



BOXFORD SELECT BOARD

Monday, March 11, 2024

Town Hall 7A Spofford Road

Meeting Room 1

Remote option through Zoom:

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

AGENDA

This meeting is audio and video recorded

6:30 PM Call to Order

6:35 PM Announcements

6:40 PM Public Hearing - Grant of Location Porter Rd and Anna's Way, 20863997 National Grid

- Replacement of direct buried cable

6:50 PM Meeting with Waste Stream Task Force

- Update on process for new 5-year Trash and Recycling Contract
- FY25 trash & recycling budget
- Automated collection and user fees
- Any other business to come before the Waste Stream Task Force and the Board not anticipated at the time of this posting

7:20 PM Meeting with DPW Superintendent/ Town Engineer

- Fiscal Year 2025 Department budget review
- CIP department requests
- Any other business to come before the DPW Superintendent/ Town Engineer and the Board not anticipated at the time of this posting.

8:00 PM Meeting with Boxford Fire Chief

- Fiscal Year 2025 Department budget review
- CIP department requests
- Discussion on staffing plan and request to apply for SAFER grant for additional firefighters
- Any other business to come before the Fire Chief and the Board not anticipated at the time of this posting.

8:40 PM Report of the Town Administrator

- Warrant Articles for May Town Meeting
- Update on changes to employee health insurance plans
- Select Board Meeting Schedule
- Any other business to come before the Town Administrator and the Board not anticipated at the time of this posting.

8:55 PM Routines

- Appointments
 - Erin Bisesti, Council on Aging
 - Nick Albina, Recreation Committee
 - Nathaniel Hunt, Recreation Committee
- Correspondence
- Approval of Minutes
- School and Non-School Warrants

9:05 PM Any other business to come before the Board

Adjourn

Next Meeting – March 25, 2024, 5:30 PM

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.



APPLYING FOR REAL ESTATE TAX EXEMPTION

The filing deadline for Real Estate Tax Exemption Applications is April 1, 2024.

Residents who may be eligible for property tax relief include:

- Seniors 65 years + who receive the State Circuit Breaker credit
- Seniors 65 years + with low to moderate income
- Disabled Veterans
- Legally Blind

Anyone interested in applying for an exemption should contact the Assessors Office at (978) 887-6692, Monday – Thursday 8:00am to 4:30pm.



MBTA COMMUNITIES ACT PUBLIC INFORMATION SESSION

A JOINT INITIATIVE SPONSORED BY
THE BOXFORD HOUSING PRODUCTION PLAN COMMITTEE
MERRIMACK VALLEY PLANNING COMMISSION
BOXFORD HOUSING PARTNERSHIP
TOWN HALL, MEETING ROOM # 1

This is a hybrid meeting accessible either in person or via Zoom.

Zoom details may be found at

www.boxfordma.gov/mbtainfosession

SATURDAY

March 16, 2024



START AT

9:00 AM - 10:30 AM





**MOTOR VEHICLE
EXCISE TAX BILLS
DUE, MARCH 18**

**FOR PAYMENT INSTRUCTIONS,
PLEASE VISIT
www.boxfordma.gov/excisetax318**

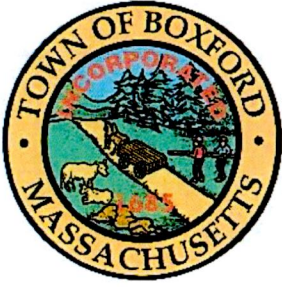


SMALL REPAIR GRANT TRUST

Boxford is pleased to announce its program to provide grants of up to \$7,500 to Boxford seniors of 60 years of age or older and residents with a permanent disability. The residents must be at or below the moderate-income level of 100% of the local area median income.

For more information about the program and obtain an application, please go to the Town website at BoxfordMA.gov/small-repairs-grant-trust, the Town Administrator's office or the COA at 10 Elm St.

The Committee is also seeking a resident of Boxford who might be interested in serving as a trustee. This person does not have to be a board or committee member in Town. If interested, please contact the Town Administrator.




TOWN OF BOXFORD PUBLIC NOTICE

TO: RESIDENTS/ABUTTERS - Porter Road and Anna's Way
BOXFORD, MASSACHUSETTS

You are hereby notified that a public hearing will be held at the Boxford Town Hall, 7A Spofford Road, Boxford, MA at **6:30 P.M.**, on **Monday, the 11TH day of March, 2024**, upon the petition of **National Grid Company (North Andover)**, NATIONAL GRID Petition **Plan No. 20863997**; dated **January 15, 2024**, for permission to construct a line of underground electric conduits, including the necessary sustaining and protecting fixtures under and across the public way herein named. Anna's Way and Porter Road – National Grid to install approximately 2970 feet of 1-1C #2 AL 15KV EPR cable. Install approximately 1434 feet of 4-3", 51 feet of 2-3" conduit. Install 4 heavy-duty handholes and 2 primary pull boxes on Anna Way & Porter Road, Boxford.

THE INSTALLATION OF ANY POLE OR CONDUIT THAT INVOLVES THE CUTTING OF ANY LIVE TREE OR THE REMOVAL OF ANY PART OF A STONE WALL WILL REQUIRE PUBLIC HEARINGS PURSUANT TO M.G.L. CHAPTER 40, SECTION 15C (SCENIC ROADS ACT) AND/OR M.G.L. CHAPTER 87, SECTIONS 3 AND 4 (SHADE TREE ACT).

NO NEW OR REPLACEMENT CHEMICALLY TREATED UTILITY POLES SHALL BE INSTALLED WITHIN 50 FEET OF ANY PUBLIC/PRIVATE WATER SUPPLY OR WITHIN 100 FEET OF ANY PRIVATE WELL SITES; PER ORDER OF BOXFORD BOARD OF HEALTH.


Matthew Coogan, Town Administrator
TOWN OF BOXFORD

Dated: February 28, 2024

Plan is posted in Town Hall, or is attached herewith.

Questions contact – Leidos - James Kanceruk 984-250-2956

Petition of the Massachusetts Electric Company d/b/a NATIONAL GRID
OF NORTH ANDOVER, MASSACHUSETTS
For Electric Conduit Location:

To the Board of Selectmen of Boxford, Massachusetts

Respectfully represents the Massachusetts Electric Company d/b/a NATIONAL GRID of North Andover, Massachusetts, that it desires to construct a line of underground electric conduits, including the necessary sustaining and protecting fixtures, under and across the public way or ways hereinafter named.

Wherefore it prays that after due notice and hearing as provided by law, it be granted permission to excavate the public highways and to run and maintain underground electric conduits, together with such sustaining and protecting fixtures as it may find necessary for the transmission of electricity, said underground conduits to be located substantially in accordance with the plan filed herewith marked – Anna's Way & Porter Road - Boxford, Massachusetts.

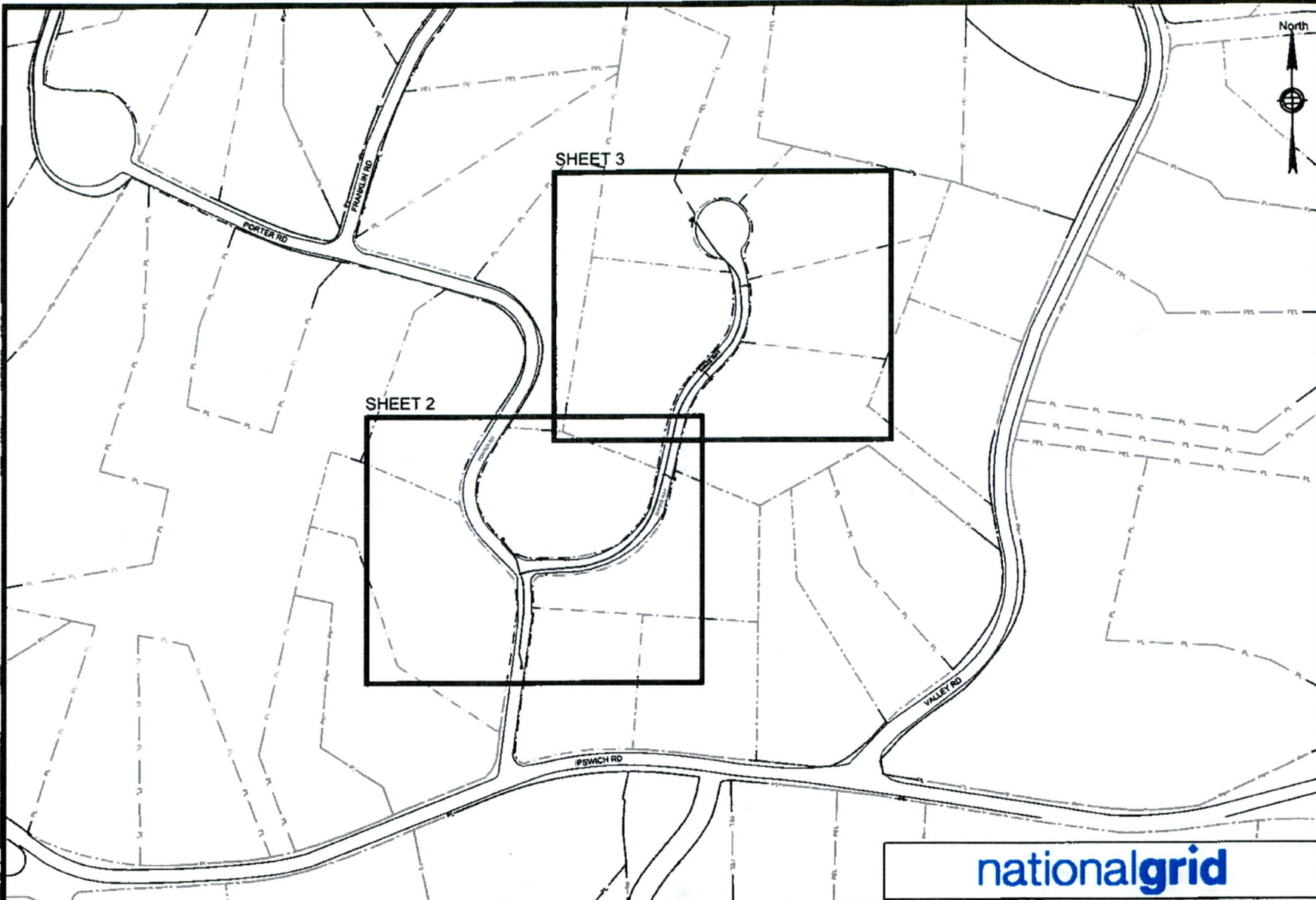
The following are the streets and highways referred to:

20863997 – Anna's Way and Porter Road- National Grid to install approximately 2970 feet of 1-1C 2# AL 15KV EPR cable. Install approximately 1434 feet of 4-3", 51 foot of 2-3" conduit. Install 4 heavy duty handholes and 2 primary pull boxes on Anna Way & Porter Road, Boxford, Ma.

Location approximately as shown on plan attached.

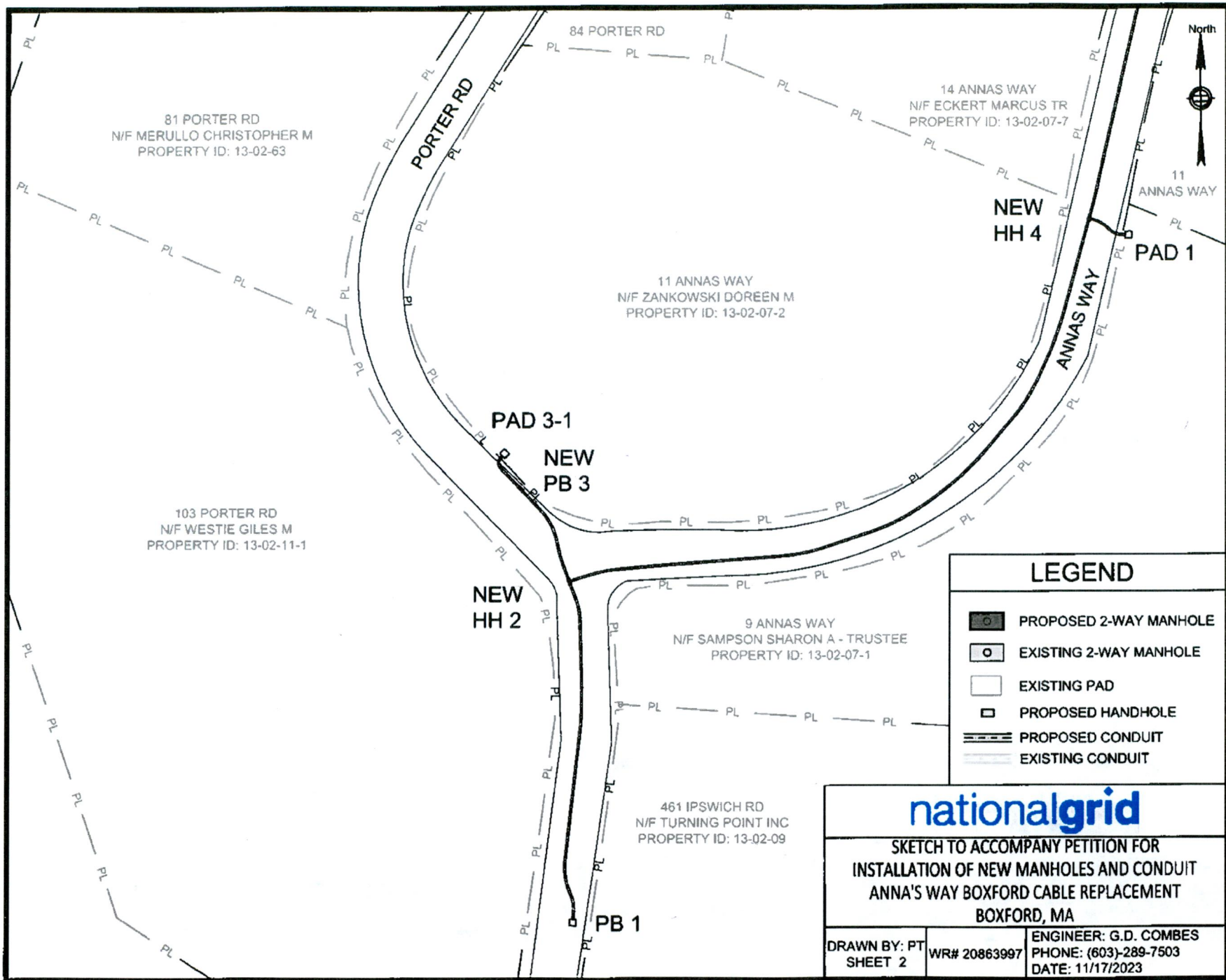
Massachusetts Electric Company d/b/a
NATIONAL GRID *Dave Johnson*

