



## **BOXFORD SELECT BOARD**

**Monday, April 22, 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**

- Josh Rathbun, Conservation Commission
- Erin Bisiseti, Council on Aging

**6:45 PM Meeting with Regional School Planning Committee**

- Presentation of Regional School Planning Committee efforts to study the regionalization of elementary schools in the Tri-Towns
- Any other business to come before the Committee and the Board not anticipated at the time of this posting.

**7:15 PM Meeting with 10 Elm Community Committee**

- Discussion of proposed rates and process for events at the Center at 10 Elm
- Any other business to come before the Committee and the Board not anticipated at the time of this posting.

**7:40 PM Meeting with Town Moderator and Town Clerk**

- Demonstration of voting keypads for May 14, 2024 Town Meeting
- Any other business to come before the Town Moderator, Town Clerk and the Board not anticipated at the time of this posting.

**8:00 PM Report of the Town Administrator**

- Discussion on May 14, 2024 Warrant Article presenters
- Discussion of Cable TV contract negotiations
- SAFER Grant update – Boxford Fire Department application
- Park Program 2024
- Proposed FY25 House of Representatives Budget and local aid

- Boxford Community Electricity Update
- 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**

**8:35 PM      Executive Session**

- To conduct strategy sessions for negotiations with nonunion personnel, Town Administrator

**Adjourn**

**Next Meeting – May 6, 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.

# INFORMATION SESSION

The Town of Boxford is pleased to announce that it will launch its electricity supply program, Boxford Community Electricity, in June, 2024. The program is a municipal aggregation, which is already offered by nearly 170 cities and towns in the State.

We invite you to join us at a community meeting to learn more about the program.

April 23, 2024

6pm

Town Hall

in-person or virtual attendance.

Find the virtual link at

<https://BoxfordElectricity.com>



BOXFORD COMMUNITY  
ELECTRICITY



LAUNCHING JUNE 2024





**The Town of Boxford is beginning a new automated curbside trash and recycling collection program with G. Mello Disposal Corp. starting on July 1, 2024**

**What you need to know:**

- Every household that does not opt out of the program by the beginning of June will receive one Town-owned 65-gallon trash container and one Town-owned 95-gallon recycling container
- Trash will be collected weekly (every week), recycling will be collected bi-weekly (every other week)
- Trash stickers will no longer be necessary after July 1<sup>st</sup>
- In order to participate in the program, you must pay the \$175 annual user fee by June 21<sup>st</sup>
- Households are able to purchase up to two additional 65-gallon trash containers and one additional 95-gallon recycling container
- Standardized, 33-gallon “overflow” trash bags will be available for purchase at Town Hall for \$6/bag

**Mark your calendars! There will be a Public Information Session on Wednesday, April 24<sup>th</sup> at 7 PM at Town Hall**

**For more information, please visit [www.BoxfordMA.gov/WasteStreamTaskForce](http://www.BoxfordMA.gov/WasteStreamTaskForce)**

# TOWN MEETING



TUESDAY, MAY 14, 2024



Masconomet Regional High School Auditorium



7:00 PM



# ANNUAL TOWN ELECTION



TUESDAY, MAY 21, 2024



Boxford Town Hall  
7A Spofford Road



7:00 AM – 8PM

# MODERATORS FORUM



TUESDAY, MAY 7, 2024



Boxford Town Hall  
7A Spofford Road



7:00 PM







# Town of Boxford Annual Town Meeting May 14, 2024

Residents can access the Annual Town Meeting Warrant and supporting materials for each of the articles on the Town of Boxford Website at

[www.boxfordma.gov/TownMeeting2024](http://www.boxfordma.gov/TownMeeting2024)

or by using the QR Code.

Printed copies of the Annual Town Meeting Warrant are also available at Town Hall, The Center at 10 Elm, and the Boxford Town Library.





