



## **BOXFORD SELECT BOARD**

**Monday, March 25, 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**

**5:30 PM Call to Order**

**5:35 PM Announcements**

**5:40 PM Meeting with Emergency Response Advisory Committee Chair, Ellen Guerin**

- ERAC funding request for consulting services
- Any other business to come before the ERAC and the Board not anticipated at the time of this posting.

**5:50 PM Meeting with Treasurer/ Collector, Ellen Guerin**

- Consider vote on estimated useful life of Engine 4 and Engine 6 for debt issuance
- Interim Investment Report
- Any other business to come before the Treasurer/ Collector and the Board not anticipated at the time of this posting.

**6:00 PM Meeting Boxford Elementary School Committee**

- Fiscal Year 2025 School Committee budget review
- CIP requests
- Any other business to come before the School Committee and the Board not anticipated at the time of this posting.

**6:40 PM Meeting with Masco School Committee, Boxford Representatives**

- Fiscal Year 2025 budget review
- CIP Update
- Any other business to come before the Masco School Committee and the Board not anticipated at the time of this posting.

- 7:20 PM Meeting with Zoning Board of Appeals Chair, Paula Fitzsimmons**
- ZBA proposal to amend in-law zoning bylaw
  - Any other business to come before the ZBA Chair and the Board not anticipated at the time of this posting.

- 7:35 PM Meeting with Sustainability Committee**
- Discussion on Town Meeting Warrant Article, Specialized Opt-In Stretch Code
  - Any other business to come before the Sustainability Committee and the Board not anticipated at the time of this posting.

- 8:00 PM Report of the Town Administrator**
- Consider execution of PEC Agreement
  - Health Insurance Renewal for active employees
  - Approval of temporary signs, Masco Music Parents Association Electronics Fundraising
  - Approval of temporary signs, Boxford Garden Club
  - Update on Boxford Community Electricity (Municipal Aggregation)
  - Warrant Articles for May Town Meeting
  - Any other business to come before the Town Administrator and the Board not anticipated at the time of this posting.

- 8:20 PM Routines**
- Appointments
  - Correspondence
  - Approval of Minutes
  - School and Non-School Warrants

**8:30 PM Any other business to come before the Board**

**Adjourn**

**Next Meeting – April 1, 2024**

## New Call to Order

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

Pursuant to Chapter 2 of the Acts of 2023, this meeting will be conducted via remote hybrid means, in accordance with applicable law. This means that members of the public body as well as members of the public may access this meeting via virtual means in addition to in person through the remote participation link provided on this meeting's posting on the Town's website calendar. The website calendar also lists the specific ID number required for virtual attendance via Zoom along with phone numbers to dial into the meeting.

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

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



# 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.





# 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](http://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.

A large green recycling bin with a lid and wheels is positioned against a white brick wall. The bin has a metal latch on the lid and is mounted on four black wheels. The background shows a white brick wall with some wear and a metal utility box on the left.

# Trash and Recycling Update

On July 1, 2024, the Town of Boxford will begin a new curbside trash and recycling program. While the details of the program are still being finalized, trash stickers will no longer be necessary as of July 1st. Please plan accordingly when purchasing trash stickers in the months to come. Additionally, more details regarding the new curbside trash and recycling program will be made available to residents in the near future. In the meantime, please visit [BoxfordMA.gov/WasteStreamTaskForce](https://BoxfordMA.gov/WasteStreamTaskForce) for more information about the evaluation process undertaken by the Town's Waste Stream Task Force and details regarding where the proposed program stands currently.





# BOXFORD COMMUNITY ELECTRICITY

Boxford Community Electricity will be a Town-run program to provide new electricity supply options for all Boxford residents and businesses

**Join a community meeting on April 23rd at 7pm at Town Hall and virtually to learn more about the program.**

Virtual access links, other meeting times and program details, will be posted on [BoxfordElectricity.com](https://BoxfordElectricity.com)

**LAUNCHING JUNE 2024**

**From:** [Ellen Guerin](#)  
**To:** [Matt Coogan](#)  
**Cc:** [Brendan Sweeney](#); [Mira Clark](#); [Wheeler, Ashley M.](#); [Bob Hazelwood](#); [pcp31@comcast.net](#); [Warren Gould](#); [James Riter](#); [Brian Geiger](#); [Michael White](#)  
**Subject:** ERAC Vote for Town Meeting Warrant Article  
**Date:** Thursday, March 14, 2024 9:22:18 AM

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Good morning Matt,

At its meeting on 3/13/24, the ERAC voted unanimously to request that the Selectboard place an article on the Town Meeting warrant seeking funding to hire a consultant to assist the committee in completing its charge.

**Ellen S. Guerin**

Treasurer/Collector of Taxes  
Town of Boxford  
7A Spofford Road  
Boxford, MA 01921

978-887-3673  
978-887-3546 (fax)  
[eguerin@town.boxford.ma.us](mailto:eguerin@town.boxford.ma.us)  
[www.town.boxford.ma.us](http://www.town.boxford.ma.us)

Messages to and from this e-mail account are subject to G.L. c66, s10, the Public Records Law.

**Emergency Response Advisory Committee – Request for funding**

**Draft Warrant Article for May 14, 2024 Town Meeting:**

**ARTICLE 9.** To see if the Town will vote to transfer and appropriate from Free Cash the sum of \$50,000 to be expended by the Select Board, with the advice of the Emergency Response Advisory Committee, to engage the consulting services of professional advisors to assist the Emergency Response Advisory Committee's charge to complete 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, or take any other action thereon.

VOTE OF THE SELECT BOARD AS TO USEFUL LIFE OF EQUIPMENT

I, the Clerk of the Select Board of the Town of Boxford, Massachusetts, certify that at a meeting of the board held \_\_\_\_\_, 20\_\_, of which meeting all members of the board were duly notified and at which a quorum was present, the following vote was unanimously passed, all of which appears upon the official record of the board in my custody:

Voted: that the maximum useful life of the departmental equipment to be financed with the proceeds of the borrowing authorized by a vote of the Town passed May 9, 2023 as shown below is hereby determined pursuant to G.L. c.44, §7(1) to be as follows:

<u>Article Number</u>	<u>Purpose</u>	<u>Borrowing Amount</u>	<u>Maximum Useful Life</u>
14	fire truck mini pumper tanker	\$550,000	___ Years

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located, or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the subject matter of this vote were taken in executive session, all in accordance with G.L. c.30A, §§18-25 as amended.

Dated: \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Clerk of the Select Board



VOTE OF THE SELECT BOARD AS TO USEFUL LIFE OF EQUIPMENT

I, the Clerk of the Select Board of the Town of Boxford, Massachusetts, certify that at a meeting of the board held \_\_\_\_\_, 20\_\_, of which meeting all members of the board were duly notified and at which a quorum was present, the following vote was unanimously passed, all of which appears upon the official record of the board in my custody:

Voted: that the maximum useful life of the departmental equipment to be financed with the proceeds of the borrowing authorized by the votes of the Town passed May 10, 2022 as shown below is hereby determined pursuant to G.L. c.44, §7(1) to be as follows:

<u>Article Number</u>	<u>Purpose</u>	<u>Borrowing Amount</u>	<u>Maximum Useful Life</u>
10	fire truck pumper tanker	\$700,000	___ Years

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located, or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the subject matter of this vote were taken in executive session, all in accordance with G.L. c.30A, §§18-25 as amended.

Dated: \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Clerk of the Select Board

presence of a quorum at the meeting; and (c) the text of the vote authorizing the bonds and its passage by a unanimous or two-thirds vote.

4. A certificate of the Town Clerk stating, if such is the case, that there was no motion for reconsideration made with respect to the article authorizing the bonds.

5. A certificate from an appropriate Town official stating the total estimated cost of the project and the amount of federal and state aid and private donations, grants, contributions and other funding sources available or expected for the project.

6. If the term of any of the equipment bonds is to exceed 5 years, a certified copy of the vote of the Board determining the maximum useful life of the equipment to be purchased with the proceeds of the bonds pursuant to G.L. c.44, §7(1), together with evidence of its passage at a regular or duly called special meeting of the board. (A suggested form is enclosed.

7. A debt statement in the enclosed form dated as of May 9, 2023. *Hilltop Securities can prepare this for your review and signature.*

Examination of these items may reveal the need for additional papers.

We assume that the Town has not voted to exempt debt service payments on the other bonds covered in this letter from the tax limits of Proposition 2½. We should be advised promptly if this assumption is incorrect.

Under federal tax law bonds may be private activity bonds (the interest on which may be taxable) where benefits and costs of the project being financed are substantially transferred to commercial, industrial or other private users or if certain contracts or special arrangements exist for the use of any project financed by the bonds. For this reason, we assume and plan to confirm in the closing documents to be signed at the time the bonds are issued, that:

(a) The Town does not have or plan to have any contract or other arrangement not applicable to the general public under which a party (other than the Commonwealth or a local governmental unit) is to have the use of a particular project financed by the bonds, or is to make payments based on costs of the project.

If this is not the case, we should be promptly advised so that we can explore the matter further.

If any funds are to be advanced for the projects and reimbursed from bond proceeds, please note the requirements of G.L. c.44, §20A and the guidelines issued by the Director of Accounts. We assume that no funds to be reimbursed from bond proceeds were advanced for the projects prior to the adoption of the votes authorizing the bonds. In addition, federal tax law contains rules regarding when the use of bond proceeds to reimburse a borrower for expenses previously incurred will be treated as an expenditure of bond proceeds for tax purposes. Generally, the Town must issue bonds or notes for the purpose of reimbursement of expenditures previously made by the later of either (a) 18 months after the expenditure was paid or (b) 18 months after the project financed by the expenditure was placed in service, but in no event later than 3 years

**Boxford Elementary Schools**  
**Budget Analysis**

Updated: 3/9/24

Approved FY2024 Budget	14,401,629		
Add: 2.50% Finance Committee Guideline	<u>360,041</u>	2.50%	
FY2025 Finance Committee Budget	14,761,670		
Current Budget	16,099,819		
Increase over Approved FY2024	1,698,190	11.79%	
<u>Increase over Fincom Budget</u>	<u>1,338,149</u>	9.29%	870,235 6.04%

Number	Budget Item	Adjustment Amount	Budget Increase Change	Percentage Change	Comments - Program Impact	School Committee Action
1	Cole - Reduce general supplies Kindergarten placeholder	1,200	1,696,990	11.78%		Approved by BSC 2.8.24
2	Cole - Reduce general supplies 10%	3,374	1,693,616	11.76%		Approved by BSC 2.8.24
3	Cole - Reduce CCIM STEM supplies 10%	487	1,693,129	11.76%		Approved by BSC 2.8.24
4	Cole - Reduce Art supplies 10%	158	1,692,971	11.76%		Approved by BSC 2.8.24
5	Cole - Reduce nurse supplies (app U) 10%	279	1,692,692	11.75%		Approved by BSC 2.8.24
6	Cole - Reduce Principal/office supplies (app A) 10%	184	1,692,508	11.75%		Approved by BSC 2.8.24
7	Cole - Reduce Science consumables from \$5500 to \$1500	4,000	1,688,508	11.72%		Approved by BSC 2.8.24
8	Cole - Find alternate funding to purchase of two classroom area rugs and K classroom chairs for flex seating	2,022	1,686,486	11.71%		Approved by BSC 2.8.24
9	Spofford - Furniture	10,000	1,676,486	11.64%	Consider tailings and/or alternate funding	Approved by BSC 2.8.24
10	Spofford - Cut CCIM by 10,000	10,000	1,666,486	11.57%	Potential alternate funding	Approved by BSC 2.8.24
11	Spofford - Science from Scientists --look for grant? BPTO or Barker	15,000	1,651,486	11.47%	Potential alternate funding	Approved by BSC 2.8.24
12	Spofford - Textbooks	4,760	1,646,726	11.43%		Approved by BSC 2.8.24
13	Spofford - Smartboard	5,000	1,641,726	11.40%	Consider tailings and/or alternate funding	Approved by BSC 2.8.24

Number	Budget Item	Adjustment Amount	Budget Increase Change	Percentage Change	Comments - Program Impact	School Committee Action
14	Spofford - Smartboard Cart	1,000	1,640,726	11.39%	Consider tailings and/or alternate funding	Approved by BSC 2.8.24
15	Spofford - Sonicwall-License Renewal (in Central Budget)	5,000	1,635,726	11.36%		Approved by BSC 2.8.24
16	Cole - Sonicwall-License Renewal (in Central Budget)	5,000	1,630,726	11.32%		Approved by BSC 2.8.24
17	Cole custodian device	800	1,629,926	11.32%		Approved by BSC 2.8.24
18	Increase Pre K Offset	50,000	1,579,926	10.97%		Approved by BSC 2.8.24
19	Reduce HILL contract	6,400	1,573,526	10.93%	Potential alternate funding	Approved by BSC 2.8.24
20	Reduce number of PD consultants for each school	4,250	1,569,276	10.90%		Approved by BSC 2.8.24
21	Reduce special ed PD funding by 1,000 per school	2,000	1,567,276	10.88%		Approved by BSC 2.8.24
22	Eliminate funds to refresh grade level texts (\$5,000 per school from CCIM)	10,000	1,557,276	10.81%		Approved by BSC 2.8.24
23	Change in personnel	25,000	1,532,276	10.64%		Approved by BSC 3.14.24
24	Savings on Insurance	92,000	1,440,276	10.00%		Approved by BSC 3.14.24
25	Consumables - Cole	10,000	1,430,276	9.93%		Approved by BSC 3.14.24
26	Consumables - Spofford	5,000	1,425,276	9.90%		Approved by BSC 3.14.24
27	Two Buses	88,000	1,337,276	9.29%		Approved by BSC 3.14.24
28	NEW 1.0 classroom section	73,000	1,264,276	8.78%		Approved by BSC 3.14.24
29	DW Ed Material Reimbursement	4,000	1,260,276	8.75%		Approved by BSC 3.14.24
30	Increase Applied Income - Pre K	30,000	1,230,276	8.54%		Approved by BSC 3.14.24

## Proposed Operating Budget

Fiscal Year: 2024 - 2025

School District: Boxford Elementary Schools

Budget Summary											
Budget Summary	Actual Expense, Approved Budgets, & Proposed Budget								Three Year Forecast		
	FY22 Approved Budget	FY22 Actual (after Applied Income)	FY23 Approved Budget	FY23 Actual (after Applied Income)	FY24 Approved Budget	FY25 Proposed Budget	\$ Increase	% Increase	Budget Forecast FY26	Budget Forecast FY27	Budget Forecast FY28
<b>Revenues</b>											
Local Appropriation (includes CH70 Funding)	13,122,122	13,108,420	13,505,697	13,502,952	14,401,629	16,099,819	1,698,190	11.79%	16,502,492	17,245,568	17,843,729
94-142 Sp. Ed. Grant (Fund Code: 240)	141,500		141,500		141,500	141,500	-	0.00%	140,000	140,000	140,000
Title I Grant	-		-		-	-	-		-	-	-
Circuit Breaker Grant	237,000		211,000		474,739	500,000	25,261	5.32%	180,000	170,000	150,000
Early Childhood Grant	-		-		-	-	-		-	-	-
Early Childhood Special Education Grant (Fund Code: 262)	8,400		8,400		8,400	8,400	-	0.00%	8,400	8,400	8,400
Teacher Quality - 140 Grant	1,400		1,400		-	-	-		1,000	1,000	1,000
ESSER III Grant			351,228		350,461	-	(350,461)	-100.00%			
Pre-School Tuition	170,000		200,000		210,000	210,000	-	0.00%	120,000	120,000	120,000
Special Education Tuition	59,000		59,000				-		-	-	-
Instrumental Music	70,000		70,000		35,000	35,000	-	0.00%	50,000	40,000	40,000
Facility Rental	25,000		25,000		25,000	25,000	-	0.00%	15,000	10,000	5,000
Insurance Income from Member Towns (Middleton & Topsfield)	162,740		181,259		192,314	265,231	72,917	37.92%	170,000	170,000	170,000
<b>Total Revenues</b>	<b>13,997,162</b>	<b>13,108,420</b>	<b>14,754,484</b>	<b>13,502,952</b>	<b>15,839,043</b>	<b>17,284,949</b>	<b>1,445,907</b>	<b>9.13%</b>	<b>17,186,892</b>	<b>17,904,968</b>	<b>18,478,129</b>
<b>Expenses</b>											
Salaries	9,705,098	8,884,675	10,219,259	9,174,077	10,672,716	11,425,806	753,090	7.06%	11,793,819	12,290,545	12,625,678
Professional Development	129,062	140,258	181,283	147,106	205,616	221,519	15,903	7.73%	223,519	223,519	223,519
Admin, Educational, & Support	417,364	505,901	575,233	369,137	747,012	867,534	120,522	16.13%	750,114	761,234	771,617
Supplies/Materials/Equipment/Services	66,782	113,066	70,370	144,097	77,870	82,870	5,000	6.42%	84,527	86,218	87,942
In District Special Education Services (Non Salary - DW Only)	657,170	594,156	651,073	757,307	925,528	1,085,461	159,933	17.28%	479,244	487,121	496,863
Transportation (Regular & Sp. Ed.)	199,631	186,573	200,519	195,988	200,956	279,894	78,937	39.28%	285,199	290,763	296,438
Utilities	320,519	427,439	300,176	288,219	255,084	261,789	6,705	2.63%	330,510	334,424	338,447
Facilities	1,859,374	1,574,976	1,984,194	1,706,269	2,073,635	2,247,793	174,158	8.40%	2,424,816	2,616,001	2,822,482
Insurance (Beneficial & Non-Beneficial)	642,162	681,377	572,377	720,752	680,625	812,284	131,659	19.34%	815,144	815,144	815,144
Special Education Out of District Tuition											
<b>Total Operating Budget</b>	<b>13,997,162</b>	<b>13,108,420</b>	<b>14,754,484</b>	<b>13,502,952</b>	<b>15,839,043</b>	<b>17,284,949</b>	<b>1,445,906</b>	<b>9.13%</b>	<b>17,186,892</b>	<b>17,904,968</b>	<b>18,478,129</b>
Less: Applied Income	875,040		1,248,787		1,437,414	1,185,131	(252,283)		684,400	659,400	634,400
<b>Total Local Appropriation Expenses</b>	<b>13,122,122</b>	<b>13,108,420</b>	<b>13,505,697</b>	<b>13,502,952</b>	<b>14,401,629</b>	<b>16,099,819</b>	<b>1,698,189</b>	<b>11.79%</b>	<b>16,502,492</b>	<b>17,245,568</b>	<b>17,843,729</b>
Less: Central Office Due To Due From Amount											
<b>CHECK</b>	<b>13,122,122</b>	<b>13,108,420</b>	<b>13,505,697</b>	<b>13,502,952</b>	<b>14,401,629</b>	<b>16,099,819</b>	<b>1,698,189</b>				

**Proposed Operating Budget**

Fiscal Year: 2024 - 2025

School District: Boxford Elementary Schools

SCHOOL COMMITTEE, CENTRAL OFFICE, DISTRICT WIDE		Applied Income Source Description	Budget Details			FISCAL YEAR APPROVED BUDGET, ACTUAL EXPENDITURES, & APPROVED BUDGET						Percent Change from Prior Year	Three Year Forecast			
			Proposed Detail Amount	Less: Applied Income	Proposed Local Approp.	FY22 Approved Budget	FY22 Actual Expended	FY23 Approved Budget	FY23 Actual (after Applied Income)	FY24 Approved Budget	FY25 Proposed Budget		\$\$ Amount Change from Prior Year	Budget Forecast FY26	Budget Forecast FY27	Budget Forecast FY28
<b>Salaries</b>																
	School Committee Sec. Salaries - Boxford		2,700		2,700	2,400	2,506	2,400	2,948	2,700	2,700	-	0.00%	2,600	2,600	2,600
	School Committee Census Stipend - Boxford		500		500	500	500	500	500	500	500	-	0.00%	500	500	500
	Superintendent Salary - Boxford		75,250		75,250	64,110	64,105	70,824	71,035	74,440	75,250	810	1.09%	76,917	78,584	80,251
	Superintendent Sec. Salaries - Boxford		28,534		28,534	24,640	24,793	26,032	25,293	27,617	28,534	917	3.32%	29,247	29,979	30,728
	Asst. Supt. Of Operations Salary - Boxford		66,240		66,240	59,500	59,500	63,360	63,360	64,400	66,240	1,840	2.86%	67,574	69,074	70,741
	Asst. Supt. Of Operations Sec. Salary - Boxford		25,180		25,180	23,194	23,125	23,139	22,032	23,772	25,180	1,407	5.92%	25,809	26,455	27,116
	Accounting Office Salaries - Boxford		71,975		71,975	65,450	56,678	71,136	67,578	73,982	71,975	(2,008)	-2.71%	73,774	75,618	77,509
	Human Resources Salaries - Boxford		43,190		43,190	39,624	39,624	42,196	41,775	41,728	43,190	1,463	3.51%	44,270	45,377	46,511
	Substitute Caller - Boxford		-		-	-	-	-	-	-	-	-	-	-	-	-
	Central Office Salary Reserve - Boxford		32,320		32,320		-				32,320	32,320		33,128	33,956	34,805
	Director of Curriculum Salary - Boxford		46,408		46,408	43,050	39,050	45,720	45,276	45,119	46,408	1,290	2.86%	47,801	49,235	50,712
	Director of Technology Salary - Boxford		43,727		43,727	45,535	45,597	48,340	42,972	42,512	43,727	1,215	2.86%	45,038	46,390	47,781
	IT Support & Network Manager - Moved from Districtwide for FY24		133,288		133,288					132,082	133,288	1,205		137,286	141,405	145,647
	Clerical Support (Director of Cur. & Director of Ed. Tech.)		26,864		26,864	11,986	11,807	21,400	18,167	21,508	26,864	5,356	24.90%	27,536	28,224	28,930
	Asst. Supt of Student Support Services Salary - Boxford	94-142	56,247	3,000	53,247	64,330	61,326	69,682	66,315	65,976	56,247	(9,729)	-14.75%	57,935	59,673	61,463
	Asst. Supt of Student Support Services Clerical Salaries - Boxford	94-142	35,348	1,000	34,348	43,171	43,803	47,840	44,003	39,058	35,348	(3,710)	-9.50%	36,232	37,138	38,103
	Director of Facilities - Salary - Boxford		49,646		49,646	47,898	47,539	49,058	48,849	50,341	49,646	(695)	-1.38%	51,135	52,669	54,249
	Director of Facilities - Maintenance Mechanic Salary - Boxford		33,337		33,337	32,887	32,885	65,159	42,847	65,323	102,818	37,495	57.40%	105,388	108,550	111,806
	HVAC Mechanic		32,481		32,481											
	OPERATIONS SUPERVISOR		37,000		37,000											
	Director of Facilities - Clerical Salary - Boxford		23,623		23,623	15,826	15,828	16,705	6,545	17,206	23,623	6,417	37.29%	24,214	24,819	25,439
					-											



**Proposed Operating Budget**

Fiscal Year: 2024 - 2025

School District: Boxford Elementary Schools

SCHOOL COMMITTEE, CENTRAL OFFICE, DISTRICT WIDE		Applied Income Source Description	Budget Details			FISCAL YEAR APPROVED BUDGET, ACTUAL EXPENDITURES, & APPROVED BUDGET								Three Year Forecast		
Account Name	Proposed Detail Amount		Less: Applied Income	Proposed Local Approp.	FY22 Approved Budget	FY22 Actual Expended	FY23 Approved Budget	FY23 Actual (after Applied Income)	FY24 Approved Budget	FY25 Proposed Budget	\$\$ Amount Change from Prior Year	Percent Change from Prior Year	Budget Forecast FY26	Budget Forecast FY27	Budget Forecast FY28	
Districtwide - Instructional Support Specialists (Non-Leadership) - Boxford (MOVED TO INDIVIDUAL SCHOOLS)	-			-	-					-		-				
Districtwide - Salary Reserve - Boxford	95,586			95,586					95,586	95,586		97,975	180,000	85,000		
NOTE: FY2024 SALARY RESERVE = \$111,106 BEFORE DISTRIBUTION				-												
Districtwide - Medical & Therapeutic Salaries - Boxford (INCLUDES SP. ED. CLERICAL)	263,191			263,191	244,907	246,094	253,928	242,047	260,978	263,191	2,213	0.85%	271,087	279,219	287,596	
Districtwide - Special Education - Summer Programs Salaries - Boxford (SPG Note: Not in Sal WB)	30,721			30,721	32,332	41,154	36,295	40,411	35,580	30,721	(4,859)	-13.66%	30,721	30,721	30,721	
Health & Wellness				-	-		-		-	-	-	-	-	-	-	
Districtwide Technology - IT Coordinator Salary - Boxford - moved to CO				-	43,901	43,901	44,999	44,998	-	-	-	-	-	-	-	
Districtwide Technology - IT Support Specialists Salaries - Boxford - moved to CO				-	75,225	76,730	78,647	60,037	-	-	-	-	-	-	-	
				-												
<b>Total Salaries</b>	<b>1,253,356</b>	<b>4,000</b>	<b>1,249,356</b>	<b>980,465</b>	<b>976,546</b>	<b>1,077,360</b>	<b>996,990</b>	<b>1,084,823</b>	<b>1,253,356</b>	<b>168,533</b>	<b>15.54%</b>	<b>1,286,167</b>	<b>1,400,185</b>	<b>1,338,209</b>		
<b>Professional Development</b>																
School Committee Prof. Dev. - Boxford	1,000			1,000	1,000	627	1,000	1,102	1,000	1,000	-	0.00%	1,000	1,000	1,000	
School Committee Publications - Boxford	300			300	300	388	300	317	300	300	-	0.00%	300	300	300	
School Committee Staff Ack. - Boxford	1,100			1,100	3,100	2,189	3,100	2,575	3,100	3,100	-	0.00%	3,100	3,100	3,100	
BEGINNING OF YEAR STAFF MEETING				2,000												
School Committee Memberships - Boxford	2,900			2,900	2,900	2,941	2,900	2,955	2,900	2,900	-	0.00%	2,900	2,900	2,900	
Superintendent Other Expense - Boxford	2,100			2,100	2,040	187	2,040	1,747	2,040	2,100	60	2.94%	2,100	2,100	2,100	
Superintendent Prof. Dev. - Boxford	3,500			3,500	3,400	2,200	3,400	3,187	3,400	3,500	100	2.94%	3,500	3,500	3,500	
Superintendent Prof. Expense - Boxford				-	-	603	-	1,042	-	-	-	-	-	-	-	
Superintendent Travel Expense - Boxford	1,400			1,400	1,360	1,959	1,360	1,360	1,360	1,400	40		1,400	1,400	1,400	
Business Office Prof. Dev. - Boxford	11,016			11,016	1,960	382	2,016	7,561	10,710	11,016	306	2.86%	11,016	11,016	11,016	

**Proposed Operating Budget**

Fiscal Year: 2024 - 2025

School District: Boxford Elementary Schools

SCHOOL COMMITTEE, CENTRAL OFFICE, DISTRICT WIDE		Applied Income Source Description	Budget Details			FISCAL YEAR APPROVED BUDGET, ACTUAL EXPENDITURES, & APPROVED BUDGET						Three Year Forecast		
Account Name	Proposed Detail Amount		Less: Applied Income	Proposed Local Approp.	FY22 Approved Budget	FY22 Actual Expended	FY23 Approved Budget	FY23 Actual (after Applied Income)	FY24 Approved Budget	FY25 Proposed Budget	\$\$ Amount Change from Prior Year	Percent Change from Prior Year	Budget Forecast FY26	Budget Forecast FY27
Business Office Travel Expense - Boxford	4,032		4,032	1,820	2,512	1,872	1,872	3,920	4,032	112	2.86%	4,032	4,032	4,032
Director of Curriculum Prof. Dev. - Boxford	720		720	1,400	1,338	1,440	226	1,400	720	(680)	-48.57%	720	720	720
Director of Curriculum Travel Expense - Boxford	1,080		1,080	700	1,050	720	1,080	700	1,080	380	54.29%	1,080	1,080	1,080
Director of Technology Prof. Dev. - Boxford	900		900	1,400	202	1,440	83	1,400	900	(500)	-35.71%	900	900	900
Director of Technology Travel Expense - Boxford	720		720	700	700	720	778	700	720	20	2.86%	720	720	720
Asst. Supt of Student Support Services Prof. Dev. - Boxford	990		990	1,170	391	1,230	94	1,140	990	(150)	-13.16%	990	990	990
Asst. Supt of Student Support Services - Travel Expense - Boxford	1,089		1,089	1,287	1,287	1,353	1,968	1,254	1,089	(165)	-13.16%	1,089	1,089	1,089
Director of Facilities - Professional Development - Boxford	370		370	370	241	370	227	370	370	-	0.00%	370	370	370
Director of Facilities - Travel - Boxford	6,660		6,660	3,330	3,330	3,330	3,779	3,330	6,660	3,330	100.00%	6,660	6,660	6,660
Districtwide - Professional Development - Boxford	1,300		1,300	1,300	600	1,300	603	1,300	1,300	-	0.00%	1,300	1,300	1,300
P/D ELA & MATH SUPPORT														
P/D MEDICAL & THERAPEUTIC														
PROFESSIONAL DEVELOPMENT LRM														
Districtwide - Travel - Boxford	600		600	1,200	15	1,200		1,200	600	(600)	-50.00%	600	600	600
TRAVEL ELA & MATH SUPPORT														
Districtwide - Medical & Therapeutic Professional Development - Boxford	1,330		1,330	1,330	235	1,330	285	1,330	1,330	-	0.00%	1,330	1,330	1,330
Districtwide - Medical & Therapeutic Travel - Boxford	2,055		2,055	2,055	1,068	2,055	1,536	2,055	2,055	-	0.00%	2,055	2,055	2,055
Districtwide -Technology - Professional Development - Boxford				2,000	2,017	2,000	1,782	-	-	-		-	-	-
Districtwide - Technology - Travel - Boxford				2,000	1,700	2,000	3,594	-	-	-		-	-	-
Boxford DW - School District Security - Prof Dev	1,000		1,000	2,000	-	2,000		2,000	1,000	(1,000)	-50.00%	1,000	1,000	1,000
<b>Total Professional Development</b>	<b>48,162</b>	<b>-</b>	<b>48,162</b>	<b>40,122</b>	<b>28,164</b>	<b>40,476</b>	<b>39,751</b>	<b>46,909</b>	<b>48,162</b>	<b>1,253</b>	<b>2.67%</b>	<b>48,162</b>	<b>48,162</b>	<b>48,162</b>
<b>Admin &amp; Educational Supplies/Materials/Equipment/Services</b>														

**Proposed Operating Budget**

Fiscal Year: 2024 - 2025

School District: Boxford Elementary Schools

SCHOOL COMMITTEE, CENTRAL OFFICE, DISTRICT WIDE		Applied Income Source Description	Budget Details			FISCAL YEAR APPROVED BUDGET, ACTUAL EXPENDITURES, & APPROVED BUDGET						Three Year Forecast			
Account Name	Proposed Detail Amount		Less: Applied Income	Proposed Local Approp.	FY22 Approved Budget	FY22 Actual Expended	FY23 Approved Budget	FY23 Actual (after Applied Income)	FY24 Approved Budget	FY25 Proposed Budget	\$\$ Amount Change from Prior Year	Percent Change from Prior Year	Budget Forecast FY26	Budget Forecast FY27	Budget Forecast FY28
School Committee Census - Boxford	1,800		1,800	1,800	1,800	1,800	1,800	1,800	1,800	-	0.00%	1,836	1,873	1,910	
School Committee Supplies - Boxford	100		100	100	100	177	100	86	100	100	-	0.00%	102	104	106
Advertising - Boxford	3,000		3,000	3,000	3,000	2,255	3,000	578	3,000	3,000	-	0.00%	3,060	3,121	3,184
Legal Services for SC - Boxford	15,000		15,000	15,000	4,000	24,951	4,000	14,298	4,000	15,000	11,000	275.00%	15,300	15,606	15,918
Audit Services - Boxford	4,250		4,250	4,250	4,250	4,250	4,250	4,250	4,250	-	0.00%	4,335	4,422	4,510	
Business Office Copy Machine Lease - Boxford	5,724		5,724	5,724	5,320	5,531	5,472	5,689	5,565	5,724	159	2.86%	5,838	5,955	6,074
Business Office Copy Machine Contracted Services - Boxford	2,880		2,880	2,880	2,800	1,174	3,060	1,262	2,800	2,880	80	2.86%	2,938	2,996	3,056
Business Office Software/Licenses - Boxford	104,389		104,389	104,389	46,026	43,116	63,529	53,017	85,940	104,389	18,449	21.47%	106,477	108,606	110,778
NOTE: Includes consolidation of all admin softwares across the Districts															
Business Office Supplies - Boxford	1,872		1,872	1,872	1,575	2,587	1,620	1,803	1,820	1,872	52	2.86%	1,909	1,948	1,987
Business Office Printing - Boxford	216		216	216	105	375	108	248	210	216	6	2.86%	220	225	229
Business Office Postage - Boxford	720		720	720	700	813	720	490	700	720	20	2.86%	734	749	764
Internet Service Provider - Contracted Service - Boxford	21,098		21,098	21,098	28,606	28,606	28,606	28,606	20,512	21,098	586	2.86%	21,520	21,950	22,389
Business Office Technology Hardware - Boxford	-		-	-	-	1,308	-	4,248	-	-	-		5,001	-	-
Business Office Technology Maintenance - Boxford	16,020		16,020	16,020	2,800	1,357	3,240	12,064	13,475	16,020	2,545	18.89%	16,340	16,667	17,001
Director of Curriculum Software/Licenses - Boxford	-		-	-	-	-	-	-	-	-	-		-	-	-
Director of Curriculum Technology Hardware - Boxford	-		-	-	-	-	-	-	-	-	-		-	-	-
Director of Curriculum Supplies - Boxford	72		72	72	105	96	108	615	70	72	2	2.86%	73	75	76
Director of Technology Software & Licenses - Boxford	-		-	-	-	-	-	1,145	-	-	-		-	-	-
Director of Technology - Technology Hardware - Boxford	-		-	-	-	-	-	-	-	-	-		-	-	-
Director of Technology Supplies - Boxford	72		72	72	105	-	108	-	70	72	2		73	75	76