BY _____
Engineering Department



LEGEND "PAGE 0 ONLY"	
	SHEET CALLOUT
	PL PROPERTY LINE
	EDGE OF PAVEMENT

nationalgrid	
SKETCH TO ACCOMPANY PETITION FOR INSTALLATION OF NEW MANHOLES AND CONDUIT ANNA'S WAY BOXFORD CABLE REPLACEMENT BOXFORD, MA	
DRAWN BY: PT SHEET 1	WR# 20863997
ENGINEER: G.D. COMBES PHONE: (603)-289-7503 DATE: 12/6/2023	



ENGINEER: G.D. COMBES
 PHONE: (603)-289-7503
 W/R# 20863997
 SHEET 3

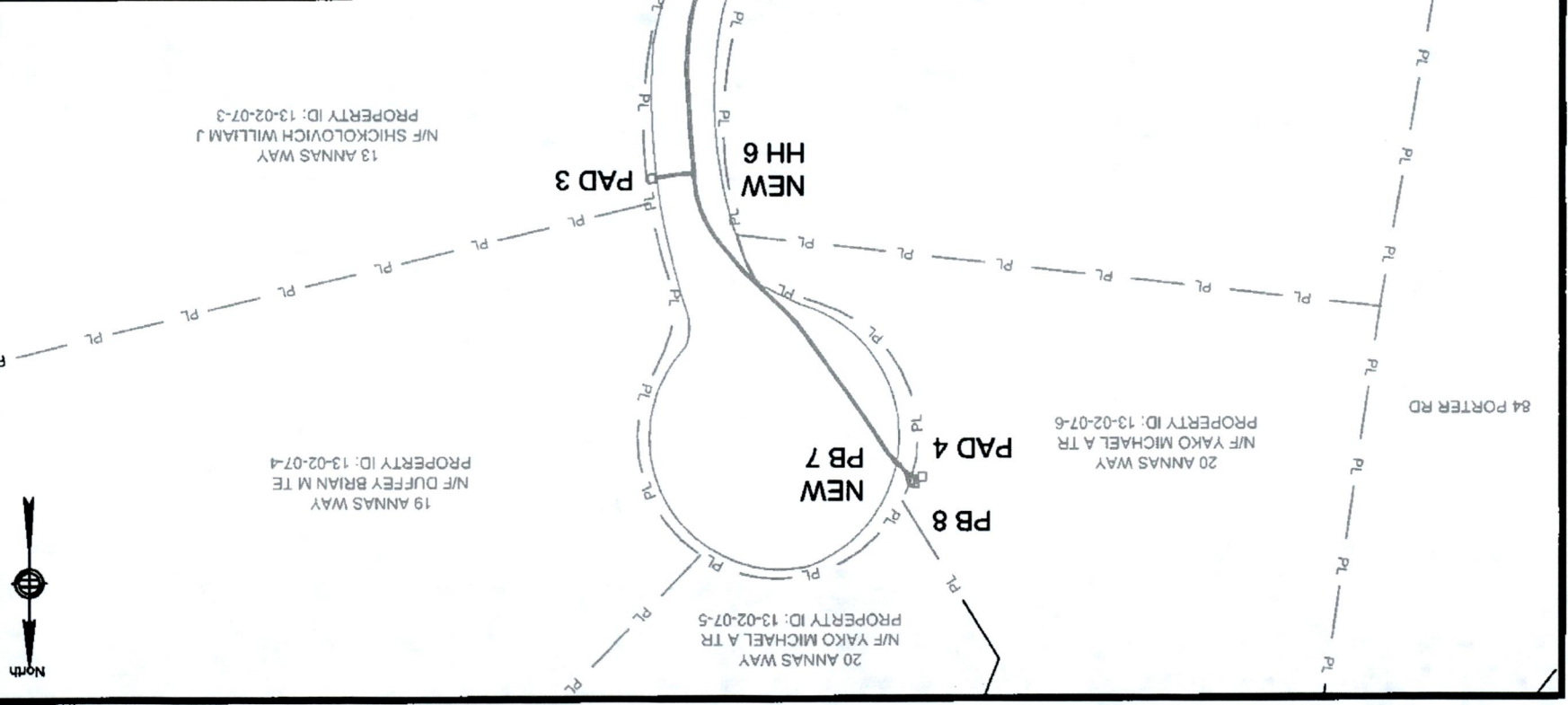
DATE: 11/17/2023

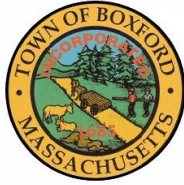
SKETCH TO ACCOMPANY PETITION FOR
 INSTALLATION OF NEW MANHOLES AND CONDUIT
 ANNA'S WAY BOXFORD CABLE REPLACEMENT
 BOXFORD, MA



LEGEND

	EXISTING CONDUIT
	PROPOSED CONDUIT
	PROPOSED HANDHOLE
	EXISTING PAD
	EXISTING 2-WAY MANHOLE
	PROPOSED 2-WAY MANHOLE





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

DATE: March 8, 2024
TO: Select Board
FROM: Brendan Sweeney, Assistant Town Administrator
RE: Report of the Waste Stream Task Force

In the Summer of 2022, the Waste Stream Task Force (WSTF) was convened to review the Town's expiring five-year contract with Waste Management and make recommendations regarding how best to proceed. The WSTF was made up by representatives of the Board of Health, Finance Committee, Recycling Committee, Select Board, and Town Administrator's office. In addition to regular meetings, analysis of available information, and thorough discussion, the WSTF also conducted a town-wide survey in the fall of 2023 to receive resident feedback, which informed the decision-making process.

After extensive analysis of the state of the current trash and recycling market and thorough discussion of the options available to the Town to reduce costs and provide effective curbside trash and recycling collection service to residents, the WSTF made the recommendation this past fall to seek a new five-year contract with a hauler that had both a reputation for outstanding customer service and the ability to meet the following conditions:

- **Implement an automated collection system**, which would both be more efficient and save costs for the hauler, providing cost and service benefits to the Town; and
- **Bi-weekly collection of recycling**, which would result in significant savings for the Town and residents.

While the Town's current hauler, Waste Management, submitted a competitive offer adhering to the above conditions, **the WSTF ultimately decided to enter into an agreement with a new hauler, G. Mello Disposal Corp.**, which is based locally out of Georgetown. G. Mello's offer was the most advantageous to the Town financially, and their customer service was lauded by their current municipal clients in the region. The key terms of the agreement between G. Mello and the Town are as follows:

- **Base cost of \$583,080 in FY25**, which is to increase at a fixed rate of 4% per year.
- **Trash disposal fee of \$100/ton**, which is to increase at a fixed rate of 4% per year.
- Recycling through a contract between G. Mello and Casella, where the Town's recyclables are taken to Casella's facility and the bill¹ that G. Mello receives is passed along to the Town.²

¹ The Town can also receive payment for recyclables, depending on whether the blended value of the commodities recycled is a greater amount than Casella's processing fee for that month.

² Casella's October 2023 net processing fee for recycling was \$57.77/ton.

Financial Impact of Agreement with G. Mello

The first table below shows the estimated costs of the agreement, based on assumed trash and recycling tonnage, an estimated value of recycled commodities, and an estimated cost of diesel fuel.³ As you can see in the second table below, **the Town is expected to realize significant savings in FY25** when compared to what the Town is anticipating spending for its current contract with Waste Management in FY24. Even estimated costs in FY29, the last year of the contract, are projected to be less than what the Town is anticipating spending for its current contract with Waste Management in FY24.

G. Mello Proposed Contract (FY25 -29)
Automated Collection and Bi-Weekly Recycling

	Base Rate	Estimated Additional Cost for Per Ton Refuse Collection	Estimated Recycling Costs	Estimated Fuel Surcharge (for diesel over \$4/gallon)	TOTAL
FY24 Estimated Spending (with WM)	\$815,905.00	\$160,710.55	\$94,677.45	\$2,127.05	\$1,073,420.05
FY25	\$583,080.00	\$169,169.00	\$82,639.89	\$2,127.05	\$837,015.94
FY26	\$606,403.20	\$175,935.76	\$82,639.89	\$2,127.05	\$867,105.90
FY27	\$630,659.33	\$182,973.19	\$82,639.89	\$2,127.05	\$898,399.45
FY28	\$655,885.70	\$190,292.12	\$82,639.89	\$2,127.05	\$930,944.76
FY29	\$682,121.13	\$197,903.80	\$82,639.89	\$2,127.05	\$964,791.87

	Estimated Total Costs	\$ Change vs. Prior Year	% Change vs. Prior Year
FY24 Estimated Spending (with WM)	\$1,073,420.05	N/A	N/A
FY25	\$837,015.94	-\$236,404.11	-22.02%
FY26	\$867,105.90	\$30,089.96	3.59%
FY27	\$898,399.45	\$31,293.56	3.61%
FY28	\$930,944.76	\$32,545.30	3.62%
FY29	\$964,791.87	\$33,847.11	3.64%

³ Trash and recycling tonnage estimates were based on actuals from the 12 months of calendar year 2023. The value of recycling commodities estimate was based on an average of the Town’s blended value of recyclables from the previous 12 months. The diesel fuel surcharge estimate shown is based on an assumed cost of \$4.15/gallon for the cost of diesel fuel.

Administration of Automated Collection Program

Once an agreement with a hauler had been finalized, the Task Force shifted its focus to determining the internal details regarding the administration of the new automated collection system. After another series of meetings with thorough deliberation, **the WSTF is making the following recommendations regarding the administration of the program:**

- **A 64-gallon container should be offered for disposal of trash, with a 96-gallon container offered for bi-weekly disposal of recycling.**
- **The Town should introduce a user fee to replace the revenue that is currently collected from trash sticker sales.** This alternative was recommended instead of absorbing the full cost of the contract into the tax levy,⁴ which likely would have resulted in a significant property tax increase.
- **The Town should use Free Cash to purchase the standardized containers required for automated collection.**⁵ These containers would then be property of the Town of Boxford and are to remain with specific residences, even if ownership of the residence changes. The estimated cost to purchase the required number of containers is roughly \$360,000.
- **Households will have the ability to request multiple 64-gallon trash containers, for which they will have to pay an additional annual user fee.** These containers will also be purchased using the Town's Free Cash, and will also be property of the Town, though the supplemental revenue from the additional user fees will more than cover the cost to the Town to purchase the additional containers.
- Standardized "overflow bags" will be available for purchase, in the event that a household is not able to fit all of their trash within their standardized containers on any given week. These bags will be available for purchase at Town Hall at a price of \$6/bag.

Details of the User Fee

In FY24, the Town is projected to bring in \$425,000 in trash sticker revenue. The current price of trash stickers is \$4/sticker, which results in the estimated sale of 106,250 trash stickers in FY24. Of the 2,700 households in Boxford that are currently eligible to participate in the Town's curbside trash and recycling collection program, it is estimated that around 2,600 do so *at least once* each year, with the remaining 100 or so households utilizing a private collection service or other means of disposing of their trash and recycling. Using this estimated figure, **the average household in Boxford currently purchases about 41 trash stickers per year, resulting in an average of \$164 per year spent on trash stickers.** The table on the next page demonstrates these calculations.

⁴ Historically, revenue from trash stickers has offset about 50% of the total cost of the Town's curbside trash and recycling collection contract, with the other 50% funded from the general fund (primarily property tax revenue). Currently, the split is about 60% general fund, 40% trash sticker revenue.