## Boxford NEW DPW FACILITY Public Information Session



Please join the Permanent Building Committee for a public information session regarding the replacement of the current 54 year old garage and sheds with a facility that can meet Boxford's current and future needs.

A representative from Helene-Karl Associates, the architect design firm, will be present to share the conceptual design proposed for the new facility.

Additional information about the project can be found on the website, [www.boxfordma.gov/NewDPW](http://www.boxfordma.gov/NewDPW).



**Monday, April 29, 2024  
7:00 PM  
Boxford Town Hall  
7A Spofford Road  
Meeting Room 1  
or by Zoom**





# BOXFORD EARTH DAY

## HELP ELIMINATE LITTER PROGRAM

*Presented by the Boxford Village Garden Club and the Boxford Recycling Committee*

**SATURDAY, APRIL 27, 2024**

**11:00 a.m. – 3:00 p.m.**

- Collect litter around town
- Drop off at Recycling Center
- Receive a free Benson's ice cream sundae at Town Hall



**SATURDAY APRIL 20**

### PAPER SHREDDING

- One (1' x 1' x 2') free box per Boxford resident
- Extra boxes \$5.00 each

**SATURDAY APRIL 27**

### TEXTILE RECYCLING EVENT

**"CLOTHES AREN'T TRASH"**

- Donate bags of clean, worn items
- Shirts, Pants, Intimates
- Shoes, Hats, Flip-Flops, Boots
- Belts, Gloves, Jewelry, Bags
- Linens, Blankets, Comforters



### VISIT OUR EXHIBITORS

- Kid Friendly Activities
- Service Dog Demo
- Speak with Experts in Conservation, Gardening and More
- Meet the Goats!





# DPW OPEN HOUSE



**Saturday, April 27<sup>th</sup>**

**11a to 3p**

**7B Spofford Road**



**TOUCH-A-TRUCK!**



**PRIZES AND GIVEAWAYS!**



As part of the Boxford Earth Day festivities, the Boxford Permanent Building Committee and the Department of Public Works is hosting an open house at the DPW garage.

Article 10 at May 14, 2024 Town Meeting would authorize funding to design a new DPW facility. The Open House is an opportunity to tour the existing 54-year-old facility. For more information, visit

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



# Candidates Night

**Town Hall – Meeting Room 1**

**Thursday, May 2, 2024**

**7:00pm**



Candidates for Boxford's May 21, 2024, Town Election have been invited by the League of Women Voters of the North Shore to introduce themselves and answer questions. The public is invited to attend.

This event will be broadcast live on cable television, Channel 22 (Comcast) and Channel 39 (Verizon) and will be recorded to view on demand at Government Videos On Demand ([boxfordcabletv.com](http://boxfordcabletv.com)).

# JOSH RATHBUN

289 Main St  
Boxford, MA 01921  
561.704.4248  
joshuarathbun@hotmail.com

Hello,

I'm Josh Rathbun. I've been a Boxford resident since 2011, when my wife Julia Mueller and I moved here from Cambridge, MA. At the time we were looking for an affordable, rural town close to Boston, and both loved Boxford the first time we visited (we drove through the center of town before realizing we had already passed it). My wife often trail-rides with her Halflinger horse. We hike and bike with our daughter and three dogs on many of the town's trails. I particularly enjoy watching the beavers at crooked pond at dusk.

I grew up in the small town of Pawling, NY, and spent days in the surrounding forests. Having grown up in the woods, I have a deep love of nature and appreciation for conserving our natural ecology. My father worked as a landscape architect on a large, privately-owned native American plant garden. I had summer jobs helping to design streams and waterfalls, planted only with native plants.

If selected to join the Boxford Conservation Commission, I hope to help preserve the natural beauty of our small town as set forth in the town's regulations. As current proposed projects such as those at 105 Depot Road show, a vigilant and pragmatic Commission is needed, and I hope to do my part.

Thank you,

A handwritten signature in black ink, appearing to read "Josh Rathbun", with a large, stylized initial "J" and a long horizontal flourish extending to the right.