**Proposed Operating Budget**

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School District: Boxford Elementary Schools

SCHOOL COMMITTEE, CENTRAL OFFICE, DISTRICT WIDE		Applied Income Source Description	Budget Details			FISCAL YEAR APPROVED BUDGET, ACTUAL EXPENDITURES, & APPROVED BUDGET								Three Year Forecast			
Account Name	Proposed Detail Amount		Less: Applied Income	Proposed Local Approp.	FY22 Approved Budget	FY22 Actual Expended	FY23 Approved Budget	FY23 Actual (after Applied Income)	FY24 Approved Budget	FY25 Proposed Budget	\$\$ Amount Change from Prior Year	Percent Change from Prior Year	Budget Forecast FY26	Budget Forecast FY27	Budget Forecast FY28		
Asst. Supt of Student Support Services Software & Licenses - Boxford				-	-	-	-	-	-	-	-	-	-	-	3,130	3,130	3,130
Asst. Supt of Student Support Services - Technology Hardware - Boxford				-	-	-	-	-	-	-	-	-	-	-	-	-	-
Asst. Supt of Student Support Services - Supplies - Boxford	165			165	273	165	287	231	190	165	(25)	-13.16%	168	172	175		
Asst. Supt of Student Support Services - Postage - Boxford	264			264	468	143	492	344	380	264	(116)	-30.53%	269	275	280		
Facilities Utility Truck - Operations & Maintenance	2,775			2,775	-	-	-	-	3,000	2,775	(225)	-7.50%	-	-	-		
Districtwide - ESL Supplies - Boxford	1,600			1,600	1,400	85	1,400	60	1,600	1,600	-	0.00%	1,632	1,665	1,698		
Districtwide - ESL Summer Program - Boxford	500			500	150	-	500		500	500	-	0.00%	510	520	531		
Districtwide - ESL Contracted Services - Boxford	5,480			5,480	600	620	2,800	3,970	3,120	5,480	2,360	75.64%	5,590	5,701	5,815		
Districtwide - 504 Supplies & Materials - Boxford	100			100	200		200		100	100	-	0.00%	102	104	106		
Boxford DW - School District Security - Tech Lic	2,000			2,000	2,000	1,000	2,000	167	2,000	2,000	-		2,040	2,081	2,122		
<b>Total Admin &amp; Educational Supplies/Materials/Equipment/Services</b>			<b>190,097</b>	<b>-</b>	<b>190,097</b>	<b>106,383</b>	<b>120,408</b>	<b>127,400</b>	<b>134,970</b>	<b>155,202</b>	<b>190,097</b>	<b>34,895</b>	<b>22.48%</b>	<b>199,199</b>	<b>198,020</b>	<b>201,918</b>	
<b>In District Special Education Services (Non Salary)</b>																	
Districtwide - Special Education Contracted Services	40,370			40,370	39,782	68,869	42,670	45,891	40,370	40,370	-	0.00%	41,177	42,001	42,841		
Districtwide - Special Education Psychological Services	42,500			42,500	27,000	44,197	27,700	98,206	37,500	42,500	5,000	13.33%	43,350	44,217	45,101		
<b>Total In District Special Education Services (Non Salary)</b>			<b>82,870</b>	<b>-</b>	<b>82,870</b>	<b>66,782</b>	<b>113,066</b>	<b>70,370</b>	<b>144,097</b>	<b>77,870</b>	<b>82,870</b>	<b>5,000</b>	<b>6.42%</b>	<b>84,527</b>	<b>86,218</b>	<b>87,942</b>	
<b>Transportation (Regular &amp; Sp. Ed.)</b>																	
Districtwide - Regular Day Transportation - Boxford	572,429			572,429	410,670	408,740	444,553	438,732	544,635	572,429	27,794	5.10%	344,244	349,421	356,409		
13 SHARED BUSES X \$44,033 PER BUS				-													
Districtwide - Special Education Transportation - Boxford	513,032			513,032	246,500	185,416	206,520	318,574	380,893	513,032	132,139	34.69%	135,000	137,700	140,454		
<b>Total Transportation (Regular &amp; Sp. Ed.)</b>			<b>1,085,461</b>	<b>-</b>	<b>1,085,461</b>	<b>657,170</b>	<b>594,156</b>	<b>651,073</b>	<b>757,307</b>	<b>925,528</b>	<b>1,085,461</b>	<b>159,933</b>	<b>17.28%</b>	<b>479,244</b>	<b>487,121</b>	<b>496,863</b>	
<b>Utilities</b>																	
Business Office Phone/Cell Phone/Connect Ed. Services - Boxford	3,600			3,600	4,550	1,346	4,680	1,370	3,500	3,600	100	2.86%	3,600	3,600	3,600		
<b>Total Utilities</b>			<b>3,600</b>	<b>-</b>	<b>3,600</b>	<b>4,550</b>	<b>1,346</b>	<b>4,680</b>	<b>1,370</b>	<b>3,500</b>	<b>3,600</b>	<b>100</b>	<b>2.86%</b>	<b>3,600</b>	<b>3,600</b>	<b>3,600</b>	

**Proposed Operating Budget**

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School District: Boxford Elementary Schools

SCHOOL COMMITTEE, CENTRAL OFFICE, DISTRICT WIDE		Applied Income Source Description	Budget Details			FISCAL YEAR APPROVED BUDGET, ACTUAL EXPENDITURES, & APPROVED BUDGET						\$\$ Amount Change from Prior Year	Percent Change from Prior Year	Three Year Forecast			
			Proposed Detail Amount	Less: Applied Income	Proposed Local Approp.	FY22 Approved Budget	FY22 Actual Expended	FY23 Approved Budget	FY23 Actual (after Applied Income)	FY24 Approved Budget	FY25 Proposed Budget			Budget Forecast FY26	Budget Forecast FY27	Budget Forecast FY28	
Account Name																	
<b>Facilities</b>																	
Central Office Space Lease - Boxford (> 3 Years)			50,764		50,764	54,318	54,318	53,470	53,470	52,364	50,764	(1,600)	-3.06%	57,833	56,294	54,754	
<b>Total Facilities</b>			<b>50,764</b>	<b>-</b>	<b>50,764</b>	<b>54,318</b>	<b>54,318</b>	<b>53,470</b>	<b>53,470</b>	<b>52,364</b>	<b>50,764</b>	<b>(1,600)</b>	<b>-3.06%</b>	<b>57,833</b>	<b>56,294</b>	<b>54,754</b>	
<b>Insurance (Beneficial &amp; Non-Beneficial)</b>																	
Districtwide - Employer Retirement Services - Boxford				-	-												
Districtwide - 403 Match - Boxford			35,000	-	35,000	20,000	32,954	20,000	31,042	35,000	35,000	-	0.00%	35,000	35,000	35,000	
Districtwide - Employer Separation Costs - Boxford				-	-												
Districtwide - Insurance Active Employees - Boxford		INS. REC. FRM M & T		227,404	(227,404)	1,402,100	1,176,982	1,521,466	1,287,877	1,579,447	1,734,846	155,399	9.84%	1,873,634	2,023,524	2,185,406	
10.00% Increase on Premium			157,713		157,713												
HMO Single Plan (35 personnel x 766.40/per month x 12 months)			321,888		321,888												
HMO Family Plan (48 personnel x 1,710.59/per month x 12 months)			985,300		985,300												
HMO Single Plan (1 life station change x 766.40/per month x 12 months)			9,197		9,197												
HMO Family Plan (1 life station change x 1,710.59/per month x 12 months)			20,527		20,527												
PPO Single Plan (1 personnel x 905.96/per month x 12 months)			10,872		10,872												
PPO Family Plan (8 personnel x 2,025.22/per month x 12 months)			179,429		179,429												
Custom HMO Single Plan (1 personnel x 657.81/per month x 12 months)			24,303		24,303												
Custom HMO Family Plan (1 personnel x 1,468.17/per month x 12 months)			17,618		17,618												
FSA Administrative Cost			8,000		8,000												
Districtwide - Insurance Retired Employees - Boxford		INS. REC. FRM M & T		37,827	(37,827)	435,275	365,041	440,727	387,351	459,188	477,947	18,759	4.09%	516,183	557,477	602,075	
10.00% Increase on Premium			35,403		35,403												
HMO Single Plan (11 retirees x 766.40/per month x 12 months)			75,874		75,874												
HMO Family Plan (1 retirees x 1710.59/per month x 12 months)			20,526		20,526												
PPO Family Plan (2 retirees x 2,025.22/per month x 12 months)			48,605		48,605												
PPO Single Plan (2 retirees x 905.96/per month x 12 months)			21,743		21,743												
MB for Seniors (74 retirees x 225.72/per month x 12 months)			200,439		200,439												
MEDEX (32 retirees x 196.24/per month x 12 months)			75,356		75,356												
						2,000		2,000		-	-	-		-	-	-	
<b>Total Insurance (Beneficial &amp; Non-Beneficial)</b>			<b>2,247,793</b>	<b>265,231</b>	<b>1,982,562</b>	<b>1,859,374</b>	<b>1,574,976</b>	<b>1,984,194</b>	<b>1,706,269</b>	<b>2,073,635</b>	<b>2,247,793</b>	<b>174,158</b>	<b>8.40%</b>	<b>2,424,816</b>	<b>2,616,001</b>	<b>2,822,482</b>	
<b>Special Education Out of District Tuition</b>																	
Districtwide - Special Education - Summer Programs - Boxford			9,000		9,000	500		500		25,843	9,000	(16,843)	-65.17%	11,860	11,860	11,860	
Districtwide - Tuition to Mass. Schools - Boxford			-		-	12,000	76,640	76,000	78,640	70,000	-	(70,000)	-100.00%				
Districtwide - Tuition to Out of State Schools			-		-	-	132,282	-	2,456	-	-	-					
Districtwide - Tuition to Non-Public Schools - Boxford		CIRCUIT BREAKER	742,112	500,000	242,112	418,069	388,698	437,447	443,274	382,750	742,112	359,362	93.89%	742,112	742,112	742,112	
Districtwide - Tuition to Collaboratives - Boxford		CIRCUIT BREAKER	61,172		61,172	211,593	83,757	58,430	196,382	202,033	61,172	(140,861)	-69.72%	61,172	61,172	61,172	
<b>Total Special Education Out of District Tuition</b>			<b>812,284</b>	<b>500,000</b>	<b>312,284</b>	<b>642,162</b>	<b>681,377</b>	<b>572,377</b>	<b>720,752</b>	<b>680,625</b>	<b>812,284</b>	<b>131,659</b>	<b>19.34%</b>	<b>815,144</b>	<b>815,144</b>	<b>815,144</b>	

## Proposed Operating Budget

Fiscal Year: 2024 - 2025

School District: Boxford Elementary Schools

SCHOOL COMMITTEE, CENTRAL OFFICE, DISTRICT WIDE		Budget Details			FISCAL YEAR APPROVED BUDGET, ACTUAL EXPENDITURES, & APPROVED BUDGET						Three Year Forecast					
	Account Name	Applied Income Source Description	Proposed Detail Amount	Less: Applied Income	Proposed Local Approp.	FY22 Approved Budget	FY22 Actual Expended	FY23 Approved Budget	FY23 Actual (after Applied Income)	FY24 Approved Budget	FY25 Proposed Budget	\$\$ Amount Change from Prior Year	Percent Change from Prior Year	Budget Forecast FY26	Budget Forecast FY27	Budget Forecast FY28
Total School Committee, Central Office, & District Wide			5,774,386	769,231	5,005,156	4,411,327	4,144,355	4,581,400	4,554,978	5,100,457	5,774,386	673,930	13.21%	5,398,693	5,710,745	5,869,074



**Proposed Operating Budget**

Fiscal Year: 2024 - 2025

School District: Boxford Elementary Schools

HARRY LEE COLE ELEMENTARY SCHOOL		Budget Details				FISCAL YEAR APPROVED BUDGET, ACTUAL EXPENDITURES, & APPROVED BUDGET						Percent Change from Prior Year	Three Year Forecast		
Account Name	Applied Income Source Description	Proposed Detail Amount	Less: Applied Income	Proposed Local Approp.	FY22 Approved Budget	FY22 Actual Expended	FY23 Approved Budget	FY23 Actual (after Applied Income)	FY24 Approved Budget	FY25 Proposed Budget	\$\$ Amount Change from Prior Year		Budget Forecast FY26	Budget Forecast FY27	Budget Forecast FY28
<b>Salaries</b>															
Principal Salary - Cole - Boxford		125,200		125,200	124,000	124,000	127,100	127,100	130,278	125,200	(5,078)	-3.90%	128,956	132,825	136,809
Principal - Clerical Salaries - Cole - Boxford		102,011		102,011	66,041	64,638	91,912	69,365	102,232	102,011	(221)	-0.22%	104,561	107,175	109,855
2.00 FTE CLERICAL STAFF															
Principal - Clerical Aides Salaries - Cole - Boxford		-		-	16,809	15,951	-		-	-	-		-	-	-
.51 FTE CLERICAL AIDE															
1.0 FTE Early Childhood Coordinator Salary - Cole - Boxford	94-142 GRANT	100,450	2,500	97,950	97,098	96,098	99,478	105,727	100,450	100,450	-	0.00%	103,464	106,567	109,764
				-											
Classroom Teacher Salaries - Cole - Boxford				-	1,573,345	1,505,326	1,730,421	1,568,728	1,652,315	1,790,543	138,228	8.37%	1,862,165	1,936,651	2,014,117
7.0 FTE KINDERGARTEN TEACHERS		614,789		614,789											
4.0 FTE GRADE 1 TEACHERS		315,721		315,721											
2.0 FTE MULTI-AGE (GRADES 1 & 2)		148,634		148,634											
5.0 FTE GRADE 2 TEACHERS		436,777		436,777											
.60 ART TEACHER		64,996		64,996											
.60 MUSIC TEACHER		62,274		62,274											
1.00 PHYSICAL ED. TEACHER		74,316		74,316											
NEW 1.0 FTE CLASSROOM TEACHER		74,316		74,316											
LEVELS		(1,280)		(1,280)											
Teacher Specialists (Non- Sp. Ed., ESL)				-	369,377	436,111	392,025	288,327	395,252	408,980	13,727	3.47%	425,339	442,352	460,047
SCIENCE, TECHNOLOGY, ENGINEERING, MATH (STEM) TEACHER		65,176		65,176											
DIGITAL LEARNING SPECIALIST		43,450		43,450											
LEARNING EXPERIENCE DESIGNER/COACH		88,141		88,141											
ENGLISH LANGUAGE LEARNER (ELL) TEACHERS (2)		44,577		44,577											
READING TEACHERS		167,635		167,635											
LEVELS				-											
Teacher Specialists (Pre K and Sp. Ed. Teachers)				-	558,519	328,119	533,828	410,572	566,121	547,009	(19,112)	-3.38%	568,889	591,645	615,311
2.00 FTE PRE K TEACHERS	EARLY CHDHD GRT	164,147		(54,253)											
	EC SPED GRT 262		8,400												
	PRE K RVL ACCNT		210,000												
4.0 FTE MSN SP. ED. TEACHERS	94-142 GRANT	285,413	30,000	255,413											
1.0 FTE SPEECH/LANGUAGE TEACHER		102,891		102,891											
LEVELS		(5,442)		(5,442)											
Medical & Therapeutic Salaries (Behavior Specialists & Speech Asst.) - Cole - Boxford				-	132,096	129,038	138,605	119,331	146,560	150,798	4,237	2.89%	156,830	163,103	169,627
SPEECH ASSISTANT		49,359		49,359											

**Proposed Operating Budget**

Fiscal Year: 2024 - 2025

School District: Boxford Elementary Schools

HARRY LEE COLE ELEMENTARY SCHOOL		Applied Income Source Description	Budget Details			FISCAL YEAR APPROVED BUDGET, ACTUAL EXPENDITURES, & APPROVED BUDGET						Percent Change from Prior Year	Three Year Forecast		
Account Name	Proposed Detail Amount		Less: Applied Income	Proposed Local Approp.	FY22 Approved Budget	FY22 Actual Expended	FY23 Approved Budget	FY23 Actual (after Applied Income)	FY24 Approved Budget	FY25 Proposed Budget	\$\$ Amount Change from Prior Year		Budget Forecast FY26	Budget Forecast FY27	Budget Forecast FY28
2.0 FTE BEHAVIOR SPECIALISTS	101,439	94-142 GRANT	15,000	86,439											
Substitute Teacher Salaries - Cole - Boxford				-											
24 STAFF X \$180.00/PER DAY X 8 DAYS	34,560			34,560	56,856	91,949	56,856	166,589	59,832	58,169	(1,664)	-2.78%	60,496	62,915	65,432
LONG TERM ILLNESS (2 STAFF X 40 DAYS X B1 PERDIEM RATE)	23,109			23,109											
HOME - HOSPITAL TUTORS	500			500											
				-											
Co-Curricular Stipends - Cole - Boxford				-	900		-		-	-	-		-	-	-
SEE APPENDIX C - NOTE: BREAK OUT FROM PD STIPENDS				-											
				-											
Extra-Curricular Stipends - Cole - Boxford				-	5,200		-		-	-	-		-	-	-
SEE APPENDIX C - NOTE: BREAK OUT FROM PD STIPENDS				-											
				-											
Library Media Salary - Cole - Boxford				-	38,014	37,529	40,911	40,618	44,890	48,118	3,228	7.19%	50,043	52,045	54,127
LIBRARY/MEDIA SPECIALIST	48,118			48,118											
				-											
Adjustment Counselor Salary - Cole - Boxford				-	36,309	72,618	55,805	74,774	77,713	81,050	3,336	4.29%	83,076	85,153	87,282
.60 FTE ADJUSTMENT COUNSELOR	81,050			81,050											
				-											
				-											
Psychologist Salary - Cole - Boxford				-	107,444	94,697	110,098	93,412	97,412	101,091	3,679	3.78%	105,134	109,340	113,713
1.00 FTE PSYCHOLOGISTS	101,091			101,091											
				-											
Teaching Assistants Salaries - Cole - Boxford				-	105,545	14,349	118,557	3,500	160,498	170,948	10,450	6.51%	175,222	179,603	184,093
MATH COACH	108,626			108,626											
WRITING COACH	62,322		-	62,322											
				-											
Special Education - Instructional Assistants - Cole - Boxford				-	337,785	183,029	331,994	250,631	387,633	440,412	52,779	13.62%	451,422	462,707	474,275
10.61 FTE SP. ED. AIDES - INST. ASSISTANTS	370,568			370,568											
2.68 FTE PRE-K AIDES	69,844			69,844											
				-											
Special Education - Instructional Assistant Subs - Cole - Boxford	3,000			3,000	1,500	21,155	1,500	21,415	3,000	3,000	-	0.00%	3,000	3,000	3,000
				-											
				-											
Nurse Salaries - Cole - Boxford				-	70,717	71,916	76,571	72,060	79,521	87,679	8,158	10.26%	91,186	94,833	98,627
SCHOOL NURSE	85,379			85,379											
NURSE LEADER	500			500											
SPECIAL PROJECTS & MEDICAL SCREENINGS	1,800			1,800											
				-											
Nurse Substitute Salaries - Cole - Boxford	4,000			4,000	4,000	1,819	4,000	1,615	4,000	4,000	-	0.00%	4,120	4,244	4,371
				-											

**Proposed Operating Budget**

Fiscal Year: 2024 - 2025

School District: Boxford Elementary Schools

HARRY LEE COLE ELEMENTARY SCHOOL		Applied Income Source Description	Budget Details			FISCAL YEAR APPROVED BUDGET, ACTUAL EXPENDITURES, & APPROVED BUDGET						Percent Change from Prior Year	Three Year Forecast		
Account Name	Proposed Detail Amount		Less: Applied Income	Proposed Local Approp.	FY22 Approved Budget	FY22 Actual Expended	FY23 Approved Budget	FY23 Actual (after Applied Income)	FY24 Approved Budget	FY25 Proposed Budget	\$\$ Amount Change from Prior Year		Budget Forecast FY26	Budget Forecast FY27	Budget Forecast FY28
Lunchroom/Playground Supervisors - Salaries - Cole - Boxford	25,335		25,335		23,998	31,782	24,604	38,727	25,580	25,335	(245)	-0.96%	25,969	26,618	27,283
Custodial Salaries - Cole - Boxford					163,756	123,113	166,161	165,136	172,716	171,089	(1,627)	-0.94%	175,366	179,750	184,244
3.0 FTE CUSTODIANS	170,189	FAC. RNT. RVL	145,189	25,000											
CLOTHING ALLOWANCE	900		900												
Custodial Salaries Overtime - Cole - Boxford	10,000		10,000		3,650	6,805	3,650	7,717	3,650	10,000	6,350	173.97%	3,650	3,650	3,650
<b>Total Salaries</b>	<b>4,425,880</b>		<b>4,134,980</b>	<b>290,900</b>	<b>3,892,958</b>	<b>3,450,043</b>	<b>4,104,077</b>	<b>3,625,341</b>	<b>4,209,653</b>	<b>4,425,880</b>	<b>216,227</b>	<b>5.14%</b>	<b>4,578,886</b>	<b>4,744,176</b>	<b>4,915,626</b>
<b>Professional Development</b>															
Principal - Professional Development - Cole - Boxford	2,000		2,000		2,000	273	2,000	128	2,000	2,000	-	0.00%	2,000	2,000	2,000
Principal - Travel - Cole - Boxford	750		750		750	750	750	750	750	750	-	0.00%	750	750	750
Early Childhood Coordinator Professional Development - Cole - Boxford	1,500		1,500		1,500	49	1,500	-	1,500	1,500	-	0.00%	1,500	1,500	1,500
Early Childhood Coordinator Travel - Cole - Boxford	750		750		750	300	750	300	750	750	-	0.00%	750	750	750
Professional Development, Mentor Program, <u>Extra &amp; Co-Curricular Stipends</u> - Cole - Boxford					15,120	56,380	38,787	38,400	42,587	42,187	(400)	-0.94%	42,187	42,187	42,187
SEE APPENDIX C	42,187		42,187												
Professional Development Workshops/Conferences - Cole - Boxford					6,075	6,633	4,875	1,830	4,875	4,875	-	0.00%	4,875	4,875	4,875
SEE APPENDIX C	4,875		4,875												
Professional Development Curriculum Training - Cole - Boxford					1,800	368	800	473	800	800	-	0.00%	800	800	800
SEE APPENDIX C	800		800												
Professional Development Contracted Services - Cole - Boxford					10,450		7,250	6,525	7,250	12,250	5,000	68.97%	12,250	12,250	12,250
SEE APPENDIX C	12,250		12,250												
Professional Development Tuition Reimbursement - Cole - Boxford					5,000	5,454	5,000	6,059	5,000	5,000	-	0.00%	5,000	5,000	5,000
SEE APPENDIX C	5,000		5,000												
Professional Development Instructional Assistants - Cole - Boxford	2,000		2,000				2,000		2,000	2,000	-		4,000	4,000	4,000
Professional Development Travel - Cole - Boxford	1,000		1,000		1,000	200	1,000		1,000	1,000	-	0.00%	1,000	1,000	1,000
Custodial Travel - Cole - Boxford					250		250		-	-	-		-	-	-
<b>Total Professional Development</b>	<b>73,112</b>		<b>73,112</b>	<b>-</b>	<b>46,695</b>	<b>70,407</b>	<b>64,962</b>	<b>54,465</b>	<b>68,512</b>	<b>73,112</b>	<b>4,600</b>	<b>6.71%</b>	<b>75,112</b>	<b>75,112</b>	<b>75,112</b>

**Proposed Operating Budget**

Fiscal Year: 2024 - 2025

School District: Boxford Elementary Schools

HARRY LEE COLE ELEMENTARY SCHOOL		Budget Details				FISCAL YEAR APPROVED BUDGET, ACTUAL EXPENDITURES, & APPROVED BUDGET						Percent Change from Prior Year	Three Year Forecast		
Account Name	Applied Income Source Description	Proposed Detail Amount	Less: Applied Income	Proposed Local Approp.	FY22 Approved Budget	FY22 Actual Expended	FY23 Approved Budget	FY23 Actual (after Applied Income)	FY24 Approved Budget	FY25 Proposed Budget	\$\$ Amount Change from Prior Year		Budget Forecast FY26	Budget Forecast FY27	Budget Forecast FY28
<b>Admin &amp; Educational Supplies/Materials/Equipment/Services</b>															
Principal - Supplies & Materials - Cole - Boxford				-	1,548	1,126	1,078	213	1,416	1,837	421	29.76%	1,874	1,912	1,950
SEE APPENDIX A		1,837		1,837											
Principal - Technology - Cole - Boxford				-	-		-		-	-	-		-	3,000	-
SEE APPENDIX B		-		-											
Substitute Contracted Services - Cole - Boxford				-	-		-		-	-	-				
Textbooks - Cole - Boxford				-	-		1,770		-	-	-		-	-	-
SEE APPENDIX D		-		-											
Curriculum Materials - Cole - Boxford				-	-		-		-	-	-		-	-	-
SEE APPENDIX E		-		-											
Educational Material Reimbursement - Cole - Boxford				-	9,500	6,393	9,500	7,299	9,500	9,500	-	0.00%	9,690	9,884	10,081
SEE APPENDIX F		9,500		9,500											
General Supplies - Cole - Boxford				-	20,113	21,247	22,234	6,999	21,811	35,221	13,410	61.48%	35,925	36,644	37,377
SEE APPENDIX G		35,221		35,221											
Consumable Curriculum Instruction Materials - Cole - Boxford				-	38,122	76,470	52,783	16,225	91,043	91,489	446	0.49%	93,319	95,185	97,089
SEE APPENDIX H		91,489		91,489											
Special Education Supplies - Cole - Boxford				-	1,599	1,467	2,241	2,369	3,843	451	(3,392)	-88.26%	460	470	479
SEE APPENDIX I		451		451											
Instructional Equipment - Cole - Boxford				-	-		-		-	-	-		-	-	-
SEE APPENDIX J		-		-											
Educational Furniture - Cole - Boxford				-	-	446	179		-	761	761		-	-	-
SEE APPENDIX K		761		761											
Instructional Technology - Supplies - Cole - Boxford				-	2,425	1,315	2,085	13,480	3,075	2,275	(800)	-26.02%	2,321	2,367	2,414
SEE APPENDIX L		2,275		2,275											
Instructional Technology - Software/Licenses - Cole - Boxford				-	28,712	27,459	42,716	27,723	32,508	47,479	14,971	46.05%	48,429	49,397	50,385
SEE APPENDIX M		47,479		47,479											
Instructional Technology - Hardware - Cole - Boxford				-	10,957	32,367	59,443	416	48,000	62,370	14,370	29.94%	26,000	26,000	26,000
SEE APPENDIX N		62,370		62,370											

**Proposed Operating Budget**

Fiscal Year: 2024 - 2025

School District: Boxford Elementary Schools

HARRY LEE COLE ELEMENTARY SCHOOL															
Account Name	Applied Income Source Description	Budget Details			FISCAL YEAR APPROVED BUDGET, ACTUAL EXPENDITURES, & APPROVED BUDGET						Percent Change from Prior Year	Three Year Forecast			
		Proposed Detail Amount	Less: Applied Income	Proposed Local Approp.	FY22 Approved Budget	FY22 Actual Expended	FY23 Approved Budget	FY23 Actual (after Applied Income)	FY24 Approved Budget	FY25 Proposed Budget		\$\$ Amount Change from Prior Year	Budget Forecast FY26	Budget Forecast FY27	Budget Forecast FY28
Library/Media Supplies - Cole - Boxford SEE APPENDIX O				-	1,416	1,416	1,719	1,838	1,934	2,353	419	21.68%	2,400	2,448	2,497
Library Books - Cole - Boxford SEE APPENDIX P		2,353		2,353											
Instructional Equipment Maintenance - Cole - Boxford SEE APPENDIX Q (NOTE: COPY MACHINE INFORMATION BROKEN OUT)				-	360	180	380	185	395	395	-	0.00%	403	411	419
Copy Machine Lease Contract - Cole - Boxford SEE APPENDIX R		395		395	18,000	18,931	18,000	18,931	18,941	23,676	4,735	25.00%	18,112	18,112	18,112
Copy Machine Service Contract - Cole - Boxford SEE APPENDIX S				-	13,200	11,183	13,200	11,720	13,200	12,320	(880)	-6.67%	4,125	4,125	4,125
Testing and Assessment - Cole - Boxford SEE APPENDIX T				-	1,275	578	3,690	2,931	4,674	2,677	(1,997)	-42.73%	2,730	2,785	2,841
<b>Total Admin &amp; Educational Supplies/Materials/Equipment/Services</b>		<b>292,805</b>	<b>-</b>	<b>292,805</b>	<b>147,227</b>	<b>200,577</b>	<b>231,018</b>	<b>110,329</b>	<b>250,340</b>	<b>292,805</b>	<b>42,465</b>	<b>16.96%</b>	<b>245,788</b>	<b>252,739</b>	<b>253,769</b>
<b>Support Services Supplies &amp; Contracted Services</b>															
Nurse Supplies - Cole - Boxford SEE APPENDIX U				-	2,280	2,407	2,983	1,322	3,180	2,788	(392)	-12.33%	3,000	3,060	3,121
Physician - Contracted Services - Cole - Boxford		700		700	500	675	500	588	500	700	200	40.00%	700	700	700
Contracted Services - Food Service - Cole - Boxford				-											
<b>Total Support Services Supplies &amp; Contracted Services</b>		<b>3,488</b>	<b>-</b>	<b>3,488</b>	<b>2,780</b>	<b>3,082</b>	<b>3,483</b>	<b>1,910</b>	<b>3,680</b>	<b>3,488</b>	<b>(192)</b>	<b>-5.22%</b>	<b>3,700</b>	<b>3,760</b>	<b>3,821</b>
<b>Utilities</b>															
Heating Fuel - Cole - Boxford SEE APPENDIX W				-	50,381	54,843	50,381	54,763	52,905	79,190	26,285	49.68%	80,774	82,389	84,037
Electricity - Cole - Boxford SEE APPENDIX W		79,190		79,190	18,810	15,005	18,810	17,970	18,810	36,133	17,322	92.09%	36,855	37,593	38,344
Water - Cole - Boxford SEE APPENDIX W				-	4,000	3,220	4,000	2,270	4,350	4,350	-	0.00%	4,437	4,526	4,616
Telephone - Cole - Boxford		4,350		4,350	550	576	550	238	550	550	-	0.00%	561	572	584

**Proposed Operating Budget**

Fiscal Year: 2024 - 2025

School District: Boxford Elementary Schools

HARRY LEE COLE ELEMENTARY SCHOOL		Applied Income Source Description	Budget Details			FISCAL YEAR APPROVED BUDGET, ACTUAL EXPENDITURES, & APPROVED BUDGET						Percent Change from Prior Year	Three Year Forecast		
Account Name	Proposed Detail Amount		Less: Applied Income	Proposed Local Approp.	FY22 Approved Budget	FY22 Actual Expended	FY23 Approved Budget	FY23 Actual (after Applied Income)	FY24 Approved Budget	FY25 Proposed Budget	\$\$ Amount Change from Prior Year		Budget Forecast FY26	Budget Forecast FY27	Budget Forecast FY28
SEE APPENDIX W	550		550												
Waste Removal - Cole - Boxford			-		3,550	1,687	3,550	2,700	3,550	3,550	-	0.00%	3,400	3,400	3,400
SEE APPENDIX W	3,550		3,550												
<b>Total Utilities</b>	<b>123,773</b>	<b>-</b>	<b>123,773</b>		<b>77,291</b>	<b>75,330</b>	<b>77,291</b>	<b>77,942</b>	<b>80,165</b>	<b>123,773</b>	<b>43,607</b>	<b>54.40%</b>	<b>126,027</b>	<b>128,480</b>	<b>130,981</b>

