



## **BOXFORD SELECT BOARD**

**Monday, April 1, 2024**

**Town Hall 7A Spofford Road**

**Meeting Room 1**

**Remote option through Zoom:**

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

### **AGENDA**

**This meeting is audio and video recorded**

**6:30 PM Call to Order**

**6:35 PM Announcements**

**6:40 PM Appointments**

- Reserve Police Officer – Thomas McParland

**6:50 PM Meeting with Chief Geiger**

- Discussion on staffing plan and request to apply for SAFER grant for additional firefighters
- Any other business to come before the Fire Chief and the Board not anticipated at the time of this posting.

**7:20 PM Meeting with Community Preservation Committee**

- Review of CPA Applications for May 14 Town Meeting
- Any other business to come before the CPC and the Board not anticipated at the time of this posting.

**7:50 PM Discussion on Town Meeting and Town Election**

- Consider May 14, 2024 Town Meeting Warrant Articles
- Consider May 21, 2024 Town Election ballot questions

**8:20 PM Report of the Town Administrator**

- Update on new DPW Facility Schematic Design
- Update on Spofford HVAC Electrification Feasibility Study
- Any other business to come before the Town Administrator and the Board not anticipated at the time of this posting.

**8:35 PM Routines**

- Appointments

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

**8:40 PM      Any other business to come before the Board**

**8:45 PM      Executive Session**

- To discuss strategy with respect to collective bargaining, Boxford Police Reserve Association

**Adjourn**

**Next Meeting – April 8, 2024**

## 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.

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



**BARE HILL  
ROAD  
PARTIAL  
CLOSURE  
OVER I-95**

**Starting April 1 at 7:00 a.m.**

**For more information, please visit our website  
[www.boxfordma.gov/BareHillBridge](http://www.boxfordma.gov/BareHillBridge)**

# BOXFORD *Park* PROGRAM

**NOW HIRING  
STAFF & INTERNS**



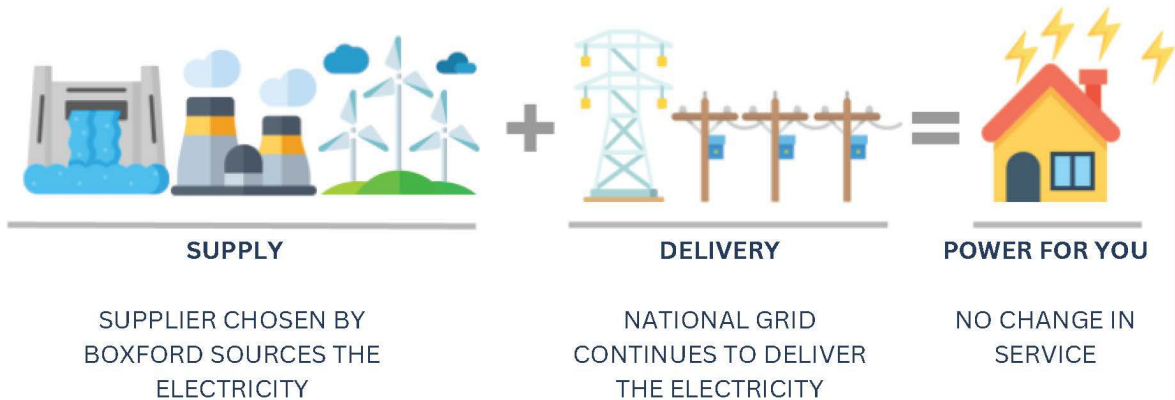
**Applications are now being accepted for staff and intern positions for the Boxford Park Program for the summer of 2024.**

**TO APPLY: PLEASE VISIT  
[WWW.BOXFORDMA.GOV/BPPSTAFF2024](http://WWW.BOXFORDMA.GOV/BPPSTAFF2024) OR  
CLICK ON THE ABOVE LINK**





# BOXFORD COMMUNITY ELECTRICITY



## LAUNCHING JUNE 2024

The Town of Boxford is pleased to announce that it will launch its electricity supply program, Boxford Community Electricity, in June 2024! The Town's primary offering, *Boxford Standard*, will cost less than the current National Grid Residential Basic Service rate, while also providing an additional 10% renewable energy (though future savings cannot be guaranteed).

