes, which again doesn't really affect Boxford, but also to enable any local excise tax to go above and beyond the state excise tax rate. This might be a local option for us as we do collect excise taxes. First, however, the State is going to have to create legislation which will allow towns to add additional income.

7:55 PM Consideration of Change in Employee Health Insurance

It has been ten years since Boxford reviewed their employee health insurance and since costs are on the rise, the Town is looking at various options. A presentation of municipal health insurance options was delivered by Sue Shillue, of Cook & Co. She summarized the meetings held with the Insurance Advisory Committee and reviewed costs for various plans from which the Town of Boxford could select. Deductibles, co-pays, and other pertinent health insurance costs were discussed. In order to engage in the process to change employee health insurance benefits, the Select Board would need to invoke M.G.L. c. 32B §21 through 23. If changes for the next fiscal year beginning July 1st, are to take effect, subscribers will be notified 60 days in advance, and open enrollment will take place in May. There will also be a Health Fair held in April.

On a **MOTION** made by **Costello**, second by **Perkins**, the Select Board VOTED unanimously that the Town of Boxford elect to engage in the process to change health benefits under M.G.L. c.32B, §21 through 23.

8:25 PM Routines

None

Select Board member Costello provided a recap of the latest Elementary Regional School Planning Committee meeting. The committee is looking at moving from a Tri-Town Union Superintendent model to a Regional School model. They intend to draft an agreement before Town Meeting and there will be a public awareness meeting to discuss the pros and cons of such an agreement.

Select Board members Costello and Stickney attended a Saturday morning meeting of the Merrimack Valley Planning Association. The Town's 5-year Housing Production Plan was discussed. There was a large audience in attendance, but not everything was on the agenda discussed since with all of the questions asked, time ran out. They will heavily advertise the next meeting which will be held soon depending on Merrimack Valley's schedule.

8:35 PM Executive Session

On a **MOTION** made by **Chow-Menzer**, second by **Stickney**, the Select Board VOTED unanimously by roll call vote to go into Executive Session for the purpose of discussing strategy relative to preparation for negotiations with the Public Employee Commission (PEC), and declared that an Executive Session is necessary since an open public discussion may have a detrimental effect on the negotiating, bargaining or litigating position of the Select Board, and upon completion of the Executive Session to return to open session and immediately adjourn without conducting any further business.

Next Meeting – February 12, 2024

Respectfully submitted,
Donna M Grieco
Minutes Recorder

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

Agenda
New Call to Order
Announcement: Real Estate Tax Exemption
Announcement: Boxford is Hiring
Announcement: Real Estate Taxes Due 2/1/24
Notice of Public Hearing: Hillside Road Poles
Liquor License Application and Supporting Documentation: BTA/ BOLT One-day license on municipal property at 10 Elm Street
Common Victuallers License Application & Supporting Documentation: Boxford House of Pizza
Common Victuallers License Supporting & Supporting Documentation: Far Corner Golf Club