⁵ If a container is broken (and it is determined that it was not broken by fault of the hauler, G. Mello) the impacted resident would be required to pay the Town a fee for a new container.

Breakdown of FY24 Estimated Trash Sticker Revenue

Estimated FY24 Trash Sticker revenue	\$425,000
Cost per Sticker	\$4
<hr/>	
Estimated Number of Trash Stickers Sold	106,250
Estimated Number of Participating Households in Town-Sponsored Curbside Collection Program	2,600
<hr/>	
Average Annual Stickers Used per Household	41
Average Amount Spent on Stickers per Household Annually	\$164

In order to recoup the estimated \$425,000 in annual trash sticker revenue, the Town will need to set an annual user fee of *at least* \$164 per year. For this estimate to be realized, the estimated 2,600 households will all need to participate in the program; in the event that less than 2,600 households participate, the Town will not recoup the full \$425,000. Therefore, in order to assure that the Town is able to collect sufficient revenue from user fees, **the WSTF is proposing setting the user fee at \$175 per year, which is to be fixed for all five years of the contract** (FY25-29). If 2,600 households participate in the program and pay the \$175 annual user fee, the Town will collect an estimated \$455,000 in annual user fee revenue. For the first year of the contract (FY25), this will mean that an estimated 54% of the cost of the contract will be paid by user fee revenue; by year five (FY29), that number is estimated to be 47%. Therefore, this proposed approach is consistent with the Town’s historic approach to cost sharing between user fees (trash stickers) and general fund revenue for trash and recycling curbside collection.

Second/Multiple Trash Containers

As mentioned on the previous page, the WSTF is proposing to allow households to request multiple 64-gallon trash containers. The ability to have multiple containers only applies to trash; each household will be limited to one, 96-gallon recycling container.⁶ However, **any resident that requests multiple trash containers will have to pay a subsequent \$175 per year fee for each additional trash container requested**. For example, if a resident requests two total trash containers, they will pay \$350 in annual user fees. If a resident requests three total trash containers, they will pay \$525 in annual user fees.

Based on the results of the town-wide survey, it is estimated that 14% of the participating households will request multiple trash containers. If this estimate comes to fruition, the Town could receive an additional \$60,000 or more in annual user fees.

⁶ As part of the agreement with G. Mello, they will now service the Town’s recycling center (located at 7B Spofford Road). If residents are unable to store all of their recyclables in a 96-gallon container during a two-week period, they will have the option to deposit their cardboard, paper, and plastics at the recycling center.

DEPARTMENT OF PUBLIC WORKS

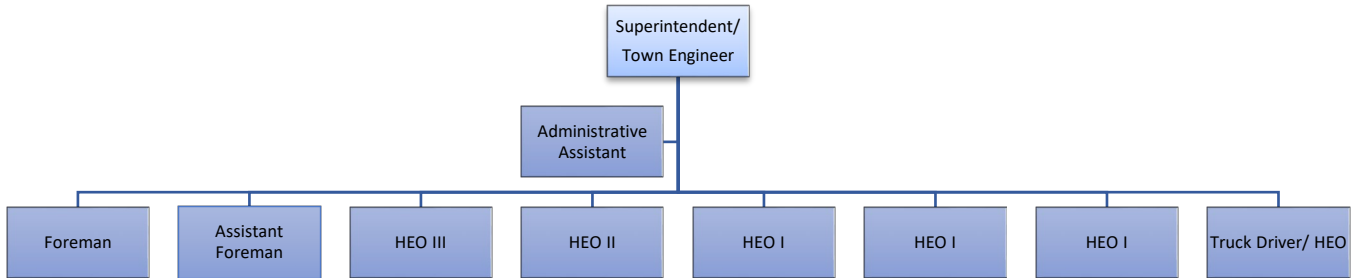
MISSION STATEMENT

The Department of Public Works (DPW) provides executive and administrative oversight as well as providing maintenance activities in the areas of engineering, highway and drainage infrastructure management, athletic fields maintenance, building maintenance, and public shade tree/brush management. Under the direction of the town's Superintendent/Town Engineer, the DPW strives to utilize responsible management, innovative technologies and teamwork to provide exceptional service to the residents. Our mission is to efficiently utilize our resources to preserve or maintain the town's 100+ miles of roadway, 250+ culverts, 7 bridges, 15+ acres of playing fields, 9 town buildings and countless public shade trees.

CORE RESPONSIBILITIES, PROGRAMS, & SERVICES

- Maintaining public roads & signage, storm drains, culverts and bridges.
- Rapid response to all snow/ice and other inclement weather emergencies and conditions.
- Oversee the maintenance of public shade trees and brush clearing in public right of way.
- Mowing and clean-up of Town owned recreational athletic fields and greens.
- Responsible for contracted services, such as paving, road striping, snow plowing, etc.
- In collaboration with Permanent Building Committee, facilities management of Town buildings, including cleaning services, roof repairs, utility rooms, etc.
- Respond to requests from the public in a timely and courteous manner.
- Apply for Grant opportunities.
- Engineering services, including the review of site plans, drainage plans, the design of Town infrastructure, and the oversight of contracted engineering services.

ORGANIZATIONAL OVERVIEW



Position	FY2023 Actual	FY2024 Actual	FY2025 Budgeted
DPW Superintendent/ Town Engineer	1.0	1.0	1.0
Administrative Assistant	0.6	0.6	0.6
Foreman	1	1	1
Assistant Foreman	1	1	1
Heavy Equipment Operators	6	6	6
TOTAL FTEs	9.6	9.6	9.6

PERFORMANCE MEASUREMENTS

Performance Indicator	Unit of Measure	Actual FY2022	Actual FY2023	Estimated FY2024
Asphalt Installed	Miles	4.35	5.8	5.0
Line Striping	Linear Feet	484,790	513,820	500,000
Major Culvert Replacement	Each	2	1	2
Roadway Brush Clearing	Miles	50	50	50
Catch Basins Cleaned/Inspected	Each	842	839	840
Playing Field Soil Amendments and Aeration	Acres	5	15	15
Grant Applications	Each	2	2	2

RECENT ACCOMPLISHMENTS

- Through DPW’s collaboration with the Ipswich River Watershed Association and the Planning Director, the town was awarded \$275,000 in grant funding for the design and permitting of three critical culverts in town. These culverts include Pye Brook at Pye Brook Road, Herrick Road, and Georgetown Road are currently in the permitting phase in anticipation of reconstruction in the coming year or two.
- In addition, Town Engineer continues to design and permit the replacement of critical culverts throughout town, including Glendale Road, Middleton Road, and Ipswich Road. These culverts were identified as priorities in the 2021 Culvert and Bridge Asset Management Report.
- The DPW successfully replaced a failed culvert at Lockwood Lane which caused a washout and the partial closure of a roadway. The DPW secured the necessary emergency certifications, controlled the water and replaced the culvert in preparation for roadway paving this past summer. The work was completed safely, quickly and cost-effectively utilizing DPW staff to complete the vast majority of work.
- Successful completion and submission of the EPA’s annual report to maintain our NPDES MS4 Permit. This annual report provides the EPA and DEP with the necessary information of how we meet or exceed the requirements in the following 6 minimum control measures:

Public Education, Public Participation, Illicit Discharge Detection & Elimination, Construction Stormwater Runoff Controls, Post Construction Runoff Controls, and Good Housekeeping.

- The DPW was successful in receiving \$100,000 through MassDOT's Small Bridge Repair grant program for the design of repairs to the Endicott Street Bridge.
- The DPW was successful in recruiting two new hires to complete the staff and fill all vacant positions. In this time of economic growth, it is increasingly difficult to obtain workers from the private sector for a variety of factors. Despite this, we are fully staffed with engaged and competent workers who aim to serve the town well and are progressing with obtaining their required training and licensing
- Completed Phase 1 of the design of a new DPW Facility, which included the engineering design and permitting of a 2-lane driveway to access the preferred location of the new facility on Spofford Road.
- Brought on a facilities consultant through funding approved by Town Meeting to work on several facility initiatives.
- Launched Operations Hero, an asset management software system that includes an electronic work order system for submitting maintenance requests as well as a preventative maintenance program.
- Completed a townwide assessment of all Town facilities.
- Improved the town's athletic field maintenance program. Utilizing additional funding approved within the operating budget, we were able to treat over 15 Acres of athletic fields throughout the town. Additionally, two little league infields and their associated dugouts were reconstructed. Lastly, utilizing the "Seedavator" which is a piece of equipment newly purchased last year, we were able to aerate and overseed the town's playing fields as well. These annual maintenance activities have made significant improvements to the grass.

FY2024 TRENDS

Change in climate and/or weather patterns is affecting many aspects of the DPW's operations. During the summer months, the intensity of storm events causes significant negative impacts to the town's drainage and roadway network. The volume/intensity of precipitation in a short duration that we have seen in recent years is unprecedented even exceeding hurricane levels of the past. Likewise, longer periods of drought and precipitation have caused issues with our management of playing fields. Both extremes cause their own independent issues and challenges to mitigate. It will be important to monitor these trends and safeguard against the challenges to the best of our abilities. Boxford is working with the Merrimack Valley Planning Commission on an update of the Town's Hazard Mitigation Plan, which will help address these trends. An updated HMP also qualifies the Town for FEMA grants to help cover the cost of critical infrastructure, including culvert replacement and resizing.

FY2024 GOALS & OBJECTIVES

GOAL 1: REPAIR, REPLACEMENT, AND MAINTENANCE OF INFRASTRUCTURE

Objectives:

- Compete a 5-year Roadway Paving Management Plan for the repair and replacement of the town's road network.
- As part of this effort, include creating an inventory of all signage in the right of way, as well as all guardrail. The inventory would be used to create a signage and guard rail replacement program.
- Complete the design and permitting of culvert projects, including Glendale Road, Middleton Road, Ipswich Road, Herrick Road, and Pye Brook Road.
- Complete the procurement and installation of the Glendale Road culvert replacement project.
- Complete design and permitting for Endicott Road Bridge repair project.
- Work with sub-consultant on finalizing engineering studies at two intersections. The Main/Lawrence intersection and Main/Maple intersection.

GOAL 2: CONTINUE IMPROVEMENT OF TOWN RECREATION FACILITIES

Objectives:

- Work with the Town's Permanent Building Committee and Recreation Committee, as well as the Boxford Athletic Association, on a plan to continue improving the maintenance of athletic fields, as well as a multi-year plan for the reconstruction of several ball fields.
- Support the PBC and Recreation Committee on the design and installation of the new Johnson Field Playground
- Projects include infield reconstructions, turf management, deep tine treatment and aeration, and a new irrigation well for Boxford Common.

GOAL 3: CONTINUE IMPROVEMENTS OF TOWN FACILITIES

Objectives:

- Work with the PBC on replacing the DPW Facility, including Phase 2 of design, 20% Design Schematic, then obtaining funding at Town Meeting for the final Phase of design.
- Continue roll out of Operations Hero asset management software.

- Projects in FY25 include new roof top HVAC units and roof replacement at the Police Station, woman’s restroom at West Fire Station and various Fire Station improvements, and a new well for the Town Hall/ Police Station. In addition, minor repairs and upgrades to Lincoln Hall are expected.

PUBLIC WORKS FY2025 PROPOSED BUDGET

	FY23 ACTUAL 6/30/22	FY24 ADOPTED BUDGET	FY25 PROPOSED BUDGET	vs. FY24	% Increase	Comments
PUBLIC WORKS						
Salaries:						
Department Head	129,117	129,682	139,018	9,336	7.20%	Inclusion of \$6 K Tree Warden stipend in base pay
Permanent Positions	442,669	490,277	505,000	14,723	3.00%	Second year of CBA Increase accounts for FY24 and FY25 AFSCME CBA raises being built into the base (FY24 raise was paid from salary reserve)
Clerical	29,241	29,353	31,500	2,147	7.31%	
Temporary Positions	6,519	19,000	19,000	-	0.00%	
Longevity	12,303	12,812	13,174	362	2.83%	
Overtime	9,989	24,000	24,000	-	0.00%	
Clothing Allowance	11,922	11,000	11,000	-	0.00%	
Subtotal	641,760	716,124	742,692	26,568	3.71%	
Non Salary Expenses:						
Repairs & Maintenance	27,227	40,000	40,000	-	0.00%	
Police Detail	200	1,333	1,333	-	0.00%	
Parks & Groundskeeping	49,149	60,000	60,000	-	0.00%	
Roadline Painting	586	40,000	40,000	-	0.00%	
Tree Department	104,003	100,000	100,000	-	0.00%	
Street Signs	2,632	4,000	4,000	-	0.00%	
Road Maintenance	102,782	111,492	111,492	-	0.00%	
Drainage	54,978	55,000	55,000	-	0.00%	
Conferences & Seminars	341	1,200	1,200	-	0.00%	
Other Expenses	32,970	26,817	26,817	-	0.00%	
Subtotal	374,869	439,842	439,842	-	0.00%	
Department Total	1,016,629	1,155,966	1,182,534	26,568	2.30%	

PUBLIC WORKS FY2025 BUDGET SUMMARY

The DPW’s budget is level funded with increases accounting for salary adjustments and benefits.