Facilities														
Account Name	Proposed Detail Amount	Less: Applied Income	Proposed Local Approp.	FY22 Approved Budget	FY22 Actual Expended	FY23 Approved Budget	FY23 Actual (after Applied Income)	FY24 Approved Budget	FY25 Proposed Budget	\$\$ Amount Change from Prior Year	Percent Change from Prior Year	Budget Forecast FY26	Budget Forecast FY27	Budget Forecast FY28
Custodial Contracted Services/Equip. Maint. - Cole - Boxford			-	1,600	417	1,600	1,785	1,700	1,850	150	8.82%	1,887	1,925	1,963
SEE APPENDIX V	1,850		1,850											
Custodial Supplies - Cole - Boxford			-	9,750	9,471	10,000	11,701	10,850	11,250	400	3.69%	11,475	11,705	11,939
SEE APPENDIX V	11,250		11,250											
Custodial Equipment - Cole - Boxford			-	1,600	1,301	1,600	600	2,800	4,500	1,700	60.71%	4,590	4,682	4,775
SEE APPENDIX V	4,500		4,500											
Maintenance of Grounds - Cole - Boxford			-	7,200	4,756	7,200	6,575	7,200	7,350	150	2.08%	7,497	7,647	7,800
SEE APPENDIX X	7,350		7,350											
Planned Maintenance of Buildings - Cole - Boxford			-	18,125	17,212	17,500	18,305	19,600	20,100	500	2.55%	20,502	20,912	21,330
SEE APPENDIX X	20,100		20,100											
Maintenance of Buildings Supplies - Cole - Boxford			-	4,500	4,237	3,500	3,976	4,000	4,250	250	6.25%	4,335	4,422	4,510
SEE APPENDIX X	4,250		4,250											
Maintenance of Buildings - Cole - Boxford			-	26,000	27,812	25,000	20,730	28,000	27,000	(1,000)	-3.57%	27,540	28,091	28,653
SEE APPENDIX X	27,000		27,000											
Building Security System - Cole - Boxford			-	2,500	1,270	2,000	2,498	2,250	2,500	250		2,550	2,601	2,653
SEE APPENDIX X	2,500		2,500											
Maintenance of Equipment - Cole - Boxford			-	26,800	14,313	24,000	25,239	24,000	24,750	750	3.13%	25,245	25,750	26,265
SEE APPENDIX X	24,750		24,750											
Extraordinary Maintenance - Cole - Boxford			-	-	21,810	-	4,935	-	-	-		-	-	-
SEE APPENDIX X														
Network and Telecommunications - Cole - Boxford			-	2,500	440	2,000		2,000	2,000	-		2,040	2,081	2,122
SEE APPENDIX X	2,000		2,000											
Technology Maintenance - Cole - Boxford			-	28,711	14,421	27,952	12,247	21,323	27,715	6,392	29.98%	28,269	28,835	29,411



**Proposed Operating Budget**

Fiscal Year: 2024 - 2025

School District: Boxford Elementary Schools

HARRY LEE COLE ELEMENTARY SCHOOL		Applied Income Source Description	Budget Details			FISCAL YEAR APPROVED BUDGET, ACTUAL EXPENDITURES, & APPROVED BUDGET						Percent Change from Prior Year	Three Year Forecast		
Account Name	Proposed Detail Amount		Less: Applied Income	Proposed Local Approp.	FY22 Approved Budget	FY22 Actual Expended	FY23 Approved Budget	FY23 Actual (after Applied Income)	FY24 Approved Budget	FY25 Proposed Budget	\$\$ Amount Change from Prior Year		Budget Forecast FY26	Budget Forecast FY27	Budget Forecast FY28
SEE APPENDIX Y - Level Funded	27,715		27,715												
			-												
<b>Total Facilities</b>	<b>133,265</b>		<b>-</b>	<b>133,265</b>	<b>129,286</b>	<b>117,460</b>	<b>122,352</b>	<b>108,591</b>	<b>123,723</b>	<b>133,265</b>	<b>9,542</b>	<b>7.71%</b>	<b>135,930</b>	<b>138,649</b>	<b>141,422</b>
<b>Total Harry Lee Cole School</b>	<b>5,052,323</b>		<b>290,900</b>	<b>4,761,423</b>	<b>4,296,237</b>	<b>3,916,899</b>	<b>4,603,183</b>	<b>3,978,579</b>	<b>4,736,073</b>	<b>5,052,323</b>	<b>316,249</b>	<b>6.68%</b>	<b>5,165,444</b>	<b>5,342,916</b>	<b>5,520,732</b>

**Proposed Operating Budget**  
 Fiscal Year: 2024 - 2025  
 School District: Boxford Elementary Schools

SPOFFORD POND ELEMENTARY SCHOOL		Budget Details				FISCAL YEAR APPROVED BUDGET, ACTUAL EXPENDITURES, & APPROVED BUDGET						Percent Change from Prior Year	Three Year Forecast		
Account Name	Applied Income Source Description	Proposed Detail Amount	Less: Applied Income	Proposed Local Approp.	FY22 Approved Budget	FY22 Actual Expended	FY23 Approved Budget	FY23 Actual (after Applied Income)	FY24 Approved Budget	FY25 Proposed Budget	\$\$ Amount Change from Prior Year		Budget Forecast FY26	Budget Forecast FY27	Budget Forecast FY28
<b>Salaries</b>															
Principal Salary - Spofford - Boxford		152,951		152,951	141,203	141,203	144,733	144,733	148,641	152,951	4,310	2.90%	157,540	162,266	167,134
Assistant Principal		75,552		75,552	68,123	70,047	71,748	71,559	74,436	112,528	38,092	51.17%	115,904	119,381	122,962
NEW - INCREASE TO 1.0 FTE FOR FY25 - MULTI YEAR REQUEST		36,976		36,976											
Principal - Clerical Salaries - Spofford - Boxford				-	91,008	88,218	92,041	85,040	101,610	104,473	2,863	2.82%	107,085	109,762	112,506
CLERICAL STAFF		104,473		104,473											
Principal - Clerical Aides Salaries - Spofford - Boxford				-							-		-	-	-
1.0 FTE Student Services Coordinator Salary - Spofford - Boxford		120,754		120,754	115,060	115,060	117,872	117,872	122,483	120,754	(1,729)	-1.41%	124,377	128,108	131,951
Classroom Teacher Salaries - Spofford - Boxford				-	2,139,742	1,953,118	2,169,359	1,896,515	2,329,148	2,532,712	203,564	8.74%	2,634,020	2,739,381	2,848,956
6.0 FTE GRADE 3 TEACHERS		528,853		528,853											
6.0 FTE GRADE 4 TEACHERS		537,057		537,057											
5.0 FTE GRADE 5 TEACHERS		506,099		506,099											
5.0 FTE GRADE 6 TEACHERS		520,363		520,363											
1.0 FTE ART TEACHERS (2)		105,520		105,520											
1.0 FTE MUSIC TEACHER (2)		88,886		88,886											
1.0 FTE INST. MUSIC TEACHER	INST. MUSIC	102,370	35,000	67,370											
1.0 FTE PHYSICAL ED. TEACHER		81,022		81,022											
NEW 1.0 FTE CLASSROOM TEACHER		74,316		74,316											
LEVELS		(11,773)		(11,773)											
Teacher Specialists (Non- Sp. Ed., ESL)				-	442,483	500,042	463,603	516,503	478,237	495,667	17,430	3.64%	515,493	536,113	557,558
1.0 FTE SCIENCE, TECHNOLOGY, ENGINEERING, MATH (STEM) TEACHER		108,326		108,326											
1.0 FTE DIGITAL LEARNING SPECIALIST		105,149		105,149											
1.0 FTE LEARNING EXPERIENCE DESIGNER		101,236		101,236											
.40 FTE ENGLISH LANGUAGE LEARNER (ELL) TEACHERS (2)		32,622		32,622											
1.0 FTE READING TEACHER		104,470		104,470											
.50 FTE MATH/TITLE I SUPPORT		43,864		43,864											
LEVELS				-											
Teacher Specialists (Sp. Ed. Teachers)				-	685,768	586,413	764,822	716,905	831,107	878,734	47,628	5.73%	913,884	950,439	988,457
10.0 FTE MSN TEACHERS	94-142 GRANT	884,706	90,000	794,706											
LEVELS		(5,972)		(5,972)											

**Proposed Operating Budget**

Fiscal Year: 2024 - 2025

School District: Boxford Elementary Schools

SPOFFORD POND ELEMENTARY SCHOOL		Applied Income Source Description	Budget Details			FISCAL YEAR APPROVED BUDGET, ACTUAL EXPENDITURES, & APPROVED BUDGET						Percent Change from Prior Year	Three Year Forecast		
Account Name	Proposed Detail Amount		Less: Applied Income	Proposed Local Approp.	FY22 Approved Budget	FY22 Actual Expended	FY23 Approved Budget	FY23 Actual (after Applied Income)	FY24 Approved Budget	FY25 Proposed Budget	\$\$ Amount Change from Prior Year		Budget Forecast FY26	Budget Forecast FY27	Budget Forecast FY28
Medical & Therapeutic Salaries (Behavior Specialists & Speech Asst.) - Spofford - Boxford				-	122,056	166,387	124,031	176,789	132,614	191,185	58,571	44.17%	198,832	206,786	215,057
1.0 FTE SPEECH TEACHER	94,431			94,431											
2.0 FTE BEHAVIOR SPECIALIST	96,754			96,754											
Substitute Teacher Salaries - Spofford - Boxford				-	68,664	55,948	68,664	69,118	71,813	69,689	(2,125)	-2.96%	50,000	50,000	50,000
32 STAFF X \$180.00/PER DAY X 8 DAYS	46,080			46,080											
LONG TERM ILLNESS (2 STAFF X 40 DAYS X B1 PERDIEM RATE)	23,109			23,109											
HOME - HOSPITAL TUTORS	500			500											
Co-Curricular Stipends - Spofford - Boxford				-	8,500		-		-	-	-				
SEE APPENDIX C				-											
Extra-Curricular Stipends - Spofford - Boxford				-	4,400		-		-	-	-				
SEE APPENDIX C				-											
Library Media Salary - Spofford - Boxford				-	92,280	92,280	94,547	95,012	99,012	102,890	3,878	3.92%	107,006	111,286	115,738
LIBRARY/MEDIA SPECIALIST	104,170			104,170											
LEVELS	(1,280)			(1,280)											
Adjustment Counselor Salary - Spofford - Boxford				-	93,489	117,110	95,786	119,530	100,257	96,986	(3,271)	-3.26%	100,866	104,900	109,096
1.0 FTEGUIDANCE/ADJUST. COUNSELOR	98,268			98,268											
LEVELS	(1,282)			(1,282)											
Psychologist Salary - Spofford - Boxford				-	85,552	65,450	90,939	37,213	89,000	65,033	(23,967)	-26.93%	66,659	68,325	70,033
1.00 FTE PSYCHOLOGIST	67,530			67,530											
LEVELS	(2,497)			(2,497)											
Teaching Assistants Salaries - Spofford - Boxford				-	114,582	55,841	122,624	60,801	137,294	144,484	7,190	5.24%	148,096	151,798	155,593
MATH COACH	72,242			72,242											
WRITING COACH	72,242			72,242											
Special Education - Instructional Assistants - Spofford - Boxford				-	258,197	199,060	306,570	192,706	350,011	356,615	6,604	1.89%	365,531	374,669	384,036
SP. ED. AIDES		94-142 GRANT	356,615	356,615											
Special Education - Instructional Assistant Subs - Spofford - Boxford				-	1,500	258	1,500		1,500	1,500	-	0.00%			

**Proposed Operating Budget**

Fiscal Year: 2024 - 2025

School District: Boxford Elementary Schools

SPOFFORD POND ELEMENTARY SCHOOL		Applied Income Source Description	Budget Details			FISCAL YEAR APPROVED BUDGET, ACTUAL EXPENDITURES, & APPROVED BUDGET						Percent Change from Prior Year	Three Year Forecast		
Account Name	Proposed Detail Amount		Less: Applied Income	Proposed Local Approp.	FY22 Approved Budget	FY22 Actual Expended	FY23 Approved Budget	FY23 Actual (after Applied Income)	FY24 Approved Budget	FY25 Proposed Budget	\$\$ Amount Change from Prior Year		Budget Forecast FY26	Budget Forecast FY27	Budget Forecast FY28
Nurse Salaries - Spofford - Boxford				-	93,751	80,854	99,222	88,616	93,089	101,368	8,279	8.89%	105,423	109,640	114,025
SCHOOL NURSE	98,268			98,268											
NURSE LEADER	500			500											
SPECIAL PROJECTS & MEDICAL SCREENINGS	2,600			2,600											
				-											
Nurse Substitute Salaries - Spofford - Boxford	3,000			3,000	3,000	2,450	3,000	4,419	3,120	3,000	(120)	-3.85%	3,000	3,000	3,000
				-											
Lunchroom/Playground Supervisors - Salaries - Spofford - Boxford				-	22,586	12,430	23,157	15,810	24,075	23,845	(230)	-0.96%	24,441	25,052	25,678
4.00 (8.00 HRS) PERSONNEL X 17.13 X 174 DAYS	23,845			23,845											
				-											
Custodial Salaries - Spofford - Boxford				-	175,830	149,995	179,704	137,049	186,893	182,156	(4,737)	-2.53%	186,710	191,377	196,162
3.0 FTE CUSTODIANS	165,244			165,244											
CLOTHING ALLOWANCE	900			900											
WATER OPERATOR STIPEND	15,711			15,711											
W/O CLOTHING ALLOWANCE	300			300											
				-											
Custodial Salaries Overtime - Spofford - Boxford	10,000			10,000	3,900	5,921	3,900	5,557	3,900	10,000	6,100	156.41%	3,900	3,900	3,900
<b>Total Salaries</b>	<b>5,746,570</b>		<b>125,000</b>	<b>5,621,570</b>	<b>4,831,674</b>	<b>4,458,086</b>	<b>5,037,822</b>	<b>4,551,745</b>	<b>5,378,240</b>	<b>5,746,570</b>	<b>368,330</b>	<b>6.41%</b>	<b>5,928,765</b>	<b>6,146,184</b>	<b>6,371,843</b>

Professional Development														
Account Name	Proposed Detail Amount	Less: Applied Income	Proposed Local Approp.	FY22 Approved Budget	FY22 Actual Expended	FY23 Approved Budget	FY23 Actual (after Applied Income)	FY24 Approved Budget	FY25 Proposed Budget	\$\$ Amount Change from Prior Year	Percent Change from Prior Year	Budget Forecast FY26	Budget Forecast FY27	Budget Forecast FY28
Principal - Professional Development - Spofford - Boxford	3,000		3,000	3,000	1,145	3,000	2,127	3,000	3,000	-	0.00%	3,000	3,000	3,000
			-											
Principal - Travel - Spofford - Boxford	750		750	750	750	750	750	750	750	-	0.00%	750	750	750
			-											
Student Services Coordinator Professional Development - Spofford - Boxford	800		800	800	49	800	-	800	800	-	0.00%	800	800	800
			-											
Student Services Coordinator Travel - Spofford - Boxford	300		300	300	300	300	300	300	300	-	0.00%	300	300	300
			-											
Professional Development, Mentor Program, <b>Extra &amp; Co-Curricular Stipends - Spofford - Boxford</b>	45,120		45,120	10,720	30,520	39,720	31,540	47,120	45,120	(2,000)	-4.24%	45,120	45,120	45,120
SEE APPENDIX C			-											
Professional Development Workshops/Conferences - Spofford - Boxford	5,625		5,625	6,825	3,665	5,625	1,022	5,625	5,625	-	0.00%	5,625	5,625	5,625
SEE APPENDIX C			-											

**Proposed Operating Budget**

Fiscal Year: 2024 - 2025

School District: Boxford Elementary Schools

SPOFFORD POND ELEMENTARY SCHOOL		Applied Income Source Description	Budget Details			FISCAL YEAR APPROVED BUDGET, ACTUAL EXPENDITURES, & APPROVED BUDGET						Percent Change from Prior Year	Three Year Forecast		
Account Name	Proposed Detail Amount		Less: Applied Income	Proposed Local Approp.	FY22 Approved Budget	FY22 Actual Expended	FY23 Approved Budget	FY23 Actual (after Applied Income)	FY24 Approved Budget	FY25 Proposed Budget	\$\$ Amount Change from Prior Year		Budget Forecast FY26	Budget Forecast FY27	Budget Forecast FY28
Professional Development Curriculum Training - Spofford - Boxford SEE APPENDIX C	800		800		1,800	248	800	1,863	800	800	-	0.00%	800	800	800
Professional Development Contracted Services - Spofford - Boxford SEE APPENDIX C	35,750		35,750		9,950		16,750	10,992	23,700	35,750	12,050	50.84%	35,750	35,750	35,750
Professional Development Tuition Reimbursement - Spofford - Boxford SEE APPENDIX C	5,000		5,000		5,000	5,011	5,000	4,297	5,000	5,000	-	0.00%	5,000	5,000	5,000
Professional Development Instructional Assistants - Spofford - Boxford	2,000		2,000		2,000		2,000		2,000	2,000	-		2,000	2,000	2,000
Professional Development Travel - Spofford - Boxford	800		800		800		800		800	800	-	0.00%	800	800	800
Custodial Travel - Spofford - Boxford	300		300		300		300		300	300	-	0.00%	300	300	300
<b>Total Professional Development</b>	<b>100,245</b>		<b>100,245</b>		<b>42,245</b>	<b>41,688</b>	<b>75,845</b>	<b>52,890</b>	<b>90,195</b>	<b>100,245</b>	<b>10,050</b>	<b>11.14%</b>	<b>100,245</b>	<b>100,245</b>	<b>100,245</b>
<b>Admin &amp; Educational Supplies/Materials/Equipment/Services</b>															
Principal - Supplies & Materials - Spofford - Boxford SEE APPENDIX A	2,099		2,099		1,400	736	1,771	1,041	2,078	2,099	21	1.01%	2,141	2,184	2,227
Principal - Technology - Spofford - Boxford SEE APPENDIX B	-		-		-		-		-	-	-		-	-	-
Substitute Contracted Services - Spofford - Boxford					0		0		-	-	-				
Textbooks - Spofford - Boxford SEE APPENDIX D	4,760		4,760		4,000		4,000	489	4,760	4,760	-	0.00%	4,000	4,000	4,000
Curriculum Materials - Spofford - Boxford SEE APPENDIX E	-		-		-	320	-	400	-	-	-		5,000	5,000	5,000
Educational Material Reimbursement - Spofford - Boxford SEE APPENDIX F	11,250		11,250		11,250	6,591	11,250	6,818	11,250	11,250	-	0.00%	11,475	11,705	11,939
General Supplies - Spofford - Boxford SEE APPENDIX G	45,806		45,806		24,132	19,682	31,475	14,453	37,291	45,806	8,515	22.83%	46,722	47,657	48,610
Consumable Curriculum Instruction Materials - Spofford - Boxford SEE APPENDIX H	119,647		119,647		33,963	37,309	55,039	12,944	89,452	119,647	30,195	33.76%	122,040	124,481	126,970

**Proposed Operating Budget**

Fiscal Year: 2024 - 2025

School District: Boxford Elementary Schools

SPOFFORD POND ELEMENTARY SCHOOL		Applied Income Source Description	Budget Details			FISCAL YEAR APPROVED BUDGET, ACTUAL EXPENDITURES, & APPROVED BUDGET						Percent Change from Prior Year	Three Year Forecast		
Account Name	Proposed Detail Amount		Less: Applied Income	Proposed Local Approp.	FY22 Approved Budget	FY22 Actual Expended	FY23 Approved Budget	FY23 Actual (after Applied Income)	FY24 Approved Budget	FY25 Proposed Budget	\$\$ Amount Change from Prior Year		Budget Forecast FY26	Budget Forecast FY27	Budget Forecast FY28
Special Education Supplies - Spofford - Boxford SEE APPENDIX I	6,248		-	6,248	4,613	4,396	4,047	9,381	10,805	6,248	(4,557)	-42.17%	6,373	6,500	6,630
Instructional Equipment - Spofford - Boxford SEE APPENDIX J	-		-	-	-	-	-	-	-	-	-	-	-	-	-
Educational Furniture - Spofford - Boxford SEE APPENDIX K	11,400		-	11,400	988		917	640	-	11,400	11,400		-	-	-
Instructional Technology - Supplies - Spofford - Boxford SEE APPENDIX L	2,560		-	2,560	1,213	1,117	1,027	14,254	4,020	2,560	(1,460)	-36.32%	2,611	2,663	2,717
Instructional Technology - Software/Licenses - Spofford - Boxford SEE APPENDIX M	24,551		-	24,551	22,566	17,140	22,496	20,006	22,328	24,551	2,223	9.96%	25,042	25,543	26,054
Instructional Technology - Hardware - Spofford - Boxford SEE APPENDIX N	48,930		-	48,930	13,723	50,680	40,862	201	64,950	48,930	(16,020)	-24.67%	27,500	27,500	27,500
Library/Media Supplies - Spofford - Boxford SEE APPENDIX O	132		-	132	112	119	292	308	231	132	(99)	-42.86%	135	137	140
Library Books - Spofford - Boxford SEE APPENDIX P	3,179		-	3,179	3,332	2,315	1,067	2,750	3,057	3,179	122	3.99%	3,243	3,307	3,374
Instructional Equipment Maintenance - Spofford - Boxford SEE APPENDIX Q (NOTE: COPY MACHINE INFORMATION BROKEN OUT)	400		-	400	-	-	-	-	400	400	-		400	408	416
Copy Machine Lease Contract - Spofford - Boxford SEE APPENDIX R	27,827		-	27,827	25,176	24,268	25,176	23,905	25,176	27,827	2,651	10.53%	28,384	28,951	29,530
Copy Machine Service Contract - Spofford - Boxford SEE APPENDIX S	13,120		-	13,120	11,000	13,173	11,000	11,984	13,120	13,120	-	0.00%	13,382	13,650	13,923
Testing and Assessment - Spofford - Boxford SEE APPENDIX T	-		-	-	-	-	-	-	-	-	-		-	-	-
<b>Total Admin &amp; Educational Supplies/Materials/Equipment/Services</b>	<b>321,909</b>		<b>-</b>	<b>321,909</b>	<b>157,469</b>	<b>177,846</b>	<b>210,419</b>	<b>119,575</b>	<b>288,918</b>	<b>321,909</b>	<b>32,991</b>	<b>11.42%</b>	<b>298,447</b>	<b>303,686</b>	<b>309,030</b>
<b>Support Services Supplies &amp; Contracted Services</b>															
Nurse Supplies - Spofford - Boxford SEE APPENDIX U	2,430		-	2,430	3,005	3,138	2,413	1,765	3,199	2,430	(769)	-24.04%	2,479	2,528	2,579

**Proposed Operating Budget**

Fiscal Year: 2024 - 2025

School District: Boxford Elementary Schools

SPOFFORD POND ELEMENTARY SCHOOL		Applied Income Source Description	Budget Details			FISCAL YEAR APPROVED BUDGET, ACTUAL EXPENDITURES, & APPROVED BUDGET						Percent Change from Prior Year	Three Year Forecast		
Account Name	Proposed Detail Amount		Less: Applied Income	Proposed Local Approp.	FY22 Approved Budget	FY22 Actual Expended	FY23 Approved Budget	FY23 Actual (after Applied Income)	FY24 Approved Budget	FY25 Proposed Budget	\$\$ Amount Change from Prior Year		Budget Forecast FY26	Budget Forecast FY27	Budget Forecast FY28
Physician - Contracted Services - Spofford - Boxford	500			500	500	850	500	588	500	500	-	0.00%	500	500	500
Contracted Services - Food Service - Spofford - Boxford															
<b>Total Support Services Supplies &amp; Contracted Services</b>	<b>2,930</b>			<b>2,930</b>	<b>3,505</b>	<b>3,988</b>	<b>2,913</b>	<b>2,352</b>	<b>3,699</b>	<b>2,930</b>	<b>(769)</b>	<b>-20.79%</b>	<b>2,979</b>	<b>3,028</b>	<b>3,079</b>

Utilities															
Account Name	Applied Income Source Description	Proposed Detail Amount	Less: Applied Income	Proposed Local Approp.	FY22 Approved Budget	FY22 Actual Expended	FY23 Approved Budget	FY23 Actual (after Applied Income)	FY24 Approved Budget	FY25 Proposed Budget	Percent Change from Prior Year	Budget Forecast FY26	Budget Forecast FY27	Budget Forecast FY28	
Heating Fuel - Spofford - Boxford				-	59,432	63,781	59,432	67,167	65,775	85,405	29.84%	87,113	88,855	90,632	
SEE APPENDIX W		85,405		85,405											
Electricity - Spofford - Boxford				-	28,358	18,341	28,116	22,227	18,766	34,366	83.13%	35,053	35,754	36,469	
SEE APPENDIX W		34,366		34,366											
Water - Spofford - Boxford				-	24,000	24,571	25,000	23,491	26,750	26,750	0.00%	27,285	27,831	28,387	
SEE APPENDIX W (NOTE: OP. STIPEND MOVED TO CUST. SAL.)		26,750		26,750											
Telephone - Spofford - Boxford				-	1,350	1,233	1,350	940	1,350	1,350	0.00%	1,377	1,405	1,433	
SEE APPENDIX W		1,350		1,350											
Waste Removal - Spofford - Boxford				-	4,650	1,970	4,650	2,850	4,650	4,650	0.00%	4,743	4,838	4,935	
SEE APPENDIX W		4,650		4,650											
<b>Total Utilities</b>		<b>152,521</b>		<b>152,521</b>	<b>117,790</b>	<b>109,897</b>	<b>118,548</b>	<b>116,676</b>	<b>117,291</b>	<b>152,521</b>	<b>35,230</b>	<b>30.04%</b>	<b>155,571</b>	<b>158,683</b>	<b>161,857</b>

Facilities															
Account Name	Applied Income Source Description	Proposed Detail Amount	Less: Applied Income	Proposed Local Approp.	FY22 Approved Budget	FY22 Actual Expended	FY23 Approved Budget	FY23 Actual (after Applied Income)	FY24 Approved Budget	FY25 Proposed Budget	Percent Change from Prior Year	Budget Forecast FY26	Budget Forecast FY27	Budget Forecast FY28	
Custodial Contracted Services - Spofford - Boxford				-	1,700	1,704	1,700	1,384	1,800	1,800	0.00%	1,836	1,873	1,910	
SEE APPENDIX V		1,800		1,800											
Custodial Supplies - Spofford - Boxford				-	12,000	11,555	12,000	14,050	12,900	14,750	14.34%	15,045	15,346	15,653	
SEE APPENDIX V		14,750		14,750											
Custodial Equipment - Spofford - Boxford				-	1,650	2,618	1,650	1,600	2,900	3,000	3.45%	3,060	3,121	3,184	
SEE APPENDIX V		3,000		3,000											
Maintenance of Grounds - Spofford - Boxford				-	8,500	52,994	7,500	6,065	7,800	7,950	1.92%	8,109	8,271	8,437	
SEE APPENDIX X		7,950		7,950											
Planned Building Maintenance - Spofford - Boxford				-	16,000	18,185	16,500	19,654	17,900	20,000	11.73%	20,400	20,808	21,224	
SEE APPENDIX X		20,000		20,000											
Maintenance of Buildings Supplies - Spofford - Boxford				-	4,750	3,904	4,750	5,065	4,750	4,900	3.16%	4,998	5,098	5,200	

**Proposed Operating Budget**

Fiscal Year: 2024 - 2025

School District: Boxford Elementary Schools

SPOFFORD POND ELEMENTARY SCHOOL		Applied Income Source Description	Budget Details			FISCAL YEAR APPROVED BUDGET, ACTUAL EXPENDITURES, & APPROVED BUDGET						Percent Change from Prior Year	Three Year Forecast		
Account Name	Proposed Detail Amount		Less: Applied Income	Proposed Local Approp.	FY22 Approved Budget	FY22 Actual Expended	FY23 Approved Budget	FY23 Actual (after Applied Income)	FY24 Approved Budget	FY25 Proposed Budget	\$\$ Amount Change from Prior Year		Budget Forecast FY26	Budget Forecast FY27	Budget Forecast FY28
SEE APPENDIX X	4,900		4,900												
Maintenance of Buildings - Spofford - Boxford			-		25,000	17,204	22,000	9,755	22,000	22,250	250	1.14%	22,695	23,149	23,612
SEE APPENDIX X	22,250		22,250												
Building Security System - Spofford - Boxford			-		4,500	1,000	2,500	2,065	2,500	2,575	75	3.00%	2,627	2,679	2,733
SEE APPENDIX X	2,575		2,575												
Maintenance of Equipment - Spofford - Boxford			-		26,650	34,428	24,000	20,452	25,520	26,000	480	1.88%	26,520	27,050	27,591
SEE APPENDIX X	26,000		26,000												
Extraordinary Maintenance - Spofford - Boxford			-		-	95,844	-	32,049	-	-	-		-	-	-
SEE APPENDIX X			-												
Network and Telecommunications - Spofford - Boxford			-		2,500	368	2,000		2,250	2,250	-		2,295	2,341	2,388
SEE APPENDIX X	2,250		2,250												
Technology Maintenance - Spofford - Boxford			-		33,665	15,857	29,754	14,018	23,850	28,590	4,740	19.87%	29,162	29,745	30,340
SEE APPENDIX Y - Level Funded	28,590		28,590												
<b>Total Facilities</b>	<b>134,065</b>		<b>-</b>	<b>134,065</b>	<b>136,915</b>	<b>255,660</b>	<b>124,354</b>	<b>126,157</b>	<b>124,170</b>	<b>134,065</b>	<b>9,895</b>	<b>7.97%</b>	<b>136,746</b>	<b>139,481</b>	<b>142,271</b>
<b>Total Spofford Pond School</b>	<b>6,458,240</b>		<b>125,000</b>	<b>6,333,240</b>	<b>5,289,598</b>	<b>5,047,165</b>	<b>5,569,902</b>	<b>4,969,396</b>	<b>6,002,513</b>	<b>6,458,240</b>	<b>455,727</b>	<b>7.59%</b>	<b>6,622,754</b>	<b>6,851,307</b>	<b>7,088,324</b>



**ELEMENTARY SCHOOLS**

**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
ES001	Elementary Schools	Cole and Spofford School Flooring Replacement	Facilities Renovation/ Repair	Maintain Service	\$100,000	\$100,000	\$100,000	\$0	\$0	\$300,000
ES002	Elementary Schools	Fire Alarm Control Panel Equipment at Harry Lee Cole	Facilities Renovation/ Repair	Maintain Service	\$0	\$0	\$20,000	\$200,000	\$0	\$220,000
ES003	Elementary Schools	Spofford School HVAC, Boilers and Control (Design Only)	Facilities Renovation/ Repair	Maintain Service	TBD	\$0	\$0	\$0	\$0	TBD
ES004	Elementary Schools	Cole School HVAC, Boilers and Control	Facilities Renovation/ Repair	Maintain Service	\$80,000	\$300,000	\$728,750	\$715,909	\$0	\$1,824,659
ES005	Elementary Schools	Cole School Roof	Facilities Renovation/ Repair	Maintain Service	\$0	\$78,750	\$715,909	\$0	\$0	\$794,659
ES006	Elementary Schools	Spofford Fire Alarm	Facilities Renovation/ Repair	Maintain Service	\$0	\$0	\$60,000	\$0	\$0	\$60,000
ES007	Elementary Schools	Cole Lift	Facilities Renovation/ Repair	Maintain Service	\$0	\$0	\$0	\$0	\$45,000	\$45,000
ES008	Elementary Schools	Cole Floor Maintenance Equipment	Facilities Renovation/ Repair	Maintain Service	\$0	\$15,000	\$0	\$0	\$0	\$15,000
ES009	Elementary Schools	Spofford Floor Maintenance Equipment	Facilities Renovation/ Repair	Maintain Service	\$0	\$15,000	\$0	\$0	\$0	\$15,000
ES010	Elementary Schools	Spofford Restrooms	Facilities Renovation/ Repair	Maintain Service	\$0	\$0	\$30,000	\$350,000	\$0	\$380,000
ES011	Elementary Schools	Cole Restrooms	Facilities Renovation/ Repair	Maintain Service	\$0	\$0	\$30,000	\$300,000	\$0	\$330,000
ES012	Elementary Schools	Cole School Site Project	Facilities Renovation/ Repair	Urgent/ Legally Required	\$150,000	\$0	\$0	\$4,200,000	\$0	\$4,350,000
ES013	Elementary Schools	Spofford School Site Project	Facilities Renovation/ Repair	Enhancement	\$0	\$0	\$0	\$3,500,000	\$0	\$3,500,000
	<b>Schools Total</b>				<b>\$330,000</b>	<b>\$508,750</b>	<b>\$1,684,659</b>	<b>\$9,265,909</b>	<b>\$45,000</b>	<b>\$11,834,318</b>
	<b>Grand Total</b>				<b>\$330,000</b>	<b>\$508,750</b>	<b>\$1,684,659</b>	<b>\$9,265,909</b>	<b>\$45,000</b>	<b>\$11,834,318</b>

PROJECT DETAIL SHEET (ES001)

**Cole and Spofford School Flooring Replacement**

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



**Description and Justification:**

Replace flooring at Harry Lee Cole School and Spofford Pond School

Phased floor replacement at the both elementary schools

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

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

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

<b>Operating Budget Impact:</b>	<b>\$0</b>
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**PROJECT DETAIL SHEET (ES002)**

**Fire Alarm Control Panel Equipment at Harry Lee Cole**

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



**Description and Justification:**

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

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

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

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

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

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

<b>Operating Budget Impact:</b>	<b>\$0</b>
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PROJECT DETAIL SHEET (ES003)

**Spofford School HVAC, Boilers and Control (Design Only)**

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



**Description and Justification:**

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

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

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

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

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

PROJECT DETAIL SHEET (ES004)

**Cole School HVAC, Boilers and Control**

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



**Description and Justification:**

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

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

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

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

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

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

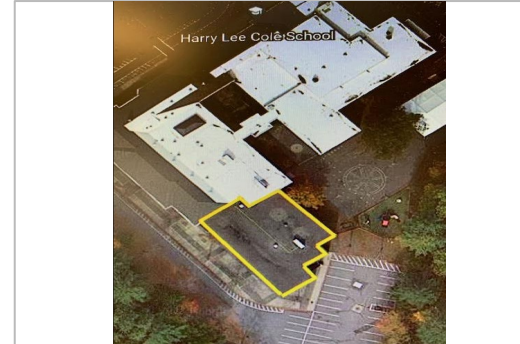
\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$0</b>
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PROJECT DETAIL SHEET (ES005)

**Cole School Roof**

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



**Description and Justification:**

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

Partial roof replacement at Harry Lee Cole School

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

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

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

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

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

<b>Operating Budget Impact:</b>	<b>\$0</b>
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PROJECT DETAIL SHEET (ES006)

**Spofford Fire Alarm**

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



**Description and Justification:**

Install Addressable Fire Alarm Field Devices at Spofford Pond

Installation of addressable fire alarm devices.