Most residential and small business customers can expect to receive a postcard and notification letter from the Town in early April with full details about the program. You can also learn more at our website, [BoxfordElectricity.com](https://www.boxfordelectricity.com), or join us at an upcoming community meeting:

- April 23, 2024 at 6 pm: Town Hall, in-person or virtual attendance. Find the virtual link at [BoxfordElectricity.com](https://www.boxfordelectricity.com)

Thomas McParland

February 20, 2024

Sergeant Kurtis Anderson  
Boxford Police Department  
285 Ipswich Road  
Boxford, MA 01921

Dear Sergeant Anderson,

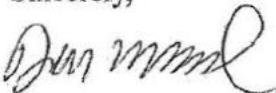
I am writing to express my interest in the part-time patrol officer position at Boxford Police Department, as advertised. With a distinguished career spanning 34 years in law enforcement, I recently retired from my full-time position as a police officer and am eager to continue contributing my skills and experience to your department.

Throughout my three decades of service, I have been dedicated to maintaining public safety and positive community relations in the Town of Middleton. My roles have encompassed a wide range of responsibilities, including community policing, crime prevention, emergency response, and public safety initiatives. Through these experiences, I have been able to address diverse community needs and foster a safe and secure environment.

Retiring from full-time duty has not diminished my passion for contributing to public safety. I am excited about the opportunity to bring my wealth of experience to the Boxford Police Department in a part-time capacity, where I can continue making meaningful contributions to community well-being.

Thank you for your consideration. I am available at your earliest convenience for an interview and can be reached at [REDACTED]

Sincerely,



Thomas McParland

# Thomas McParland

## Objective

Part-Time Patrol Officer

## Experience

### Police Officer, Middleton Police Department

1994 - Feb. 2024

- Part-time officer from 1994-1997. Full-time officer from 1997 to present.
- Duties include: patrol; dispatch; investigate incidents; community policing; Honor Guard; supervising officer responsibilities; make arrests and imprison with or without a warrant; suppress and prevent disturbances; and fingerprint and photograph as needed.

### DARE Officer, Middleton Police Department

2001 - Feb. 2024

- Instruct school children in the dangers of drug use and the means of resisting peer pressure in accordance of the DARE program.

### Child Safety Seat Technician, Middleton Police Department

1999 - 2004

- Duties include: install children's safety seats in citizens' vehicles per request; inspect safety seats and replace if necessary; and answer citizens' questions pertaining to the seats and provide them with current guidelines and information.

### Citizen Police Academy Instructor, Middleton Police Department

1997 - 2001

- Instruct private citizens in officer safety and patrol procedures as part of a community-policing program to acquaint the townspeople with the duties and responsibilities of the police department.

### Corrections Officer, Essex Sheriffs Department

1990 - 1997

- Employed in the following departments: Housing Unit, Security, Transportation, Outer Perimeter Security, Programs, Intake/Booking, and Vocational Building.

## Education

Associates Degree in Criminal Justice, Western New England College

1999

High School Diploma, Masconomet High School

1987

## Certificates and Training

- In-Service Training, Lynnfield Police Academy, Nov. 2023
- Post Certification, Oct. 19, 2023
- CJIS and NCIC certified, 2023
- CPR and First Responder certified
- Proficient in LEAPS and PAMET computer systems
- MPTC certified for Glock handgun and AR15 rifle



- Taser certified
- Expandable baton certified
- OC certified
- MIIA Law Enforcement Liability Training, 2014
- Teen Substance Use & Abuse, Essex District Attorney's Office, 2013
- MIIA Emotional Survival for Law Enforcement Officers, 2013
- MPI Leadership Tools for Reducing Negativity and Raising Morale, 2013
- EVOG certified, 2011
- Sexual Assault and Domestic Violence training, 2010
- Emergency Driver Training Simulator, 2008
- MPI Community Based Violence Prevention and Intervention Strategies, 2007
- Police Motorcycle 40-hour course certification, 2007
- Certified Police Mountain Bike Patrol Officer, 2006
- Incident Response to Terrorist Bombings training, 2006
- Preventing Harassment in the Workplace seminar, 2006
- FEMA Incident Command System, 2006
- MPI Heroin, Prescription Drugs & Ecstasy, 2004
- Certified DARE Instructor, 2001
- Rave Culture and Club Drugs, Municipal Police Institute, 2001
- Inhalant Abuse Among Children, AdCare Educational, Inc., 2001
- Boston Domestic Violence Training, 2000
- Preliminary Breath Test Certification, 2000
- Detecting Drugged Drivers, State Police Academy, 2000
- Certified Child Safety Seat Technician, 1999
- Police Academy, 1997
- Corrections Academy, 1991