	FY19 ACTUAL 6/30/19	FY20 ACTUAL 6/30/20	FY21 ACTUAL 6/30/21	FY22 ACTUAL 6/30/22	FY23 ACTUAL 6/30/22	FY24 ADOPTED BUDGET	FY25 PROPOSED BUDGET	vs. FY24	% Increase	Comments
PUBLIC WORKS										
Salaries:										
Department Head	108,917	117,615	117,000	122,341	129,117	129,682	139,018	9,336	7.20%	Inclusion of \$6 K Tree Warden stipend in base pay
Permanent Positions	379,033	402,381	460,779	442,369	442,669	490,277	505,000	14,723	3.00%	Second year of CBA
										Increase accounts for FY24 and FY25 AFSCME CBA raises being built into the base (FY24 raise was paid from salary reserve)
Clerical	25,122	22,520	22,021	27,530	29,241	29,353	31,500	2,147	7.31%	
Temporary Positions	27,635	6,659	8,999	18,336	6,519	19,000	19,000	-	0.00%	
Longevity	14,933	17,022	11,223	12,110	12,303	12,812	13,174	362	2.83%	
Overtime	18,857	6,395	23,645	16,000	9,989	24,000	24,000	-	0.00%	
Clothing Allowance	11,240	10,052	11,000	9,846	11,922	11,000	11,000	-	0.00%	
Subtotal	585,738	582,644	654,667	648,533	641,760	716,124	742,692	26,568	3.71%	
Non Salary Expenses:										
Repairs & Maintenance	33,757	18,659	46,644	15,275	27,227	40,000	40,000	-	0.00%	
Police Detail	1,333	1,333	1,333	800	200	1,333	1,333	-	0.00%	
Parks & Groundskeeping	20,735	42,884	46,379	49,773	49,149	60,000	60,000	-	0.00%	
Roadline Painting	25,000	25,000	25,000	40,000	586	40,000	40,000	-	0.00%	
Tree Department	113,823	101,732	102,743	100,000	104,003	100,000	100,000	-	0.00%	
Street Signs	3,173	4,616	2,777	4,000	2,632	4,000	4,000	-	0.00%	
Road Maintenance	103,881	116,658	102,276	111,481	102,782	111,492	111,492	-	0.00%	
Drainage	23,993	22,372	25,718	52,500	54,978	55,000	55,000	-	0.00%	
Conferences & Seminars	5,129	912	1,370	554	341	1,200	1,200	-	0.00%	
Other Expenses	27,033	27,403	24,495	21,594	32,970	26,817	26,817	-	0.00%	
Subtotal	357,857	361,569	378,736	395,976	374,869	439,842	439,842	-	0.00%	
Department Total	943,595	944,213	1,033,403	1,044,509	1,016,629	1,155,966	1,182,534	26,568	2.30%	
Fuel Depot	73,787	56,827	58,764	93,730	94,564	75,000	94,000	19,000	25.33%	Based on FY23 actuals
BUILDING MAINTENANCE/UTILITIES										
Janitorial Services	35,548	46,922	62,176	60,518	59,571	41,000	67,341	26,341	64.25%	This is what we are currently on pace to spend in FY24, which will likely increase with a new contract for FY25
Facilities Director					31,201	40,000	40,000	0	0.00%	
Building/Grounds Maint	174,325	122,707	148,716	174,415	168,043	155,041	155,041	0	0.00%	
Telephone	17,879	22,871	22,430	27,116	27,773	20,000	35,400	15,400	77.00%	Estimated based on FY24 YTD actuals
Utilities	99,904	92,670	98,019	99,848	113,232	100,000	100,000	0	0.00%	Recalibrated Schedule Z should result in some savings, bringing Utilities back into \$100 K range (instead of spending over budget)
Department Total	327,656	285,170	331,341	361,897	399,820	356,041	397,782	41,741	11.72%	

PUBLIC WORKS

CAPITAL IMPROVEMENT PROGRAM: FY2025-FY2029

II. FY2025-2029 CIP Summary

CIP #	Department	Project Description	Category	Department Priority	FY2025	FY2026	FY2027	FY2028	FY2029	Five-Year Total
PW001	Public Works	Replace 2010 Chevrolet One Ton Dump Truck (#28)	Vehicles/Equipment	Maintain Service	\$100,000	\$0	\$0	\$0	\$0	\$100,000
PW002	Public Works	Replace 1988 Ford Tractor	Vehicles/Equipment	Maintain Service	\$0	\$75,000	\$0	\$0	\$0	\$75,000
PW003	Public Works	Mini Excavator with Brush Side Mower attachment	Vehicles/Equipment	Enhancement	\$220,000	\$0	\$0	\$0	\$0	\$220,000
PW004	Public Works	Replace 2015 Chevrolet 3/4 Ton Dump Truck (#20)	Vehicles/Equipment	Maintain Service	\$0	\$0	\$95,000	\$0	\$0	\$95,000
PW005	Public Works	Dump/Plow Truck (#29)	Vehicles/Equipment	Maintain Service	\$0	\$0	\$0	\$275,000	\$0	\$275,000
PW006	Public Works	Dump/Plow Truck (#24)	Vehicles/Equipment	Maintain Service	\$0	\$0	\$0	\$0	\$280,000	\$280,000
PW007	Public Works	1.5 Ton Truck with 45' Bucket	Vehicles/Equipment	Enhancement	\$0	\$140,000	\$0	\$0	\$0	\$140,000
PW008	Public Works	Annual Roadway Reconstruction	Infrastructure	Enhancement	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$2,500,000
PW009	Public Works	Roadway Network Assessment	Infrastructure	Maintain Service	\$50,000	\$0	\$0	\$0	\$0	\$50,000
PW010	Public Works	Design and Permitting of Drainage System on Balmoral	Infrastructure	Maintain Service	\$50,000	\$0	\$0	\$0	\$0	\$50,000
PW011	Public Works	Construction of Ipswich Rd Culvert B-82	Infrastructure	Urgent/ Legally Required	\$0	\$0	\$0	\$700,000	\$0	\$700,000
PW012	Public Works	Construction Georgetown Rd Culvert B-129	Infrastructure	Urgent/ Legally Required	\$0	\$500,000	\$0	\$0	\$0	\$500,000
PW013	Public Works	Design & Permitting and Construction of Middleton Rd Culvert B-203	Infrastructure	Urgent/ Legally Required	\$200,000	\$0	\$0	\$0	\$0	\$200,000
PW014	Public Works	Construction of Culvert near #39 Glendale Road	Infrastructure	Urgent/ Legally Required	\$500,000	\$0	\$0	\$0	\$0	\$500,000
PW015	Public Works	Construction of Culvert B-150 (Pye Brook Ln.)	Infrastructure	Urgent/ Legally Required	\$0	\$0	\$0	\$550,000	\$0	\$550,000
PW016	Public Works	Construction of Culvert B-93 Herrick Rd.	Infrastructure	Urgent/ Legally Required	\$550,000	\$0	\$0	\$0	\$0	\$550,000
PW017	Public Works	Main St. Retaining Wall Assessment and Design	Infrastructure	Maintain Service	\$0	\$20,000	\$100,000	\$0	\$0	\$120,000
PW018	Public Works	Relocate and replace DPW Garage (100% Design)	Facilities Renovation/ Repair	Maintain Service	\$1,500,000	\$0	\$15,000,000	\$0	\$0	\$16,500,000
PW019	Public Works	Endicott Bridge Reconstruction	Infrastructure	Maintain Service	\$0	\$0	\$1,500,000	\$0	\$0	\$1,500,000
PW020	Public Works	Johnson Field Playground	Parks Grounds and Open Space	Urgent/ Legally Required	\$225,000	\$0	\$0	\$0	\$0	\$225,000
PW021	Public Works	Lincoln Hall Well and Septic System Design	Facilities Renovation/ Repair	Urgent/ Legally Required	\$0	\$0	\$50,000	\$0	\$0	\$50,000
PW022	Public Works	Lincoln Hall Ceiling Paint/Exterior Paint	Facilities Renovation/ Repair	Urgent/ Legally Required	\$25,000	\$0	\$0	\$0	\$0	\$25,000
PW024	Public Works	Police Department Ceiling Repairs	Facilities Renovation/ Repair	Urgent/ Legally Required	\$7,500	\$0	\$0	\$0	\$0	\$7,500
PW025	Public Works	B2B Rail Trail North Boxford to Georgetown	Parks Grounds and Open Space	Enhancement	\$0	\$4,200,000	\$0	\$0	\$0	\$4,200,000
PW026	Public Works	B2B Rail Trail Boxford Design	Parks Grounds and Open Space	Enhancement	\$312,500	\$0	\$200,000	\$0	\$5,250,000	\$5,762,500
PW027	Public Works	Stiles Pond Snack Shack Roof	Facilities Renovation/ Repair	Urgent/ Legally Required	\$0	\$8,500	\$0	\$0	\$0	\$8,500
PW028	Public Works	Lincoln Hall Steps Repair and Exterior Work	Facilities Renovation/ Repair	Maintain Service	\$0	\$30,000	\$0	\$0	\$0	\$30,000
PW029	Public Works	Police Station HVAC Duct Improvements	Facilities Renovation/ Repair	Maintain Service	\$0	\$10,000	\$0	\$0	\$0	\$10,000
PW030	Public Works	HVAC Distribution at West Fire Station	Facilities Renovation/ Repair	Maintain Service	\$0	\$0	\$30,000	\$0	\$0	\$30,000
PW031	Public Works	Lincoln Hall HVAC Package Units	Facilities Renovation/ Repair	Maintain Service	\$0	\$0	\$0	\$35,000	\$0	\$35,000
PW032	Public Works	Lincoln Hall Interior Paint and Floors	Facilities Renovation/ Repair	Maintain Service	\$30,000	\$0	\$0	\$0	\$0	\$30,000
PW033	Public Works	Jim Locke Softball Field Renovations	Parks Grounds and Open Space	Maintain Service	\$0	\$150,000	\$0	\$0	\$0	\$150,000
PW034	Public Works	Boxford Common Turf Replacement	Parks Grounds and Open Space	Maintain Service	\$0	\$0	\$0	\$0	\$700,000	\$700,000
PW035	Public Works	Koster Field Revitalization	Parks Grounds and Open Space	Maintain Service	\$0	\$250,000	\$0	\$0	\$0	\$250,000
PW036	Public Works	Morse Field Design and Revitalization	Parks Grounds and Open Space	Maintain Service	\$0	\$600,000	\$0	\$0	\$0	\$600,000
PW037	Public Works	New Irrigation Well at Boxford Commons	Parks Grounds and Open Space	Maintain Service	\$35,000	\$0	\$0	\$0	\$0	\$35,000
Public Works Total					\$4,305,000	\$6,483,500	\$17,475,000	\$2,060,000	\$6,730,000	\$37,053,500

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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CAPITAL IMPROVEMENT PROGRAM: FY2025-FY2029

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

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 (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:	\$220,000
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	\$220,000
FY2026	\$0
FY2027	\$0
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$220,000

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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CAPITAL IMPROVEMENT PROGRAM: FY2025-FY2029

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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CAPITAL IMPROVEMENT PROGRAM: FY2025-FY2029

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

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 (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*

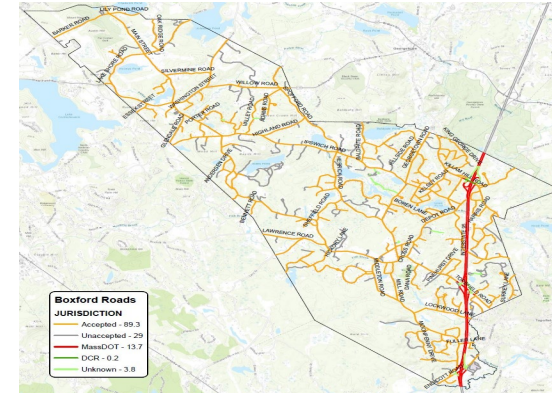
*Specify other funding source(s) in project description.

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*

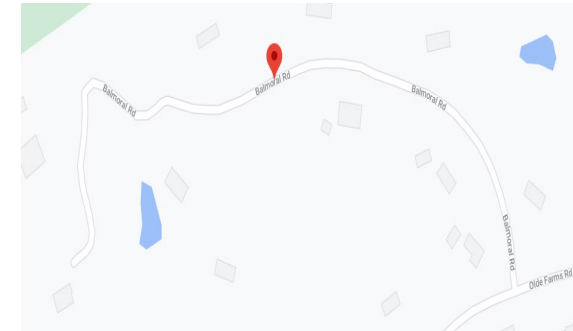
*Specify other funding source(s) in project description.

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*

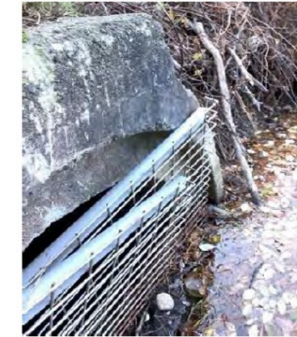
*Specify other funding source(s) in project description.