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

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

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

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

<b>Operating Budget Impact:</b>	<b>\$0</b>
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PROJECT DETAIL SHEET (ES007)

**Cole Lift**

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



**Description and Justification:**

Install Ramp/Lift to Cafeteria/Gymnasium

Stage Install a ramp or a lift.

The stage lacks an accessible route leading to it.

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

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

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

<b>Operating Budget Impact:</b>	<b>\$0</b>
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PROJECT DETAIL SHEET (ES008)

**Cole Floor Maintenance Equipment**

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



**Description and Justification:**

Purchase Floor Care Equipment for Harry Lee Cole

Purchase autoscrubber equipment

Used by custodial staff in order to keep flooring clean

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

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

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

<b>Operating Budget Impact:</b>	<b>\$0</b>
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PROJECT DETAIL SHEET (ES009)

**Spofford Floor Maintenance Equipment**

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



**Description and Justification:**

Purchase Floor Care Equipment at Spofford Pond

Purchase autoscrubber equipment

Used by custodial staff in order to keep flooring clean

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

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

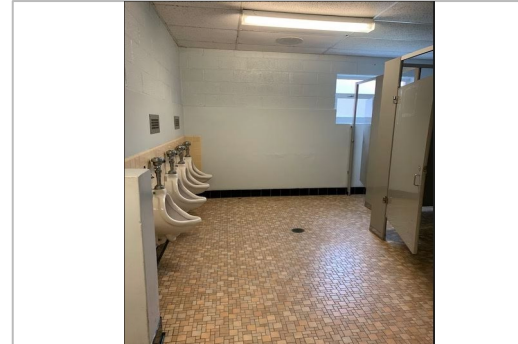
\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$0</b>
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**PROJECT DETAIL SHEET (ES010)**

**Spofford Restrooms**

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



**Description and Justification:**

Redesign Bathrooms at Spofford Pond (Design)

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

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

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

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

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

<b>Operating Budget Impact:</b>	<b>\$0</b>
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**PROJECT DETAIL SHEET (ES011)**

**Cole Restrooms**

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



**Description and Justification:**

Redesign Bathrooms at Harry Lee Cole (Design)

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

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

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

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

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

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

<b>Operating Budget Impact:</b>	<b>\$0</b>
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PROJECT DETAIL SHEET (ES012)

**Cole School Site Project**

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



**Description and Justification:**

**Harry Lee Cole School - Site Renovation Project**

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

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

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

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

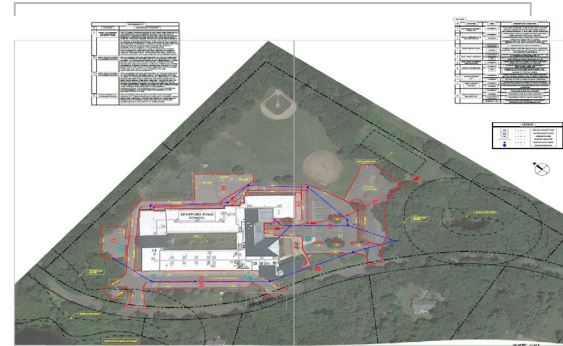
\*Specify other funding source(s) in project description.

<b>Operating Budget Impact:</b>	<b>\$0</b>
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PROJECT DETAIL SHEET (ES013)

**Spofford School Site Project**

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



**Description and Justification:**

**Spofford Pond School - ADA Site Project**

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

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

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

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

<b>Operating Budget Impact:</b>	<b>\$0</b>
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**CAPITAL IMPROVEMENT PROGRAM: FY2025-FY2029**

**IV. Project List by Financing Method**

Funding Source	CIP #	Department	Project Description	Category	FY2025	FY2026	FY2027	FY2028	FY2029
GF-Free Cash	ES001	Elementary Schools	Cole and Spofford School Flooring Replacement	Facilities Renovation/ Repair	\$100,000	\$100,000	\$100,000	\$0	\$0
GF-Free Cash	ES002	Elementary Schools	Fire Alarm Control Panel Equipment at Harry Lee Cole	Facilities Renovation/ Repair	\$0	\$0	\$20,000	\$200,000	\$0
GF-Free Cash	ES004	Elementary Schools	Cole School HVAC, Boilers and Control	Facilities Renovation/ Repair	\$80,000	\$300,000	\$0	\$0	\$0
GF-Free Cash	ES005	Elementary Schools	Cole School Roof	Facilities Renovation/ Repair	\$0	\$78,750	\$0	\$0	\$0
GF-Free Cash	ES006	Elementary Schools	Spofford Fire Alarm	Facilities Renovation/ Repair	\$0	\$0	\$60,000	\$0	\$0
GF-Free Cash	ES007	Elementary Schools	Cole Lift	Facilities Renovation/ Repair	\$0	\$0	\$0	\$0	\$45,000
GF-Free Cash	ES008	Elementary Schools	Cole Floor Maintenance Equipment	Facilities Renovation/ Repair	\$0	\$15,000	\$0	\$0	\$0
GF-Free Cash	ES009	Elementary Schools	Spofford Floor Maintenance Equipment	Facilities Renovation/ Repair	\$0	\$15,000	\$0	\$0	\$0
GF-Free Cash	ES010	Elementary Schools	Spofford Restrooms	Facilities Renovation/ Repair	\$0	\$0	\$30,000	\$350,000	\$0
GF-Free Cash	ES011	Elementary Schools	Cole Restrooms	Facilities Renovation/ Repair	\$0	\$0	\$30,000	\$300,000	\$0
GF-Free Cash	ES012	Elementary Schools	Cole School Site Project	Facilities Renovation/ Repair	\$150,000	\$0	\$0	\$0	\$0
GF-Ord Debt	ES003	Elementary Schools	Spofford School HVAC, Boilers and Control (Design Only)	Facilities Renovation/ Repair	\$500,000	\$0	\$0	\$0	\$0
GF-Ord Debt	ES004	Elementary Schools	Cole School HVAC, Boilers and Control	Facilities Renovation/ Repair	\$0	\$0	\$728,750	\$715,909	\$0
GF-Ord Debt	ES005	Elementary Schools	Cole School Roof	Facilities Renovation/ Repair	\$0	\$0	\$429,545	\$0	\$0
GF-Exempt Debt	ES012	Elementary Schools	Cole School Site Project	Facilities Renovation/ Repair	\$0	\$0	\$0	\$4,200,000	\$0
GF-Exempt Debt	ES013	Elementary Schools	Spofford School Site Project	Facilities Renovation/ Repair	\$0	\$0	\$0	\$3,500,000	\$0
Grant/Other	ES005	Elementary Schools	Cole School Roof	Facilities Renovation/ Repair	\$0	\$0	\$286,364	\$0	\$0



*FY25 Budget Adoption & Debt Authorization  
School Committee Presentation  
March 20, 2024*

Prepared and Presented by:

Michael M. Harvey, Superintendent of Schools  
Jeffrey D. Sands, Assistant Superintendent of Schools





# FY25 Budget Summary of March 20<sup>th</sup> Adjustments

February 28th - FY25 Increase to Total Operating Assessment	\$1,137,935
<i>Adjustment for two (2) School Adjustment Counselors</i>	<i>160,139</i>
<i>Adjustment for DECA Assistant Advisor #2 &amp; Cheerleading JV2 Program</i>	<i>8,558</i>
March 20th - FY25 Increase to Total Operating Assessment	\$1,306,632



# FY25 Budget Overview

Level Service with adjustments to our Staffing Model

What Does “Level Service” Mean?

*Level Service is a continuation of the current services, programs, and operations of the District.*

For FY25, the Budget being considered for Adoption by the School Committee reflects an increase in Operating Expenses of \$918,550 (or 2.3%) and an increase of \$1,306,631 (or 4.1%) in Operating Assessment versus the FY24 Budget.

# FY25 Budget – Assessment Overview

<b>Total Expenditures</b>	<i>Actual FY23</i>	<i>Adopted FY22</i>	<i>Adopted F23</i>	<i>Adopted F24</i>	<i>Proposed F25</i>	<b>Chg \$</b>	<b>Chg %</b>
General Operating Expenses (before Offsets)	39,778,581	38,530,480	39,770,354	42,571,783	43,446,899	875,116	2.1%
Less Expense Offsets	2,294,060	1,809,991	2,195,972	2,814,097	2,770,663	(43,434)	-1.5%
General Operating Expenses (after Offsets)	37,484,521	36,720,489	37,574,382	39,757,686	40,676,236	918,550	2.3%
Capital Costs including Debt Service Expense	792,750	1,582,000	792,750	449,050	400,000	(49,050)	-10.9%
<b>Total Expenditures</b>	<b>\$38,277,271</b>	<b>\$38,302,489</b>	<b>\$38,367,132</b>	<b>\$40,206,736</b>	<b>\$41,076,236</b>	<b>\$869,500</b>	<b>2.2%</b>
<b>Total Funding Sources</b>	<i>Actual FY23</i>	<i>Adopted FY22</i>	<i>Adopted FY23</i>	<i>Adopted FY24</i>	<i>Proposed FY25</i>	<b>Chg \$</b>	<b>Chg %</b>
<b>State Aid</b>							
Chapter 70	\$5,354,919	\$5,253,339	\$5,304,129	\$5,403,309	\$5,498,979	\$95,670	1.8%
Transportation Reimbursement	743,838	588,428	669,987	701,305	698,918	(2,387)	-0.3%
MSBA Debt Service Reimbursement	1,291,498	1,291,498	1,291,498	-	-	0	0.0%
Charter School Tuition Reimbursement	36,905	12,385	5,978	31,456	45,441	13,985	44.5%
<b>Local Receipts</b>							
Interest Income	192,108	48,000	12,000	12,000	190,000	178,000	1483.3%
Fees Collected	41,357	34,000	34,000	34,000	34,000	0	0.0%
Miscellaneous Receipts	26,001	10,000	10,000	10,000	10,000	0	0.0%
Excess and Deficiency	551,844	361,567	551,844	1,126,968	453,619	(673,349)	-59.7%
Fund Transfers In	566,655	747,901	566,655	467,500	467,500	0	0.0%
<b>Federal Aid</b>							
Medicaid Reimbursement	131,416	24,000	33,933	33,933	33,933	(0)	0.0%
E Rate Reimbursement	0	0	0	0	0	0	0.0%
<b>Total Funding Sources</b>	<b>\$8,936,541</b>	<b>\$8,371,118</b>	<b>\$8,480,024</b>	<b>\$7,820,471</b>	<b>\$7,432,390</b>	<b>(\$388,081)</b>	<b>-5.0%</b>
<b>Net Assessment including Deb Service</b>	<i>Actual FY23</i>	<i>Adopted FY22</i>	<i>Adopted FY23</i>	<i>Adopted FY24</i>	<i>Proposed FY25</i>	<b>Chg \$</b>	<b>Chg %</b>
Total Expenditures	38,277,271	38,302,489	38,367,132	40,206,736	41,076,236	869,500	2.2%
Less Total Funding Sources	(8,936,541)	(8,371,118)	(8,480,024)	(7,820,471)	(7,432,390)	(388,081)	-5.0%
<b>Total Net Assessment including Debt</b>	<b>\$29,340,730</b>	<b>\$29,931,371</b>	<b>\$29,887,107</b>	<b>\$32,386,264</b>	<b>\$33,643,846</b>	<b>\$1,257,581</b>	<b>3.9%</b>
<b>Operating Assessment</b>	<b>\$29,839,478</b>	<b>\$29,640,869</b>	<b>\$30,385,855</b>	<b>\$31,937,214</b>	<b>\$33,243,846</b>	<b>\$1,306,631</b>	<b>4.1%</b>
<b>Capital Assessment including Debt Service</b>	<b>(\$498,748)</b>	<b>\$290,502</b>	<b>(\$498,748)</b>	<b>\$449,050</b>	<b>\$400,000</b>	<b>(\$49,050)</b>	<b>-10.9%</b>

# FY25 Budget Assessment by Town

<b>BOXFORD</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>	<b>Chg \$</b>	<b>Chg %</b>
Operating Assessment	\$ 10,773,426	\$ 11,131,422	\$ 11,917,575	\$ 12,379,417	\$ 461,842	3.9%
Capital Assessment incl Debt Service	\$ 105,545	\$ (183,169)	\$ 167,451	\$ 147,711	\$ (19,740)	-11.8%
<b>Total Assessment</b>	<b>\$ 10,878,971</b>	<b>\$ 10,948,253</b>	<b>\$ 12,085,026</b>	<b>\$ 12,527,128</b>	<b>\$ 442,102</b>	<b>3.7%</b>
<b>MIDDLETON</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>	<b>Chg \$</b>	<b>Chg %</b>
Operating Assessment	\$ 10,473,077	\$ 10,477,590	\$ 10,896,460	\$ 11,103,806	\$ 207,346	1.9%
Capital Assessment incl Debt Service	\$ 102,490	\$ (171,693)	\$ 150,162	\$ 135,586	\$ (14,576)	-9.7%
<b>Total Assessment</b>	<b>\$ 10,575,567</b>	<b>\$ 10,305,897</b>	<b>\$ 11,046,622</b>	<b>\$ 11,239,392</b>	<b>\$ 192,770</b>	<b>1.7%</b>
<b>TOPSFIELD</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>	<b>Chg \$</b>	<b>Chg %</b>
Operating Assessment	\$ 8,394,366	\$ 8,776,843	\$ 9,123,180	\$ 9,760,623	\$ 637,443	7.0%
Capital Assessment incl Debt Service	\$ 82,467	\$ (143,887)	\$ 131,437	\$ 116,704	\$ (14,733)	-11.2%
<b>Total Assessment</b>	<b>\$ 8,476,833</b>	<b>\$ 8,632,957</b>	<b>\$ 9,254,617</b>	<b>\$ 9,877,326</b>	<b>\$ 622,709</b>	<b>6.7%</b>
<b>DISTRICT TOTALS</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>	<b>Chg \$</b>	<b>Chg %</b>
Operating Assessment	\$ 29,640,869	\$ 30,385,855	\$ 31,937,215	\$ 33,243,846	\$ 1,306,631	4.1%
Capital Assessment incl Debt Service	\$ 290,502	\$ (498,748)	\$ 449,050	\$ 400,000	\$ (49,050)	-10.9%
<b>Total Assessment</b>	<b>\$ 29,931,371</b>	<b>\$ 29,887,107</b>	<b>\$ 32,386,265</b>	<b>\$ 33,643,846</b>	<b>\$ 1,257,581</b>	<b>3.9%</b>

NOTE: FY25 Preliminary Cherry Sheets and FY25 Preliminary Chapter 70 Aid and Net School Spending Requirements dated 1/24/24 have been used to compile this Updated Recommendation.



# FY25 Budget

## Major Expense Category Analysis (before Offsets)

Expense Category	FY25 Budget		FY24 Budget		VS PR YR	
	Tot \$	% of Tot	Tot \$	% of Tot	Chg \$	Chg %
Salaries	\$ 24,576,430	56.6%	\$ 23,764,733	55.8%	\$811,697	3.4%
Out-of-District Tuition	\$ 5,109,344	11.8%	\$ 5,527,600	13.0%	(\$418,256)	-7.6%
Insurance Benefits (Active and Retired)	\$ 5,220,834	12.0%	\$ 5,047,709	11.9%	\$173,125	3.4%
Maintenance (non-salary)	\$ 1,820,096	4.2%	\$ 1,724,573	4.1%	\$95,523	5.5%
Transportation - Regular Ed	\$ 1,247,883	2.9%	\$ 1,326,855	3.1%	(\$78,972)	-6.0%
Retirement Contribution	\$ 1,261,171	2.9%	\$ 1,262,086	3.0%	(\$915)	-0.1%
Transportation - Special Ed	\$ 985,376	2.3%	\$ 921,465	2.2%	\$63,912	6.9%
MIS & Instructional Technology (non-salary)	\$ 580,110	1.3%	\$ 610,881	1.4%	(\$30,771)	-5.0%
High School Athletics (non-salary)	\$ 497,153	1.1%	\$ 465,829	1.1%	\$31,324	6.7%
High School Materials, Supplies, & Resources	\$ 526,921	1.2%	\$ 458,513	1.1%	\$68,407	14.9%
Student Services Consultants & Svc Providers	\$ 405,431	0.9%	\$ 319,949	0.8%	\$85,482	26.7%
Property, Liability & WC Insurance	\$ 274,924	0.6%	\$ 246,486	0.6%	\$28,438	11.5%
Middle School Materials, Supplies, & Resources	\$ 212,660	0.5%	\$ 199,502	0.5%	\$13,158	6.6%
Business, Finance & HR (non-salary)	\$ 173,981	0.4%	\$ 164,259	0.4%	\$9,722	5.9%
School Choice & Charter School Sending Tuition	\$ 188,283	0.4%	\$ 188,141	0.4%	\$142	0.1%
Professional Development (non-salary)	\$ 88,790	0.2%	\$ 86,040	0.2%	\$2,750	3.2%
Crisis Response & Security (non-salary)	\$ 82,893	0.2%	\$ 82,893	0.2%	\$0	0.0%
Legal Services	\$ 65,220	0.2%	\$ 65,220	0.2%	\$0	0.0%
Unemployment	\$ 24,000	0.1%	\$ 24,000	0.1%	\$0	0.0%
All Other	\$ 105,399	0.2%	\$ 85,049	0.2%	\$20,350	23.9%
<b>Totals:</b>	<b>\$ 43,446,899</b>	<b>100.0%</b>	<b>\$ 42,571,783</b>	<b>100.0%</b>	<b>\$875,116</b>	<b>2.1%</b>





# FY25 Budget Major Expense Category Analysis (after Offsets)

Expense Category	FY25 Budget		FY24 Budget		VS PR YR	
	Tot \$	% of Tot	Tot \$	% of Tot	Chg \$	Chg %
Salaries	\$ 24,487,022	60.2%	\$ 23,629,971	59.4%	\$857,051	3.6%
Out-of-District Tuition	\$ 3,099,847	7.6%	\$ 3,518,103	8.8%	(\$418,256)	-11.9%
Insurance Benefits (Active and Retired)	\$ 5,220,834	12.8%	\$ 5,047,709	12.7%	\$173,125	3.4%
Maintenance (non-salary)	\$ 1,594,429	3.9%	\$ 1,527,669	3.8%	\$66,760	4.4%
Transportation - Regular Ed	\$ 1,247,883	3.1%	\$ 1,326,855	3.3%	(\$78,972)	-6.0%
Retirement Contribution	\$ 1,261,171	3.1%	\$ 1,262,086	3.2%	(\$915)	-0.1%
Transportation - Special Ed	\$ 539,285	1.3%	\$ 507,981	1.3%	\$31,305	6.2%
MIS & Instructional Technology (non-salary)	\$ 580,110	1.4%	\$ 551,431	1.4%	\$28,679	5.2%
High School Athletics (non-salary)	\$ 497,153	1.2%	\$ 465,829	1.2%	\$31,324	6.7%
High School Materials, Supplies, & Resources	\$ 526,921	1.3%	\$ 458,513	1.2%	\$68,407	14.9%
Student Services Consultants & Svc Providers	\$ 405,431	1.0%	\$ 319,949	0.8%	\$85,482	26.7%
Property, Liability & WC Insurance	\$ 274,924	0.7%	\$ 246,486	0.6%	\$28,438	11.5%
Middle School Materials, Supplies, & Resources	\$ 212,660	0.5%	\$ 199,502	0.5%	\$13,158	6.6%
Business, Finance & HR (non-salary)	\$ 173,981	0.4%	\$ 164,259	0.4%	\$9,722	5.9%
School Choice & Charter School Sending Tuition	\$ 188,283	0.5%	\$ 188,141	0.5%	\$142	0.1%
Professional Development (non-salary)	\$ 88,790	0.2%	\$ 86,040	0.2%	\$2,750	3.2%
Crisis Response & Security (non-salary)	\$ 82,893	0.2%	\$ 82,893	0.2%	\$0	0.0%
Legal Services	\$ 65,220	0.2%	\$ 65,220	0.2%	\$0	0.0%
Unemployment	\$ 24,000	0.1%	\$ 24,000	0.1%	\$0	0.0%
All Other	\$ 105,399	0.3%	\$ 85,049	0.2%	\$20,350	23.9%
<b>Totals:</b>	<b>\$ 40,676,236</b>	<b>100.0%</b>	<b>\$ 39,757,686</b>	<b>100.0%</b>	<b>\$918,550</b>	<b>2.3%</b>



# FY25 Budget

## Summary of Staffing Adjustments impacting the Operating Budget

\$ Impact	FTE Impact	Description
(\$412,000)	(5.0)	Reduce 5.0 FTE HS Teaching Positions (Existing)
\$160,000	2.0	Add 2.0 FTE School Adjustment Counselors (ESSER previously)
\$72,000	1.0	Add 1.0 FTE HS Academic Success Center Teacher (ESSER previously)
\$153,000	1.0	Add 1.0 FTE Director of Teaching & Learning Position (New)
\$41,000	1.0	Add 1.0 FTE MPFT Position (ESSER and Operating Budget previously)
\$45,000	1.0	Add 1.0 FTE IT Technician Position (ESSER and Operating Budget previously)
\$4,000	0.0	Add JV2 Cheerleading Coach (New)
\$3,000	0.0	Add DECA Assistant Advisor #2 (New)
<b>\$66,000</b>	<b>1.0</b>	<b>TOTALS</b>



# FY25 Budget

## Motions for School Committee Vote

### **Motion for the FY25 Operating Expense Budget Vote:**

Motion: The Masconomet Regional School Committee approves an FY25 Total General Fund Expenditures Budget of \$41,076,236. This amount includes General Fund Operating Expenses in the amount of \$40,676,236 and General Fund Capital Costs including Debt Service Expense in the amount of \$400,000.

### **Motion for the FY25 Budget Assessment Vote:**

Motion: The Masconomet Regional School Committee votes to assess the Towns of Boxford, Middleton, and Topsfield a combined total of \$33,643,846 as the amount necessary to operate and maintain the District, inclusive of Capital Costs and Debt Service Expense, for FY25. The District's Assistant Superintendent has determined the amounts apportioned to each Member Town, and presented them herein on the slide titled "Assessments by Town". The District's Treasurer shall certify and transmit the budget and assessments to each Member Town within 30 days of School Committee approval.





# FY25 Budget Debt Authorization

## Roof, HVAC, & Building Management System (BMS) Project

- **VOTED:** That the Masconomet Regional School District (the “District”) hereby appropriates Five Million Dollars (\$5,000,000) for the purpose of paying costs of an owners project manager (OPM) and design services in connection with the Roof, HVAC, & Building Management System construction project at the High School/Middle School Building Complex including the payment of all costs incidental or related thereto. To meet this appropriation the District Treasurer, with the approval of the Chair of the Committee, is authorized to borrow said amount under G.L. c. 71, §16(d), or pursuant to any other enabling authority, and to issue bonds or notes of the District therefor.
- **FURTHER VOTED:** That within three (3) days from the date on which this vote is adopted the Secretary be and hereby is instructed to notify the Select Boards of each of the District’s member towns as to the amount and general purposes of the debt herein authorized, as required by the District Agreement and by G.L. c. 71, §16(d).



# FY25 Budget Calendar

OCTOBER 20, 2023	FY25 BUDGET KICK-OFF MEMO DISTRIBUTED TO MRSD BUDGET HOLDERS
OCTOBER 23, 2023	DISTRICT SUBMITS JULY 1, 2023 E & D TO MA DOR FOR CERTIFICATION
NOVEMBER 3, 2023	DISTRICT DISTRIBUTES OCTOBER 1, 2023 RESIDENT STUDENT ENROLLMENT TO TOWNS
NOVEMBER 8, 2023	MA DOR CERTIFIES DISTRICT'S JULY 1, 2023 E & D
NOVEMBER 29, 2023	FY25 BUDGET MEETING WITH TOWN OFFICIALS #1
JANUARY 17, 2024	FY25 BUDGET RECOMMENDATION PRESENTED TO THE SCHOOL COMMITTEE
JANUARY 31, 2024	SCHOOL COMMITTEE CONDUCTS FY25 BUDGET DELIBERATIONS
FEBRUARY 7, 2024	FY25 BUDGET MEETING WITH TOWN OFFICIALS #2
FEBRUARY 14, 2024	SCHOOL COMMITTEE CONDUCTS FY25 BUDGET DELIBERATIONS
FEBRUARY 16, 2024	DISTRICT MAILES TENTATIVE FY25 BUDGET TO TOWN OFFICIALS
FEBRUARY 28, 2024	SCHOOL COMMITTEE CONDUCTS FY25 BUDGET DELIBERATIONS
MARCH 6, 2024	SCHOOL COMMITTEE HOLDS FY25 BUDGET PUBLIC HEARING
MARCH 6, 2024	SCHOOL COMMITTEE CONDUCTS FY25 BUDGET DELIBERATIONS
MARCH 11, 2024 (MON)	SCHOOL COMMITTEE CONDUCTS FY25 BUDGET DELIBERATIONS (IF NEEDED)
MARCH 13, 2024 (WED)	SCHOOL COMMITTEE CONDUCTS FY25 BUDGET DELIBERATIONS (IF NEEDED)
MARCH 18, 2024 (MON)	SCHOOL COMMITTEE CONDUCTS FY25 BUDGET DELIBERATIONS (IF NEEDED)
MARCH 20, 2024	SCHOOL COMMITTEE CONDUCTS FY25 BUDGET DELIBERATIONS
MARCH 20, 2024	SCHOOL COMMITTEE ADOPTS FINAL FY25 BUDGET
MARCH 20, 2024	SCHOOL COMMITTEE AUTHORIZES DEBT FOR CAPITAL PROJECTS (IF NEEDED)
MARCH 22, 2024	DISTRICT PROVIDES WRITTEN NOTICE OF DEBT AUTHORIZATION TO BOARDS OF SELECTMAN (IF NEEDED)
APRIL 12, 2024	DISTRICT TREASURER CERTIFIES FY25 BUDGET WITH TOWNS
MAY 2024	ANNUAL TOWN MEETINGS



SERVING BOXFORD, MIDDLETON & TOPSFIELD • 20 ENDICOTT ROAD, BOXFORD, MASSACHUSETTS 01921

March 21, 2024

Marshall Hook, Chair  
Select Board, Town of Topsfield  
Topsfield Town Hall  
8 West Common Street  
Topsfield, MA 01983

Jeffrey P. Garber, Chair  
Select Board, Town of Middleton  
48 S. Main Street  
Memorial Hall  
Middleton, MA 01949

Barbara G. Jessel, Chair  
Select Board, Town of Boxford  
7A Spofford Road  
Boxford Town Hall  
Boxford, MA 01921

Dear Marshall, Jeffrey, and Barbara:

I am writing to inform you that the Masconomet Regional School Committee voted at its regular meeting on March 20, 2024 to incur Five Million Dollars (\$5,000,000) in debt for the purpose of paying costs of an owners project manager (OPM) and design services in connection with the Roof, HVAC, & Building Management System construction project at the High School/Middle School Building Complex including the payment of all costs incidental or related thereto.

This notification satisfies the requirement outlined in M.G.L. c.71 § 16(d) and Section XII of the Regional Agreement. The District has engaged the services of Hilltop Securities Inc. and Locke Lord LLP to advise the District in this process. Locke Lord has prepared the attached Town Meeting Warrant Article and Motion and Proposition 2 ½ Debt Exclusion Vote language for your use. Please let me know if you have any questions or need any other information.

Sincerely,

*Melissa Gnoza Ogden*

Melissa Gnoza Ogden  
Chair, Masconomet Regional District School Committee

Enclosures

cc:

Michael Harvey, Superintendent of Schools  
Jeffrey Sands, Assistant Superintendent of Schools  
Kevin Merz, District Treasurer  
School Committee  
Kevin Harutunian, Topsfield Town Administrator  
Matt Coogan, Boxford Town Administrator  
Justin Sultzbach, Middleton Town Administrator

## **Masconomet Regional School District**

### **(Member Town Article and Motion)**

Article \_\_: To see if the Town will vote to approve of the \$5,000,000 debt authorized by the Masconomet Regional School District for the purpose of paying costs of an owners project manager (OPM) and design services in connection with the Roof, HVAC, & Building Management System construction project at the High School/Middle School Building Complex, including the payment of all costs incidental and related thereto, or to take any other action relative thereto.

Motion\_\_: That the Town approves the \$5,000,000 debt authorized by the Masconomet Regional School District for the purpose of paying costs of an owners project manager (OPM) and design services in connection with the Roof, HVAC, and Building Management System construction project at the High School/Middle School Building Complex, including the payment of all costs incidental and related thereto.

### **(Member Town Debt Exclusion Ballot Question)**

Shall the Town of \_\_\_\_\_ be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay the Town's allocable share of the bonds issued by the Masconomet Regional School District for the purpose of paying costs of an owners project manager (OPM) and design services in connection with the Roof, HVAC, and Building Management System construction project at the High School/Middle School Building Complex, including the payment of all costs incidental and related thereto.

**From:** [Paula Fitzsimmons](#)  
**To:** [Matt Coogan](#); [Ross Povenmire](#)  
**Cc:** [Peter Delaney](#); [Steve Merriam](#); [Ralph Nay](#); [Dan Paglia](#); [Amy E. Kwesell](#); [Mark R. Reich](#); [Samantha Mento](#); [Thomas Jonak](#)  
**Subject:** Zoning Accessory Apartment bylaw proposed changes  
**Date:** Tuesday, March 19, 2024 9:04:11 PM  
**Attachments:** [ZBA Accessory Apartment as agreed on 3-19-2024.DOCX](#)

---

**External Sender**

Matt and Ross,

At this evening's meeting of the ZBA, the Board voted to refer the attached proposed amendment to the Accessory Apartment bylaw (196-13(C)) to the Select Board and Planning Board for consideration and action at the upcoming Town Meeting.

The ZBA requests discussion of the bylaw amendment be included in the Select Board's March 25, 2024 meeting. Members of the ZBA will be in attendance.

Paula Fitzsimmons, ZBA



3. “Gross floor area for the accessory apartment” unit shall be defined as the sum of the horizontal areas of floors of a building measured from the exterior face of exterior walls and the interior face of common walls.

4. Common walls are those shared by the primary and accessory dwelling units. Walls shared by primary or accessory dwelling units and garage spaces shall be considered exterior walls. All conditioned living spaces of either dwelling unit shall be included in the respective dwelling unit's gross floor area, except garage spaces.

b. The accessory apartment shall be connected by a common door, and separated from the main dwelling unit in a manner which maintains the appearance of the building as a single-family dwelling. Said connection shall not be maintained through a garage or unheated space.

c. There shall be no more than two (2) bedrooms in an accessory apartment.

d. The accessory apartment shall be limited to a maximum occupancy of four (4) persons.

e. 196-13(B)(4) shall not apply to this section.

f. All stairways to additional stories shall be enclosed within the exterior walls of the structure.

~~b.~~

~~(4)~~ Code compliance. The accessory apartment must be determined to comply with current safety, health and construction requirements before occupancy and at every change in occupancy. A building permit shall not issue until there is compliance with said standards.

~~(4)~~

(5) Preservation of single-family characteristics. The accessory apartment shall not change the single-family characteristic of the dwelling, except for the provision of an additional access or egress.

(6) Existing detached structures may continue to be used for the same purposes subject to special conditions imposed by the Board of Appeals.

(7) There shall be no more than one accessory apartment for a total of two dwelling units permitted per lot.

(8) Current apartment uses, effective elate this bylaw, may be continued only as long as the present occupants of the accessory apartment remain in residence.

(9) Under no circumstances shall the accessory apartment be detached from the main dwelling unit. [Added 5-10-2005 ATM, Art. 26]

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# Climate Leader Communities

1. New DOER program for Green Communities.
2. Required to access funding for:
  - studying, designing, constructing and implementing energy efficiency measures and projects;
  - procuring energy management services;
  - adopting energy efficiency policies; and,
  - siting activities related to and construction of renewable energy generating facilities with battery storage on municipally owned property.



# Requirements to be a Climate Leader Community

1. Be a Green Community.
2. Have a Sustainability Committee.
3. Commit to eliminate on-site fossil fuel use by 2050 (municipal buildings/operations).
4. Create a municipal decarbonization roadmap.
  - DOER will offer technical assistance
5. Adopt a Zero-Emission Vehicle first policy.
6. Adopt the Specialized Opt-In building code.