Josh Rathbun  
289 Main Street  
Boxford, MA 01921



# JOSH RATHBUN

289 Main St  
Boxford, MA 01921  
561.704.4248  
joshuarathbun@hotmail.com

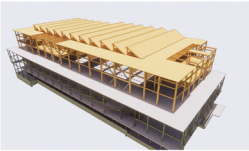
2001

LEED BD+C

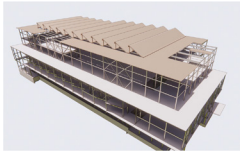
2011

2011-Present

Schematic Design - Metal/Concrete base  
with Wood Construction



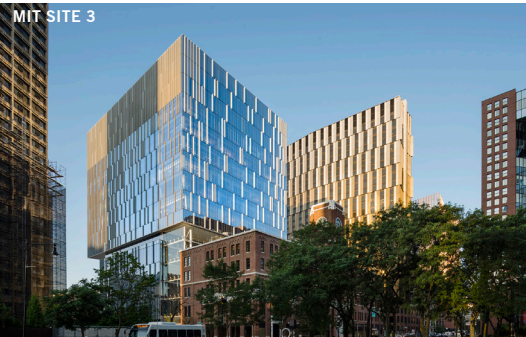
Baseline - Traditional Metal/Concrete  
Construction



PORTLAND FORESIDE



MIT SITE 3



TAKEDA ONCOLOGY



PERSONAL RESIDENCE



Before

After

## EDUCATION

**Ithaca College**, Ithaca, NY  
Bachelor of Arts in History

**Boston Architectural College**, Boston, MA  
Master of Architecture

## EXPERIENCE

**Perkins + Will**  
Technical Coordinator/Designer

Boston, MA

**Northeastern University New Arena**  
Designer, Sustainability Coordinator

Boston, MA  
290,000gsf

**Portland Foreside Office Building**  
Designer, On-Site Project Manager

Portland, ME  
200,000sf

**MIT Kendall Square SoMa Redevelopment**  
Job Captain

*Lab/Office building*  
Created Schematic and  
Construction Documents

Cambridge, MA  
250,000sf

*Parking Garage*  
7 levels

Created Schematic and Design Development Documents

Cambridge, MA  
1,170 Parking Spaces

**Takeda Oncology Tenant Fit-Out**

*Lab/Office Building*  
Job Captain  
Created Schematic and Construction Documents  
Produced all LEED documents through CDs

Cambridge, MA  
280,000sf

## PREVIOUS PROFESSIONAL EXPERIENCE

**Nashawtuc Architects**,  
Designer/Drafter

Concord, MA

Worked as part of teams on a variety of residential schematic and construction documents