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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CAPITAL IMPROVEMENT PROGRAM: FY2025-FY2029

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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CAPITAL IMPROVEMENT PROGRAM: FY2025-FY2029

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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CAPITAL IMPROVEMENT PROGRAM: FY2025-FY2029

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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CAPITAL IMPROVEMENT PROGRAM: FY2025-FY2029

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

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 (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*

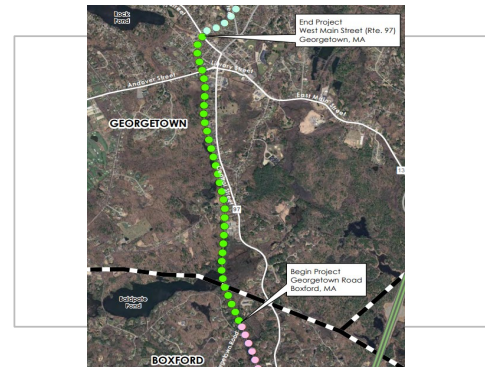
*Specify other funding source(s) in project description.

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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CAPITAL IMPROVEMENT PROGRAM: FY2025-FY2029

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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CAPITAL IMPROVEMENT PROGRAM: FY2025-FY2029

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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CAPITAL IMPROVEMENT PROGRAM: FY2025-FY2029

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

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 (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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CAPITAL IMPROVEMENT PROGRAM: FY2025-FY2029

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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CAPITAL IMPROVEMENT PROGRAM: FY2025-FY2029

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 XX 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*

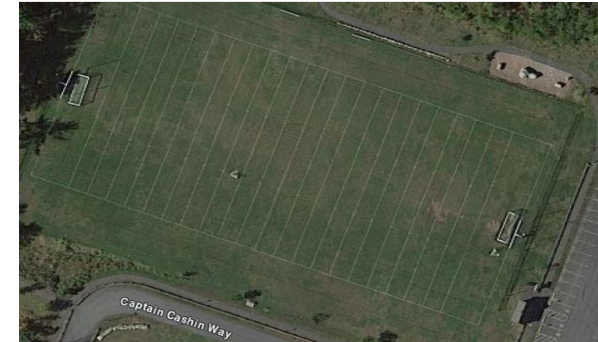
*Specify other funding source(s) in project description.

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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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	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	\$220,000	\$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-Op Budget	PW008	Public Works	Annual Roadway Reconstruction	Infrastructure	\$87,000	\$87,000	\$87,000	\$87,000	\$87,000
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-Exempt Debt	PW018	Public Works	Relocate and replace DPW Garage (100% Design)	Facilities Renovation/ Repair	\$0	\$0	\$15,000,000	\$0	\$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
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
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	PW016	Public Works	Construction of Culvert B-93 Herrick Rd.	Infrastructure	\$550,000	\$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

FIRE DEPARTMENT

MISSION STATEMENT

The Mission of the Boxford Fire Department is to provide superior high-quality customer service to the residents of Boxford, visitors and neighboring communities. We are committed to serving and responding to emergency and non-emergency situations with the highest standard of integrity in a courteous manner to protect life, property and the environment.

CORE RESPONSIBILITIES, PROGRAMS, & SERVICES

Emergency Response

- Respond to various emergencies, including fires, accidents or medical events.
- Provide fire and medical training to firefighters.
- Ensure vehicles are ready to respond with appropriate equipment.
- Test and maintain our water resources.

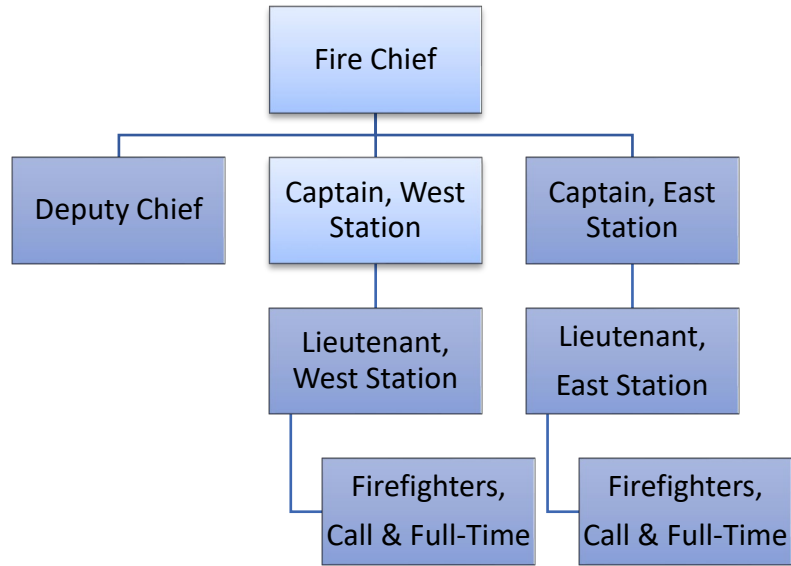
Fire Prevention & Education

- Manage permits, inspections and code enforcement.
- Field inspection of various Town properties, camps, schools or commercial businesses.
- Public education with focus on children and elderly.
- Hosting and conducting tours of the fire stations.

Fire Administration

- Develop best practices for emergency response.
- Management of all employees, both career and call.

ORGANIZATIONAL OVERVIEW



Position	FY2023 Actual	FY2024 Actual	FY2025 Budgeted
Fire Chief	1.0	1.0	1.0
Deputy Chief	0.5	0.5	0.5
Captains (2)	1.5	1.5	1.5
Lieutenants (2)	1.0	1.0	1.0
Firefighters, Full-time (4)	4.0	4.0	4.0
Firefighters, Call*			
TOTAL FTEs	7.5	7.5	7.5

*There are currently 35 call firefighters. In FY23, the hours worked for call firefighters totaled 9,628 hours.

PERFORMANCE MEASUREMENTS

Performance Indicator	Unit of Measure	Actual FY2021	Actual FY2022	Actual FY2023	Estimated FY2024
Total Emergency Calls	#	865	944	995	1050
Pct. that are Medical Calls	%	55%	59%	55%	55%
Inspections & Prevention Services	#	558	411	356	370
Fees Collected	\$	\$34,446	\$35,674	\$31,672	\$30,000
Staff with EMT Certification or Greater	%	91%	90%	90%	80%

RECENT ACCOMPLISHMENTS

Personnel

- We hired two new call firefighters in 2023, Jason Saglimbene and Merrick Bilodeau. Firefighters completed 55 hours of initial training and are now responding to emergency calls
- Several staff were awarded a EMS Unit Citation from Northeast Emergency Medical Service (EMS) Region III for the performance of duties of an in-home delivery of a healthy baby girl in September 2022. Staff receiving citation were Lt. Tammy Aghoian, Firefighter Kevin Foster, Firefighter Amy Grady, and Chief Brian Geiger.
- Successfully negotiated contract with Boxford Firefighters Local 5305.

Emergency Medical Service

- Received medical approval from Beverly Hospital to train and implemented new medications; Benadryl (allergy), Acetaminophen (pain), Ibuprofen (pain).
- Received medical approval from Beverly Hospital to train and utilize supraglottic airway device (Igel) for patients who are not breathing with no pulse. The Igel Airway device will maintain an individual's airway similar to what paramedics use in the field.
- Held a public information session with the Town's Public Safety Team on the Town's medical response capabilities.
- Collaborated on the creation of the Emergency Response Advisory Committee, the purpose of this committee is to advise the Select Board, through a comprehensive analysis, on the

Town's three-tiered emergency response program and identify strategies to improve service through efficiencies and reduced emergency response times.

- Successful completion of the Medical Response Pilot Program. The program creates overnight and weekend shifts for a dedicated firefighter who is required to respond to all emergencies from their home directly to the emergency scene in a department vehicle. The vehicle contains the same medical equipment, including medical drugs, as our current rescue vehicles. In addition, the vehicle carries fire equipment to assist home owners with fire alarms or carbon monoxide detection. It is now a fully funded component of Department's operating budget.

Apparatus

- The Department received delivery a new fire engine, designated as Engine 1. It is a 2023 HME capable of pumping 1500 gallons of water per minute with a 2500-gallon tank. It replaces a 2001 HME that only had 1000 gallons of water. The new engine is assigned to the West Fire Station.
- The Department finalized specifications and placed orders for a new Engine 4 and Engine 6.

Operations

- Responded to 995 emergency calls in Fiscal Year 2023.
- Our training division completed a series of trainings titled "Nozzle Forward". The training focused on changing how our firefighters advance hose lines into buildings, starting with how we store the hose on the trucks. The new techniques align with our current strategies of aggressive tactics while operating as safely as possible.
- The Department was awarded several grants:
 - The training division received a grant devoted to chainsaw safety, including how to drop trees during emergencies. The training was well received by the members who attended.
 - Fire Safety Equipment (Department of Fire Services) replaced the nozzles on the fire engines. Earlier, we had identified that the nozzles we owned were unsafe due to inaccurate pressure readings. The grant allowed us to purchase new nozzles for all lines.
- The Department launched a new Facebook page that provides helpful information about the Boxford Fire Department, as well as call statistics.

FY2024 TRENDS

The department continues to monitor trends in firefighting and medical response to provide our personnel with the best equipment, techniques, practices and training to insure the best service possible to the residents of and visitors to the Town of Boxford.

The Department continues to see an increase in the number of emergency calls, in particular calls that require medical services (EMS). The Boxford Fire Department has made several advancements to improve the Town's Emergency Medical Service (EMS) and response. Those include the implementation of the overnight and weekend medical response program, the addition of EMS skills, and application of additional medications in the field. The Department has also recently received delivery of two, Lucas CPR machines that were funded at Town Meeting. The CPR machines vastly improve the level of medical service during cardiac events and may save lives.

The Select Board has created the Emergency Response Advisory Committee (ERAC) to advise the Select Board, through a comprehensive analysis, on the Town's three-tiered emergency response program and identify strategies to improve service through efficiencies and reduced emergency response times. The Committee began meeting in December 2023 and will complete a comprehensive analysis that will include a review of patient care, including the capabilities of the Town's in-house First Responder and Emergency Medical Technicians, and the capabilities of the Town's contracted Basic Level Service, Advance Life Support, and Paramedic Support.

FY2025 GOALS & OBJECTIVES

GOAL 1: CONTINUE TO PROVIDE FIRE DEPARTMENT PERSONNEL WITH THE BEST TECHNIQUES, PRACTICES, AND TRAINING

Objectives:

- Continue Monday evening training series for all staff. Staff will complete 50 hours of training this year. This marks approximately 70% of scheduled training and should be achieved by 70% of the members.
- Enhance the driver education program

GOAL 2: CONTINUE TO IMPROVE OUR EMERGENCY MEDICAL CAPABILITIES

Objectives:

- Work with the Emergency Response Advisory Committee on Analysis of Town’s Emergency Response
- Develop long-term plan to increase staffing and coverage on nights and weekends.

GOAL 3: CONTINUE PROGRAM TO UPDATE THE DEPARTMENT’S EQUIPMENT, FACILITIES

Objectives:

- Implement the Communication Department’s new Computer Aided Dispatch Records Management Software (CAD-RMS), ProPhoenix.
- Oversee design assembly and delivery of new Engine 4 and Engine 6.
- Station improvements include new data wiring, keyless entry system, HVAC, and gender-specific facilities for West Fire Station

FIRE DEPARTMENT FY2025 PROPOSED BUDGET

	FY23 ACTUAL 6/30/23	FY24 ADOPTED BUDGET	FY25 PROPOSED BUDGET	vs. FY24	% Increase	Comments
FIRE						
Salaries:						
Chief	111,861	113,000	120,562	7,562	6.69%	Based on FY25 estimate from CBA
Permanent Positions	247,854	262,779	279,629	16,850	6.41%	negotiations
Callmen-Response	160,490	162,168	162,168	-	0.00%	Stipends and hourly call
Deputy Chief	2,805	2,861	2,861	-	0.00%	firefighter rates are currently
Captain	1,779	1,815	1,815	-	0.00%	being reviewed by Town
Lieutenants	2,428	2,477	2,477	-	0.00%	Administrator, Fire Chief, and Call
Training Director/EMS Officer	2,187	2,231	2,231	-	0.00%	Firefighters. A proposal will be
Maintenance Director	2,593	2,645	2,645	-	0.00%	brought to the Personnel Board
Callmen Training	64,294	86,244	86,244	-	0.00%	this Spring, which will be funded
EMT Stipend	16,351	17,956	17,956	-	0.00%	from the Salary Reserve.
Longevity	9,663	10,390	10,748	358	3.45%	
Overtime	48,388	47,195	51,462	4,267	9.04%	based on 5 year avg.
Subtotal	670,693	711,760	740,797	29,036	4.08%	
Non Salary Expenses:						
Repairs & Maintenance	47,575	32,000	32,000	-	0.00%	
EMT Training	3,996	5,000	5,000	-	0.00%	
EMS	9,151	19,000	19,000	-	0.00%	
Education	1,394	2,666	2,666	-	0.00%	
Other Supplies	3,616	3,565	3,565	-	0.00%	
Uniforms	10,256	15,000	15,200	200	1.33%	
Dues & Subscriptions	7,575	7,652	7,732	79	1.04%	
Coats/Boots Replacement	6,740	12,740	12,740	-	0.00%	
Replacements-Other	12,332	14,440	14,440	-	0.00%	
Medical Response Pilot Program	-	75,000	75,000	-	0.00%	
Subtotal	102,635	187,063	187,343	279	0.15%	
Department Total	773,328	898,824	928,139	29,316	3.26%	

FIRE DEPARTMENT FY2025 BUDGET SUMMARY

The Fire Department's FY2025 proposed budget is a level-services budget, with funding increases capturing the increased cost of employee salaries and benefits. Cost increases for Uniforms represents additional members and increases for Dues & Subscriptions represent an increase by the Essex County Fire Chiefs Association.