# Passive House



# Specialized vs Stretch code - Residential Low-Rise

Energy Source(s)	Home Size	Stretch code (July 2024)	Specialized Code
All Electric New Homes	Any Size home	HERS 45 or Passivehouse	
Mixed-Fuel New Homes	Under 4,000 sq ft	HERS 42	+Solar PV (min 4kw) + wiring for electrification
	4,000 sq ft and over	HERS 42	+ Solar PV (to net-zero) + wiring for electrification
	Any	Passivehouse option	+ wiring for electrification
Home additions & alterations	Any	Same as Stretch code	

# Specialized vs Stretch code – what’s different?

## Commercial Buildings:

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Building Type	Fuel Type	Stretch code (July 2024)	Specialized Code
Schools, Offices, Municipal buildings	All Electric	Thermal Energy Demand Intensity (TEDI) or Passive house	
	Mixed Fuel	TEDI or Passive house	<b>TEDI + Solar PV or Passive house + wiring for electrification</b>
Other Commercial (over 20,000 sf)	All Electric	ASHRAE or TEDI or Passive house	
	Mixed Fuel	ASHRAE or TEDI or Passive house	<b>ASHRAE + Solar or TEDI + Solar or Passive house + wiring for electrification</b>



# Solar PV in Specialized code

- Required:
  - Using Fossil fuels
  - Using Net Zero path
- Optional:
  - All-electric building
- Exceptions for shaded sites  
can reduce min. size



# Increased Incentives for builders & developers

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- All-electric homes are generally cheaper to build  
Heat Pump(s) replaces both Central A/C + Furnace(s)
- Mass Save: 1-4 unit all-electric homes  
\$15,000 for HERS 45 single-family  
\$25,000 for HERS 35 / Passive House single-family
- Mass Save: multi-family Passivehouse  
\$3,000 per unit plus design study funding
- Federal IRA:  
\$2,500 or \$5,000/home from 45L tax credit: (aligned with HERS)  
up to \$6/sqft from 179D tax credit for commercial & multi-family

<https://www.masssave.com/saving/residential-rebates/all-electric-home>

<https://www.masssave.com/saving/residential-rebates/passive-house-incentives>

## Frequently Asked Questions

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### 1 Does the Opt-In Specialized Code apply to existing structures?

**No.** Improvements to existing structures, depending on size, are regulated by the Updated Stretch Code and Base Code.

### 2 Will the Opt-In-Specialized Code discourage the creation of affordable housing?

**No.** Incentives will continue to encourage affordable housing while the Opt-In Specialized Code delivers benefits for residents.

### 3 Is it possible to install a gas cooktop?

**Yes.** This is permitted under the Mixed Fuel pathways.

### 4 Why adopt the Opt-In Specialized Code?

**The #1 reason is that it requires pre-wiring**, avoiding costly retrofits down the road and expediting electrification.

### 5 Why does the Opt-In Specialized Code permit fossil fuels?

**It preserves market choice** at a time when utility pricing is highly volatile and utility costs vary 300% among MA communities. “Net zero” definitions vary widely.



## **Draft by-law to adopt Specialized Stretch Energy Code**

March 22, 2024

**ARTICLE 24.** To see if the Town will vote to amend the Town’s Bylaws, Part II: General Legislation, Chapter 164, Stretch Energy Code, , by deleting the chapter title in the Table of Contents and replacing it with “Specialized Stretch Energy Code” and deleting the language contained in that chapter in its entirety and replacing it with the following language, , for the purpose of regulating the design and construction of buildings for the effective use of energy and reduction of greenhouse gas emissions, pursuant to the entirety of 225 CMR 22 and 23 including Appendices RC and CC, including future editions, amendments or modifications thereto, with an effective date of **January 1, 2025**, a copy of which is on file with the Town Clerk, or take any other action relative thereto.

### **Chapter 164**

#### **SPECIALIZED ENERGY CODE**

##### **§ 164-1 Definitions**

##### **§ 164-2 Purpose**

##### **§ 164-3 Applicability**

##### **§ 164-4 Stretch Code**

##### **§ 164-1 Definitions**

**International Energy Conservation Code (IECC)** – The International Energy Conservation Code (IECC) is a building energy code created by the International Code Council. It is a model code adopted by many state and municipal governments in the United States for the establishment of minimum design and construction requirements for energy efficiency, and is updated on a three-year cycle. The baseline energy conservation requirements of the MA State Building Code are the IECC with Massachusetts amendments, as approved by the Board of Building Regulations and Standards and published in state regulations as part of 780 CMR.

**Specialized Energy Code** – Codified by the entirety of 225 CMR 22 and 23 including Appendices RC and CC, the Specialized Energy Code adds residential and commercial appendices to the Massachusetts Stretch Energy Code, based 3 | P a g e on amendments to the respective net-zero appendices of the International Energy Conservation Code (IECC) to incorporate the energy efficiency of the Stretch energy code and further reduce the climate impacts of buildings built to this code, with the goal of achieving net-zero greenhouse gas emissions from the buildings sector no later than 2050.

**Stretch Energy Code** - Codified by the combination of 225 CMR 22 and 23, not including Appendices RC and CC, the Stretch Energy Code is a comprehensive set of amendments to the International Energy Conservation Code (IECC) seeking to achieve all lifecycle cost-effective energy efficiency in accordance with the Green Communities Act of 2008, as well as to reduce the climate impacts of buildings built to this code.

##### **§ 164-2 Purpose**

The purpose of 225 CMR 22.00 and 23.00 including Appendices RC and CC, also referred to as the Specialized Energy Code is to provide a more energy efficient and low greenhouse gas emissions alternative to the Stretch Energy Code or the baseline Massachusetts Energy Code, applicable to the relevant sections of the building code for both new construction and existing buildings.



**§ 164-3 Applicability**

This energy code applies to residential and commercial buildings.

**§ 164-4 Specialized Code**

The Specialized Code, as codified by the entirety of 225 CMR 22 and 23 including Appendices RC and CC, including any future editions, amendments, or modifications, is herein incorporated by reference into the Town of Boxford General Bylaws, Chapter 164.

The Specialized Code is enforceable by the inspector of buildings or building commissioner

**MEMORANDUM OF AGREEMENT  
BETWEEN  
THE TOWN OF BOXFORD  
AND  
THE M.G.L. c. 32B, §§ 21/23 BOXFORD PUBLIC EMPLOYEE COMMITTEE  
TO PROVIDE HEALTH INSURANCE PURSUANT TO M.G.L. c. 32B, §§ 21/22**

**WHEREAS**, the Town of Boxford ("Town"), currently provides health insurance benefits directly through the Massachusetts Interlocal Insurance Association (MIIA), with plans offered by Blue Cross and Blue Shield of MA to its subscribers pursuant to M.G.L. c. 32B, but not including M.G.L. c. 32B, §§21-22; and

**WHEREAS**, the Town, by a vote of its Select Board on January 22, 2024, elected to change health insurance benefits under M.G.L. c. 32B, §§ 21-23, as amended by Chapter 69 of the Acts of 2011, for the purpose of implementing changes in health insurance benefits it provides to its subscribers pursuant to M.G.L. c. 32B, §22;

**WHEREAS**, the Town thereafter requested the formation of a Public Employee Committee ("PEC") pursuant to 801 CMR 52.02;

**WHEREAS**, a PEC was formed and the Town delivered its 801 CMR 52.03 notice to the PEC representatives and;

**WHEREAS**, both the Town, through its Town Administrator, and the Public Employee Committee ("PEC") engaged in negotiations in good faith and, as a result of those negotiations, are entering into this written agreement effective July 1, 2024;

**NOW THEREFORE**, the Town and the PEC agree as follows:

**Effective Date of Agreement**

1. This Agreement shall take effect on the date the Town and the PEC execute the Agreement.

**Purpose of Agreement**

2. The purpose of this Agreement is to implement changes in health insurance benefits pursuant to M.G.L. c. 32B, § 22; health insurance plans will be offered through the Massachusetts Municipal Insurance Association (MIIA) Health Benefits Trust.

**Approval of MOA as PEC Agreement by the  
Town and the PEC**

3. By executing this Agreement both the Town and the PEC agree to all of the terms of this Agreement.

4. It is further agreed that the provisions of this Agreement shall supersede any contrary provisions in any collective bargaining agreement and that all references to co-payments or other cost-sharing features in all collective bargaining agreements (whether executed before or after the ratification of this Agreement) shall be null and void and shall be considered physically removed from such collective bargaining agreements, effective July 1, 2024.

### **Health Insurance Plans and Contributions**

5. The following health insurance plans and contributions will be offered under this agreement;
  - ❖ Network Blue New England \$500 Deductible with HCCS
  - ❖ Network Blue Select \$500 Deductible
  - ❖ Blue Care Elect \$500 Deductible with HCCS
  - ❖ Medex 2 w/PDP Option 26

Details of the benefit plans are incorporated into the Agreement as Attachment A.

### **Notification**

6. Subscribers shall be provided with at least 60 days advance notice of the plan design changes.

### **Mitigation Plan**

7. The Town will place 25% of the first-year projected savings into a mitigation fund. From this fund, the Town will provide a mitigation reimbursement in the form of a premium holiday. The amount of the premium holiday, as well as when it will be provided, will be determined once the final savings is determined

### **Severability Clause**

8. If any provision or portion of this Agreement is found to be unenforceable or unlawful, the remaining provisions or portions shall remain binding.

### **Scope and Modification**

9. This Agreement shall constitute the whole of the Agreement between the Town and the PEC. The Agreement may be modified only by a written agreement approved in the same manner as the original Agreement.

## **Authorization to Sign Agreement**

10. The PEC signatories to this Agreement attest to the fact that they are the duly authorized representatives of their respective collective bargaining unit appointed pursuant to the provision of M.G.L. c. 32B, § 21 and affirm that the plan design process has been initiated and fully completed pursuant to M.G.L. c. 32B §§ 21-22 and 801 CMR 52.00. Each signatory to this Agreement is authorized to bind the entity they represent. The PEC represents that it has the authorization and approval of a majority of the weighted votes of the PEC and that this Agreement is binding on all subscribers and their representative.

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

The Town of Boxford by its Select Board:

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Public Employee Committee:

\_\_\_\_\_

Maureen Cronin, Boxford Teachers' Association

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Ashley Cummings, Boxford Teachers' Association

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Myron Ricker, AFSCME Local 939 Boxford Public Works Employees

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Paula Spanos, AFSCME Local 939 Boxford Clerical/ Library Employees

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A.J. Paglia, Teamsters Local 25 Boxford Police Patrol Officers

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Tyler Brown, IAFF Local 5305 Boxford Firefighters Association

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Andrew Jakubasz, Boxford Communications Dispatchers Association

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Judith Durkee, Retired State, County and Municipal Employees Association of Massachusetts

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

The Town of Boxford by its Select Board:

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Public Employee Committee:

Maureen Cronin

Maureen Cronin, Boxford Teachers' Association

Ashley Cummings

Ashley Cummings, Boxford Teachers' Association

Myron Ricker, AFSCME Local 939 Boxford Public Works Employees

Paula Spanos, AFSCME Local 939 Boxford Clerical/ Library Employees

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*Paula Spanos*

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Public Employee Committee:

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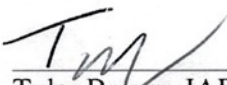
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*ANDREW S. JAKUBASZ*   
Andrew Jakubasz, Boxford Communications Dispatchers Association

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Judith Durkee, Retired State, County and Municipal Employees Association of Massachusetts

Date: 3/20/2024

The Town of Boxford by its Select Board:

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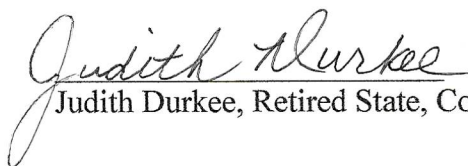
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Judith Durkee, Retired State, County and Municipal Employees Association of Massachusetts

## TOWN OF BOXFORD - FY 25 - ACTUAL RENEWAL

Plan Name	Enrollment	I/F	# of Months	Rate	EMPLOYER		EMPLOYEE		TOTAL Cost	ER %
					Share	Cost	Share	Cost		
NETWORK BLUE NE	64	I	12	1058.12	835.91	641,983	222.21	170,654	812,636	79
	73	F	12	2826.88	1865.74	1,634,389	961.14	841,958	2,476,347	66
<b>NETWORK BLUE TOTALS:</b>						<b>2,276,372</b>		<b>1,012,612</b>	<b>3,288,983</b>	
NETWORK BLUE NE SELECT	2	I	12	952.31	752.32	18,056	199.99	4,800	22,855	79
	1	F	12	2544.19	1679.17	20,150	865.02	10,380	30,530	66
<b>SELECT TOTALS:</b>						<b>38,206</b>		<b>15,180</b>	<b>53,386</b>	
BLUE CARE ELECT	9	I	12	1250.80	988.13	106,718	262.67	28,368	135,086	79
	12	F	12	3346.82	2208.90	318,082	1137.92	163,860	481,942	66
<b>BLUE CARE ELECT TOTALS:</b>						<b>424,800</b>		<b>192,228</b>	<b>617,028</b>	
MEDEX	45	I	6	392.48	196.24	52,985	196.24	52,985	105,970	50
	45	I	6	416.97	208.49	56,291	208.49	56,291	112,582	50
<b>MEDEX TOTALS:</b>						<b>109,276</b>		<b>109,276</b>	<b>218,552</b>	
MANAGED BLUE FOR SENIORS	101	I	6	342.00	225.72	136,786	116.28	70,466	207,252	66
	101	I	6	356.98	235.61	142,778	121.37	73,552	216,330	66
<b>MGD BLUE TOTALS:</b>						<b>279,564</b>		<b>144,018</b>	<b>423,582</b>	
<b>Budget Totals:</b>						<b>3,128,217</b>		<b>1,473,314</b>	<b>4,601,531</b>	

## MIIA - \$500/\$1,000 DEDUCTIBLE

Plan Name	Enrollment	I/F	# of Months	Rate	EMPLOYER		EMPLOYEE		TOTAL Cost	ER %
					Share	Cost	Share	Cost		
NETWORK BLUE NE	64	I	12	1004.16	793.29	609,244	210.87	161,951	771,195	79
	73	F	12	2682.71	1770.59	1,551,036	912.12	799,018	2,350,054	66
<b>NETWORK BLUE TOTALS:</b>						<b>2,160,280</b>		<b>960,969</b>	<b>3,121,249</b>	
NETWORK BLUE NE SELECT	2	I	12	873.62	690.16	16,564	183.46	4,403	20,967	79
	1	F	12	2333.96	1540.41	18,485	793.55	9,523	28,008	66
<b>SELECT TOTALS:</b>						<b>35,049</b>		<b>13,926</b>	<b>48,974</b>	
BLUE CARE ELECT	9	I	12	1189.51	939.71	101,489	249.80	26,978	128,467	79
	12	F	12	3182.82	2100.66	302,495	1082.16	155,831	458,326	66
<b>BLUE CARE ELECT TOTALS:</b>						<b>403,984</b>		<b>182,809</b>	<b>586,793</b>	
MEDEX	45	I	6	392.48	196.24	52,985	196.24	52,985	105,970	50
	45	I	6	416.97	208.49	56,291	208.49	56,291	112,582	50
<b>MEDEX TOTALS:</b>						<b>109,276</b>		<b>109,276</b>	<b>218,552</b>	
MANAGED BLUE FOR SENIORS	101	I	6	342.00	225.72	136,786	116.28	70,466	207,252	66
	101	I	6	356.98	235.61	142,778	121.37	73,552	216,330	66
<b>MGD BLUE TOTALS:</b>						<b>279,564</b>		<b>144,018</b>	<b>423,582</b>	
<b>Budget Totals:</b>						<b>2,988,152</b>		<b>1,410,997</b>	<b>4,399,150</b>	
<b>Difference:</b>						<b>(140,065)</b>		<b>(62,316)</b>	<b>(202,381)</b>	
<b>Mitigation:</b>						<b>50,595</b>				
<b>Net Savings:</b>						<b>(89,470)</b>				



# NETWORK BLUE<sup>®</sup> NEW ENGLAND \$500 DEDUCTIBLE WITH HOSPITAL CHOICE COST SHARING

MIIA Benchmark 3

Plan-Year Deductible: \$500/\$1,000

## UNLOCK THE POWER OF YOUR PLAN

MyBlue gives you an instant snapshot of your plan:



COVERAGE AND  
BENEFITS



CLAIMS AND  
BALANCES



DIGITAL  
ID CARD

**Sign in**

Download the app, or create an account at [bluecrossma.org](http://bluecrossma.org).



## Where you get care can impact what you pay for care.

This health plan option includes a tiered network feature called Hospital Choice Cost Sharing.

As a member in this plan, you will pay different levels of cost share (such as copayments and/or coinsurance) for certain services depending on the network general hospital you choose to furnish those covered services. For most network general hospitals, you will pay the lowest cost sharing level. However, if you receive certain covered services from any of the network general hospitals listed in this Summary of Benefits, you pay the highest cost sharing level. A network general hospital's cost sharing level may change from time to time. Overall changes to add another network general hospital to the highest cost sharing level will happen no more than once each calendar year. For help in finding a network general hospital (not listed in this Summary of Benefits) for which you pay the lowest cost sharing level, check the most current provider directory for your health plan option or visit the online provider search tool at [bluecrossma.org/hospitalchoice](http://bluecrossma.org/hospitalchoice). Then click on the Planning Guide link on the left navigation to download a printable network hospital list or to access the provider search page.



This health plan meets Minimum Creditable Coverage Standards for Massachusetts residents that went into effect January 1, 2014, as part of the Massachusetts Health Care Reform Law.

# YOUR CARE

## Your Primary Care Provider (PCP)

When you enroll in this health plan, you must choose a primary care provider. Be sure to choose a PCP who can accept you and your family members and who participates in the network of providers in New England. For children, you may choose a participating network pediatrician as the PCP.

For a list of participating PCPs or OB/GYN physicians, visit the Blue Cross Blue Shield of Massachusetts website at [bluecrossma.org](http://bluecrossma.org); consult Find a Doctor at [bluecrossma.com/findadoctor](http://bluecrossma.com/findadoctor); or call the Member Service number on your ID card.

If you have trouble choosing a doctor, Member Service can help. They can give you the doctor's gender, the medical school the doctor attended, and whether there are languages other than English spoken in the office.

## Referrals

Your PCP is the first person you call when you need routine or sick care. If your PCP decides that you need to see a specialist for covered services, your PCP will refer you to an appropriate network specialist, who is likely affiliated with your PCP's hospital or medical group.

You will not need prior authorization or referral to see an HMO Blue New England network provider who specializes in OB/GYN services. Your providers may also work with Blue Cross Blue Shield of Massachusetts regarding referrals and Utilization Review Requirements, including Pre-Admission Review, Concurrent Review and Discharge Planning, Prior Approval for Certain Outpatient Services, and Individual Case Management. For detailed information about Utilization Review, see your benefit description.

## Your Cost Share

This plan has two levels of hospital benefits. You will pay a higher cost share when you receive inpatient services at or by "higher cost share hospitals," even if your PCP refers you. See the chart for your cost share.

## Higher Cost Share Hospitals

Your cost share will be higher at the hospitals listed below. Blue Cross Blue Shield of Massachusetts will let you know if this list changes.

- Baystate Medical Center
- Brigham and Women's Hospital
- Dana-Farber Cancer Institute
- Massachusetts General Hospital
- Boston Children's Hospital
- Cape Cod Hospital
- Fairview Hospital
- UMass Memorial Medical Center

All other network hospitals will carry the lower cost share, including network hospitals outside of Massachusetts.

*Note: Some of the general hospitals listed above may have facilities in more than one location. At certain locations, the lowest cost sharing level may apply.*

## Your Deductible

Your deductible is the amount of money you pay out-of-pocket each plan year before you can receive coverage for most benefits under this plan. If you are not sure when your plan year begins, contact Blue Cross Blue Shield of Massachusetts. Your deductible for medical benefits is **\$500** per member (or **\$1,000** per family). Your deductible for prescription drug benefits is **\$100** per member (or **\$200** per family).

## Your Out-of-Pocket Maximum

Your out-of-pocket maximum is the most that you could pay during a plan year for deductible, copayments and coinsurance for covered services. Your out-of-pocket maximum for medical benefits is **\$2,500** per member (or **\$5,000** per family). Your out-of-pocket maximum for prescription drug benefits is **\$1,000** per member (or **\$2,000** per family).

## Emergency Room Services

In an emergency, such as a suspected heart attack, stroke, or poisoning, you should go directly to the nearest medical facility or call **911** (or the local emergency phone number). After meeting your deductible, you pay a copayment per visit for emergency room services. This copayment is waived if you're admitted to the hospital or for an observation stay. See the chart for your cost share.

## Telehealth Services

Telehealth services are covered when the same in-person service would be covered by the health plan and the use of telehealth is appropriate. Your health care provider will work with you to determine if a telehealth visit is medically appropriate for your health care needs or if an in-person visit is required. For a list of telehealth providers, visit the Blue Cross Blue Shield of Massachusetts website at [bluecrossma.org](http://bluecrossma.org), consult Find a Doctor, or call the Member Service number on your ID card.

## Service Area

The plan's service area includes all cities and towns in the Commonwealth of Massachusetts, State of Rhode Island, State of Vermont, State of Connecticut, State of New Hampshire, and State of Maine.

## When Outside the Service Area

If you're traveling outside the service area and you need urgent or emergency care, you should go to the nearest appropriate health care facility. You are covered for the urgent or emergency care visit and one follow-up visit while outside the service area. Any additional follow-up care must be arranged by your PCP. See your benefit description for more information.

## Value Care Offering Coverage

Your cost share may be waived or reduced for designated in-person and telehealth office visits for certain outpatient services. These services may include: primary care provider office visits; mental health or substance use treatment (including outpatient psychotherapy, patient evaluations, and medication management visits); chiropractor services; acupuncture services; or physical and/or occupational therapy services. See your benefit description (and riders, if any) for exact coverage details.

## Dependent Benefits

This plan covers dependents until the end of the calendar month in which they turn age 26, regardless of their financial dependency, student status, or employment status. See your benefit description (and riders, if any) for exact coverage details.

Covered Services	Your Cost
<b>Preventive Care</b>	
Well-child care exams	Nothing, no deductible
Routine adult physical exams, including related tests	Nothing, no deductible
Routine GYN exams, including related lab tests (one per calendar year)	Nothing, no deductible
Routine hearing exams, including routine tests	Nothing, no deductible
Hearing aids (up to \$5,000 per ear every 36 months)	All charges beyond the maximum, no deductible
Routine vision exams (one every 24 months)	Nothing, no deductible
Family planning services—office visits	Nothing, no deductible
<b>Outpatient Care</b>	
Emergency room visits	\$100 per visit after deductible (copayment waived if admitted or for observation stay)
Office or health center visits, when performed by: <ul style="list-style-type: none"> <li>Your PCP, OB/GYN physician, nurse midwife, limited services clinic, or by a physician assistant or nurse practitioner designated as primary care</li> <li>Other covered providers, including a physician assistant or nurse practitioner designated as specialty care</li> </ul>	\$20 per visit, no deductible \$60 per visit, no deductible
Mental health or substance use treatment	\$10 per visit, no deductible
Outpatient telehealth services <ul style="list-style-type: none"> <li>With a covered provider</li> <li>With the designated telehealth vendor for simple medical conditions</li> <li>With the designated telehealth vendor for mental health services</li> </ul>	Same as in-person visit \$20 per visit, no deductible \$10 per visit, no deductible
Chiropractors' office visits (up to 20 visits per calendar year)	\$20 per visit, no deductible
Acupuncture visits (up to 12 visits per calendar year)	\$60 per visit, no deductible
Short-term rehabilitation therapy—physical and occupational (up to 30 visits per calendar year for each type of therapy*)	\$20 per visit, no deductible
Speech, hearing, and language disorder treatment—speech therapy	\$20 per visit, no deductible
Diagnostic X-rays and lab tests	Nothing after deductible
CT scans, MRIs, PET scans, and nuclear cardiac imaging tests	\$100 per category per service date after deductible
Home health care and hospice services	Nothing after deductible
Oxygen and equipment for its administration	Nothing after deductible
Durable medical equipment—such as wheelchairs, crutches, hospital beds	Nothing after deductible**
Prosthetic devices	Nothing after deductible
Surgery and related anesthesia in an office or health center, when performed by: <ul style="list-style-type: none"> <li>Your PCP, OB/GYN physician, nurse midwife, or by a physician assistant or nurse practitioner designated as primary care</li> <li>Other covered providers, including a physician assistant or nurse practitioner designated as specialty care</li> </ul>	\$20 per visit***, no deductible \$60 per visit***, no deductible
Surgery and related anesthesia in an ambulatory surgical facility, hospital outpatient department, or surgical day care unit	\$250 per admission after deductible
<b>Inpatient Care (including maternity care) in:</b>	
<ul style="list-style-type: none"> <li>Other general hospitals (as many days as medically necessary)</li> <li>Higher cost share hospitals (as many days as medically necessary)</li> </ul>	\$275 per admission after deductible† \$1,500 per admission after deductible†
Chronic disease hospital care (as many days as medically necessary)	Nothing after deductible
Mental hospital or substance use facility care (as many days as medically necessary)	\$275 per admission, no deductible
Rehabilitation hospital care (as many days as medically necessary)	Nothing after deductible
Skilled nursing facility care (up to 45 days per calendar year)	20% coinsurance after deductible

\* No visit limit applies when short-term rehabilitation therapy is furnished as part of covered home health care or for the treatment of autism spectrum disorders.

\*\* Cost share waived for one breast pump per birth.

\*\*\* Copayment waived for restorative dental services and orthodontic treatment or prosthetic management therapy for members under age 18 to treat conditions of cleft lip and cleft palate.

† This cost share applies to mental health admissions in a general hospital.

Covered Services	Your Cost
<b>Prescription Drug Benefits*</b>	
At designated retail pharmacies (up to a 30-day formulary supply for each prescription or refill)**	\$10 after deductible for Tier 1 \$30 after deductible for Tier 2 \$65 after deductible for Tier 3
Through the designated mail order or designated retail pharmacy (up to a 90-day formulary supply for each prescription or refill)**	\$25 after deductible for Tier 1 \$75 after deductible for Tier 2 \$165 after deductible for Tier 3

\* Generally, Tier 1 refers to generic drugs; Tier 2 refers to preferred brand-name drugs; Tier 3 refers to non-preferred brand-name drugs.  
 \*\* Cost share may be waived for certain covered drugs and supplies.

**Get the Most from Your Plan: Visit us at [bluecrossma.org](http://bluecrossma.org) or call 1-800-782-3675 to learn about discounts, savings, resources, and special programs available to you, like those listed below.**

<b>Wellness Participation Program</b> Fitness Reimbursement: a program that rewards participation in qualified fitness programs or equipment (See your benefit description for details.)	\$300 per calendar year per policy
<b>Weight Loss Reimbursement: a program that rewards participation in a qualified weight loss program</b> (See your benefit description for details.)	\$300 per calendar year per policy

 **24/7 Nurse Line: Speak to a registered nurse, day or night, to get immediate guidance and advice. Call 1-888-247-BLUE (2583). No additional charge.**

## QUESTIONS?

For questions about Blue Cross Blue Shield of Massachusetts, call 1-800-782-3675, or visit us online at [bluecrossma.org](http://bluecrossma.org).

Limitations and Exclusions. These pages summarize the benefits of your health care plan. Your benefit description and riders define the full terms and conditions in greater detail. Should any questions arise concerning benefits, the benefit description and riders will govern. Some of the services not covered are: cosmetic surgery; custodial care; most dental care; and any services covered by workers' compensation. For a complete list of limitations and exclusions, refer to your benefit description and riders. **Note:** Blue Cross and Blue Shield of Massachusetts, Inc. administers claims payment only and does not assume financial risk for claims.

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Blue Cross Blue Shield of Massachusetts complies with applicable federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, sex, sexual orientation, or gender identity. It does not exclude people or treat them differently because of race, color, national origin, age, disability, sex, sexual orientation, or gender identity.

## BLUE CROSS BLUE SHIELD OF MASSACHUSETTS PROVIDES:

- Free aids and services to people with disabilities to communicate effectively with us, such as qualified sign language interpreters and written information in other formats (large print or other formats).
- Free language services to people whose primary language is not English, such as qualified interpreters and information written in other languages.

If you need these services, call Member Service at the number on your ID card.

If you believe that Blue Cross Blue Shield of Massachusetts has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, sex, sexual orientation, or gender identity, you can file a grievance with the Civil Rights Coordinator by mail at Civil Rights Coordinator, Blue Cross Blue Shield of Massachusetts, One Enterprise Drive, Quincy, MA 02171-2126; phone at **1-800-472-2689 (TTY: 711)**; fax at **1-617-246-3616**; or email at **[civilrightscoordinator@bcbsma.com](mailto:civilrightscoordinator@bcbsma.com)**.

If you need help filing a grievance, the Civil Rights Coordinator is available to help you.

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, online at **[ocrportal.hhs.gov](https://ocrportal.hhs.gov)**; by mail at U.S. Department of Health and Human Services, 200 Independence Avenue, SW Room 509F, HHH Building, Washington, DC 20201; by phone at **1-800-368-1019** or **1-800-537-7697 (TDD)**.

Complaint forms are available at **[hhs.gov](https://hhs.gov)**.

# PROFICIENCY OF LANGUAGE ASSISTANCE SERVICES

**Spanish/Español:** ATENCIÓN: Si habla español, tiene a su disposición servicios gratuitos de asistencia con el idioma. Llame al número de Servicio al Cliente que figura en su tarjeta de identificación (TTY: 711).

**Portuguese/Português:** ATENÇÃO: Se fala português, são-lhe disponibilizados gratuitamente serviços de assistência de idiomas. Telefone para os Serviços aos Membros, através do número no seu cartão ID (TTY: 711).

**Chinese/简体中文:** 注意: 如果您讲中文, 我们可向您免费提供语言协助服务。请拨打您 ID 卡上的号码联系会员服务部 (TTY 号码: 711)。

**Haitian Creole/Kreyòl Ayisyen:** ATANSYON: Si ou pale kreyòl ayisyen, sèvis asistans nan lang disponib pou ou gratis. Rele nimewo Sèvis Manm nan ki sou kat Idantifikasyon w lan (Sèvis pou Malantandan TTY: 711).

**Vietnamese/Tiếng Việt:** LƯU Ý: Nếu quý vị nói Tiếng Việt, các dịch vụ hỗ trợ ngôn ngữ được cung cấp cho quý vị miễn phí. Gọi cho Dịch vụ Hội viên theo số trên thẻ ID của quý vị (TTY: 711).

**Russian/Русский:** ВНИМАНИЕ: если Вы говорите по-русски, Вы можете воспользоваться бесплатными услугами переводчика. Позвоните в отдел обслуживания клиентов по номеру, указанному в Вашей идентификационной карте (телетайп: 711).

**Arabic/العربية:**

انتباه: إذا كنت تتحدث اللغة العربية، فتتوفر خدمات المساعدة اللغوية مجاناً بالنسبة لك. اتصل بخدمات الأعضاء على الرقم الموجود على بطاقة هويتك (جهاز الهاتف النصي للصم والبكم "TTY": 711).

**Mon-Khmer, Cambodian/ខ្មែរ:** ការជូនដំណឹង: ប្រសិនបើអ្នកនិយាយភាសា ខ្មែរ សេវាជំនួយភាសាឥតគិតថ្លៃ គឺអាចរកបានសម្រាប់អ្នក។ សូមទូរស័ព្ទទៅផ្នែកសេវាសមាជិកតាមលេខ នៅលើប័ណ្ណសម្គាល់ខ្លួនរបស់អ្នក (TTY: 711)។

**French/Français:** ATTENTION : si vous parlez français, des services d'assistance linguistique sont disponibles gratuitement. Appelez le Service adhérents au numéro indiqué sur votre carte d'assuré (TTY : 711).

**Italian/Italiano:** ATTENZIONE: se parlate italiano, sono disponibili per voi servizi gratuiti di assistenza linguistica. Chiamate il Servizio per i membri al numero riportato sulla vostra scheda identificativa (TTY: 711).

**Korean/한국어:** 주의: 한국어를 사용하시는 경우, 언어 지원 서비스를 무료로 이용하실 수 있습니다. 귀하의 ID 카드에 있는 전화번호(TTY: 711)를 사용하여 회원 서비스에 전화하십시오.

**Greek/Ελληνικά:** ΠΡΟΣΟΧΗ: Εάν μιλάτε Ελληνικά, διατίθενται για σας υπηρεσίες γλωσσικής βοήθειας, δωρεάν. Καλέστε την Υπηρεσία Εξυπηρέτησης Μελών στον αριθμό της κάρτας μέλους σας (ID Card) (TTY: 711).

**Polish/Polski:** UWAGA: Osoby posługujące się językiem polskim mogą bezpłatnie skorzystać z pomocy językowej. Należy zadzwonić do Działu obsługi ubezpieczonych pod numer podany na identyfikatorze (TTY: 711).

**Hindi/हिंदी:** ध्यान दें: यदि आप हिन्दी बोलते हैं, तो भाषा सहायता सेवाएँ, आप के लिए निःशुल्क उपलब्ध हैं। सदस्य सेवाओं को आपके आई.डी. कार्ड पर दिए गए नंबर पर कॉल करें (टी.टी.वाई.: 711).

**Gujarati/ગુજરાતી:** ધ્યાન આપો: જો તમે ગુજરાતી બોલતા હો, તો તમને ભાષાકીય સહાયતા સેવાઓ વિના મૂલ્યે ઉપલબ્ધ છે. તમારા આઈડી કાર્ડ પર આપેલા નંબર પર Member Service ને કોલ કરો (TTY: 711).