**Musician/Composer**

2008-Present

Boston, MA

**Business English Teacher**

2003-2004

Prague, Czech Republic

**Mid-Mountain Grill Chef**

2001-2002

Jackson Hole, WY

**Personal Residence**

2011-Present

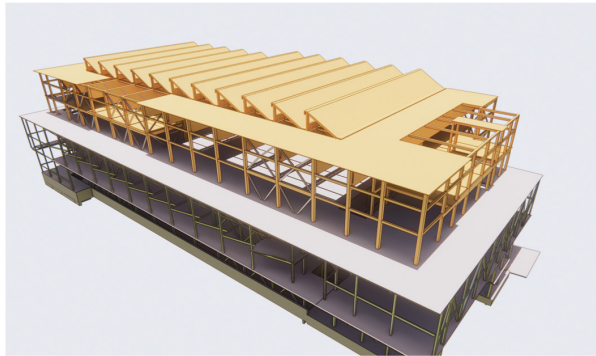
Boxford, MA

# JOSH RATHBUN

289 Main St  
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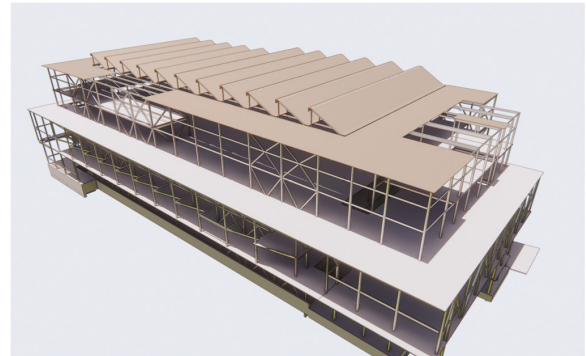
## Northeastern University - Embodied Carbon Comparison

### Schematic Design - Metal/Concrete base with Wood Construction



Wood + Steel Framing  
 Terra Cotta Exterior Walls  
 Mineral Wool and Cellulose Insulation  
 Polyiso insulation at Roof

### Baseline - Traditional Metal/Concrete Construction



Steel Framing  
 Brick Exterior Walls  
 XPS and Fiberglass Insulation  
 Polyiso insulation at Roof

### Global Warming Potential Global warming potential across full building life cycle, study period of 60 years

Northeastern University Baseline and Schematic Design Embodied Carbon Study <sup>2</sup>

#### Baseline

All Metal framing, 3" decking and concrete

**25,103,150**

kgCO<sub>2</sub>eq



Highest Global Warming Potential

#### Schematic Design

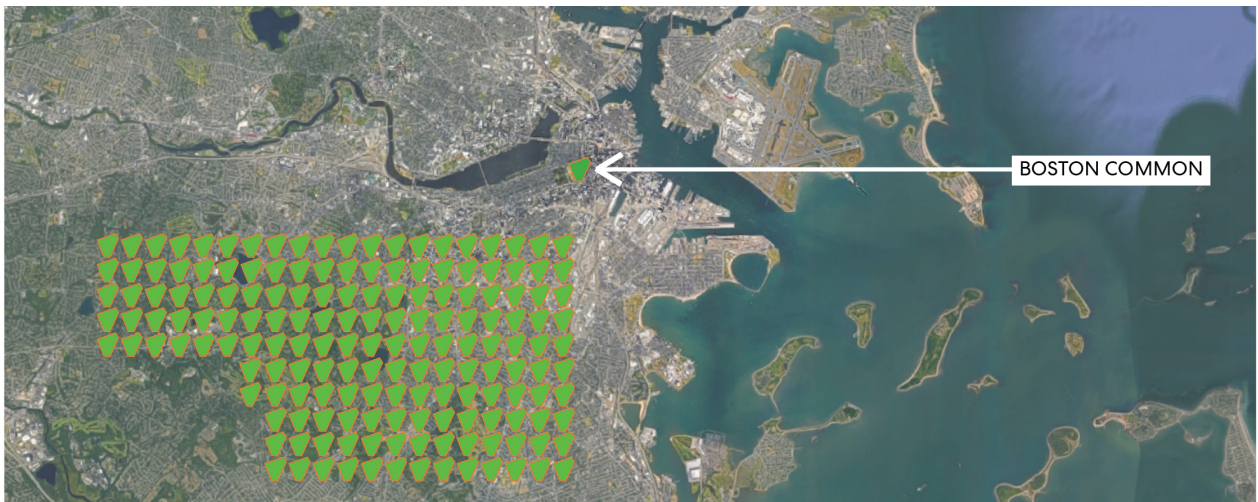
Schematic Design - Wood Framing, CLT decking at level 5 floor and roof

**18,107,071**

kgCO<sub>2</sub>eq



**27.8%**  
kg CO<sub>2</sub>eq Reduction



Compared to the baseline, the Schematic Design would save the amount of carbon sequestered by 167 Boston Commons of U.S. forest in one year.

# TTU Regionalization Feasibility Study

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# Why Consider Regionalization Now?