## **Town of Boxford**

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

March 7, 2024

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

RE: Staff Increase Plan

Matthew Coogan

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

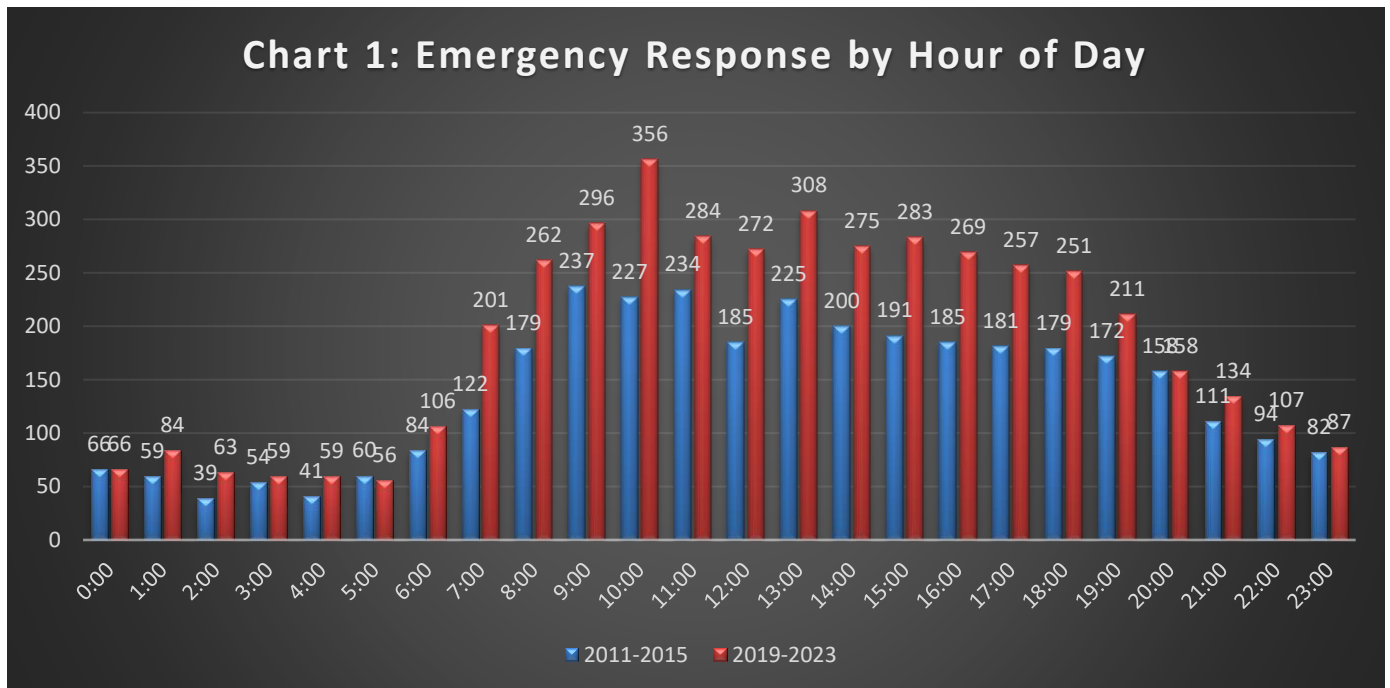
The last time the career firefighter was increased was back in 2016 when we hired two additional members to bring our total up to four (not including the fire chief). Back in 2016, statistics showed an increasing call volume with a decreasing attendance by the call firefighters during the mid-day hours.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

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

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

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

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



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

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

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

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

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

Table 1

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

### PROPOSAL

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

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

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

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

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

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

#### FUNDING THE PROPOSAL

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

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

Sincerely,



Chief Brian Geiger

**Community Preservation Commission  
Recommended Warrant Articles for May 14, 2024 Town Meeting**

**ARTICLE 14.** 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 15.** To see if the Town will vote to appropriate **\$12,445 from the Community Preservation Historic Fund balance to fund the rehabilitation of the Boxford Historic Documents Center climate control system and associated chimney** for the preservation of historical documents of the Town maintained at the Boxford Historic Documents Center located 173A Washington Street at the intersection of Washington Street and Main Street; with additional funds to be provided by the Charlie Killam Memorial Fund for a total project cost of \$14,875; said funds to be provided through a grant agreement between the Town and the Ingalls Memorial Library Association, Inc. pursuant to which the Town will be allowed regular, unobstructed access to and digital or hard copies of such historical documents, 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.** To see if the Town will vote to appropriate **\$330,000 from the Undesignated Community Preservation Fund balance to fund the creation** of a new playground to replace the existing playground at Johnson Field located at 7A Spofford Road for recreation purposes; with additional funds to be provided by the Johnson Playground Renovation Fund for a total project cost of \$350,000, said funds to be expended under