**Tagalog/Tagalog:** PAUNAWA: Kung nagsasalita ka ng wikang Tagalog, mayroon kang magagamit na mga libreng serbisyo para sa tulong sa wika. Tawagan ang Mga Serbisyo sa Miyembro sa numerong nasa iyong ID Card (TTY: 711).

**Japanese/日本語:** お知らせ:日本語をお話しになる方は無料の言語アシスタンスサービスをご利用いただけます。IDカードに記載の電話番号を使用してメンバーサービスまでお電話ください (TTY: 711)。

**German/Deutsch:** ACHTUNG: Wenn Sie Deutsche sprechen, steht Ihnen kostenlos fremdsprachliche Unterstützung zur Verfügung. Rufen Sie den Mitgliederdienst unter der Nummer auf Ihrer ID-Karte an (TTY: 711).

**Persian/پارسیان:**

توج: اگر زبان شما فارسی است، خدمات کمک زبانی ب صورت رایگان در اختیار شما قرار می گیرد. با شماره تلفن مندرج بروی کارت شناسایی خود با بخش «خدمات اعضا» تماس بگیرید (TTY: 711).

**Lao/ພາສາລາວ:** ຂໍ້ຄວນໃສ່ໃຈ: ຖ້າເຈົ້າເວົ້າພາສາລາວໄດ້, ມີການບໍລິການຊ່ວຍເຫຼືອດ້ານພາສາໃຫ້ທ່ານໂດຍບໍ່ເສຍຄ່າ. ໂທຫາຝ່າຍບໍລິການສະມາຊິກທີ່ໝາຍເລກໂທລະສັບຢູ່ໃນບັດຂອງທ່ານ (TTY: 711).

**Navajo/Diné Bizaad:** BAA ÁKOHWIINDZIN DOOÍGÍ: Diné k'ehjí yáníłt'i'go saad bee yát'i' éí t'áájíík'e bee níká'a'doowłgo éí ná'ahoot'i'. Díí bee anítahígí ninaaltsoos bine'déé' nóomba biká'ígíjijí' béésh bee hodíílnih (TTY: 711).

# NETWORK BLUE® SELECT \$500 DEDUCTIBLE

MIIA Benchmark 3

Plan-Year Deductible: \$500/\$1,000

## UNLOCK THE POWER OF YOUR PLAN

MyBlue gives you an instant snapshot of your plan:



COVERAGE AND  
BENEFITS



CLAIMS AND  
BALANCES



DIGITAL  
ID CARD

**Sign in**

Download the app, or create an account at [bluecrossma.org](https://bluecrossma.org).



This health plan includes a limited provider network called HMO Blue Select. It provides access to a network that is smaller than the Blue Cross Blue Shield of Massachusetts HMO Blue provider network. **In this plan, members have access to network benefits only from the providers in the HMO Blue Select network.** For help in finding which providers are included in the HMO Blue Select network, check the most current provider directory for your health plan option or visit the online provider search tool at [bluecrossma.com/findadoctor](https://bluecrossma.com/findadoctor) and search for HMO Blue Select.



This health plan meets Minimum Creditable Coverage Standards for Massachusetts residents that went into effect January 1, 2014, as part of the Massachusetts Health Care Reform Law.

# YOUR CARE

## Your Primary Care Provider (PCP)

When you enroll in this health plan, you must choose a primary care provider. Be sure to choose a PCP who can accept you and your family members and who participates in the HMO Blue Select network of providers in Massachusetts. For children, you may choose a participating network pediatrician as the PCP.

For a list of participating PCPs or OB/GYN physicians, visit the Blue Cross Blue Shield of Massachusetts website at [bluecrossma.org](http://bluecrossma.org); consult Find a Doctor at [bluecrossma.com/findadoctor](http://bluecrossma.com/findadoctor); or call the Member Service number on your ID card.

If you have trouble choosing a doctor, Member Service can help. They can give you the doctor's gender, the medical school the doctor attended, and whether there are languages other than English spoken in the office.

## Referrals

Your PCP is the first person you call when you need routine or sick care. If your PCP decides that you need to see a specialist for covered services, your PCP will refer you to an appropriate network specialist within the HMO Blue Select network, who is likely affiliated with your PCP's hospital or medical group.

You will not need prior authorization or referral to see an HMO Blue Select network provider who specializes in OB/GYN services. Your providers may also work with Blue Cross Blue Shield of Massachusetts regarding referrals and Utilization Review Requirements, including Pre-Admission Review, Concurrent Review and Discharge Planning, Prior Approval for Certain Outpatient Services, and Individual Case Management. For detailed information about Utilization Review, see your benefit description.

## Your Deductible

Your deductible is the amount of money you pay out-of-pocket each plan year before you can receive coverage for most benefits under this plan. If you are not sure when your plan year begins, contact Blue Cross Blue Shield of Massachusetts. Your deductible for medical benefits is **\$500** per member (or **\$1,000** per family). Your deductible for prescription drug benefits is **\$100** per member (or **\$200** per family).

## Your Out-of-Pocket Maximum

Your out-of-pocket maximum is the most that you could pay during a plan year for deductible, copayments, and coinsurance for covered services. Your out-of-pocket maximum for medical benefits is **\$2,500** per member (or **\$5,000** per family). Your out-of-pocket maximum for prescription drug benefits is **\$1,000** per member (or **\$2,000** per family).

## Emergency Room Services

In an emergency, such as a suspected heart attack, stroke, or poisoning, you should go directly to the nearest medical facility or call **911** (or the local emergency phone number). After meeting your deductible, you pay a copayment per visit for emergency room services. This copayment is waived if you're admitted to the hospital or for an observation stay. See the chart for your cost share.

## Telehealth Services

Telehealth services are covered when the same in-person service would be covered by the health plan and the use of telehealth is appropriate. Your health care provider will work with you to determine if a telehealth visit is medically appropriate for your health care needs or if an in-person visit is required. For a list of telehealth providers, visit the Blue Cross Blue Shield of Massachusetts website at [bluecrossma.org](http://bluecrossma.org), consult Find a Doctor, or call the Member Service number on your ID card.

## Service Area

The plan's service area includes all Massachusetts counties except Dukes, Barnstable and Nantucket.

## When Outside the Service Area

If you're traveling outside the service area and you need urgent or emergency care, you should go to the nearest appropriate health care facility. You are covered for the urgent or emergency care visit and one follow-up visit while outside the service area. Any additional follow-up care must be arranged by your PCP. See your benefit description for more information.

## Value Care Offering Coverage

Your cost share may be waived or reduced for designated in-person and telehealth office visits for certain outpatient services. These services may include: primary care provider office visits; mental health or substance use treatment (including outpatient psychotherapy, patient evaluations, and medication management visits); chiropractor services; acupuncture services; or physical and/or occupational therapy services. See your benefit description (and riders, if any) for exact coverage details.

## Dependent Benefits

This plan covers dependents until the end of the calendar month in which they turn age 26, regardless of their financial dependency, student status, or employment status. See your benefit description (and riders, if any) for exact coverage details.

Covered Services	Your Cost
<b>Preventive Care</b>	
Well-child care exams	Nothing, no deductible
Routine adult physical exams, including related tests	Nothing, no deductible
Routine GYN exams, including related lab tests (one per calendar year)	Nothing, no deductible
Routine hearing exams, including routine tests	Nothing, no deductible
Hearing aids (up to \$5,000 per ear every 36 months)	All charges beyond the maximum, no deductible
Routine vision exams (one every 24 months)	Nothing, no deductible
Family planning services—office visits	Nothing, no deductible
<b>Outpatient Care</b>	
Emergency room visits	\$100 per visit after deductible (copayment waived if admitted or for observation stay)
Office or health center visits, when performed by: <ul style="list-style-type: none"> <li>Your PCP, OB/GYN physician, nurse midwife, limited services clinic, or by a physician assistant or nurse practitioner designated as primary care</li> <li>Other covered providers, including a physician assistant or nurse practitioner designated as specialty care</li> </ul>	\$20 per visit, no deductible \$60 per visit, no deductible
Mental health or substance use treatment	\$10 per visit, no deductible
Outpatient telehealth services <ul style="list-style-type: none"> <li>With a covered provider</li> <li>With the designated telehealth vendor for simple medical conditions</li> <li>With the designated telehealth vendor for mental health services</li> </ul>	Same as in-person visit \$20 per visit, no deductible \$10 per visit, no deductible
Chiropractors' office visits (up to 20 visits per calendar year)	\$20 per visit, no deductible
Acupuncture visits (up to 12 visits per calendar year)	\$60 per visit, no deductible
Short-term rehabilitation therapy—physical and occupational (up to 30 visits per calendar year for each type of therapy*)	\$20 per visit, no deductible
Speech, hearing, and language disorder treatment—speech therapy	\$20 per visit, no deductible
Diagnostic X-rays and lab tests	Nothing after deductible
CT scans, MRIs, PET scans, and nuclear cardiac imaging tests	\$100 per category per service date after deductible
Home health care and hospice services	Nothing after deductible
Oxygen and equipment for its administration	Nothing after deductible
Durable medical equipment—such as wheelchairs, crutches, hospital beds	Nothing after deductible**
Prosthetic devices	Nothing after deductible
Surgery and related anesthesia in an office or health center, when performed by: <ul style="list-style-type: none"> <li>Your PCP, OB/GYN physician, nurse midwife, or by a physician assistant or nurse practitioner designated as primary care</li> <li>Other covered providers, including a physician assistant or nurse practitioner designated as specialty care</li> </ul>	\$20 per visit***, no deductible \$60 per visit***, no deductible
Surgery and related anesthesia in an ambulatory surgical facility, hospital outpatient department, or surgical day care unit	\$250 per admission after deductible
<b>Inpatient Care (including maternity care)</b>	
General hospital care (as many days as medically necessary)	\$275 per admission after deductible†
Chronic disease hospital care (as many days as medically necessary)	Nothing after deductible
Mental hospital or substance use facility care (as many days as medically necessary)	\$275 per admission, no deductible
Rehabilitation hospital care (as many days as medically necessary)	Nothing after deductible
Skilled nursing facility care (up to 45 days per calendar year)	20% coinsurance after deductible

\* No visit limit applies when short-term rehabilitation therapy is furnished as part of covered home health care or for the treatment of autism spectrum disorders.

\*\* Cost share waived for one breast pump per birth.

\*\*\* Copayment waived for restorative dental services and orthodontic treatment or prosthetic management therapy for members under age 18 to treat conditions of cleft lip and cleft palate.

† This cost share applies to mental health admissions in a general hospital.

Covered Services	Your Cost
<b>Prescription Drug Benefits*</b>	
<b>At designated retail pharmacies</b> (up to a 30-day formulary supply for each prescription or refill)**	<b>\$10</b> after deductible for Tier 1 <b>\$30</b> after deductible for Tier 2 <b>\$65</b> after deductible for Tier 3
<b>Through the designated mail order or designated retail pharmacy</b> (up to a 90-day formulary supply for each prescription or refill)**	<b>\$25</b> after deductible for Tier 1 <b>\$75</b> after deductible for Tier 2 <b>\$165</b> after deductible for Tier 3

\* Generally, Tier 1 refers to generic drugs; Tier 2 refers to preferred brand-name drugs; Tier 3 refers to non-preferred brand-name drugs.

\*\* Cost share may be waived for certain covered drugs and supplies.

**Get the Most from Your Plan: Visit us at [bluecrossma.org](http://bluecrossma.org) or call 1-800-782-3675 to learn about discounts, savings, resources, and special programs available to you, like those listed below.**

<b>Wellness Participation Program</b> Fitness Reimbursement: a program that rewards participation in qualified fitness programs or equipment (See your benefit description for details.)	\$300 per calendar year per policy
<b>Weight Loss Reimbursement: a program that rewards participation in a qualified weight loss program</b> (See your benefit description for details.)	\$300 per calendar year per policy

 **24/7 Nurse Line: Speak to a registered nurse, day or night, to get immediate guidance and advice. Call 1-888-247-BLUE (2583). No additional charge.**

## QUESTIONS?

For questions about Blue Cross Blue Shield of Massachusetts, call 1-800-782-3675, or visit us online at [bluecrossma.org](http://bluecrossma.org).

Limitations and Exclusions. These pages summarize the benefits of your health care plan. Your benefit description and riders define the full terms and conditions in greater detail. Should any questions arise concerning benefits, the benefit description and riders will govern. Some of the services not covered are: cosmetic surgery; custodial care; most dental care; and any services covered by workers' compensation. For a complete list of limitations and exclusions, refer to your benefit description and riders. **Note:** Blue Cross and Blue Shield of Massachusetts, Inc. administers claims payment only and does not assume financial risk for claims.

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Blue Cross Blue Shield of Massachusetts complies with applicable federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, sex, sexual orientation, or gender identity. It does not exclude people or treat them differently because of race, color, national origin, age, disability, sex, sexual orientation, or gender identity.

## BLUE CROSS BLUE SHIELD OF MASSACHUSETTS PROVIDES:

- Free aids and services to people with disabilities to communicate effectively with us, such as qualified sign language interpreters and written information in other formats (large print or other formats).
- Free language services to people whose primary language is not English, such as qualified interpreters and information written in other languages.

If you need these services, call Member Service at the number on your ID card.

If you believe that Blue Cross Blue Shield of Massachusetts has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, sex, sexual orientation, or gender identity, you can file a grievance with the Civil Rights Coordinator by mail at Civil Rights Coordinator, Blue Cross Blue Shield of Massachusetts, One Enterprise Drive, Quincy, MA 02171-2126; phone at **1-800-472-2689 (TTY: 711)**; fax at **1-617-246-3616**; or email at **[civilrightscoordinator@bcbsma.com](mailto:civilrightscoordinator@bcbsma.com)**.

If you need help filing a grievance, the Civil Rights Coordinator is available to help you.

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, online at **[ocrportal.hhs.gov](https://ocrportal.hhs.gov)**; by mail at U.S. Department of Health and Human Services, 200 Independence Avenue, SW Room 509F, HHH Building, Washington, DC 20201; by phone at **1-800-368-1019** or **1-800-537-7697 (TDD)**.

Complaint forms are available at **[hhs.gov](https://hhs.gov)**.



# PROFICIENCY OF LANGUAGE ASSISTANCE SERVICES

**Spanish/Español:** ATENCIÓN: Si habla español, tiene a su disposición servicios gratuitos de asistencia con el idioma. Llame al número de Servicio al Cliente que figura en su tarjeta de identificación (TTY: 711).

**Portuguese/Português:** ATENÇÃO: Se fala português, são-lhe disponibilizados gratuitamente serviços de assistência de idiomas. Telefone para os Serviços aos Membros, através do número no seu cartão ID (TTY: 711).

**Chinese/简体中文:** 注意: 如果您讲中文, 我们可向您免费提供语言协助服务。请拨打您 ID 卡上的号码联系会员服务部 (TTY 号码: 711)。

**Haitian Creole/Kreyòl Ayisyen:** ATANSYON: Si ou pale kreyòl ayisyen, sèvis asistans nan lang disponib pou ou gratis. Rele nimewo Sèvis Manm nan ki sou kat Idantifikasyon w lan (Sèvis pou Malantandan TTY: 711).

**Vietnamese/Tiếng Việt:** LƯU Ý: Nếu quý vị nói Tiếng Việt, các dịch vụ hỗ trợ ngôn ngữ được cung cấp cho quý vị miễn phí. Gọi cho Dịch vụ Hội viên theo số trên thẻ ID của quý vị (TTY: 711).

**Russian/Русский:** ВНИМАНИЕ: если Вы говорите по-русски, Вы можете воспользоваться бесплатными услугами переводчика. Позвоните в отдел обслуживания клиентов по номеру, указанному в Вашей идентификационной карте (телетайп: 711).

**Arabic/العربية:**

انتباه: إذا كنت تتحدث اللغة العربية، فتتوفر خدمات المساعدة اللغوية مجاناً بالنسبة لك. اتصل بخدمات الأعضاء على الرقم الموجود على بطاقة هويتك (جهاز الهاتف النصي للصم والبكم "TTY": 711).

**Mon-Khmer, Cambodian/ខ្មែរ:** ការជូនដំណឹង: ប្រសិនបើអ្នកនិយាយភាសា ខ្មែរ សេវាជំនួយភាសាឥតគិតថ្លៃ គឺអាចរកបានសម្រាប់អ្នក។ សូមទូរស័ព្ទទៅផ្នែកសេវាសមាជិកតាមលេខ នៅលើប័ណ្ណសម្គាល់ខ្លួនរបស់អ្នក (TTY: 711)។

**French/Français:** ATTENTION : si vous parlez français, des services d'assistance linguistique sont disponibles gratuitement. Appelez le Service adhérents au numéro indiqué sur votre carte d'assuré (TTY : 711).

**Italian/Italiano:** ATTENZIONE: se parlate italiano, sono disponibili per voi servizi gratuiti di assistenza linguistica. Chiamate il Servizio per i membri al numero riportato sulla vostra scheda identificativa (TTY: 711).

**Korean/한국어:** 주의: 한국어를 사용하시는 경우, 언어 지원 서비스를 무료로 이용하실 수 있습니다. 귀하의 ID 카드에 있는 전화번호(TTY: 711)를 사용하여 회원 서비스에 전화하십시오.

**Greek/Ελληνικά:** ΠΡΟΣΟΧΗ: Εάν μιλάτε Ελληνικά, διατίθενται για σας υπηρεσίες γλωσσικής βοήθειας, δωρεάν. Καλέστε την Υπηρεσία Εξυπηρέτησης Μελών στον αριθμό της κάρτας μέλους σας (ID Card) (TTY: 711).

**Polish/Polski:** UWAGA: Osoby posługujące się językiem polskim mogą bezpłatnie skorzystać z pomocy językowej. Należy zadzwonić do Działu obsługi ubezpieczonych pod numer podany na identyfikatorze (TTY: 711).

**Hindi/हिंदी:** ध्यान दें: यदि आप हिन्दी बोलते हैं, तो भाषा सहायता सेवाएँ, आप के लिए निःशुल्क उपलब्ध हैं। सदस्य सेवाओं को आपके आई.डी. कार्ड पर दिए गए नंबर पर कॉल करें (टी.टी.वाई.: 711).

**Gujarati/ગુજરાતી:** ધ્યાન આપો: જો તમે ગુજરાતી બોલતા હો, તો તમને ભાષાકીય સહાયતા સેવાઓ વિના મૂલ્યે ઉપલબ્ધ છે. તમારા આઈડી કાર્ડ પર આપેલા નંબર પર Member Service ને કોલ કરો (TTY: 711).

**Tagalog/Tagalog:** PAUNAWA: Kung nagsasalita ka ng wikang Tagalog, mayroon kang magagamit na mga libreng serbisyo para sa tulong sa wika. Tawagan ang Mga Serbisyo sa Miyembro sa numerong nasa iyong ID Card (TTY: 711).

**Japanese/日本語:** お知らせ:日本語をお話しになる方は無料の言語アシスタンスサービスをご利用いただけます。IDカードに記載の電話番号を使用してメンバーサービスまでお電話ください (TTY: 711)。

**German/Deutsch:** ACHTUNG: Wenn Sie Deutsche sprechen, steht Ihnen kostenlos fremdsprachliche Unterstützung zur Verfügung. Rufen Sie den Mitgliederdienst unter der Nummer auf Ihrer ID-Karte an (TTY: 711).

**Persian/پارسیان:**

توج: اگر زبان شما فارسی است، خدمات کمک زبانی ب صورت رایگان در اختیار شما قرار می گیرد. با شماره تلفن مندرج بروی کارت شناسایی خود با بخش «خدمات اعضا» تماس بگیرید (TTY: 711).

**Lao/ພາສາລາວ:** ຂໍ້ຄວນໃສ່ໃຈ: ຖ້າເຈົ້າເວົ້າພາສາລາວໄດ້, ມີການບໍລິການຊ່ວຍເຫຼືອດ້ານພາສາໃຫ້ທ່ານໂດຍບໍ່ເສຍຄ່າ. ໂທຫາຝ່າຍບໍລິການສະມາຊິກທີ່ໝາຍເລກໂທລະສັບຢູ່ໃນບັດຂອງທ່ານ (TTY: 711).

**Navajo/Diné Bizaad:** BAA ÁKOHWIINDZIN DOOÍGÍ: Diné k'ehjí yáníłt'i'go saad bee yát'i' éí t'áájíík'e bee níká'a'doowólgo éí ná'ahoot'i'. Díí bee anítahígí ninaaltsoos bine'déé' nóomba biká'ígíjijí' béésh bee hodíílnih (TTY: 711).



# Blue Care<sup>®</sup> Elect \$500 Deductible

with Hospital Choice Cost Sharing

Plan-Year Deductible: \$500/\$1,000

This health plan option includes a tiered network feature called Hospital Choice Cost Sharing. As a member in this plan, you will pay different levels of in-network cost share (such as copayments and/or coinsurance) for certain services depending on the preferred general hospital you choose to furnish those covered services. For most preferred general hospitals, you will pay the lowest in-network cost sharing level. However, if you receive certain covered services from any of the preferred general hospitals listed in this Summary of Benefits, you pay the highest in-network cost sharing level. A preferred general hospital's cost sharing level may change from time to time. Overall changes to add another preferred general hospital to the highest cost sharing level will happen no more than once each calendar year. For help in finding a preferred general hospital (not listed in this Summary of Benefits) for which you pay the lowest in-network cost sharing level, check the most current provider directory for your health plan option or visit the online provider search tool at [bluecrossma.com/hospitalchoice](http://bluecrossma.com/hospitalchoice). Then click on the Planning Guide link on the left navigation to download a printable network hospital list or to access the provider search page.

#### **MyBlue is a personalized way to access and manage your health plan.**

Get secure access to key plan information, claims history, and recent medications. Download or email a copy of your digital ID card. View your spending dashboard, important updates, alerts and notifications. Register or log in at [bluecrossma.com/myblue](http://bluecrossma.com/myblue) or download the app on iTunes<sup>®</sup> or Google Play<sup>™</sup>.



This health plan meets Minimum Creditable Coverage Standards for Massachusetts residents that went into effect January 1, 2014, as part of the Massachusetts Health Care Reform Law.

# Your Choice

## Your Deductible

Your deductible is the amount of money you pay out-of-pocket each plan year before you can receive coverage for most benefits under this plan. If you are not sure when your plan year begins, contact Blue Cross Blue Shield of Massachusetts. Your deductibles for medical benefits are **\$500** per member (or **\$1,000** per family) for in-network services and **\$500** per member (or **\$1,000** per family) for out-of-network services. Your deductible for prescription drug benefits is **\$100** per member (or **\$200** per family).

## When You Choose Preferred Providers

You receive the highest level of benefits under your health care plan when you obtain covered services from preferred providers. These are called your “in-network” benefits. See the charts for your cost share.

Note: If a preferred provider refers you to another provider for covered services (such as a specialist), make sure the provider is a preferred provider in order to receive benefits at the in-network level. If the provider you are referred to is not a preferred provider, you’re still covered, but your benefits, in most situations, will be covered at the out-of-network level, even if the preferred provider refers you.

The plan has two levels of hospital benefits for preferred providers. You will pay a higher cost share when you receive inpatient services at or by “higher cost share hospitals,” even if your preferred provider refers you. See the chart for your cost share.

## Higher Cost Share Hospitals

Your cost share will be higher at the hospitals listed below. Blue Cross Blue Shield of Massachusetts will let you know if this list changes.

- Baystate Medical Center
- Boston Children’s Hospital
- Brigham and Women’s Hospital
- Cape Cod Hospital
- Dana-Farber Cancer Institute
- Fairview Hospital
- Massachusetts General Hospital
- UMass Memorial Medical Center

Note: Some of the general hospitals listed above may have facilities in more than one location. At certain locations, the lowest cost share may apply.

## How to Find a Preferred Provider

To find a preferred provider:

- Look up a provider in the Provider Directory. If you need a copy of your directory or help choosing a provider, call the Member Service number on your ID card.
- Visit the Blue Cross Blue Shield of Massachusetts website at [bluecrossma.com/findadoctor](http://bluecrossma.com/findadoctor)

## When You Choose Non-Preferred Providers

You can also obtain covered services from non-preferred providers, but your out-of-pocket costs are higher. These are called your “out-of-network” benefits. See the charts for your cost share.

Payments for out-of-network benefits are based on the Blue Cross Blue Shield allowed charge as defined in your benefit description. You may be responsible for any difference between the allowed charge and the provider’s actual billed charge (this is in addition to your deductible and/or your coinsurance).

## Your Out-of-Pocket Maximum

Your out-of-pocket maximum is the most that you could pay during a plan year for deductible, copayments, and coinsurance for covered services. Your out-of-pocket maximum for medical benefits is **\$2,500** per member (or **\$5,000** per family) for in-network and out-of-network services combined. Your out-of-pocket maximum for prescription drug benefits is **\$1,000** per member (or **\$2,000** per family).

## Emergency Room Services

In an emergency, such as a suspected heart attack, stroke, or poisoning, you should go directly to the nearest medical facility or call **911** (or the local emergency phone number). After meeting your in-network deductible, you pay a copayment per visit for in-network or out-of-network emergency room services. This copayment is waived if you are admitted to the hospital or for an observation stay. See the chart for your cost share.

## Telehealth Services

You are covered for certain medical and mental health services for conditions that can be treated through video visits from an approved telehealth provider. Most telehealth services are available by using the Well Connection website at [wellconnection.com](http://wellconnection.com) on your computer, or the Well Connection app on your mobile device, when you prefer not to make an in-person visit for any reason to a doctor or therapist. Some providers offer telehealth services through their own video platforms. For a list of telehealth providers, visit the Blue Cross Blue Shield of Massachusetts website at [bluecrossma.com](http://bluecrossma.com), consult the Provider Directory, or call the Member Service number on your ID card.

## Utilization Review Requirements

Certain services require **pre-approval/prior authorization** through Blue Cross Blue Shield of Massachusetts for you to have benefit coverage; this includes non-emergency and non-maternity hospitalization and may include certain outpatient services, therapies, procedures, and drugs. You should work with your health care provider to determine if pre-approval is required for any service your provider is suggesting. If your provider, or you, don’t get pre-approval when it’s required, your benefits will be denied, and you may be fully responsible for payment to the provider of the service. Refer to your benefit description for requirements and the process you should follow for Utilization Review, including Pre-Admission Review, Pre-Service Approval, Concurrent Review and Discharge Planning, and Individual Case Management.

## Dependent Benefits

This plan covers dependents until the end of the calendar month in which they turn age 26, regardless of their financial dependency, student status, or employment status. See your benefit description (and riders, if any) for exact coverage details.

# Your Medical Benefits

Covered Services	Your Cost In-Network	Your Cost Out-of-Network
<b>Preventive Care</b> Well-child care exams, including routine tests, according to age-based schedule as follows: <ul style="list-style-type: none"> <li>• 10 visits during the first year of life</li> <li>• Three visits during the second year of life (age 1 to age 2)</li> <li>• Two visits for age 2</li> <li>• One visit per calendar year for age 3 and older</li> </ul>	Nothing, no deductible	20% coinsurance after deductible
Routine adult physical exams, including related tests (one per calendar year)	Nothing, no deductible	20% coinsurance after deductible
Routine GYN exams, including related lab tests (one per calendar year)	Nothing, no deductible	20% coinsurance after deductible
Routine hearing exams, including related tests	Nothing, no deductible	20% coinsurance after deductible
Hearing aids (up to \$5,000 per ear every 36 months)	All charges beyond the maximum, no deductible	20% coinsurance after deductible and all charges beyond the maximum
Routine vision exams (one every 24 months)	Nothing, no deductible	20% coinsurance after deductible
Family planning services—office visits	Nothing, no deductible	20% coinsurance after deductible
<b>Outpatient Care</b> Emergency room visits	\$100 per visit after deductible (copayment waived if admitted or for observation stay)	\$100 per visit after in-network deductible (copayment waived if admitted or for observation stay)
Office or health center visits, when performed by:		
<ul style="list-style-type: none"> <li>• A family or general practitioner, internist, OB/GYN physician, pediatrician, geriatric specialist, nurse midwife, limited services clinic, licensed dietitian nutritionist, optometrist, or by a physician assistant or nurse practitioner designated as primary care</li> </ul>	\$20 per visit, no deductible	20% coinsurance after deductible
<ul style="list-style-type: none"> <li>• Other covered providers, including a physician assistant or nurse practitioner designated as specialty care</li> </ul>	\$60 per visit, no deductible	20% coinsurance after deductible
Mental health or substance use treatment	\$10 per visit, no deductible	20% coinsurance after deductible
Telehealth services		
<ul style="list-style-type: none"> <li>• Simple medical conditions</li> <li>• Mental health services</li> </ul>	\$20 per visit, no deductible \$10 per visit, no deductible	20% coinsurance after deductible 20% coinsurance after deductible
Chiropractors' office visits (up to 20 visits per calendar year)	\$20 per visit, no deductible	20% coinsurance after deductible
Acupuncture visits (up to 12 visits per calendar year)	\$60 per visit, no deductible	20% coinsurance after deductible
Short-term rehabilitation therapy—physical and occupational (up to 30 visits per calendar year for each type of therapy*)	\$20 per visit, no deductible	20% coinsurance after deductible
Speech, hearing, and language disorder treatment—speech therapy	\$20 per visit, no deductible	20% coinsurance after deductible
Diagnostic X-rays and lab tests	Nothing after deductible	20% coinsurance after deductible
CT scans, MRIs, PET scans, and nuclear cardiac imaging tests	\$100 per category per service date after deductible	20% coinsurance after deductible
Home health care and hospice services	Nothing after deductible	20% coinsurance after deductible
Oxygen and equipment for its administration	Nothing after deductible	20% coinsurance after deductible
Durable medical equipment such as wheelchairs, crutches, hospital beds	Nothing after deductible**	20% coinsurance after deductible
Prosthetic devices	Nothing after deductible	20% coinsurance after deductible
Surgery and related anesthesia in an office or health center, when performed by:		
<ul style="list-style-type: none"> <li>• A family or general practitioner, internist, OB/GYN physician, pediatrician, geriatric specialist, nurse midwife, or by a physician assistant or nurse practitioner designated as primary care</li> </ul>	\$20 per visit***, no deductible	20% coinsurance after deductible
<ul style="list-style-type: none"> <li>• Other covered providers, including a physician assistant or nurse practitioner designated as specialty care</li> </ul>	\$60 per visit***, no deductible	20% coinsurance after deductible
Surgery in an ambulatory surgical facility, hospital outpatient department, or surgical day care unit	\$250 per admission after deductible	20% coinsurance after deductible

\* No visit limit applies when short-term rehabilitation therapy is furnished as part of covered home health care or for the treatment of autism spectrum disorders.

\*\* Cost share waived for one breast pump per birth.

\*\*\* Copayment waived for restorative dental services and orthodontic treatment or prosthetic management therapy for members under age 18 to treat conditions of cleft lip and cleft palate.

Covered Services	Your Cost In-Network	Your Cost Out-of-Network
<b>Inpatient Care (including maternity care) in:</b> <ul style="list-style-type: none"> <li>Other general hospitals (as many days as medically necessary)</li> <li>Higher cost share hospitals (as many days as medically necessary)</li> </ul>	\$275 per admission after deductible* \$1,500 per admission after deductible*	20% coinsurance after deductible 20% coinsurance after deductible
Chronic disease hospital care (as many days as medically necessary)	Nothing after deductible	20% coinsurance after deductible
Mental hospital or substance use facility care (as many days as medically necessary)	\$275 per admission, no deductible	20% coinsurance after deductible
Rehabilitation hospital care (as many days as medically necessary)	Nothing after deductible	20% coinsurance after deductible
Skilled nursing facility care (up to 45 days per calendar year)	20% coinsurance after deductible	40% coinsurance after deductible
<b>Prescription Drug Benefits**</b> At designated retail pharmacies*** (up to a 30-day formulary supply for each prescription or refill)†	After deductible \$10 for Tier 1 \$30 for Tier 2 \$65 for Tier 3	Not covered
Through the designated mail order or designated retail pharmacy (up to a 90-day formulary supply for each prescription or refill)†	After deductible \$25 for Tier 1†† \$75 for Tier 2 \$165 for Tier 3	Not covered

\* This cost share applies to mental health admissions in a general hospital.

\*\* Generally, Tier 1 refers to generic drugs; Tier 2 refers to preferred brand-name drugs; Tier 3 refers to non-preferred brand-name drugs.

\*\*\* Specialty drugs available only when obtained from a designated specialty pharmacy.

† Cost share may be waived for certain covered drugs and supplies.

†† Certain generic medications are available through the mail order pharmacy at \$9. For more information, go to [bluecrossma.com/mail-order-pharmacy](http://bluecrossma.com/mail-order-pharmacy).

## Get the Most from Your Plan

Visit us at [bluecrossma.com](http://bluecrossma.com) or call 1-800-782-3675 to learn about discounts, savings, resources, and special programs available to you, like those listed below.