- The question of whether to regionalize has been raised roughly every 10 years since the Tri-Town Union (TTU) was formed. The issue was last raised as a part of the succession plan for the previous TTU Superintendent
  - At that time, it was decided that strengthening the TTU was the correct course of action
- In 2021, the TTU School Committee voted to investigate the feasibility of regionalization. A grant for \$100,000 was procured to fund this process. This grant expires on June 30th of this year. The Select Boards and School Committees of Boxford, Middleton, and Topsfield voted to approve the formation of a Regional Planning Committee (RPC).
- During 2021, the TTU School Committee voted to hire a consulting firm (the Massachusetts Association of Regional Schools - MARS) to study the feasibility of regionalization. MARS has aided the RPC with evaluating and reporting on the potential benefits and drawbacks of regionalization.

# What is the Regionalization Planning Committee?

Per state statute, districts that are considering regionalization must first convene a Regional Planning Committee (RPC). The RPC is comprised of three members of from each town and:

- Must include one sitting member of each town's school committee
- Must be appointed by that town's moderator

The TTU's Regionalization Planning Committee members are:

Boxford: Barbara Bisceglia (SC member), Chuck Costello, Dan Volchok

Middleton: Michelle Aitken (SC member), Roger Bourgeois, Kosta Prentakis

Topsfield: Andrew Prazar (SC member), Jessica Steffens, Stephen Whelan

# Current TTU Structure

The Tri-Town Union is a superintendency union comprised of three separate elementary school districts (Boxford, Middleton, and Topsfield) that share a central administrative office.

The three districts are governed by independent school committees that retain sole oversight over their district's budgets, programs, policies, staff contracts, and facilities.

The Tri-Town Union School Committee is a nine-member committee comprised of three members of each town's school committee and oversees the budget of the superintendent's office and associated central office staff.



# How would a region be different?

The exact structure and governance of the region would be dependent on the regional agreement and policies implemented by that new new district school committee. In general, in a regional district:

- Local control over programs, staff contracts, and policies would shift to a regional school committee.
- The district's budget would be approved by the new regional committee. Individual school budget decisions would be subject to the provisions created within the regional agreement.
- Town representation would shift from the current model of 5 elected representatives per town school committee to a to-be-determined number of members of a regional school committee.
- Teachers and staff would be subject to one, unified contract.

# The RPC's work to date

The TTU RPC first convened in the summer of 2022 and has been working with the Massachusetts Association of Regional Schools consulting group to research the potential advantages and disadvantages of regionalization. The TTU RPC has identified the following four priorities as the lenses through which to examine the issue:

- Educational outcomes
- Financial impacts
- Improved operational efficiency
- Governance



# Educational Outcomes - Potential Benefits

- A more unified programming across all three towns would ensure that students enter Masco with the same educational foundation.
- Having teachers on the same schedule and contract would make sharing resources, knowledge, best practices, and professional development possible.
- The time and resources required to implement new curriculum would be drastically reduced, thus accelerating school improvement.
- A region would allow for the possibility of a cross-town preschool program, which would allow the towns to enroll a higher percentage of applicants.
- With a larger student population to draw from, substantially separate programs for students with special needs could be created. This could potentially keep a greater number of students in-district and with their peers, which improves educational outcomes.
- Given the rapid evolution of skills required in the workplace, a regional district would free up time for the central office staff to accelerate the adoption of new curricula and practices that will prepare students for the future.

# Finances - Potential Benefits

- Regional school districts receive a significant reimbursement from the state for transportation. This could be offset by higher expenses. The RPC ran a pro forma analysis based on FY24 transportation reimbursement rates (which vary from year to year) and placing current TTU teachers and staff on the Masco “A” salary scale. Under this “worst case scenario,” each town would spend roughly \$150,000 less on the elementary schools during the first year of the region than they currently do.
- By developing specialized programming within the district, there is the possibility that costly out-of-district student placements would decrease.