the direction of the Town Administrator and Permanent Building Committee in consultation with the Community Preservation Committee, 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 17.** To see if the Town will vote to appropriate **\$10,000 from the Undesignated Community Preservation Fund balance to fund repairs and improvements to the existing Boxford Common irrigation well** located at Captain Cashin Way, including but not limited to establishing a new irrigation well as necessary, for the purpose of preservation and rehabilitation of the Boxford Common open space and recreation property; with additional funds provided from Boxford Common construction funds previously appropriated under Article 10 of the Special Town Meeting held October 2015 for a total project cost of \$20,000, said funds to be expended under the direction of the Town Administrator and Permanent Building Committee in consultation with the Community Preservation Committee, 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 18.** To see if the Town will vote to appropriate **\$65,000 from the Undesignated Community Preservation Fund balance to fund the preservation and rehabilitation of the Stiles Pond open space and recreation property**; with additional funds to be provided by the Stiles Pond Restoration Project fund for a total project cost of \$75,000, said funds to be expended under the direction of the Board of Health in consultation with the Town Administrator and the Community Preservation Committee, 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

# **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 July 1, 2024 through June 30, 2026.

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 to make recommendation at Town Meeting

**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 18 through 21 of this warrant; funding for estimated costs of said plan included in the general operating budget of Town in Article 4; 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: \$41,783,620**  
Select Board recommends adoption of this article  
The proposed budget is printed on pages 16 and 17 of this warrant.

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**NOTE:** At this time, we anticipate that **Article 5** 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 question. Should the override question fail, the appropriation would be rendered null and void.

**ARTICLE 5.** To see if the Town will vote to **raise and appropriate or transfer from available funds the sum of \$599,170** 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 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 7.** To **act on the list of proposed equipment and capital purchases** and see what sums of money the Town will vote to transfer from available Free Cash, for the use of several departments, 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 22 of this warrant.

**ARTICLE 8.** 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 9.** 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 10.** To see is the Town will vote to **appropriate the sum of \$1,550,000** 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

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**NOTE:** At this time, we anticipate that **Articles 11 and 12** 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 debt exclusions questions fail, the appropriations would be rendered null and void. For Article 12, the Masconomet Regional School debt authorizations must be approved by all three member communities.

.....

**ARTICLE 11.** 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; 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, 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

**ARTICLE 12.** 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 owner’s 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, provided, however, that such approval shall be contingent upon a vote of the Town to exclude the amounts necessary to pay its allocable share of this debt from the provisions of proposition two and one-half, or to take any other action relative thereto.

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 13.** 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 14.** 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
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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  
or take any other action thereon.

\$625,000

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

**ARTICLE 15.** To see if the Town will vote to appropriate **\$12,445 from the Community Preservation Historic Fund balance to fund the rehabilitation of the Boxford Historic Documents Center climate control system and associated chimney** for the preservation of historical documents of the Town maintained at the Boxford Historic Documents Center located 173A Washington Street at the intersection of Washington Street and Main Street; with additional funds to be provided by the Charlie Killam Memorial Fund for a total project cost of \$14,875; said funds to be provided through a grant agreement between the Town and the Ingalls Memorial Library Association, Inc. pursuant to which the Town will be allowed regular, unobstructed access to and digital or hard copies of such historical documents, 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.** To see if the Town will vote to appropriate **\$330,000 from the Undesignated Community Preservation Fund balance to fund the creation** of a new playground to replace the existing playground at Johnson Field located at 7A Spofford Road for recreation purposes; with additional funds to be provided by the Johnson Playground Renovation Fund for a total project cost of \$350,000, said funds to be expended under the direction of the Town Administrator and Permanent Building Committee in consultation with the Community Preservation Committee, 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 17.** To see if the Town will vote to appropriate **\$10,000 from the Undesignated Community Preservation Fund balance to fund repairs and improvements to the existing Boxford Common irrigation well** located at Captain Cashin Way, including but not limited to establishing a new irrigation well as necessary, for the purpose of preservation and rehabilitation of the Boxford Common open space and recreation property; with additional funds provided from Boxford Common construction funds previously appropriated under Article 10 of the Special Town Meeting held October 2015 for a total project cost of \$20,000, said funds to be expended under the direction of the Town Administrator and Permanent Building Committee in consultation with the Community Preservation Committee, 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 18.** To see if the Town will vote to appropriate **\$65,000 from the Undesignated Community Preservation Fund balance to fund the preservation and rehabilitation of the Stiles Pond open space and recreation property**; with additional funds to be provided by the Stiles Pond Restoration Project fund for a total project cost of \$75,000, said funds to be expended under the direction of the Board of Health in consultation with the Town Administrator and the Community Preservation Committee, 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 19.** 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 20.** 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 21.** 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. Contracts 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; 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, recommend new departments or agencies, and 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.