	FY19 ACTUAL 6/30/19	FY20 ACTUAL 6/30/20	FY21 ACTUAL 6/30/21	FY22 ACTUAL 6/30/22	FY23 ACTUAL 6/30/23	FY24 ADOPTED BUDGET	FY25 PROPOSED BUDGET	vs. FY24	% Increase	Comments
FIRE										
Salaries:										
Chief	92,861	94,719	98,316	102,284	111,861	113,000	120,562	7,562	6.69%	Based on FY25 estimate from CBA
Permanent Positions	224,050	244,751	254,672	250,898	247,854	262,779	279,629	16,850	6.41%	negotiations
Callmen-Response	126,772	129,180	148,665	138,520	160,490	162,168	162,168	-	0.00%	
Deputy Chief	3,062	2,670	2,696	8,587	2,805	2,861	2,861	-	0.00%	Stipends and hourly call firefighter
Captain	1,676	1,693	855	872	1,779	1,815	1,815	-	0.00%	rates are currently being reviewed by
Lieutenants	2,286	2,302	2,528	2,777	2,428	2,477	2,477	-	0.00%	Town Administrator, Fire Chief, and
Training Director/EMS Officer	2,517	2,532	2,102	2,144	2,187	2,231	2,231	-	0.00%	Call Firefighters. A proposal will be
Maintenance Director	457	1,030	1,051	1,072	2,593	2,645	2,645	-	0.00%	brought to the Personnel Board this
Callmen Training	63,854	54,021	73,058	73,483	64,294	86,244	86,244	-	0.00%	Spring, which will be funded from the
EMT Stipend	18,059	19,528	12,573	12,042	16,351	17,956	17,956	-	0.00%	Salary Reserve.
Longevity	6,272	9,157	8,182	9,996	9,663	10,390	10,748	358	3.45%	
Overtime	58,458	46,984	44,953	51,904	48,388	47,195	51,462	4,267	9.04%	based on 5 year avg.
Subtotal	600,325	608,565	649,651	654,579	670,693	711,760	740,797	29,036	4.08%	
Non Salary Expenses:										
Repairs & Maintenance	23,912	26,713	32,339	28,805	47,575	32,000	32,000	-	0.00%	
EMT Training	3,632	3,940	4,132	5,046	3,996	5,000	5,000	-	0.00%	
EMS	13,064	10,961	14,514	15,193	9,151	19,000	19,000	-	0.00%	
Education	2,651	1,993	2,306	2,666	1,394	2,666	2,666	-	0.00%	
Other Supplies	3,551	3,836	1,630	1,787	3,616	3,565	3,565	-	0.00%	
Uniforms	15,736	13,204	10,319	9,490	10,256	15,000	15,200	200	1.33%	
Dues & Subscriptions	2,430	2,500	2,500	3,000	7,575	7,652	7,732	79	1.04%	
Coats/Boots Replacement	12,469	9,607	8,166	15,213	6,740	12,740	12,740	-	0.00%	
Replacements-Other	14,398	19,735	7,998	15,039	12,332	14,440	14,440	-	0.00%	
Medical Response Pilot Program	-	-	-	-	-	75,000	75,000	-	0.00%	
Subtotal	91,842	92,488	83,903	96,239	102,635	187,063	187,343	279	0.15%	
Department Total	692,167	701,053	733,554	750,818	773,328	898,824	928,139	29,316	3.26%	

FIRE DEPARTMENT

CAPITAL IMPROVEMENT PROGRAM: FY2025-FY2029

II. FY2025-2029 CIP Summary

CIP #	Department	Project Description	Category	Department Priority	FY2025	FY2026	FY2027	FY2028	FY2029	Five-Year Total
FD001	Fire	Rescue 1 Replacement	Vehicles/Equipment	Enhancement	\$460,000	\$0	\$0	\$0	\$0	\$460,000
FD002	Fire	Turnout Gear	Vehicles/Equipment	Enhancement	\$38,000	\$0	\$0	\$0	\$0	\$38,000
FD004	Fire	West Fire Station Second Floor Renovations	Facilities Renovation/ Repair	Enhancement	\$0	\$10,000	\$0	\$0	\$0	\$10,000
FD005	Fire	SCBA Air Compressor	Vehicles/Equipment	Urgent/ Legally Required	\$68,000	\$0	\$0	\$0	\$0	\$68,000
FD006	Fire	East Fire Station Kitchen	Facilities Renovation/ Repair	Enhancement	\$45,000	\$0	\$0	\$0	\$0	\$45,000
FD007	Fire	Vehicle Stabilizers	Vehicles/Equipment	Enhancement	\$0	\$21,000	\$0	\$0	\$0	\$21,000
FD008	Fire	On Duty Car	Vehicles/Equipment	Enhancement	\$0	\$75,000	\$0	\$0	\$0	\$75,000
FD009	Fire	New Furniture	Vehicles/Equipment	Maintain Service	\$0	\$8,000	\$0	\$0	\$0	\$8,000
FD010	Fire	Thermal Imager Camera	Vehicles/Equipment	Maintain Service	\$0	\$20,000	\$0	\$0	\$0	\$20,000
FD013	Fire	Fire Boats	Vehicles/Equipment	Maintain Service	\$0	\$20,000	\$0	\$0	\$0	\$20,000
FD014	Fire	Squad 2	Vehicles/Equipment	Maintain Service	\$0	\$0	\$75,000	\$0	\$0	\$75,000
FD015	Fire	Fire Department Facilities Study	Facilities Renovation/ Repair	Maintain Service	\$0	\$0	\$100,000	\$0	\$0	\$100,000
FD016	Fire	Storage Shed	Facilities Renovation/ Repair	Maintain Service	\$0	\$0	\$0	\$5,000	\$0	\$5,000
FD017	Fire	Fire Chief's Vehicle	Vehicles/Equipment	Enhancement	\$0	\$0	\$0	\$75,000	\$0	\$75,000
FD018	Fire	Jaws of Life	Vehicles/Equipment	Maintain Service	\$0	\$0	\$0	\$0	\$75,000	\$75,000
Fire Total					\$611,000	\$154,000	\$175,000	\$80,000	\$75,000	\$1,095,000
Grand Total					\$611,000	\$154,000	\$175,000	\$80,000	\$75,000	\$1,095,000

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



Photo by Ernest F. Tozier III

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. The Fire Department is looking at purchasing 10 sets over the next two years. Each set is approximately \$3,800. The Fire Department recently received a roughly \$12,000 state grant to offset the cost of this purchase.

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

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 (FD005)

SCBA Air Compressor

Department:	Fire
Category:	Vehicles/Equipment
Request Type (New/Prior Year):	Prior Year
Priority:	Urgent/ Legally Required
FY2024-FY2028 Project Cost:	\$68,000
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	\$68,000
FY2026	\$0
FY2027	\$0
FY2028	\$0
FY2029	\$0
Total Five-Year Cost	\$68,000

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, cabinents 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

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 (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

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 (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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CAPITAL IMPROVEMENT PROGRAM: FY2025-FY2029

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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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	FD002	Fire	Turnout Gear	Vehicles/Equipment	\$26,000	\$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	\$68,000	\$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
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
Grant/Other	FD001	Fire	Rescue 1 Replacement	Vehicles/Equipment	\$460,000	\$0	\$0	\$0	\$0
Grant/Other	FD002	Fire	Turnout Gear	Vehicles/Equipment	\$12,000	\$0	\$0	\$0	\$0
Grant/Other	FD010	Fire	Thermal Imager Camera	Vehicles/Equipment	\$0	\$10,000	\$0	\$0	\$0



Town of Boxford

**Boxford Fire Department
Chief Brian Geiger
6 Middleton Road
Boxford, Massachusetts 01921
978-887-5725**

March 7, 2024

Matthew Coogan
Town Administrator
Town of Boxford
7A Spofford Road
Boxford Ma 01921

RE: Staff Increase Plan

Matthew Coogan

We have discussed informally the need to add career firefighters to the department. Please allow this letter to serve as plan to hire two additional career firefighters within the next 2 years.

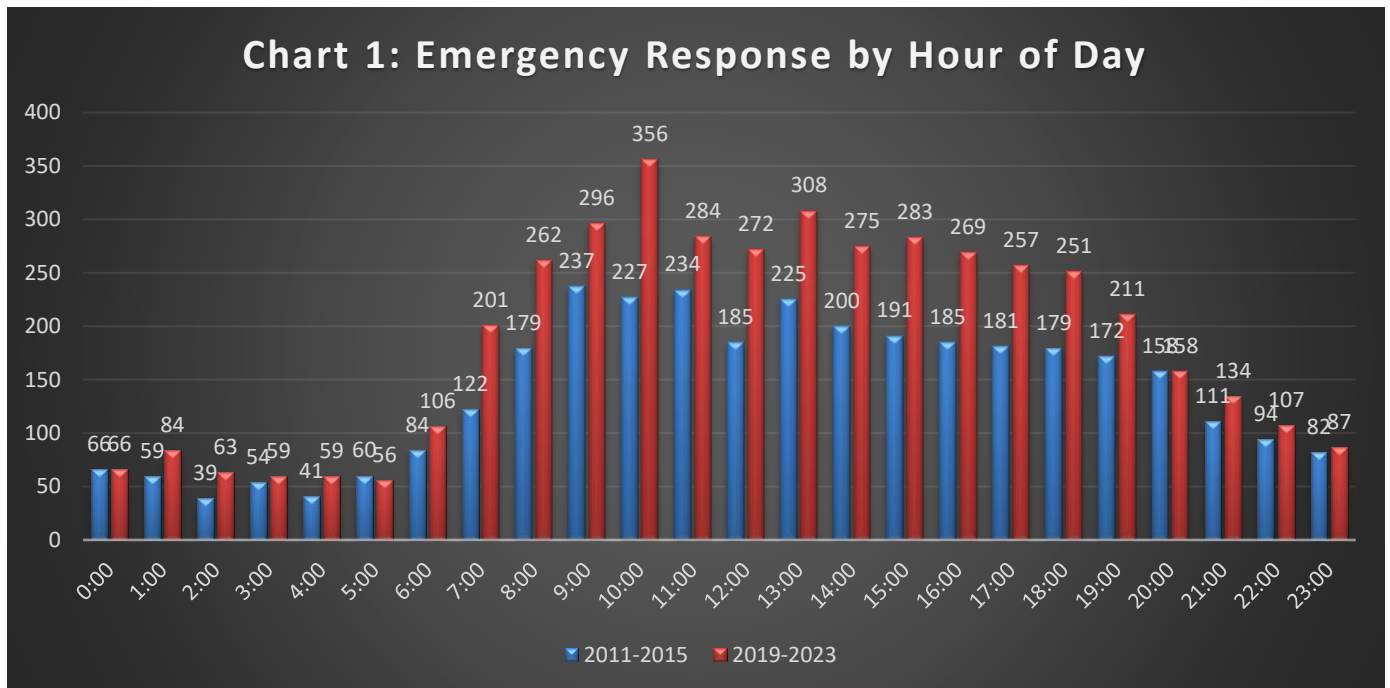
The last time the career firefighter was increased was back in 2016 when we hired two additional members to bring our total up to four (not including the fire chief). Back in 2016, statistics showed an increasing call volume with a decreasing attendance by the call firefighters during the mid-day hours. The new members were added to the Monday-Friday day schedule, however the staff changed from 8-hour days to 10-hour days to increase staffed hours.

Since the 2016 hiring, the Fire Department has had three major changes.

- 1) Implementation of Still Alarm tones. This new method eliminated the need to request call firefighters during hours covered by career members, unless the emergency was severe such as a structure fire, car accident, or occurring in the West side of Town. The practice has shown to be a savings for the budget.
- 2) The Town created an on-duty position to staff at least 1 member on duty during hours not covered by the career members. This position started in September 2021.
- 3) The career staffed have unionized, forming Local 5305 (PFFM) of the International Association of Fire Fighters. This change was effective on July 1, 2023.