<b>Wellness Participation Program</b> <b>Fitness Reimbursement: a benefit that rewards participation in qualified fitness programs</b> This fitness benefit applies for fees paid to: a health club with cardiovascular and strength-training equipment; or a fitness studio offering instructor-led group classes for certain cardiovascular and strength-training programs. (See your benefit description for details.)	\$150 per calendar year per policy
<b>Weight Loss Reimbursement: a benefit that rewards participation in a qualified weight loss program</b> This weight loss program benefit applies for fees paid to: hospital-based or non-hospital-based weight loss programs that focus on eating and physical activity habits and behavioral/lifestyle counseling with certified health professionals. (See your benefit description for details.)	\$150 per calendar year per policy
24/7 Nurse Care Line—A 24-hour nurse line to answer your health care questions—call 1-888-247-BLUE (2583)	No additional charge

## Questions?

For questions about Blue Cross Blue Shield of Massachusetts, call 1-800-782-3675, or visit us online at [bluecrossma.com](http://bluecrossma.com).

Register for or log in to MyBlue, a personalized way to access your health care information, claims, and more, at [bluecrossma.com/myblue](http://bluecrossma.com/myblue).

**Limitations and Exclusions.** These pages summarize the benefits of your health care plan. Your benefit description and riders define the full terms and conditions in greater detail. Should any questions arise concerning benefits, the benefit description and riders will govern. Some of the services not covered are: cosmetic surgery; custodial care; most dental care; and any services covered by workers' compensation. For a complete list of limitations and exclusions, refer to your benefit description and riders. **Note:** Blue Cross and Blue Shield of Massachusetts, Inc. administers claims payment only and does not assume financial risk for claims.





MASSACHUSETTS

# Nondiscrimination Notice

Blue Cross Blue Shield of Massachusetts complies with applicable federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, sex, sexual orientation, or gender identity. It does not exclude people or treat them differently because of race, color, national origin, age, disability, sex, sexual orientation, or gender identity.

Blue Cross Blue Shield of Massachusetts provides:

- Free aids and services to people with disabilities to communicate effectively with us, such as qualified sign language interpreters and written information in other formats (large print or other formats).
- Free language services to people whose primary language is not English, such as qualified interpreters and information written in other languages.

If you need these services, call Member Service at the number on your ID card.

If you believe that Blue Cross Blue Shield of Massachusetts has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, sex, sexual orientation, or gender identity, you can file a grievance with the Civil Rights Coordinator by mail at Civil Rights Coordinator, Blue Cross Blue Shield of Massachusetts, One Enterprise Drive, Quincy, MA 02171-2126; phone at 1-800-472-2689 (TTY: 711); fax at 1-617-246-3616; or email at [civilrightscordinator@bcbsma.com](mailto:civilrightscordinator@bcbsma.com).

If you need help filing a grievance, the Civil Rights Coordinator is available to help you.

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, online at [ocrportal.hhs.gov](http://ocrportal.hhs.gov); by mail at U.S. Department of Health and Human Services, 200 Independence Avenue, SW Room 509F, HHH Building, Washington, DC 20201; by phone at 1-800-368-1019 or 1-800-537-7697 (TDD).

Complaint forms are available at [hhs.gov](http://hhs.gov).



MASSACHUSETTS

# Translation Resources

## Proficiency of Language Assistance Services

**Spanish/Español:** ATENCIÓN: Si habla español, tiene a su disposición servicios gratuitos de asistencia con el idioma. Llame al número de Servicio al Cliente que figura en su tarjeta de identificación (TTY: 711).

**Portuguese/Português:** ATENÇÃO: Se fala português, são-lhe disponibilizados gratuitamente serviços de assistência de idiomas. Telefone para os Serviços aos Membros, através do número no seu cartão ID (TTY: 711).

**Chinese/简体中文:** 注意: 如果您讲中文, 我们可向您免费提供语言协助服务。请拨打您 ID 卡上的号码联系会员服务部 (TTY 号码: 711)。

**Haitian Creole/Kreyòl Ayisyen:** ATANSYON: Si ou pale kreyòl ayisyen, sèvis asistans nan lang disponib pou ou gratis. Rele nimewo Sèvis Manm nan ki sou kat Idantifikasyon w lan (Sèvis pou Malantandan TTY: 711).

**Vietnamese/Tiếng Việt:** LƯU Ý: Nếu quý vị nói Tiếng Việt, các dịch vụ hỗ trợ ngôn ngữ được cung cấp cho quý vị miễn phí. Gọi cho Dịch vụ Hội viên theo số trên thẻ ID của quý vị (TTY: 711).

**Russian/Русский:** ВНИМАНИЕ: если Вы говорите по-русски, Вы можете воспользоваться бесплатными услугами переводчика. Позвоните в отдел обслуживания клиентов по номеру, указанному в Вашей идентификационной карте (телетайп: 711).

**Arabic/عربي:**

انتباه: إذا كنت تتحدث اللغة العربية، فتتوفر خدمات المساعدة اللغوية مجاناً بالنسبة لك. اتصل بخدمات الأعضاء على الرقم الموجود على بطاقة هويتك (جهاز الهاتف النصي للصم والبكم "TTY": 711).

**Mon-Khmer, Cambodian/ខ្មែរ:** ការជូនដំណឹង: ប្រសិនបើអ្នកនិយាយភាសា ខ្មែរ សេវាជំនួយភាសាឥតគិតថ្លៃ គឺអាចរកបានសម្រាប់អ្នក។ សូមទូរស័ព្ទទៅផ្នែកសេវាសមាជិកតាមលេខ នៅលើប័ណ្ណសម្គាល់ខ្លួនរបស់អ្នក (TTY: 711)។

**French/Français:** ATTENTION : si vous parlez français, des services d'assistance linguistique sont disponibles gratuitement. Appelez le Service adhérents au numéro indiqué sur votre carte d'assuré (TTY : 711).

**Italian/Italiano:** ATTENZIONE: se parlate italiano, sono disponibili per voi servizi gratuiti di assistenza linguistica. Chiamate il Servizio per i membri al numero riportato sulla vostra scheda identificativa (TTY: 711).

**Korean/한국어:** 주의: 한국어를 사용하시는 경우, 언어 지원 서비스를 무료로 이용하실 수 있습니다. 귀하의 ID 카드에 있는 전화번호(TTY: 711)를 사용하여 회원 서비스에 전화하십시오.

**Greek/λληνικά:** ΠΡΟΣΟΧΗ: Εάν μιλάτε Ελληνικά, διατίθενται για σας υπηρεσίες γλωσσικής βοήθειας, δωρεάν. Καλέστε την Υπηρεσία Εξυπηρέτησης Μελών στον αριθμό της κάρτας μέλους σας (ID Card) (TTY: 711).



**Polish/Polski:** UWAGA: Osoby posługujące się językiem polskim mogą bezpłatnie skorzystać z pomocy językowej. Należy zadzwonić do Działu obsługi ubezpieczonych pod numer podany na identyfikatorze (TTY: 711).

**Hindi/हिंदी:** ध्यान दें: यदि आप हिन्दी बोलते हैं, तो भाषा सहायता सेवाएँ, आप के लिए निःशुल्क उपलब्ध हैं। सदस्य सेवाओं को आपके आई.डी. कार्ड पर दिए गए नंबर पर कॉल करें (टी.टी.वाई.: 711).

**Gujarati/ગુજરાતી:** ધ્યાન આપો: જો તમે ગુજરાતી બોલતા હો, તો તમને ભાષાકીય સહાયતા સેવાઓ વિના મૂલ્યે ઉપલબ્ધ છે. તમારા આઈડી કાર્ડ પર આપેલા નંબર પર Member Service ને કોલ કરો (TTY: 711).

**Tagalog/Tagalog:** PAUNAWA: Kung nagsasalita ka ng wikang Tagalog, mayroon kang magagamit na mga libreng serbisyo para sa tulong sa wika. Tawagan ang Mga Serbisyo sa Miyembro sa numerong nasa iyong ID Card (TTY: 711).

**Japanese/日本語:** お知らせ:日本語をお話しになる方は無料の言語アシスタンスサービスをご利用いただけます。IDカードに記載の電話番号を使用してメンバーサービスまでお電話ください (TTY: 711)。

**German/Deutsch:** ACHTUNG: Wenn Sie Deutsche sprechen, steht Ihnen kostenlos fremdsprachliche Unterstützung zur Verfügung. Rufen Sie den Mitgliederdienst unter der Nummer auf Ihrer ID-Karte an (TTY: 711).

**Persian/پارسیان:**

توج: اگر زبان شما فارسی است، خدمات کمک زبانی ب صورت رایگان در اختیار شما قرار می گیرد. با شماره تلفن مندرج بروی کارت شناسایی خود با بخش «خدمات اعضا» تماس بگیرید (TTY: 711).

**Lao/ພາສາລາວ:** ຂໍ້ຄວນໃສ່ໃຈ: ຖ້າເຈົ້າເວົ້າພາສາລາວໄດ້, ມີການບໍລິການຊ່ວຍເຫຼືອດ້ານພາສາໃຫ້ທ່ານໂດຍບໍ່ເສຍຄ່າ. ໂທຫາຝ່າຍບໍລິການສະມາຊິກທີ່ໝາຍເລກໂທລະສັບຢູ່ໃນບັດຂອງທ່ານ (TTY: 711).

**Navajo/Diné Bizaad:** BAA ÁKOHWIINDZIN DOOÍGÍ: Diné k'ehjí yánílt'i'go saad bee yát'i' éí t'áájíík'e bee níká'a'doowołgo éí ná'ahoot'i'. Díí bee anítahígí ninaaltsoos bine'déé' nóomba biká'ígíjij' béeesh bee hodíílnih (TTY: 711).



MIIA Health Benefits Trust  
 3 Center Plaza, Suite 610  
 Boston, MA 02108  
 800-374-4405  
 617-542-6513

**MIIA HEALTH BENEFITS TRUST**  
**Boxford**  
 Renewal Proposal  
 07/01/2024 - 06/30/2025

MONTHLY CONTRIBUTION RATES				
PRODUCTS		Current	Renewal	
Unified Plan Name for FY2025	COVERAGE	RATES	RATES	CHANGE
Blue Care Elect \$500 Deductible with HCCS	Individual	\$ 1,146.79	\$ 1,189.51	3.73%
	Family	\$ 3,068.51	\$ 3,182.82	
Network Blue NE \$500 Deductible with HCCS	Individual	\$ 970.13	\$ 1,004.16	3.51%
	Family	\$ 2,591.80	\$ 2,682.71	
Network Blue Select \$500 Deductible with HCCS	Individual	\$ 902.25	\$ 873.62	-3.17%
	Family	\$ 2,410.37	\$ 2,333.96	
Dental Blue Freedom High Option	Individual	\$ 44.28	\$ 45.01	1.64%
	Family	\$ 92.12	\$ 93.63	
Dental Blue Enhanced Value	Individual	\$ 35.10	\$ 35.68	1.64%
	Family	\$ 87.30	\$ 88.73	

The Select Network rates were realigned to current pricing differentials.  
 Renewal rates are based on final plan design and enrollment.  
 Senior plans will renew on January 1, 2025.  
 Please provide a copy of the in-force PEC or IAC agreement, if applicable.  
 Signed commitment is due on or before April 1, 2024.  
 Deductible funding on Medical plans limited to 50% of the deductible

Signature for Acceptance of Rates	Title	Date
Print Name		

**From:** [Masco Music](#)  
**To:** [Matt Coogan](#)  
**Subject:** March 11, 2024 selectman meeting sign approval  
**Date:** Saturday, March 9, 2024 1:11:08 PM

---

**External Sender**

Hi Mr. Coogan,

I could not find when the April selectman meeting was going to occur, so I thought that I should send you an email requesting the approval of putting out Masco Music Parents Association Electronics Fundraising signs for the dates April 13-April 27.

The signs are 2' wide by 1.5' tall.

We would like to post at the following locations:

1. Spofford Rd.& 133
2. Spofford Rd & Ipswich
3. Main St & 133
4. Ipswich Rd & Georgetown Rd
5. Main St. & Topsfield Rd
6. Pond St & 97
7. Topsfield Rd across from Old Topsfield Entrance
8. Main St. and Ipswich Rd.
9. Corners of the green where Elm, Main, and Topsfield Rds come together
- 10.. In front of Masco
11. In front of the Boxford Library

I have attached a picture of the sign.

If there is anything else that I need to do, please let me know.

Thank you,

Michele Voner

Masco Music Parents Association President [mascomusic@gmail.com](mailto:mascomusic@gmail.com)

--

<http://mascomusic.weebly.com/>

Masco Music Parents Association

A 501(c)3 non-profit organization. Proceeds from fundraising events help fund MMPA music awards and music department programs and events.

# ELECTRONICS RECYCLING

## Fundraiser

Sat.

9am - 12pm



# MASCONOMET HIGH SCHOOL



March 5, 2024

Select Board  
7A Spofford Road  
Boxford, MA 01921

Dear Board Members:

The Boxford Village Garden Club is planning to hold its annual plant sale on May 11, 2024 on **the Pony Field at The Center at 10 Elm**, from 8:30 am-1:00 pm.

We have notified the Historic District Commission of signage in the East and West Villages. In addition, we plan to place signs at key intersections around town one week prior to the sale as follows: Spofford and Ipswich, Main and Ipswich, Pond and Route 97, Main St. and Lawrence Rd., Main St. and Middleton Rd., Masconomet Regional High School, Topsfield Rd./Highway Exit and Main St. and Lakeshore Rd.

Thanks in advance for your support of the Boxford Village Garden Club.

Sincerely,

Karen Brockelbank  
Plant Sale Chair  
Boxford Village Garden Club  
karen.e.brockelbank@gmail.com  
978-992-8416

Town of Boxford's American Rescue Plan Act (ARPA) Coronavirus Local Fiscal Recovery Fund (CLFRF) Award Tracker

Boxford's total ARPA Funds: **\$2,490,492**

Item	Description	Select Board Approval	Appropriated	Spent to Date	Status	Completed Projects Unspent Funds	Notes
Pilot	Medical Response Pilot Program	Aug-21	\$ 150,000.00	\$ 118,850.00	COMPLETE	\$ 31,150.00	Pilot began Sept. 2021. Incorporated into Town operating budget beginning on July 1, 2023
Tent rental	Annual Town Meeting June 2021	Oct-21	\$ 40,000.09	\$ 40,000.09	COMPLETE	\$ -	
Nurse	Tri-Town Nurse Boxford Share	Oct-21	\$ 3,555.22	\$ 3,555.22	COMPLETE	\$ -	ARPA used until Shared Health Grant started
Tent rental	COA tent summer 2021 and 2022	Oct-21	\$ 55,000.00	\$ 22,336.38	COMPLETE	\$ 32,663.62	No tent necessary for 10 Elm
Health	Increased hours for BoH Admin	Oct-21	\$ 12,500.00	\$ 11,440.90	COMPLETE	\$ 1,059.10	10 hours week/Aug21-June 22; added to FY23 Budget
10 Elm	Generator	Oct-21	\$ 205,000.00	\$ -	COMPLETE	\$ 205,000.00	\$150 K cost paid by PBC in May from initial 10 Elm debt authorization
Audit	ARPA Audit	Oct-21	\$ 40,000.00	\$ 19,000.00	Ongoing		4 estimated single audits, plus costs of compliance support
Culverts	4 Critical Culverts - Design	Oct-21	\$ 240,000.00	\$ 200,000.00	Ongoing		
Culverts	4 Critical Culverts - Construction	Oct-21	\$ 1,200,000.00	\$ -	Ongoing		
Covid	Covid test for public	Dec-21	\$ 7,500.00	\$ 7,091.01	COMPLETE	\$ 408.99	\$7,500 Earmarked for PPE
27 Main	Demolition Additional Cost	Nov-22	\$ 26,000.00	\$ -	COMPLETE	\$ 26,000.00	
Study	Reuse Feasibility Study 188 Wash.	Dec-22	\$ 10,000.00	\$ 10,000.00	COMPLETE	\$ -	RKG Market Analysis
Vehicle	Engine 4 Cost Overruns	Jun-23	\$ 130,000.00				ARPA Committee voted to recommend approval on June 21st
Vehicle	Fire Department Rescue Vehicle	TBD	\$ 125,000.00		Ongoing		Rough estimate of cost to fund an SUV (with full equipment) as a short-term alternative to purchasing a new rescue vehicle
Vehicle	2010 Chevy One-Ton Dump Truck	TBD	\$ 100,000.00		Ongoing		From FY25-29 CIP. Moved from Free Cash to ARPA.
Vehicle	DPW Mini Excavator with Side Mower	TBD	\$ 220,000.00		Ongoing		From FY25-29 CIP. Moved from Free Cash to ARPA.
<b>TOTAL</b>			<b>\$ 2,564,555.31</b>	<b>\$ 432,273.60</b>		<b>\$ 296,281.71</b>	
<b>Unappropriated ARPA funds</b>			<b>\$ (74,063.31)</b>				
<b>Available ARPA Funds</b>			<b>\$ 222,218.40</b>				

Other potential projects to fund with Available ARPA Funding

Culvert Overrages

FINCOM Reserve Transfer



## Chapter 19

### Article XII

#### TOWNADMINISTRATOR

##### §19-26. Duties.

The Town Administrator shall be appointed by the Select Board and shall have the following duties:

- A. Chief Administrative Officer. The Town Administrator shall serve as the Town's Chief Administrative Officer, shall act as the agent for the Select Board and shall be responsible to the Select Board for the proper operation of Town affairs for which said Town Administrator is given responsibility under this bylaw. The Town Administrator shall supervise, direct and be responsible for the efficient administration of all departments and employees under the jurisdiction of the Select Board and all functions for which the Administrator is given responsibility, authority or control by the Town of Boxford bylaws, Town Meeting vote, or by vote of the Select Board. He/she shall coordinate with all committees, commissions and officials not under the jurisdiction of the Select Board.
- B. Chief Personnel Officer. The Town Administrator shall exercise overall responsibility for human resources for the Town including, but not limited to: supervision and evaluation of Town employees appointed by and under the jurisdiction of the Select Board. The Town Administrator shall administer the Town's Personnel Bylaw, including maintenance of centralized personnel records, preparation of annual evaluation of Town employees and recommendation of compensation. The Town Administrator shall direct the Town's contract negotiations and collective bargaining. He or she may inquire at any time into the conduct of any officer, employee, special employee, independent contractor, department, board commission or agency with regard to any matters affecting Town administration and have open and free access to all documents, and records from any source, electronic or otherwise, that are relevant to said inquiry.
- C. Chief Financial Officer. The Town Administrator shall serve as Chief Financial Officer. The Town Administrator is responsible to prepare, propose and submit to the Select Board and Finance Committee the fiscal documents pertaining to the annual operating budget and proposed capital outlay program for all municipal departments. The Town Administrator is responsible for the preparation and maintenance of the Town's Capital Improvement Program, preparing recommendations for annual capital request and an annual 5-year capital plan for purchase and maintenance of capital assets. The Town Administrator oversees the Town's Financial Team and may, pursuant to authority delegated by the Select Board, appoint a Director of Municipal Finance to oversee daily budgetary functions.
- D. Chief Procurement Officer. The Town Administrator shall act as Chief Procurement Officer in accordance with the provisions of Chapter 30B of the Massachusetts General Laws, and may appoint such assistant procurement officers as provided in Chapter 30B of the Massachusetts General Laws. Contacts shall be subject to execution by the Select Board unless otherwise provided by law.
- E. Under policy direction of the Select Board, coordinates with Town Counsel on legal matters affecting the Town.
- F. Responsible for the management of all properties under the authority of the Select Board.
- G. Responsible for media and public relations; to establish and maintain positive community relations with local organizations, groups and residents; act as Town liaison with local, regional, state and federal agencies
- H. Responsible for the coordination of Town-wide information technology and systems.

- I. Shall have access to all municipal books, papers and documents or information necessary for the proper performance of the duties of the administrator. The Town Administrator may, without notice, cause the affairs of any division or department under the Town Administrator's supervision, or the conduct of any officer or employee thereof, to be examined.
- J. Appointments. the Town Administrator shall provide guidance and recommendations to the Select Board regarding appointment of Town employees appointed by and under the jurisdiction of the Select Board; provided, however, that the Select Board shall, in its sole discretion, appoint, hire, remove and discipline, subject any applicable collective bargaining agreements, officers and employees under the jurisdiction of the Select Board.
- K. Recommend to the Select Board, who are granted the authority to make such changes upon majority vote, the reorganization, consolidation or abolishment of Town departments or agencies, to provide for new departments or agencies and to recommend a reassignment of powers, duties and responsibilities among such departments or agencies so established or existing;
- L. Perform any other duties as are required to be performed by the Town Administrator by by-laws, administrative code, votes of the Town Meeting, or votes of the Select Board, or otherwise.

DRAFT



# **TOWN OF BOXFORD**

**Website: [BoxfordMA.gov](http://BoxfordMA.gov)**

**Warrant for Annual Town Meeting  
Tuesday, May 14, 2024  
7:00 p.m.**

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



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

**<https://www.boxfordma.gov/TownMeeting2024>**

**MASCONOMET REGIONAL HIGH SCHOOL – AUDITORIUM**

**Commonwealth of Massachusetts  
Essex s.s.**

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

**GREETINGS:**

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

**ITEMS HIGHLIGHTED INDICATE PLACEHOLDERS FOR VOTES.  
VOTES HAVE NOT YET TAKEN PLACE.**

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

Sponsored and Supported by the **Select Board**

**ARTICLE 2.** To see if the Town, in accordance with M.G.L. Chapter 150E, section 7, **will vote to appropriate a sum of money to fund the first-year cost items contained in the Boxford Police Reserve Association collective bargaining agreement** recently negotiated and ratified by the Select Board which has a term of \_\_\_\_\_ through \_\_\_\_\_.

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

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

**ARTICLE 3.** To see if the Town will vote to adopt the Classification Plan and Compensation Plan for FY 2025, as submitted by the Personnel Board under Chapter 23 of the Town Code; said Classification Plan and Compensation Plan as printed on pages **XX** through **XX** of this warrant; funding for estimated costs of said plan included in the general operating budget of Town in Article X; or take any other action thereon.

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

**ARTICLE 4.** To **act on the proposed budget** and see what sums of money the Town will vote to raise and appropriate, or transfer from available funds, for the use of several departments for Fiscal Year 2025, to wit: General Government, Financial Administration, Public Safety, Education, Public Works, Health & Human Services, Culture & Recreation, Employee Benefits, Debt Service, and all other necessary proper expenses during said fiscal year; and authorize expenditure of these funds under the direction of the appropriate listed department; or take any other action thereon.

Sponsored and Supported by the Finance Committee

Estimate: \$41,421,652

Select Board recommends adoption of this article

The proposed budget is printed on pages XX and XX of this warrant.

\*\*\*\*\*

**NOTE:** At this time, we anticipate that **Article 5 and Article 6** will each be offered as a "contingent appropriation." This means that although the appropriation could be approved at the Annual Town Meeting, that appropriation would be fully contingent upon successful passage of the related Proposition 2½ ballot questions. Should the override question fail, the appropriation would be rendered null and void. In the case of Article 6, the Masconomet Regional School District budget would be rejected (the district budget must be accepted by at least two of the three member communities).

**ARTICLE 5.** To see if the Town will vote **to raise and appropriate or transfer from available funds the sum of \$870,235** for the purpose of additionally funding the Fiscal Year 2025 Elementary School Budget; provided, however, that the appropriation authorized herein shall be subject to and contingent upon approval of the voters at the Town Election to assess additional real estate and personal property taxes in accordance with the provisions of Proposition 2 1/2, so called; or take any other action thereon.

Sponsored and supported by the **Elementary School Committee**

**Finance Committee** recommends adoption of this article

**Select Board** recommends adoption of this article

**ARTICLE 6.** To see if the Town will vote **to raise and appropriate or transfer from available funds the sum of \$163,902** for the purposes of additionally funding the Fiscal Year 2025 Masconomet Regional School District Assessment, thereby meeting the Town's total District assessment, provided, however, that the appropriation authorized herein shall be subject to and contingent upon approval of the voters at the Town Election to assess additional real estate and personal property taxes in accordance with the provisions of Proposition 2 ½, so called; or take any other action thereon.

Sponsored and supported by the **Masconomet Regional District School Committee**

**Finance Committee** recommends adoption of this article

**Select Board** recommends adoption of this article

**ARTICLE 7.** To see if the Town will vote to set the following **annual curbside solid waste collection fees: \$175 annual fee; \$175 annual fee for additional each additional 64 gallon trash barrel; \$6.00 for each 32-gallon overflow bag;** or take any other action thereon.

Sponsored and Supported by the **Board of Health**

**Finance Committee** recommends adoption of this article

**Select Board** recommends adoption of this article

**ARTICLE 8.** To **act on the list of proposed equipment and capital purchases** for FY 2025 and see what sums of money the Town will vote to transfer from Free Cash, for the use of several departments for fiscal year 2025, and authorize expenditure of these funds for such purposes under the direction of the appropriate listed department and authorize the Select Board or School Committees to dispose of any equipment declared surplus if replaced; or take any other action thereon.

Sponsored and supported by the **Select Board**

Estimate: **\$991,500**

**Finance Committee** recommends adoption of this article

**Permanent Building Committee** recommendations as noted

**Sustainability Committee** recommendation as noted

The proposed FY25 capital budget is printed on page XX of this warrant.

**ARTICLE 9.** To see if the Town will vote to transfer and appropriate from Free Cash the sum of \$50,000 to be expended by the Town Administrator, with the advice of the Select Board, to engage the consulting services of professional advisors to assist the Emergency Response Advisory Committee's charge to complete 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, or take any other action thereon.

Sponsored and supported by the **Select Board**

**Finance Committee** recommends adoption of this article

**Emergency Response Advisory Committee** recommends adoption of this article

**ARTICLE 10.** To see if the Town will vote to **transfer and appropriate from Free Cash the sum of \$147,711** (36.93% of Total) to be expended by the Masconomet Regional School District Committee, with the advice of the School Superintendent, to complete various IT, Facility, & Food Service projects, including all incidental and related expenses, or take any other action thereon.

Sponsored and supported by the Masconomet Regional District School Committee

**Finance Committee** recommends adoption of this article

**Select Board** recommends adoption of this article

**ARTICLE 11.** To see if the Town will vote to appropriate the sum of **\$XX** to pay costs of design, permitting, and regulatory approval, provide plans and specifications, conduct competitive construction bidding, and undertake other services as necessary, including any incidental and related costs, for a new Department of Public Works building and associated structures on Town-owned land off Spofford Road; said amount to be expended under the direction of the Permanent Building Committee; and authorize the Treasurer with the approval of the Select Board to borrow said amount under and pursuant to Massachusetts General Laws Chapter 44, Section 7, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor; and to authorize the Chief Procurement Officer under the direction of the Permanent Building Committee to enter into any and all agreements and execute any and all instruments as may be necessary on behalf of the Town to effectuate the execution of said Project; provided further that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount received prior to the issuance of any bonds or notes under the authority of this vote; or take any other action thereon.

Sponsored and supported by **Permanent Building Committee**

**Select Board** recommends adoption of this article

**Finance Committee** recommends adoption of this article

**ARTICLE 12.** To see if the Town will vote to appropriate **\$XX** to engage consulting and engineering services to design, seek regulatory permitting approval, provide plans and specifications, conduct competitive construction bidding, and undertake other services as necessary, for the Spofford Pond School HVAC Project, including any incidental or related expenses, said funds to be expended under the direction of the Elementary School Committee; and that to meet this appropriation, the Treasurer, with the approval of the Select Board, is

authorized to borrow said amount under and pursuant to Massachusetts General Laws Chapter 44, Section 7, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor; and to authorize the Chief Procurement Officer under the direction of the Elementary School Committee to enter into any and all agreements and execute any and all instruments as may be necessary on behalf of the Town to effectuate the execution of said Project; provided further that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount received prior to the issuance of any bonds or notes under the authority of this vote; or take any other action thereon.

Sponsored and supported by the **Elementary School Committee**  
**Board of Selectmen** recommends adoption of this article  
**Finance Committee** recommends adoption of this article

\*\*\*\*\*  
**NOTE:** At this time, we anticipate that **Article 13** will be offered as a "contingent appropriation." This means that although the appropriation could be approved at the Annual Town Meeting, that appropriation would be fully contingent upon successful passage of the related Proposition 2½ ballot questions. Should the override question fail, the appropriation would be rendered null and void. The Masconomet Regional School debt authorizations must be approved by all three member communities.  
.....

**ARTICLE 13.** To see if the Town will vote to approve the indebtedness authorized by the Regional School Committee of the Masconomet Regional School District on March 20, 2024, for the purpose of engaging consulting and engineering services to design, seek regulatory permitting approval, provide plans and specifications, conduct competitive construction bidding and undertake other services as necessary, for a new roof, HVAC and Building Management System for the High School/ Middle School Building Complex, provided that said approval shall be contingent upon the passage of a Proposition 2 ½ debt exclusion ballot question under Massachusetts General Law Chapter 59 Section 21C, for the amounts required to pay the Town’s allocable share of the principal and interest on the borrowing authorized by the District, and if such ballot question is not passed, this vote will be deemed to be a disapproval; or take any other action thereon.

Sponsored and supported by the Masconomet Regional School District School Committee  
Estimated Total Design Cost: \$5,000,000 (Boxford’s Share: \$ 1,846,387.50)  
**Select Board** recommends adoption of this article  
**Finance Committee** recommends adoption of this article  
**Sustainability Committee** recommends adoption of this article

**ARTICLE 14.** To see if the Town will vote in accordance with the provisions of Chapter 77 of the Acts of 2023 to rescind the vote taken under Article 9 of the May 9, 2023 Annual Town Meeting creating a Special Opioid Settlement Stabilization Fund and dedicating 100% of the opioid litigation settlement funds received by the Town to such fund pursuant to G.L. c. 40, §5B, such funds henceforth to be placed in a special revenue fund to be expended without further appropriation for all of the purposes allowed by law, including those outlined in applicable opioid litigation settlement documents; or take any other action related thereto.

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

**ARTICLE 15.** To see if the Town will vote to **appropriate or reserve from the Community Preservation Fund annual revenues** in the amounts recommended by the Community Preservation Committee for committee administrative expenses, debt service, community preservation projects and other expenses in Fiscal Year 2025, with each item to be considered a separate appropriation:

**Appropriations:**

From FY 2025 estimated annual revenues for Lincoln Hall Renovation Bond expense	\$39,332
From FY 2025 estimated annual revenues for Haynes Land Purchase Bond expense	\$112,375
From FY 2025 estimated annual revenues for Aaron Wood Renovation Bond expense	\$12,891
From FY 2025 estimated annual revenues for Boxford Commons Bond expense	\$128,500
From FY 2025 estimated annual revenues for 10 Elm Street Bond expense	\$72,500
From FY 2025 estimated annual revenues for Committee Administrative expenses	\$59,832

**Reserves:**

From FY 2025 estimated annual revenues for Community Housing Reserve	\$119,663
From FY 2025 estimated annual revenues for Historic Reserve	\$0
From FY 2025 estimated annual revenues for Open Space Reserve	\$7,288
From FY 2025 estimated annual revenues for Budgeted Reserve	\$625,000

or take any other action thereon.

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

**ARTICLE 16.** CPA Stiles Pond Advisory Committee

**ARTICLE 17.** CPA Johnson Playground Construction

**ARTICLE 18.** CPA Boxford Documents Center HVAC

**ARTICLE 19.** CPA Boxford Common Irrigation Well

**ARTICLE 20.** To see if the Town will vote to authorize the Select Board to acquire by gift, donation or otherwise, the following parcels of land in the Town of Boxford, and, further, to authorize the Select Board to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town to carry out the purposes of this article, or take any other action thereon.

Sponsored and supported by the **Select Board**

**ARTICLE 21.** To see if the Town will vote to amend the Town's Bylaws, Part 1: Administrative Legislation, Chapter 7, Committees, Commissions and Boards, Article III, Recreation Committee, Section 7-5, Purpose, by deleting the strike through language and by inserting the ***bold, italicized text*** as indicated below, or take any other action thereon:

**§ 7-5. Purpose.**

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



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

**ARTICLE 22.** To see if the Town will vote to amend the Town's Bylaws, Part 1: Administrative Legislation, Chapter 7, Committees, Commissions and Boards, Article XIV, Computer Management Committee, by striking it in its entirety, or take any other action thereon:

Sponsored and supported by the **Select Board**

**ARTICLE 23.** To see if the Town will vote to amend the Town's Bylaws, Part 1: Administrative Legislation, Chapter 19, Officers and Employees, by adding the new Article XII, Town Administrator, as set forth below, or take any other action thereon:

**Chapter 19**  
**Article XII**  
**TOWNADMINISTRATOR**  
**§19-26. Duties.**

The Town Administrator shall be appointed by the Select Board and shall have the following duties:

- A. Chief Administrative Officer. The Town Administrator shall serve as the Town's Chief Administrative Officer, shall act as the agent for the Select Board and shall be responsible to the Select Board for the proper operation of Town affairs for which said Town Administrator is given responsibility under this bylaw. The Town Administrator shall supervise, direct and be responsible for the efficient administration of all departments and employees under the jurisdiction of the Select Board and all functions for which the Administrator is given responsibility, authority or control by the Town of Boxford bylaws, Town Meeting vote, or by vote of the Select Board. He/she shall coordinate with all committees, commissions and officials not under the jurisdiction of the Select Board.
- B. Chief Personnel Officer. The Town Administrator shall exercise overall responsibility for human resources for the Town including, but not limited to: supervision and evaluation of Town employees appointed by and under the jurisdiction of the Select Board. The Town Administrator shall administer the Town's Personnel Bylaw, including maintenance of centralized personnel records, preparation of annual evaluation of Town employees and recommendation of compensation. The Town Administrator shall direct the Town's contract negotiations and collective bargaining. He or she may inquire at any time into the conduct of any officer, employee, special employee, independent contractor, department, board commission or agency with regard to any matters affecting Town administration and have open and free access to all documents, and records from any source, electronic or otherwise, that are relevant to said inquiry.
- C. Chief Financial Officer. The Town Administrator shall serve as Chief Financial Officer. The Town Administrator is responsible to prepare, propose and submit to the Select Board and Finance Committee the fiscal documents pertaining to the annual operating budget and proposed capital outlay program for all municipal departments. The Town Administrator is responsible for the preparation and maintenance of the Town's Capital Improvement Program, preparing recommendations for annual capital request and an annual 5-year capital plan for purchase and maintenance of capital assets. The Town Administrator oversees the Town's Financial Team and may, pursuant to authority delegated by the Select Board, appoint a Director of Municipal Finance to oversee daily budgetary functions.