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**ARTICLE 22.** 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 23.** 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:

C. Accessory apartments in residence districts.

- (1) Purpose and intent. It is the specific intent of this section to allow accessory apartments, including kitchens, within single-family properties in Residence-Agricultural Districts for the purpose of meeting the special housing needs of grandparents, parents, brothers and sisters, children and their respective spouses of families of owner-occupants of properties in the Town of Boxford, subject to the granting of a special permit by the Board of Appeals as provided in Article X. To achieve this goal and to promote the other objectives of this bylaw, specific standards are set forth below for such accessory apartment uses.
- (2) Owner occupancy required. The owner(s) of the single-family lot upon which the accessory apartment is located shall occupy at least one of the dwelling units on the premises. The special permit shall be issued to the owner of the dwelling units on the property. Should there be a change in ownership or, ***if the owner of record no longer occupies one of the dwelling units*** ~~change in residence of the owner~~, the special permit and the certificate of occupancy for the accessory apartment shall become null and void. ***A new owner may continue the special permit if the new owner submits within 90 days of acquiring ownership to the Inspector of Buildings a certification that (a) there will be no change in the approved plan of the accessory apartment, as referred to in the original Special Permit decision, and (b), the name(s) of the new owners and/ or occupants. Upon receipt of said certification, the Inspector of Buildings shall inspect the accessory apartment. If the Inspector of Buildings finds the accessory apartment use is consistent with the original Special Permit decision and that there are no changes to the approved Special Permits plans, the Inspector of Buildings shall endorse the certification, and the original Special Permit shall continue in full force and effect.***

(3) Apartment ***Requirements***

- a) ~~(3)~~ size. The gross floor area for an accessory apartment shall not exceed the lesser of:
    - i. One thousand ***five hundred*** square feet; or
    - ii. Twenty-five percent of gross floor area of the sum total of the two dwelling units, as determined at the time of the special permit request.
      - 1. "Gross floor area" shall be defined as the sum of the horizontal areas of floors of a building measured from the exterior face of exterior walls. This includes ~~courts, decks or porches when covered by a roof, or~~ finished portions of basements and excludes garages.
      - 2. ***"Gross floor area for the primary dwelling unit" shall be defined as the sum of the horizontal areas of floors of a building measured from the exterior surface of exterior walls and the exterior face of common walls.***
      - 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.***
- (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.***

- (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 date 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.

Sponsored and supported by the **Select Board**  
Zoning Board of Appeals recommends adoption of this article  
Planning Board to make recommendation at Town Meeting

**ARTICLE 24.** 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 Health**, TWO members for three years; **Boxford School Committee**, TWO members for three years; **Masconomet Regional District School Committee**, ONE member for three years; **Board of Library Trustees**, FOUR members 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 \$682,170 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 exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay the bonds issued by the Town for the purpose of 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 the payment of all costs incidental and related thereto?