This past year, the department responded to 1,013 emergency calls, a historic high point in response. In comparison, the total call response in 2016 was 806. The additional demand for the fire department service has strained our members, specifically the call firefighters.

Chart 1: Emergency Response by Hour of Day, illustrates the growing demand for emergency services. The numbers of calls has increased greatly since 2019 starting about 700am and lasting until 800pm.



The call firefighters are often unavailable to respond to calls between 600am-800pm due to work, family or other personal obligations. We have seen this with the new on-duty shift. Many call firefighters have not signed up for shifts due to their obligations. Those who do sign up for on-duty shifts request accommodations to start the shift later or earlier. We have also had an increase in calls where individual firefighters have responded alone due to lack of response.

Another concern is career members working alone from 600am-700am and from 500pm-600pm. To date, the Union understands the current staffing model but has expressed an interest in hiring additional firefighters so that each hour has at least two members working. In the past year, Captain Brown has found himself working alone at an MVA on Route 95 as well as attending to a serious medical aid that required advance interventions. Neither of which was an appropriate or safe response for those emergencies.

One of the fire departments biggest challenges in the next five years is the loss of 12 call members due to mandatory retirement age of 65. A few facts about the 12 members;

1. 8 of the 12 have more than 20 years of service
2. 5 of the 12 are Officers, including the Deputy and Captain
3. Of the 12 members retiring, at least 9 are key members who respond to a significant number of calls throughout any given year. Two of the members represent the top responder of their respective stations with 77% calls attended out of East and 57% calls attended out of West.

The loss of these individuals will not be made up by the current call firefighters or new members added. Since 2019, new firefighters have an average of 2.2 years of service. Below is a table illustrating the hiring and drop out rate since 2019. We have had an average of 30% drop out of all call firefighters since 2019. Of the members who left, 3 moved out of the area, 2 joined other fire departments and 2 were unable to make the commitment due to work/family obligations.

Table 1

Year	Hired	Resigned	%	Avg. YOS
2019	5	2	40%	3.7
2020	5	2	40%	3.4
2021	2	1	50%	2.0
2022	8	2	25%	1.5
2023	3	0	0%	0.4
Total	23	7	30%	2.2

PROPOSAL

Hiring 2 additional full-time firefighters would create evening shifts Tuesday through Friday from 1100am to 900pm. In addition, we would look to add two call firefighters shifts on Monday from 500pm-900pm and add coverage on the weekends from 600am-600pm with two call firefighters.

The new staffing will help reduce times where firefighters work alone, specifically the 600am-700am and 500pm-600pm shifts. It also will push back the start of the OIC shifts Monday-Friday to 900pm which might help the program or at least raise the value of the stipend due to less hours. In addition, two OIC shifts on the weekend would be eliminated due to coverage.

Two new hires would bring our daytime total to 5 members. This will allow the department to;

1. Staff West Station from 1100am-400pm on Tuesday-Friday. The West Station is currently closed with all emergency response coming from East Station with the career members and by toning West Firefighters. We often do not get a consistent or sufficient response. Having members staffed at West will reduce response times by roughly 8 minutes. According to google maps, West Fire Station is 11 minutes from East Fire Station.
2. Station coverage would be limited, because the two new members shifts will overlap the other career members shifts by 50%. This means we will not need to request help when members call out sick or during other planned days off. Historically, shift coverage has been problematic as the department does not have a sufficient pool of available members to work during the day.

The cost projections are included in Table 2. Table 2 also included projected savings due to implementing the Still Alarm policy to cover the new shifts.

Cost of Change	2 FF
2 Full Time Firefighters	\$ 151,944.00
Monday Call FF	\$ 10,816.00
Sat/Sun. Call FF	\$ 64,896.00
Savings (Stills Weekday)	\$ (19,000.00)
Savings (Stills Weekend)	\$ (22,000.00)
Savings From OIC	\$ (15,600.00)
Savings From C48/C49	\$ (12,756.00)
Total Cost	\$ 158,300.00

FUNDING THE PROPOSAL

- Apply for a Safer grant this year for 2 additional firefighters. Grant would cover salaries for positions for 3 years.
- Work on funding increase proposal for FY26 for weekend coverage.
- Meet with the Select Board and Finance Committee during the Spring, Summer and Fall to provide enough information to move forward with additional staff over the next few years.

In conclusion, the Fire Department strives to provide the highest level of service to our community. As you are aware, there are several residents who have expressed an interest in improving the level of service from public safety. The Select Board has created the Emergency Response Advisory Committee to evaluate public safety. As a member of the committee and as fire chief, I would anticipate fire department staffing will be one of those recommendations. We need to prepare for a significant change in the fire department organization to continue to provide high quality service our residents expect. I look forward to working with the Select Board on reviewing and implementing this plan.

Sincerely,



Chief Brian Geiger

	Warrant Articles	Amount	Raise & Approp	Free Cash	Debt	CPA	Other	Fin Com	SB	PBC	Other
1	Receive reports (housekeeping)										
2	Collective Bargaining Agreement - Police Reserves										
3	Classification Plan and Compensation Plan										
4	FY 2025 Operating Budget	\$41,634,044	\$41,634,044								
5	FY25 Budget Override - Elementary Schools	\$1,197,235	\$1,197,235								
6	FY25 Budget Override - Masco	\$100,658	\$100,658								
7	Revoke Opioid Settlement Stabilization Fund										
8	Annual curbside solid waste collection fee										
9	Omnibus Capital Article										
	IT Hardware	\$65,000		\$65,000							
	Automated Trash Collection Bins	\$360,000		\$360,000							
	Replace 2010 Chevrolet One Ton Dump Truck	\$100,000		\$100,000							
	Mini Excavator with Brush Side Mower attachment	\$220,000		\$220,000							
	Design & Permitting of Balmoral Drainage System	\$50,000		\$50,000							
	Lincoln Hall Painting	\$25,000		\$25,000							
	Lincoln Hall Interior Paint and Flooring	\$30,000		\$30,000							
	Police Station Ceiling Repairs	\$7,500		\$7,500							
	Boxford Common Irrigation Well	\$35,000		\$35,000							
	Fire Department Turnout Gear	\$27,000		\$27,000							
	FD SCBA Compressor	\$68,000		\$68,000							
	Election Tabulators	\$18,800		\$18,800							
	Cole and Spofford Flooring Replacement next phase	\$50,000		\$50,000							
	Cole HVAC Electrification Feasibility Study	\$80,000		\$80,000							
	Cole School ADA Site Improvements	\$150,000		\$150,000							
9	Fund Consulting Services for Emergency Response Advisory Committee	\$50,000		\$50,000							
10	Debt: DPW Facility Design	TBD			TBD						
11	Debt: Spofford HVAC Electrification Design	TBD			TBD						
12	Masco Capital - \$5M Designer + OPM (Debt Exclusion)	\$1,666,667			\$1,666,667						
13	Masco Capital - Priority 3 \$1,054,100	\$351,367		\$351,367							
14	CPC: Annual Budget and Reserves	TBD				TBD					
15	CPC: Stiles Pond	TBD				TBD					
16	CPC: Johnson Playground	\$510,000				\$510,000					
17	Property Acquisition (Donation)										
18	Remove By-Law Computer Advisory Committee										
19	By-Law: Adoption of Specialized Opt-in Building Code										
20	By-Law Recreation Committee Amendment										
21	By-Law: Town Administrator										
22	Zoning bylaw: accessory dwelling unit amendment										
23	Any other business										
		\$47,120,271	\$42,931,937	\$1,687,667	\$1,666,667	\$510,000					

Total Free Cash FY23 \$3,758,382
 Available Free Cash under policy \$ 1,633,254
 Available unspent (\$54,413)
 Free Cash Carryover \$ 2,070,715



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

DATE: Friday, November 10, 2023
TO: Select Board
FROM: Matt Coogan, Town Administrator
RE: **2024 Select Board Meeting Schedule**

Below is a proposed schedule for Select Board meetings in 2024. Generally, meetings are held on the second and fourth Mondays of the month. However, we are proposing the Board meets on the first and third Mondays in May, October, November and December, to avoid conflicting with the Memorial Day, Thanksgiving, and Christmas holidays, while still maintaining meetings every two weeks during those months. For 2023, the Board's reduced the number of meetings over the summer, and we're proposing to do the same, one meeting in July and one in August. The fourth Monday of both those months would be held for a second meeting, if necessary. With the proposed fewer meetings over the summer, the Select Board would have 22 scheduled meetings in 2024.

2024 Select Board Meeting Schedule

- January 8, 22
- February 12, 26
- March 11, 25
- April 8*, 22
- May 6, 20 (1st and 3rd Monday)
- June 10, 24
- July 8
- August 12
- September 9, 23
- October 7, 21 (1st and 3rd Monday)
- November 4, 18 (1st and 3rd Monday)
- December 2, 16 (1st and 3rd Monday)

*April 8th would be 35 days before May 14th Town Meeting and the Warrant would be finalized at that meeting

From: [Boxford MA via Boxford MA](#)
To: [Leanne Mihalchik](#)
Subject: Form submission from: Board / Committee Volunteer Form
Date: Monday, January 22, 2024 4:12:46 PM

External Sender

Submitted on Monday, January 22, 2024 - 4:12pm
Submitted by anonymous user: 72.74.177.244
Submitted values are:

Name: Nick Albina

Email: albina.nick@gmail.com

Address, City, State, Zip: 16 Hillside Rd, Boxford, MA, 01921

Date: 1/22/2024

Home Phone:

Cell Phone: 9783813231

Fax:

Registered Voter in Boxford? Yes

Appointment (s) Requested: Conservation Commission, Recreation Committee

If you have previously served on any Boards or Committees in Boxford, please describe your experience:

Are there other background experiences or skills that you feel would contribute to this appointment? I have served on a board of directors as a Director of Education for a tech company. I've worked in town and state jobs previously. Town as lifeguard and swim coach for Milford NH Parks and Rec, State as a few positions at Salem State University.

Why are you interested in this appointment? I am looking for a way to get more involved with our local community. We've been in Boxford for 5 years now.

What are your goals for this Board or Committee? To help where I can. I just want to start giving back to my community a bit.

Do you have conflicts with meeting times or group assignments? I coach JiuJitsu one night a week, but am fairly flexible.

The results of this submission may be viewed at:

<https://www.town.boxford.ma.us/node/88/submission/24126>

From: [Boxford MA via Boxford MA](#)
To: [Leanne Mihalchik](#)
Subject: Form submission from: Board / Committee Volunteer Form
Date: Tuesday, January 30, 2024 9:06:11 PM

External Sender

Submitted on Tuesday, January 30, 2024 - 9:06pm
Submitted by anonymous user: 108.49.128.143
Submitted values are:

Name: Nathaniel Hunt

Email: nathanielsvhunt@gmail.com

Address, City, State, Zip: 376 Middleton Road, Boxford MA 01921

Date: 01/30/2024

Home Phone: 9789351668

Cell Phone:

Fax:

Registered Voter in Boxford? Yes

Appointment (s) Requested: Boxford Recreation Committee

If you have previously served on any Boards or Committees in Boxford, please describe your experience: I have not.

Are there other background experiences or skills that you feel would contribute to this appointment? My work background is as an accountant and financial controller. I would be happy to use those skills to further the goals of the committee.

Why are you interested in this appointment? I am passionate about the public spaces in Boxford, and I want to contribute to their continued value to my town.

What are your goals for this Board or Committee? I would like to learn from the other committee members and improve the public spaces as much as possible with the resources available.

Do you have conflicts with meeting times or group assignments? I do not.

The results of this submission may be viewed at:

<https://www.town.boxford.ma.us/node/88/submission/24216>

March 6, 2024

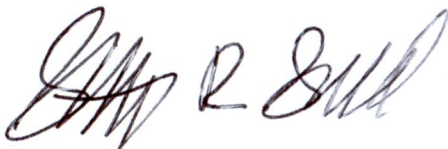
Select Board
Town of Boxford
7 Spofford Road
Boxford, MA 01921

Dear Select Board,

I am interested in joining as a member of the town's Historic Districts Commission / Historical Commission. My academic background is archaeology, and I have a Master's degree in History and Museum Studies. I have worked in museums and archives in the greater Boston area for over 15 years, and I have worked as the Archivist/Director of the Boxford Historic Document Center since 2019. In this role, I have developed an in-depth knowledge of the town's history and most of its historical buildings. Through my position at the Document Center, I also have access to a great deal of information that could potentially be helpful in informing committee decisions.

I have been a resident of Boxford for 10 years, and I have a vested interest in preserving the town's history and maintaining its beautiful, small New England town character.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Stefanie Robin Siegel', written in a cursive style.