- D. Chief Procurement Officer. The Town Administrator shall act as Chief Procurement Officer in accordance with the provisions of Chapter 30B of the Massachusetts General Laws, and may appoint such assistant procurement officers as provided in Chapter 30B of the Massachusetts General Laws. Contacts shall be subject to execution by the Select Board unless otherwise provided by law.
- E. Under policy direction of the Select Board, coordinates with Town Counsel on legal matters affecting the Town.
- F. Responsible for the management of all properties under the authority of the Select Board.
- G. Responsible for media and public relations; to establish and maintain positive community relations with local organizations, groups and residents; act as Town liaison with local, regional, state and federal agencies
- H. Responsible for the coordination of Town-wide information technology and systems.
- I. Shall have access to all municipal books, papers and documents or information necessary for the proper performance of the duties of the administrator. The Town Administrator may, without notice, cause the affairs of any division or department under the Town Administrator's supervision, or the conduct of any officer or employee thereof, to be examined.
- J. Appointments. the Town Administrator shall provide guidance and recommendations to the Select Board regarding appointment of Town employees appointed by and under the jurisdiction of the Select Board; provided, however, that the Select Board shall, in its sole discretion, appoint, hire, remove and discipline, subject any applicable collective bargaining agreements, officers and employees under the jurisdiction of the Select Board.
- K. Recommend to the Select Board, who are granted the authority to make such changes upon majority vote, the reorganization, consolidation or abolishment of Town departments or agencies, to provide for new departments or agencies and to recommend a reassignment of powers, duties and responsibilities among such departments or agencies so established or existing;
- L. Perform any other duties as are required to be performed by the Town Administrator by by-laws, administrative code, votes of the Town Meeting, or votes of the Select Board, or otherwise.



**ARTICLE 24.** To see if the Town will vote to amend the Town’s Bylaws, Part II: General Legislation, Chapter 164, Stretch Energy Code, , by deleting the chapter title in the Table of Contents and replacing it with “Specialized Stretch Energy Code” and deleting the language contained in that chapter in its entirety and replacing it with the following language, , for the purpose of regulating the design and construction of buildings for the effective use of energy and reduction of greenhouse gas emissions, pursuant to the entirety of 225 CMR 22 and 23 including Appendices RC and CC, including future editions, amendments or modifications thereto, with an effective date of **January 1, 2025**, a copy of which is on file with the Town Clerk, or take any other action relative thereto.

**Chapter 164**  
**SPECIALIZED ENERGY CODE**  
**§ 164-1 Definitions**  
**§ 164-2 Purpose**  
**§ 164-3 Applicability**  
**§ 164-4 Stretch Code**

**§ 164-1 Definitions**

**International Energy Conservation Code (IECC)** – The International Energy Conservation Code (IECC) is a building energy code created by the International Code Council. It is a model code adopted by many state and municipal governments in the United States for the establishment of minimum design and construction requirements for energy efficiency, and is updated on a three-year cycle. The baseline energy conservation requirements of the MA State Building Code are the IECC with Massachusetts amendments, as approved by the Board of Building Regulations and Standards and published in state regulations as part of 780 CMR.

**Specialized Energy Code** – Codified by the entirety of 225 CMR 22 and 23 including Appendices RC and CC, the Specialized Energy Code adds residential and commercial appendices to the Massachusetts Stretch Energy Code, based 3 | P a g e on amendments to the respective net-zero appendices of the International Energy Conservation Code (IECC) to incorporate the energy efficiency of the Stretch energy code and further reduce the climate impacts of buildings built to this code, with the goal of achieving net-zero greenhouse gas emissions from the buildings sector no later than 2050.

**Stretch Energy Code** - Codified by the combination of 225 CMR 22 and 23, not including Appendices RC and CC, the Stretch Energy Code is a comprehensive set of amendments to the International Energy Conservation Code (IECC) seeking to achieve all lifecycle cost-effective energy efficiency in accordance with the Green Communities Act of 2008, as well as to reduce the climate impacts of buildings built to this code.

**§ 164-2 Purpose**

The purpose of 225 CMR 22.00 and 23.00 including Appendices RC and CC, also referred to as the Specialized Energy Code is to provide a more energy efficient and low greenhouse gas emissions alternative to the Stretch Energy Code or the baseline Massachusetts Energy Code, applicable to the relevant sections of the building code for both new construction and existing buildings.

**§ 164-3 Applicability**

This energy code applies to residential and commercial buildings.

**§ 164-4 Specialized Code**

The Specialized Code, as codified by the entirety of 225 CMR 22 and 23 including Appendices RC and CC, including any future editions, amendments, or modifications, is herein incorporated by reference into the Town of Boxford General Bylaws, Chapter 164.

The Specialized Code is enforceable by the inspector of buildings or building commissioner

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

**ARTICLE 25.** To see if the Town will vote to amend the Town’s Bylaws, Part II: General Legislation, Chapter 196, Zoning, Article V, Use Regulations, Section 196-13, R-A Residence-Agricultural District, Subsection 196-13C, Accessory apartments in residence districts, by deleting the strike through language and by inserting the ***bold, italicized text*** as indicated below, or take any other action thereon:

Sponsored and supported by the **Select Board**  
**Planning Board** recommends adoption of this article  
**Zoning Board of Appeals** recommends adoption of this article

**ARTICLE 26.** To transact any other business that may legally come before said meeting.

Supporting documents for this warrant may be found at:  
**[www.boxfordma.gov/TownMeeting2024](http://www.boxfordma.gov/TownMeeting2024)**

You are hereby ordered to notify and warn voters to meet in the Boxford Town Hall, 7A Spofford Road, Boxford, MA, on Tuesday, the 21st of May next, polls open from 7:00 a.m. to 8:00 p.m., for the following purposes, viz: to choose by ballot the following Town Officers for the ensuing year: **Select Board**, TWO member for three years; **Board of Assessors**, ONE member for three years; **Board of Health**, TWO members for three years; **Boxford School Committee**, TWO members for three years; **Masconomet Regional District School Committee**, TWO members for three years; **Board of Library Trustees**, TWO members for three years; **Town Moderator**, ONE for 3 years; **Constable, East Parish**, ONE for three years; **Constable, West Parish**, ONE for three years; **Board of Commissioners of Trust Funds**, ONE member for three years.

**QUESTION #1:** Shall the Town of Boxford be allowed to assess an additional \$XX in real estate and personal property taxes for the purposes of funding the Fiscal Year 2025 Elementary School Budget beginning July first?

Yes \_\_\_

No \_\_\_

**QUESTION #2:** Shall the Town of Boxford be allowed to assess an additional \$XX in real estate and personal property taxes for the purposes of funding the Fiscal Year 2025 Masconomet Regional School District Assessment beginning July first?

Yes \_\_\_

No \_\_\_

**QUESTION #3:** Shall the Town of Boxford be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay the Town's allocable share of the bonds issued by the Masconomet Regional School District for the purpose of paying costs of an owners project manager (OPM) and design services in connection with the Roof, HVAC, and Building Management System construction project at the High School/Middle School Building Complex, including the payment of all costs incidental and related thereto.

Yes \_\_\_

No \_\_\_

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

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

Given under our hands this \_\_\_\_\_ day of \_\_\_\_\_ in the year of our Lord, two thousand twenty-four.

\_\_\_\_\_  
Barbara G. Jessel, Chair

\_\_\_\_\_  
Margaret Chow-Menzer, Clerk

**SELECT BOARD**

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

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

\_\_\_\_\_  
Judith A. Stickney

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

\_\_\_\_\_  
David A. Smallman, Constable  
West Parish

\_\_\_\_\_  
John A. Rowen, Constable  
East Parish

Date \_\_\_\_\_

Date \_\_\_\_\_

**TOWN OF BOXFORD - COMPENSATION PLAN for  
NON-BENEFIT ELIGIBLE CLASSIFICATION PLAN EMPLOYEES  
FISCAL YEAR 2025**

<b><u>HOURLY EMPLOYEES CLASSIFICATION</u></b>	<b><u>HOURLY RATE FY2025</u></b>
1. Library Personnel	
Circulation Attendant	\$15.30
Library Assistant	\$17.63
2. Minutes Secretary	\$18.53 - \$22.53
3. Clerical Associate	\$20.00
5. Alternate Building Inspector	\$29.61
6. Recycle Attendant	\$18.28
7. Election Officers	
Wardens	\$15.30
Inspectors	\$15.81
8. Plumbing/Gas Inspector	\$381.78 (weekly)
9. Wiring Inspector	\$381.78 (weekly)
10. DPW Summer Help	
Starting	\$17.34
Returning 2nd Year	\$17.68
Each Successive Returning Year	+ \$.35/ hour
11. Parks Program (Seasonal)	
Director	\$35.37 - \$41.61
Assistant Director	\$20.29 - \$25.50
Nurse	\$26.52 - \$37.74
Senior Counselor	\$15.50
Junior Counselor	\$15.00
12. Outreach Worker	\$19.20
13. Van Driver	\$16.15

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

**Grade N-1**

*No position assigned.*

**Grade N-2**

*No position assigned.*

**Grade N-3**

Assistant Treasurer/Collector of Taxes

**Grade N-4**

Administrative Services Manager/ HR Coordinator

**Grade N-5**

Director of Communications  
Director of Senior Services  
Town Clerk

**Grade N-6**

Director of Public Health  
Director of Public Libraries  
Inspector of Buildings

**Grade N-7**

Director of Assessments  
Director of Land Use  
Assistant Town Administrator  
Treasurer/Collector

**Grade N-8**

*No position assigned.*

**Grade N-9**

DPW Superintendent/Town Engineer  
Fire Chief

**Grade N-10**

Police Chief  
Director of Municipal Finance/Town Accountant

**Grade N-11**

Town Administrator

**TOWN OF BOXFORD – PROPOSED NON-UNION COMPENSATION PLAN FY 2025**

*Based on 40-hour work week.*

<b>Grade</b>		<b>Min</b>	<b>Mid</b>	<b>Max</b>
<b>1</b>	Hourly	\$ 27.97	\$ 33.56	\$ 39.15
	Weekly	\$ 1,118.67	\$ 1,342.41	\$ 1,566.14
	Annual	\$ 58,394.82	\$ 70,073.78	\$ 81,752.75
<b>2</b>	Hourly	\$ 30.34	\$ 36.41	\$ 42.48
	Weekly	\$ 1,213.76	\$ 1,456.51	\$ 1,699.27
	Annual	\$ 63,358.38	\$ 76,030.05	\$ 88,701.73
<b>3</b>	Hourly	\$ 32.92	\$ 39.51	\$ 46.09
	Weekly	\$ 1,316.93	\$ 1,580.32	\$ 1,843.70
	Annual	\$ 68,743.84	\$ 82,492.61	\$ 96,241.38
<b>4</b>	Hourly	\$ 35.72	\$ 42.87	\$ 50.01
	Weekly	\$ 1,428.87	\$ 1,714.65	\$ 2,000.42
	Annual	\$ 74,587.07	\$ 89,504.48	\$ 104,421.89
<b>5</b>	Hourly	\$ 38.76	\$ 46.51	\$ 54.26
	Weekly	\$ 1,550.33	\$ 1,860.39	\$ 2,170.46
	Annual	\$ 80,926.97	\$ 97,112.36	\$ 113,297.76
<b>6</b>	Hourly	\$ 42.05	\$ 50.46	\$ 58.87
	Weekly	\$ 1,682.10	\$ 2,018.52	\$ 2,354.94
	Annual	\$ 87,805.76	\$ 105,366.91	\$ 122,928.07
<b>7</b>	Hourly	\$ 45.63	\$ 54.75	\$ 63.88
	Weekly	\$ 1,825.08	\$ 2,190.10	\$ 2,555.11
	Annual	\$ 95,269.25	\$ 114,323.10	\$ 133,376.95
<b>8</b>	Hourly	\$ 49.51	\$ 59.41	\$ 69.31
	Weekly	\$ 1,980.21	\$ 2,376.26	\$ 2,772.30
	Annual	\$ 103,367.14	\$ 124,040.56	\$ 144,713.99
<b>9</b>	Hourly	\$ 53.71	\$ 64.46	\$ 75.20
	Weekly	\$ 2,148.53	\$ 2,578.24	\$ 3,007.94
	Annual	\$ 112,153.34	\$ 134,584.01	\$ 157,014.68
<b>10</b>	Hourly	\$ 58.28	\$ 69.93	\$ 81.59
	Weekly	\$ 2,331.16	\$ 2,797.39	\$ 3,263.62
	Annual	\$ 121,686.38	\$ 146,023.65	\$ 170,360.93
<b>11</b>	Hourly	\$ 63.03	\$ 75.64	\$ 88.24
	Weekly	\$ 2,521.28	\$ 3,025.53	\$ 3,529.79
	Annual	\$ 131,610.60	\$ 157,932.72	\$ 184,254.84

**Proposed Equipment and Capital Purchases for FY 2025**

			PBC Recommendation	Sustainability Committee Recommendation
1	IT Hardware	\$65,000		
2	New Automated Trash Collection - Trash and Recycling Bins	\$340,000		
3	Design & Permitting of Balmoral Drainage System	\$50,000		
4	Lincoln Hall Maintenance	\$55,000		
5	Police Station Ceiling Repairs	\$7,500		
6	Boxford Common Irrigation Maintenance	\$15,000		
7	Fire Department Turnout Gear	\$27,000		
8	Fire Department SCBA Compressor	\$68,000		
9	Communications - Fire and Police Backup Repeaters	\$65,000		
10	Town Clerk - Election Tabulators	\$19,000		
11	Cole School and Spofford Schools Floor Replacement, next phase	\$50,000		
12	Cole School HVAC Feasibility Study	\$80,000		
13	Cole School ADA Improvements Project	\$150,000		
	<b>Total ARTICLE 9</b>	<b>\$991,500</b>		



	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	\$870,235	\$870,235								
6	FY25 Budget Override - Masco	\$163,902	\$163,902								
7	Annual curbside solid waste collection fee										
8	Omnibus Capital Article										
	IT Hardware	\$65,000		\$65,000							
	Automated Trash Collection Bins	\$340,000		\$340,000							
	<del>Replace 2010 Chevrolet One Ton Dump Truck</del>	\$100,000		\$0							
	<del>Mini Excavator with Brush Side Mower attachment</del>	\$220,000		\$0							
	Design & Permitting of Balmoral Drainage System	\$50,000		\$50,000							
	Lincoln Hall Renovations	\$55,000		\$55,000							
	Police Station Ceiling Repairs	\$7,500		\$7,500							
	Boxford Common Irrigation	\$15,000		\$15,000							
	Fire Department Turnout Gear	\$27,000		\$27,000							
	FD SCBA Compressor	\$68,000		\$68,000							
	Backup Police and Fire Repeaters	\$65,000		\$65,000							
	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 for HVAC, BMS, & Roof (Debt Exclusion)	\$1,846,388			\$1,846,388						
13	Masco Capital - Priority 3 \$400,000	\$147,711		\$147,711							
14	Revoke Opioid Settlement Stabilization Fund										
15	CPC: Annual Budget and Reserves	TBD				TBD					
16	CPC: Stiles Pond	\$75,000				\$75,000					
17	CPC: Johnson Playground	\$350,000				\$350,000					
18	CPC: Boxford Historic Documents Center HVAC	TBD				TBD					
19	CPC Boxford Common Irrigation Well	\$10,000				\$10,000					
20	Property Acquisition (Donation)										
21	Remove By-Law Computer Advisory Committe										
22	By-Law: Adoption of Specialized Opt-in Building Code										
23	By-Law Recreation Committee Amendment										
24	By-Law: Town Administrator										
25	Zoning bylaw: accessory dwelling unit amendment										
26	Any other business										
		\$46,782,580	\$42,668,181	\$1,189,011	\$1,846,388	\$435,000					

Total Free Cash FY23 \$3,758,382  
 Available Free Cash under policy \$ 1,633,254  
 Available unspent \$444,243  
 Free Cash Carryover \$ 2,569,371

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**Minutes of the  
BOXFORD SELECT BOARD  
HYBRID VIA ZOOM  
Monday, March 11, 2024  
Draft**

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

Others Present: Town Administrator Matthew Coogan, Fire Chief Geiger, DPW Superintendent Chris Olbrot, National Grid Reps, Karen Sheridan, Nick Albina, Nathaniel Hunt, Michael White, Alex Constan, Stefanie Robin Siegel, Asst. Town Administrator Brendan Sweeney, 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**

**Real Estate Tax Exemption:** Select Board member Chow-Menzer 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 at 978-887-6692, Monday – Thursday, from 8:00am - 4:30pm. Applications will be accepted until April 1, 2024, for the current tax year.

**MBTA Communities Act Public Information Session** – Select Board member Stickney announced that an information session sponsored by the Boxford Housing Production Plan Committee, Merrimack Valley Planning Committee, and the Boxford Housing Partnership will be held at Town Hall, Meeting Room #1 on Saturday, March 16<sup>th</sup> from 9:00 – 10:30 AM. This is a hybrid meeting accessible either in person or via Zoom. Zoom details may be found at [www.boxfordma.gov/mbtainfosession](http://www.boxfordma.gov/mbtainfosession).

**Motor Vehicle Excise Taxes Are Due** – Select Board member Costello announced that motor vehicle excise taxes are due March 18<sup>th</sup>. For payment instructions, please visit: [www.boxfordma.gov/excisetax318](http://www.boxfordma.gov/excisetax318)

**Small Repair Grant Trust** - Select Board Chair Jessel announced that 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 to 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 to obtain an application, please go to the Town website at [www.BoxfordMA.gov/small-repairgrant-trust](http://www.BoxfordMA.gov/small-repairgrant-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

51 a trustee. This person does not have to be a board or committee member in Town. If  
52 interested, please contact the Town Administrator.

53  
54 **St. Patrick's Day Dinner** – Select Board Chair Jessel announced that Masconomet High  
55 School is hosting a dinner on Wednesday, March 20<sup>th</sup>, from 4-6 PM at Masco's Small Cafeteria.  
56 Dinner and free raffles will be provided. To sign up call COA @ 978-887-3591.

57  
58 **6:40 PM Public Hearing - National Grid Petition Plan #20863997, for replacement of direct**  
59 **buried cable at Porter Rd and Anna's Way** - National Grid Company (North Andover), is  
60 seeking permission to construct a line of underground electric conduits, including the necessary  
61 sustaining and protecting fixtures under and across the public way herein named Anna's Way  
62 and Porter Road– National Grid requests permission to: install approximately 2970 feet of 1- 1C  
63 2 AL 15KV EPR cable, approximately 1434 feet of 4- 3", 51 feet of 2- 3" conduit, 4 heavy- duty  
64 handholes and 2 primary pull boxes on Anna's Way & Porter Road, in Boxford.

65  
66 Select Board Chair Jessel opened the public hearing. National Grid's Petition Plan No.  
67 20863997, dated January 15, 2024, was presented, and discussed. It was stated that residents  
68 will be notified, and construction may begin on May 24<sup>th</sup> and take 3-6 weeks to complete. After  
69 some questions surrounding the placement of the trench, Select Board Chair Jessel closed the  
70 public hearing.

71 On a **MOTION** made by **Costello**, second by **Stickney**, the Select Board  
72 **VOTED** unanimously by roll call vote to approve the replacement of National Grid's  
73 direct buried cable, on Porter Road and Anna's Way (Plan #20863997), as presented by  
74 National Grid, and under the direction of the Town Engineer.

75  
76 **6:50 PM Meeting with Waste Stream Task Force**

77 Asst. Town Administrator Sweeney provided an update on the process for a new 5-year Trash  
78 and Recycling Contract- The WSTF ultimately decided to enter into an agreement with a new  
79 hauler, G. Mello Disposal Corp., which is based locally out of Georgetown. G. Mello's offer was  
80 the most advantageous to the Town financially, and their customer service was lauded by their  
81 current municipal clients in the region.

82 The key terms of the agreement between G. Mello and the Town are as follows:

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

87  
88 FY25 Trash & Recycling Budget - Boxford will save \$155 K from switching to automated  
89 collection trash/recycling collection, with bi-weekly (every other week) recycling. The Town is  
90 expected to realize significant savings in FY25 when compared to what the Town is anticipating  
91 spending for its current contract with Waste Management in FY24. Even estimated costs in  
92 FY29, the last year of the contract, are projected to be less than what the Town is anticipating  
93 spending for its current contract with Waste Management in FY24.

94  
95 Automated Collection and User Fees - The WSTF is making the following recommendations  
96 regarding the administration of the program:

- 97 • A 64-gallon container should be offered for disposal of trash, with a 96-gallon container  
98 offered for bi-weekly disposal of recycling.
- 99 • The Town should introduce a user fee to replace the revenue that is currently collected from  
100 trash sticker sales. This alternative was recommended instead of absorbing the full cost of the

101 contract into the tax levy, which likely would have resulted in a significant property tax  
102 increase.  
103 • The Town should use Free Cash to purchase the standardized containers required for  
104 automated collection. These containers would then become the property of the Town of Boxford  
105 and are to remain with specific residences, even if ownership of the residence changes. The  
106 estimated cost to purchase the required number of containers is roughly \$360,000.  
107 • Households will have the ability to request multiple 64-gallon trash containers, for which they  
108 will have to pay an additional annual user fee. Any resident that requests multiple trash  
109 containers will have to pay a subsequent \$175 per year fee for each additional trash container  
110 requested. These containers will also be purchased using the Town's Free Cash, and will also  
111 be property of the Town, though the supplemental revenue from the additional user fees will  
112 more than cover the cost to the Town to purchase the additional containers.  
113 • Standardized "overflow bags" will be available for purchase, in the event that a household is  
114 not able to fit all of their trash within their standardized containers on any given week. These  
115 bags will be available for purchase at Town Hall at a price of \$6/bag.  
116 The contract will hopefully be executed by 4/1/24. Stickers will continue to be used through June  
117 30, 2024, with the new program set to begin July 1<sup>st</sup>. All pertinent information will be  
118 communicated via a public communication plan.  
119 Asst. Town Administrator Sweeney thanked the Task Force for all of their efforts as did the  
120 Select Board. They also thanked Asst. Town Administrator Sweeney for his comprehensive  
121 report and diligence.

122  
123 **7:20 PM Meeting with DPW Superintendent/ Town Engineer**

124 FY'24 Department Goal and Objectives:  
125 GOAL 1: Repair, Replacement, and Maintenance of Infrastructure  
126 GOAL 2: Continue Improvement of Town Recreation Facilities  
127 GOAL 3: Continue Improvement of Town Facilities

128  
129 Fiscal Year 2025 Department Budget Review - The DPW's budget is level funded with  
130 increases accounting for salary adjustments and benefits. FY'24 Adopted budget totaled:  
131 \$356,041.00. FY25 Proposed budget total is \$397,782.00.

132  
133 CIP Department Requests - Department goals for FY'25-29 include: (see project sheets for  
134 specific details)

- 135 • Replace 2010 Chevrolet One Ton Dump Truck (#28)
- 136 • Replace 1988 Ford Tractor
- 137 • Mini Excavator with Brush Side Mower attachment
- 138 • Replace 2015 Chevrolet 3/4 Ton Dump Truck (#20)
- 139 • Dump/Plow Truck (#29)
- 140 • Dump/Plow Truck (#24)
- 141 • 1.5 Ton Truck with 45' Bucket
- 142 • Annual Roadway Reconstruction
- 143 • Roadway Network Assessment
- 144 • Design and Permitting of Drainage System on Balmoral
- 145 • Construction of Ipswich Rd Culvert B-82
- 146 • Construction Georgetown Rd Culvert B-129
- 147 • Design & Permitting and Construction of Middleton Rd Culvert B-203
- 148 • Construction of Culvert near #39 Glendale Road
- 149 • Construction of Culvert B-150 (Pye Brook Ln.)
- 150 • Construction of Culvert B-93 Herrick Rd.

- 151 • Main St. Retaining Wall Assessment and Design
- 152 • Relocate and replace DPW Garage (100% Design)
- 153 • Endicott Bridge Reconstruction
- 154 • Johnson Field Playground
- 155 • Lincoln Hall Well and Septic System Design
- 156 • Lincoln Hall Ceiling Paint/Exterior Paint
- 157 • Police Department Ceiling Repairs
- 158 • B2B Rail Trail North Boxford to Georgetown
- 159 • B2B Rail Trail Boxford Design
- 160 • Stiles Pond Snack Shack Roof
- 161 • Lincoln Hall Steps Repair and Exterior Work
- 162 • Police Station HVAC Duct Improvements
- 163 • HVAC Distribution at West Fire Station
- 164 • Lincoln Hall HVAC Package Units
- 165 • Lincoln Hall Interior Paint and Floors
- 166 • Jim Locke Softball Field Renovations
- 167 • Boxford Common Turf Replacement
- 168 • Koster Field Revitalization
- 169 • Morse Field Design and Revitalization
- 170 • New Irrigation Well at Boxford Commons

171 FY25 CIP total: \$4,305,000.00.

172

173 **Update on Culverts** – With dramatic cost increases of roughly 50-75%, even with various  
174 funding sources (MA DOT, Fair Share 2024, ARPA, and Chapter 90) and grants (MVP Grant,  
175 Ipswich River Water Shed Alliance), it may not be feasible to complete all projects within 4-5  
176 years. Culverts needing repair include Glendale Road, Georgetown Road, Middleton Road,  
177 Herrick Road, Pye Brook Lane and Ipswich Road.

178

179 **8:00 PM Meeting with Boxford Fire Chief**

180 **FY2025 Fire Department Goals & Objectives**

181 **GOAL 1:** Continue to Provide Fire Department Personnel with the Best Techniques, Practices  
182 and Training

183 **GOAL 2:** Continue to Improve our Emergency Medical Capabilities

184 **GOAL 3:** Continue Program to Update the Department's Equipment and Facilities

185

186 Fiscal Year 2025 Department Budget Review- FY'25 Proposed budget is \$928,139.00.

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

191

192 CIP Department Requests- \$611,000.00 is requested for FY'25 for the following: (please see  
193 project sheets for specific details and Fiscal Years. Items with an asterisk are for FY25)

- 194 • \*Rescue 1 Replacement (may hold off on this depending on ERAC recommendation)
- 195 • \*Turnout Gear
- 196 • West Fire Station Second Floor Renovations
- 197 • \*SCBA Air Compressor
- 198 • \*East Fire Station Kitchen
- 199 • Vehicle Stabilizers

- 200 • On Duty Car
- 201 • New Furniture
- 202 • Thermal Imager Camera
- 203 • Fire Boats
- 204 • Squad 2
- 205 • Fire Department Facilities Study
- 206 • Storage Shed
- 207 • Fire Chief's Vehicle
- 208 • Jaws of Life

209

210 **8:40 PM Report of the Town Administrator**

211 Warrant Articles for May Town Meeting – There are 22 Warrant Articles totaling \$ 46,881,615.00

212 As Taken From the Town Administrator's Town Warrant Article List they include:

213 1 Receive reports (housekeeping)

214 2 Collective Bargaining Agreement - Police Reserves

215 3 Classification Plan and Compensation Plan

216 4 FY 2025 Operating Budget

217 5 FY25 Budget Override - Elementary Schools

218 6 FY25 Budget Override - Masco

219 7 Revoke Opioid Settlement Stabilization Fund

220 8 Annual curbside solid waste collection fee

221 9 Omnibus Capital Article

222 IT Hardware

223 Automated Trash Collection Bins

224 Replace 2010 Chevrolet One Ton Dump Truck

225 Mini Excavator with Brush Side Mower attachment

226 Design & Permitting of Balmoral Drainage System

227 Lincoln Hall Painting

228 Lincoln Hall Interior Paint and Flooring

229 Police Station Ceiling Repairs

230 Boxford Common Irrigation Well

231 Fire Department Turnout Gear

232 FD SCBA Compressor

233 Election Tabulators

234 Cole and Spofford Flooring Replacement next phase

235 Cole HVAC Electrification Feasibility Study

236 Cole School ADA Site Improvements

237 9 Fund Consulting Services for Emergency Response Advisory Committee

238 10 Debt: DPW Facility Design

239 11 Debt: Spofford HVAC Electrification Design

240 12 Masco Capital - \$5M Designer + OPM (Debt Exclusion)

241 13 Masco Capital - Priority 3

242 14 CPC: Annual Budget and Reserves

243 15 CPC: Stiles Pond

244 16 CPC: Johnson Playground

245 17 Property Acquisition (Donation)

246 18 Remove By-Law Computer Advisory Committee

247 19 By-Law: Adoption of Specialized Opt-in Building Code

248 20 By-Law Recreation Committee Amendment

249 21 By-Law: Town Administrator

250 22 Zoning bylaw: accessory dwelling unit amendment

251  
252 **Aggregation Update** – Bids will be in tomorrow. The outlook is favorable as it appears the rates  
253 Boxford will receive will beat those of National Grid by \$.05.

254  
255 **Update on Changes to Employee Health Insurance Plans-** There will be an agreement in  
256 place to be voted on and signed by the Select Board at the next meeting.

257  
258 Select Board Meeting Schedule - The Town Administrator reviewed a proposed schedule for the  
259 remainder of Select Board meetings in 2024 as follows:

- 260 • March 25
- 261 • April 1
- 262 • April 8\*, 22
- 263 • May 6, 20 (1st and 3rd Monday)
- 264 • June 10, 24
- 265 • July 8
- 266 • August 12
- 267 • September 9, 23
- 268 • October 7, 21 (1st and 3rd Monday)
- 269 • November 4, 18 (1st and 3rd Monday)
- 270 • December 2, 16 (1st and 3rd Monday)

271  
272 \*April 8th would be 35 days before May 14th Town Meeting and the Warrant would be finalized  
273 at that meeting.

274  
275 **8:55 PM Routines**

276 Appointments – after introductions, background information and interest discussion, the Select  
277 Board voted to appoint the following:

278  
279 Nick Albina, and Nathaniel Hunt, to the Recreation Committee  
280 On a **MOTION** made by **Stickney**, second by **Costello**, the Select Board **VOTED**  
281 unanimously to appoint Nick Albina and Nathaniel Hunt to the Recreation Committee,  
282 with terms ending 6/30/25.

283  
284 Stefanie Robin Siegel, to the Historic Districts Commission / Historical Commission  
285 On a **MOTION** made by **Stickney**, second by **Chow-Menzer**, the Select Board **VOTED**  
286 unanimously to appoint Stefanie Robin Siegel as an alternate to the Historic Districts  
287 Commission/Historical Commission, with term ending 6/30/26.

288 Approval of Minutes for Select Board meetings of January 8, 22, and February 26, 2024.

289  
290 On a **MOTION** made by **Stickney**, second by **Costello**, the Select Board **VOTED**  
291 unanimously to approve the minutes of January 8, 2024, as amended.

292  
293 On a **MOTION** made by **Stickney**, second by **Costello**, the Select Board **VOTED**  
unanimously to approve the minutes of January 22, 2024, as presented.

294  
295 On a **MOTION** made by **Stickney**, second by **Costello**, the Select Board **VOTED**  
296 unanimously, with Chair Jessel abstaining, to approve the minutes of February 26,  
2024, as amended.

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**9:05 PM Adjourn**

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

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

Respectfully submitted,

Donna M Grieco  
Minutes Recorder



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

- 313  
314 Agenda  
315 New Call to Order  
316 Announcement: Real Estate Tax Exemption  
317 Announcement: MBTA Communities Act Public Information Session  
318 Announcement: Motor Vehicle Excise Taxes Are Due  
319 Announcement: Small Repair Grant Trust Program  
320 Announcement: St. Patrick's Dinner  
321 Town of Boxford Public Hearing Notice regarding National Grid's request for permission to  
322 construct a line of underground electric conduits, and supporting documents  
323 Memo from Asst. Town Administrator - Report of the Waste Stream Task Force  
324 DPW Budget and CIP Requests with Project Detail Sheets  
325 Letter from Fire Chief Geiger relative to a proposed staff increase plan  
326 Annual Town Meeting Article List  
327 Memo from Town Administrator to select Board relative to proposed schedule for Select Board  
328 meetings in 2024  
329 Form submission from: Board / Committee Volunteer Form from Nick Albina  
330 Form submission from: Board / Committee Volunteer Form from Nathaniel Hunt  
331 Letter from Stefanie Robin Siegel relative to serving on the Historic Districts Commission /  
332 Historical Commission  
333 Draft Meeting Minutes – January 8, 2024  
334 Draft Meeting Minutes – January 22, 2024  
335 Draft Meeting Minutes – February 26, 2024  
336