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 \_\_\_\_\_

**Proposed Operating Budget Fiscal Year 2025**

	<b>Actual Expended FY23</b>	<b>Approved Budget FY24</b>	<b>DRAFT Budget FY25</b>	<b>\$ Change FY24 to FY25</b>	<b>% Change FY24 to FY25</b>
<b>General Government</b>					
Select Board & Administrator	342,128	351,284	374,429	23,145	6.59%
Legal	65,178	88,361	75,000	-13,361	-15.12%
Technology	220,982	264,616	277,575	12,959	4.90%
Town Clerk	141,299	140,748	150,384	9,635	6.85%
Land Committee	360	500	500	0	0.00%
Land Use	94,908	104,874	108,177	3,303	3.15%
Utilities & General Maintenance	399,820	356,041	397,782	41,741	11.72%
Other Insurance	417,731	432,325	484,933	52,609	12.17%
<b>Total General Government</b>	<b>1,682,407</b>	<b>1,738,748</b>	<b>1,868,779</b>	<b>130,032</b>	<b>7.48%</b>
<b>Financial Administration</b>					
Finance Committee	218	1,010	1,010	0	0.00%
Finance Committee Reserve	175,000	175,000	175,000	0	0.00%
Municipal Finance Departments	532,056	515,392	526,034	10,643	2.06%
<b>Total Financial Administration</b>	<b>707,274</b>	<b>691,402</b>	<b>702,044</b>	<b>10,643</b>	<b>1.54%</b>
<b>Public Safety</b>					
Police Salary	1,392,963	1,443,348	1,456,353	13,005	0.90%
Police Non Salary Expenses	92,471	111,045	119,245	8,200	7.38%
Fire Salary	670,693	711,760	740,797	29,036	4.08%
Fire Non Salary Expenses	102,635	187,063	187,343	279	0.15%
Building Inspection/Zoning Bd	161,765	178,159	192,045	13,886	7.79%
Sealer of Weights & Measures	450	431	450	19	4.41%
Animal Inspector	4,515	0	0	0	0.00%
Animal Control Officer	36,523	60,000	64,041	4,041	6.74%
Communications Salary	452,623	459,793	494,765	34,972	7.61%
Communications Non Salary Exp.	84,480	110,538	116,339	5,801	5.25%
<b>Total Public Safety</b>	<b>2,999,117</b>	<b>3,262,137</b>	<b>3,371,377</b>	<b>109,240</b>	<b>3.35%</b>
<b>Education</b>					
Elementary Schools	13,505,697	14,401,629	14,959,735	558,106	3.88%
Essex NS Agricultural/Technical School	407,347	380,512	451,006	70,494	18.53%
Masconomet Operational Assessment	11,131,422	11,917,575	12,379,417	461,842	3.88%
<b>Total Education</b>	<b>25,044,466</b>	<b>26,699,716</b>	<b>27,790,158</b>	<b>1,090,442</b>	<b>4.08%</b>

	Actual Expended FY23	Approved Budget FY24	DRAFT Budget FY25	\$ Change FY24 to FY25	% Change FY24 to FY25
<b>Public Works</b>					
Cemeteries	672	500	500	0	0.00%
Trash/Recycling Pickup & Disposal	799,576	1,028,984	873,382	-155,602	-15.12%
Snow & Ice Removal	471,546	133,000	133,000	0	0.00%
Fuel Depot	94,564	75,000	94,000	19,000	25.33%
DPW Salaries	641,760	716,124	742,692	26,568	3.71%
DPW Non Salary Expense	374,869	439,842	439,842	0	0.00%
<b>Total Public Works</b>	<b>2,382,987</b>	<b>2,393,450</b>	<b>2,283,416</b>	<b>-110,034</b>	<b>-4.60%</b>
<b>Human Services</b>					
Board of Health	181,925	183,329	179,545	-3,784	-2.06%
Council on Aging	166,141	182,932	193,731	10,799	5.90%
Veterans' Benefits	38,036	48,564	49,746	1,182	2.43%
HAWC Program	2,000	2,000	2,000	0	0.00%
Tri Town Council	31,095	31,095	31,095	0	0.00%
<b>Total Human Services</b>	<b>419,198</b>	<b>447,921</b>	<b>456,117</b>	<b>8,196</b>	<b>1.83%</b>
<b>Culture &amp; Recreation</b>					
Library Salaries	383,371	385,088	406,107	21,019	5.46%
Library Non Salary Expense	131,756	135,544	135,497	-47	-0.03%
Celebrations/Events	3,258	4,425	4,425	0	0.00%
Cultural Council	1,350	3,000	3,000	0	0.00%
Recreation Committee	0	0	1,000	1,000	#DIV/0!
Historic District Commission	0	375	375	0	0.00%
<b>Total Culture &amp; Recreation</b>	<b>519,735</b>	<b>528,432</b>	<b>550,404</b>	<b>21,972</b>	<b>4.16%</b>
<b>Employee Benefits</b>					
Health Insurance (non school)	762,777	884,123	963,694	79,571	9.00%
OPEB Contribution	300,000	250,000	250,000	0	0.00%
Essex Retirement Assessment	1,551,592	1,742,530	1,689,467	-53,063	-3.05%
Medicare/Life Ins (Town/School)	207,885	217,288	225,367	8,079	3.72%
Unemployment Insurance	10,921	15,000	15,000	0	0.00%
Salary Reserve	0	150,000	150,000	0	0.00%
<b>Total Employee Benefits</b>	<b>2,833,175</b>	<b>3,258,942</b>	<b>3,293,528</b>	<b>34,587</b>	<b>1.06%</b>
<b>Debt Service</b>					
Permanent Debt Service	1,340,118	1,179,239	1,467,795	288,556	24.47%
Masconomet Debt Assessment	0	0	0	0	0.00%
<b>Total Debt Service</b>	<b>1,340,118</b>	<b>1,179,239</b>	<b>1,467,795</b>	<b>288,556</b>	<b>24.47%</b>
<b>Total Budget</b>	<b>37,928,476</b>	<b>40,199,986</b>	<b>41,783,620</b>	<b>1,583,633</b>	<b>3.94%</b>