Stefanie Robin Siegel
600 Main Street
Boxford, MA 01921
srobinsiegel@gmail.com

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.
- 68 • 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

- 172 work.
- 173 • There are two BOH representative on the Waste Stream Task Force. The BOH
174 maintains the contract for Town trash collection. They are proposing a contract
175 for Town trash pickup and will present findings on Wednesday. Most likely they
176 will work with an individual vendor who submitted a bid and not have to go
177 through the RFP process. They are looking to lock this up and have the contract
178 signed before the contract ends in June. The contract most likely will be for
179 automated collection and bi-weekly recycling which will save the Town
180 approximately \$500K over 5 years.
 - 181 • The Board of Health is looking to review regulations on new or replacement utility
182 poles from National Grid. The EAP has allowed chemical treatment of poles in
183 the past. They are now allowing arsenic treated poles to be erected, which were
184 banned twenty years ago. The Board feels that rather than require a 50 ft. set
185 back of these poles, they should now be set back even further to about 100 ft.
186 away from a domestic well. The option for non-treated fiberglass poles costs
187 \$4000 per pole vs. \$400 for an arsenic treated pole. Select Board member
188 Costello remarked that in a hardship situation where someone cannot move their
189 well, a fiberglass pole could be used, at the owner's expense.

190
191 **Elementary School Committee-** Carol Hubbard updated the Select Board on the
192 following ongoing projects:

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

208
209 **Boxford Cultural Council (Cultural Art) Committee** – Stephanie Meegan reported
210 that the MA Cultural Council which provides funding has upped Boxford's allocation, so
211 no warrant articles will be necessary. Other items of interest included:

- 212 • Five art pieces were sold from the Art Exhibit at 10 Elm.
- 213 • There will be a Student Art Exhibit on 1/19/24 at 10 Elm from 5-7 pm, which will
214 include ten pieces from the Cole School and ten from the Spofford School. This
215 will also include the Spofford band assemble.
- 216 • 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, notwithstanding 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 On a **MOTION** made by **Stickney**, second by **Chow-Menzer** the Select Board
380 **VOTED** unanimously by roll call vote to approve Common Victualler's License
381 # 24-02 to Benson's Ice Cream located at 181 Washington St. and with
382 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

**Minutes of the
BOXFORD SELECT BOARD
HYBRID VIA ZOOM
Monday, February 26, 2024
Draft**

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

Others Present: Town Administrator Matthew Coogan, Senator Bruce Tarr, Representative Tram Nguyen, Representative Adrienne Ramos, Library Director Angelina Miller, Kathryn Lemaire, Linda Shea, Carolyn Anderson, Krystal Parker, Kimberly Putney, Christina Eckert, Denae Ramos-Pachucki, Allison McNeill, Patrick Roche, Greg Kokorda, Police Chief Riter, Warren Gould, Ross Povenmire, and Minutes Recorder Donna Grieco

6:30 PM Call to Order

Select Board Chair Jessel called the Select Board Meeting to order at 6:30 PM.

6:35 PM Announcements

In-Person Early Voting: Select Board member **Chow-Menzer** announced that early voting for the March 5th, Presidential Preference Election will take place at Town Hall, 7A Spofford Road, in the Town Clerk's Office, Monday through Thursday, February 26-29, from 8:30 AM to 4:30 PM.

Excise Taxes Are Due: Select Board member **Stickney** announced that excise taxes are due March 18th. For payment instructions, please visit: www.Boxfordma.gov/excisetax3/18

West Boxford's 13th Annual Soup Chowder Fest- Select Board member **Perkins** announced that the West Boxford's 13th Annual Soup Chowder Fest will be held on Saturday, March 16, from 5-6:30 pm in front of Lincoln Hall, 563 Main Street to benefit various causes. The cost is \$15 per adult and \$6 for kids ~ for all you can eat New England soups, various chowders, stews and desserts. Tickets can be purchased at the door. There will also be a 50/50 raffle. More information is available on their Facebook page.

In Memoriam – Select Board member **Costello** memorialized Bob (Bobby) Flynn, Director of Far Corner Farm Golf Course, who passed away last week at the age of 61. He spoke of his many qualities and accomplishments and noted that Bobby will be missed by many.

6:40 PM Meeting with State Legislative Delegation, Senator Bruce Tarr, Representative Tram Nguyen, and Representative Adrienne Ramos

Discussion on Governor's House 2 Fiscal Year 2025 Budget – Senator Tarr discussed pertinent reasons that the State budget is not as robust as in previous years. He cited a lack of federal funds received as compared to those during Covid times, and the continuing decline in revenues collected among others. He praised Boxford's Town Administrator for the list of funding requests provided to him and his delegation and said that it is an extremely useful tool for them as they determine which projects, etc., can be funded. The delegation asked that the Town prioritize their needs for them. Listing needs vs. wants is key and was stressed since there is a very good chance not everything will be able to be funded. Senator Tarr said they see Public Safety as a priority. To which, Select Board member Costello mentioned some priority items that would fit the bill such as radio repeaters for Police and Fire, a fire vehicle stabilizer, and thermal energy cameras.

Discussion on FY25 State Budget requests –Town Administrator Coogan provided the Senator and his delegation with a comprehensive list of foreseeable requests from the Town of Boxford. The Senator noted some limitations as to what might be funded and noted that it might be possible to partially fund some of the projects. The Bond Bill may also assist in the funding of some of the larger items on Boxford’s list. The Senator left some literature regarding the IT Bond Bill which could be used for tightening up cybersecurity.

7:10 PM Joint Meeting with Library Board of Trustees

Introduction of new Library Director, Angelina Miller – The Select Board welcomed the new Library Director. Trustee Linda Shea of the Library Board of Trustees thanked Robin Luna for serving as the interim Director and thanked Asst. Town Administrator Sweeney for his assistance with the talent search. The Library Board of Trustees called their meeting to order by roll call and then moved to appoint two members to the Library Board of Trustees. Each new member was asked to provide some background information, which they did, and there were no questions asked of them. They were thanked for having volunteered.

Appointment of Trustee Candidates: Kathryn Lemaire and Krystal Parker

On a **MOTION** made by **Costello**, second by **Perkins**, the Select Board and Library Board of Trustees **VOTED** unanimously by roll call vote to appoint Kathryn Lemaire and Krystal Parker as Library Trustees with terms ending 05/21/24.

On a **MOTION** made by Shea, second by **Anderson**, the Library Board of Trustees **VOTED** unanimously by roll call vote to adjourn.

7:20 PM Meeting with Sustainability Committee

Municipal Aggregation Update from Good Energy on timeline to launch Boxford Community Electricity - Two representatives from Good Energy, Allison McNeill and Patrick Roche, presented a status update on the Town’s Municipal Aggregation Plan. The plan has been approved and will go out to bid on March 12, 2024. Public outreach will be conducted by various means including letters to residents, social media postings, flyers, and public forums. Boxford will choose a supplier if prices are favorable or can choose not to move forward. Residents will choose from among three options; National Grid will do the rest. The plan is slated to launch in June.

On a **MOTION** made by **Costello**, second by **Stickney**, the Select Board **VOTED** unanimously to authorize Town Administrator Coogan as the bid day designee to approve the bid recommendation of Good Energy and to sign the Municipal Aggregation contract if the Boxford Standard rate is less than National Grid’s current basic rate.

Discussion on proposed By-Law, adoption of Specialized Stretch Code – This is a new DOER program for Green Communities. It is required to access funding for: studying, designing, constructing, and implementing energy efficiency measures and projects; procuring energy management services; adopting energy efficiency policies; and citing activities related to and construction of renewable energy generating facilities with battery storage on municipally owned property. You must be a Green Community, have a Sustainability Committee, commit to eliminate on-site fossil fuel use by the year 2050, create a municipal decarbonization roadmap, adopt a zero-emission vehicle first policy and adopt the specialized Opt-in building code.

7:50 PM Meeting with Recreation Committee

Kimberly Putney appeared to request that the Select Board establish a donation fund for use towards the Johnson Field Playground Renovation Project.

On a **MOTION** made by **Costello**, second by **Stickney**, the Select Board **VOTED** unanimously to create a donation fund for the purpose of restoring Johnson Field Playground.

7:55 PM Meeting with Stiles Pond Advisory Committee

Establishment of gift fund for the Stiles Pond Restoration Project.

On a **MOTION** made by **Costello**, second by **Perkins**, the Select Board **VOTED** unanimously to create a gift fund for the purpose of the restoration of Stiles Pond.

8:00 PM Meeting with Police Chief James Riter

Fiscal Year 2025 Department budget – Chief Riter came before the Select Board asking for less money for the Police Department budget. He noted the following strategies:

- 1) Reduce from 13 to 12 full-time officers (along with 3 midnight officers).
- 2) Increase his assistant's hours to 32 or 33 hours.
- 3) Increase 2 officers' salaries by providing them with an earlier step raise.
- 4) Increase the detectives' stipends to \$2000 and \$1000 respectively.
- 5) Add \$14000. to the overtime account.
- 6) Reserve \$8000 for a promotion to lieutenant next Nov. or Dec.

8:15 PM Meeting with Communications Director Warren Gould

Fiscal Year 2025 Department budget review- Director Gould noted that the actual FY'24 budget shows an increase due to two years of pay increases, plus step increases and operators' salary increases. There was also a line item of \$7291 representing the final percentage of a 40-hour position added five years ago. This amounts to a 7.15% overall department increase. Non-salary expenses, repairs, quarterly service plans and the replacing of security cameras around Town have also added to budget costs as well as software maintenance, cell phones and tablet purchases.

CIP department requests- replace Fire and Police radio repeaters and the network radio.

8:30 PM Report of the Town Administrator

Approval of Warrant for Presidential Preference Primary.

On a **MOTION** made by **Stickney**, second by **Perkins**, the Select Board **VOTED** unanimously to approve the Warrant for the Presidential Preference Primary.

Consider application for 1-day liquor license on non-Town owned property, 2nd Congregational Church.

On a **MOTION** made by **Stickney**, second by **Costello**, the Select Board **VOTED** unanimously to approve the 1-day liquor license on March 15, 2024, on non-Town owned property, requested by the 2nd Congregational Church.

Request to proclaim Saturday, April 27, 2024, as "Boxford Earth Day" and the use of Town Hall facilities, Boxford Village Garden Club and Boxford Recycling Committee.

On a **MOTION** made by **Costello**, second by **Stickney**, the Select Board **VOTED** unanimously to proclaim Saturday, April 27, 2024, as "Boxford Earth Day" and to approve the use of Town Hall facilities, Boxford Village Garden Club and Boxford Recycling Committee for said purpose.

Warrant Articles for May Town Meeting – The Town Administrator reviewed his Warrant Article Tracking List line by line, citing a total of 25 warrant articles that will be brought to Town Meeting.

Waste Stream Task Force Update – The task force has decided to select automated trash collection, with bi-weekly recycling and to go with a local provider, G. Mello who offered the best possible price, and has an excellent reputation in this area for service and customer support. They are discussing whether to charge a collection fee, annual fee or add the cost of trash removal to the tax base. They also must determine the size of trash barrels to be used.

ARBA Committee Update – The committee is contemplating the creation of a B1 Zoning District for 188 Washington and 4 Middleton Road. There has been some interest in 188 Washington by the Historic Documents Center for their possible expansion. Tri-Town is also still interested in 4 Middleton Road.

Update on Changes to Employee Health Insurance Plans – PEC's proposal is to modify benefits up to the current deductibles and copayments of the GIC Benchmark plan (HPHC Explorer) under the current HMO and PPO plans. There are no proposed changes to the Medicare supplement plan. The Town's proposed mitigation plan would share 25% of the total first year savings with employees and non-Medicare retirees over and above the savings realized by reduced rates. This proposal would reduce the total projected costs in the first twelve months after implementation by approximately \$202,381. Therefore, based on these projected savings, the mitigation fund that would be set aside by the Town to offset the cost of the benefits for employees/non-Medicare retirees would be \$50,595.

MVPC Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Letter of Support – The letter of support is for two critical East Coast Greenway and Border to Boston bridges, one of which falls within Boxford. The proposed NEPA/MEPA documentation and associated design work will help integrate our community into the continuous, national East Coast Greenway network by connecting the trail over Interstate 95.

On a **MOTION** made by **Perkins**, second by **Costello**, the Select Board **VOTED** unanimously to submit a RAISE grant letter of support.

9:40 PM Routines

Approval of Minutes

On a **MOTION** made by **Stickney**, second by **Chow-Menzer**, the Select Board **VOTED** unanimously to approve the minutes of 02/12/24 as amended.

9:55 PM Executive Session

The Select Board entered into Executive Session to comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements; Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Adjourn

On a **MOTION** made by **Stickney**, second by **Perkins**, the Select Board **VOTED** unanimously to adjourn.

Next Meeting – March 11, 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: In-Person Early Voting
Announcement: Excise Taxes Are Due
Announcement: West Boxford's 13th Annual Soup Chowder Fest
Legislative Priorities Memo
Library Trustee Candidates Supporting Documents
Boxford Community Electricity Launch Update
Boxford's Cover Letter for DPU
Climate Leader Communities Presentation
Memo Johnson Field Playground Project donation fund
Police Department Budget and CIP
Police Department Structure
Communications Department Budget and CIP
Presidential Preference Primary Warrant
One Day Alcohol Permit Application and Supporting Documents - Second Congregational Church
Earth Day Request
PEC Proposal
RAISE Grant Letter of Support
Draft Meeting Minutes – February 12, 2024
Executive Session Motion