## Central Office - Potential Benefits

- Due to larger cohorts of student with special needs, there is the possibility of establishing full-time specialized teaching positions that are currently part-time. These staff are hard to hire and retain, and are often filled with expensive contracted staff.
- Time that is currently spent navigating the inefficient TTU system could be put towards researching, implementing, and supporting further school improvements. By increasing efficiency through regionalization, the central office would be able to dedicate more time to supporting teaching and learning.
- A region would allow the district to facilitate teacher movement between schools, which could lead to greater staff flexibility and retention.

# Governance

- The RPC would need to determine the following during the drafting of a regional agreement
  - The number of regional school committee representatives from each town and how they are elected or appointed
  - The voting structure of the regional school committee
  - The assessment method (standard v. alternative)
  - How school buildings and infrastructure are maintained and paid for

# Potential Drawbacks

- Budgetary decisions that impact programs and staffing would shift from a local school committee to the regional school committee.
- School-specific programming would need to be reviewed to ensure that educational opportunities are equitably distributed throughout the district.
- Currently, each town negotiates separate contracts with teachers and instructional staff in that town's district. Under a regional agreement, a new, unified contract would need to be negotiated with all bargaining units. It is likely that salaries, the major driver of a school's budget, would increase as a part of these negotiations.
- The district budget would need approval from two-thirds of the member towns, or from all three towns, depending on the assessment method in the regional agreement.

# What steps need to be taken to form a region?

- The RPC meets with town boards and public to solicit feedback.
- The RPC meets to discuss feedback.
- The RPC considers whether to pursue a regional agreement.
- The RPC drafts a regional agreement.
- The RPC presents the draft agreement to the community, various stakeholders (select boards, finance committees, etc.), and the state.
- The RPC revises the draft as necessary and approves the final agreement.
- The agreement is presented at all three town meetings and must be passed in all three towns.
- The agreement is then approved by the Commissioner of the Department of Elementary and Secondary Education.

# Where we go from here

- The RPC holds their meetings on the third Thursday of each month. These meetings are open to the public.
- During their meetings, the RPC will discuss any feedback they have received from the community about this process.
- The RPC will continue to debate the benefits and drawbacks of regionalization with a vote as to whether or not to move forward with drafting a regional agreement hopefully occurring no later than the end of this school year.

# Questions?

If you'd like to provide written feedback, please email your school committee representative who sits on the RPC.

Boxford: Barbara Bisceglia- [bbisceglia@boxfordschools.org](mailto:bbisceglia@boxfordschools.org)

Middleton: Michelle Aitken - [maitken@middletonps.org](mailto:maitken@middletonps.org)

Topsfield: Andrew Prazar- [aprazar@topsfieldps.org](mailto:aprazar@topsfieldps.org)



## MEMORANDUM

April 19, 2024

To: Boxford Select Board  
From: 10 Elm Committee  
Re: Committee Update and Rental Fee Proposal

The 10 Elm Committee (“Committee”) was formed in January of 2023. The Committee initially worked on a description to be published on the Town website: The Center at 10 Elm is the perfect venue for your next event. Fully accessible, it can accommodate up to 147 guests and has 2 distinct spaces available. The "Barn" is a dynamic 2,400 sf space perfect for larger gatherings: celebrations, annual meetings, lectures and classes. The Barn is equipped with a state-of-the-art AV set-up, with a large drop screen and sound system. This flex space can also be divided for smaller groups. Both spaces open onto the outdoor patio. The Cummings House Lounge is an intimate setting for small meetings. It is equipped with a pool/conference table, television, wet bar, and electric fireplace. It's the perfect venue to host discussion groups, support groups, book and hobby clubs.

The Committee created and recommended a rental priority system, along with the following disclaimer: 10 Elm is not available for use/rent for commercial purposes, including solicitation or development of business, or for profit.