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

<u>HOURLY EMPLOYEES CLASSIFICATION</u>	<u>HOURLY RATE FY2025</u>
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 - FIRE DEPARTMENT RATES**

**Fiscal Year 2025**

<b><u>Call Firefighter Hourly Rates</u></b>		<b><u>FY25</u></b>
Probationary Base	\$	18.00
Private Base	\$	19.01
Lieutenant Base	\$	20.83
Captain Base	\$	21.74
Deputy Chief Base	\$	24.78
<b><u>Call Firefighter Skills Rate</u></b>		<b><u>FY25</u></b>
Pump Operator	\$	1.25
EMT-Basic	\$	2.50
Paramedic/Registered Nurse	\$	2.50
Firefighter I/II Certification (Fire Academy)	\$	3.50
<b><u>Firefighter Annual Stipends</u></b>		<b><u>FY25</u></b>
Deputy Chief	\$	2,918.24
Captain	\$	925.48
Lieutenant	\$	421.07
Training Director	\$	1,137.64
EMS Director	\$	1,137.64

**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 Free Cash Equipment and Capital Purchases for FY 2025 (Article 7)**

			PBC Recommendations	Sustainability Committee Recommendation
1	IT Hardware	\$65,000		
2	New Automated Trash Collection - Trash and Recycling Bins	\$340,000		
3	Design & Permitting of Balmoral Rd Drainage System	\$50,000		
4	Lincoln Hall Maintenance	\$55,000		
5	Police Station Ceiling Repairs	\$7,500		
6	Boxford Common 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 Electrification Feasibility Study	\$80,000		
13	Cole School ADA Improvements Project	\$150,000		
	<b>Total ARTICLE 7</b>	<b>\$991,500</b>		

**FY25 Revenue/Expense Projection - +3.88% Increase for Both School Districts (Override for Elementary Schools Only)**

	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Estimated	FY25 Forecast	Comments
<b>Revenue</b>								
*Tax Levy (before excluded debt)	28,223,169	29,259,250	29,943,000	30,969,271	32,072,823	34,449,970	35,527,720	Assumed 2.5% increase above (FY24 tax levy + new growth)
Excluded Debt Added Tax Levy	1,236,303	1,159,689	610,168	691,782	746,533	555,867	573,420	
New Growth added to tax rate	227,546	191,761	219,222	310,699	166,484	211,220	500,000	Estimate assumes \$365 K in New Growth from the Willows
Unrestricted State Aid	502,630	516,201	516,201	534,268	563,118	581,138	598,572	FY25 Governor's budget
Other State Receipts	180,561	203,236	197,869	228,091	285,317	308,270	308,270	Assumes FY24 actuals for FY25
Chapter 70	1,726,753	1,750,975	1,747,903	1,768,093	1,811,833	1,855,093	1,884,346	FY25 Governor's budget
Motor Vehicle Excise Tax	1,726,665	1,627,627	1,619,559	1,500,000	1,704,700	1,700,000	1,700,000	Assumes FY24 estimate for FY25
Trash Sticker Revenue	261,708	261,807	325,881	321,729	337,193	425,000	425,000	FY21-23 three year average, with estimated \$250 K for investment
Other Local Receipts	778,741	747,154	732,058	743,227	1,209,929	790,000	962,686	income (per Treasurer's recommendation)
Other (Masco debt reimb FY23)	606,328	-	150,000	-	223,509	-	-	
<b>Total Revenue Estimate</b>	<b>35,470,404</b>	<b>35,717,700</b>	<b>36,061,861</b>	<b>37,067,160</b>	<b>39,121,439</b>	<b>40,876,558</b>	<b>42,480,013</b>	

**FY25 Revenue/Expense Projection - +3.88% Increase for Both School Districts (Override for Elementary Schools Only)**

	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Forecast	Comments	
<b>Adjustments to Revenue</b>									
Snow & Ice Deficit Previous Year	196,290	187,172	199,969	200,661	200,000	240,428	350,000	Increased based on FY23 actuals	
Reserved for Abatements/Overlay Account	149,331	145,832	155,951	161,378	143,534	150,000	150,000	Estimate	
State Assessments and Charges	152,733	168,077	172,759	180,236	184,507	190,256	187,608	FY25 Governor's budget	
Funds to Replenish Free Cash	300,000	200,000	100,000	200,000	200,000	100,000	0	Removes Free Cash set-aside entirely	
<b>Subtotal</b>	<b>798,354</b>	<b>701,081</b>	<b>628,679</b>	<b>742,275</b>	<b>728,041</b>	<b>680,684</b>	<b>687,608</b>		
<b>Excluded Debt:</b>									
MASCO Debt (excluded)	410,037	409,017	111,736	105,545	-	-	-		
Other Excluded Debt (Permanent)	540,282	522,765	498,432	586,237	710,091	555,867	573,420		
Other Excluded Debt (BAN ESTIMATE)	225,871	168,794	-	-	36,442	-	-		
<b>Subtotal</b>	<b>1,176,190</b>	<b>1,100,576</b>	<b>610,168</b>	<b>691,782</b>	<b>746,533</b>	<b>555,867</b>	<b>573,420</b>		
<b>Total Committed Expenses</b>	<b>1,974,544</b>	<b>1,801,657</b>	<b>1,238,847</b>	<b>1,434,057</b>	<b>1,474,574</b>	<b>1,236,551</b>	<b>1,261,028</b>		
<b>Other Appropriations:</b>									
	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Budget	FY25 Forecast		<u>Required Override(s)</u>
Masconomet Budget	10,206,544	10,668,997	10,961,352	10,773,426	11,131,422	11,917,575	12,379,417	+3.88% increase (certified budget - March 20, 2024)	\$0
Elementary School Budget	12,218,594	12,513,767	12,702,686	13,079,977	13,505,697	14,401,629	14,959,735	+3.88% increase (reflect Masco's increase)	\$599,170
Town Departmental Budget	8,188,414	8,506,596	8,454,541	8,777,365	9,561,586	10,328,501	10,586,199	+2.50% increase (as of February 8, 2024) Proposal to set policy specifying minimum \$250 K annual contribution to trust fund	
Other Post-Employment Benefits (OPEB)	350,000	300,000	300,000	300,000	300,000	250,000	250,000	contribution to trust fund	
Non-Excluded Debt Service	116,297	30,369	92,613	167,628	593,585	623,372	894,375	Increased debt service to account for Engine 4 and Engine 6	
Essex Regional Retirement Assessment	1,268,935	1,339,233	1,423,044	1,523,087	1,551,592	1,742,530	1,689,467	-3.05% decrease vs. FY24	
Essex Technical High School	289,030	304,486	269,300	402,602	407,347	379,485	451,006	FY25 Preliminary Assessment	
<b>Total Town &amp; School Budgets</b>	<b>32,637,814</b>	<b>33,663,448</b>	<b>34,203,536</b>	<b>35,024,085</b>	<b>37,051,229</b>	<b>39,643,093</b>	<b>41,210,200</b>		
<b>Total Estimated Expenses</b>	<b>34,612,358</b>	<b>35,465,105</b>	<b>35,442,382</b>	<b>36,458,142</b>	<b>38,525,803</b>	<b>40,879,644</b>	<b>42,471,228</b>		
Balance	858,046	252,595	619,478	609,018	595,636	-3,086	<b>8,786</b>		
Amount to draw from Excess Levy Capacity	0	0	0	0	0	795,928	0		
Available Excess Levy Capacity	1,520,493	1,435,870	1,738,252	1,734,999	1,730,799	1,737,095	941,167		

## Executive Session Motion

I move that the Select Board enter into executive session:

- To discuss strategy with respect to collective bargaining, Boxford Police Reserve Association

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

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