- Tier 1: Programs, meetings or events that are sponsored or co-sponsored by the COA.
- Tier 2: Town departments, boards and committees
- Tier 3: Boxford or Tri-Town-based non-profit, civic and/or charitable organizations that serve the Boxford Community primarily, do not charge membership fees, do not hold fundraisers and do not accept donations, or charge a fee to use municipal facilities.
- Tier 4: Non-Boxford based non-profit, civic and/or charitable organizations not directly associated with the Town that serve some members of the community but also the wider region that may charge a fee.
- Tier 5: Private rental by a Boxford Resident
- Tier 6: Private rental by a Non-resident

As part of the charge to coordinate community events, the Committee planned a Community Movie Night on June 17th. Approximately 30 people were in attendance. Some concerns were identified during the event:

- The doors were locked and needed to be propped open for the evening.
- There was no access to the kitchen, therefore water for drinking and cleaning had to be obtained from the restroom.
- There were complications with the AV and there was no one available to contact for help.

- The divider door is heavy and cumbersome to open – it takes 2 people and should have an orientation first.
- The lobby is unattended, leaving supplies and COA property at the reception desk vulnerable.

Another community event was coordinated by the Committee on December 17th: a lantern making party prior to Boxford's Grand Illumination. This event had approximately 80 people in attendance and was a festive opportunity to showcase the building. Again, the lack of access to water and cleaning supplies proved to make clean up after the event difficult. Additionally, the dumpster is currently located across the street by the previous COA building so bags of trash need to be transported.

The Committee has proposed the following recommendations for public use of the building:

- A designated staff person to oversee the calendar for operations and usage outside of COA hours.
- An online calendar that can be viewable and accessed by multiple people.
- An online reservation system for the public to submit their inquiries and requests.
- A list of rules and regulations to be signed by the renter or responsible party.
- Staff or volunteers onsite during public events for assistance with opening the building, monitoring and supervising the space, ensuring renter's compliance with rules and regulations, and securing the building.
- A cleaning fee applied to all fee-based rentals.
- A fee structure to correspond with the proposed priority tiers (attached).

Thank you for your consideration and support as we move forward with making this valued Town resource available for the whole community.

### 10 Elm Community Center Fee Schedule

ROOM #	TIER 1	TIER 2	TIER 3	TIER 4*	TIER 5*	TIER 6*
<b>Definitions</b>	Programs, meetings or events that are sponsored or co-sponsored by the COA	Town departments, boards and committees	Boxford or Tri-Town-based non-profit, civic and/or charitable organizations that serve the Boxford Community primarily, do not charge membership fees, do not hold fundraisers and do not accept donations, or charge a fee to use municipal facilities	Non-Boxford based non-profit, civic and/or charitable organizations not directly associated with the Town, serve the wider region, and may charge a fee	Private rental by a Boxford Resident	Private rental by a Non-resident
<b>Lounge</b>	No Fee	No Fee	No Fee	\$15.00	\$20.00	\$100.00
<b>Barn A or B</b>				\$35.00	\$50.00	\$250.00
<b>Barn A &amp; B</b>				\$70.00	\$100.00	\$500.00

\*Fees are per 2 hour rental

Rental length can be extended in additional two-hour rental increments

\*Cleaning Fee - \$100.00 for all tier 4 - 6 rentals

Catered events using licensed and approved caterers include use of kitchen

Rental includes 30 minutes of set up and 30 minutes of breakdown time

**Presenter and Motion**

**Warrant**

**Article**

<b>Number</b>	<b>Board/ Committee</b>	<b>Name</b>	<b>Warrant Article Description</b>
1	Select Board		Receive Annual Reports
2	Select Board		Approve first year of funding for Police Reserves Collective Bargaining Agreement
3	Personnel Board	Tim Feeney	Adopt Personnel Board FY2025 Classification Plan and Compensation Plan
4	Finance Committee	Michael White	Adopt FY 2025 Operating Budget - <b>\$41,783,620</b>
5	School Committee		<b>Override:</b> Elementary Schools FY25 Budget- <b>\$599,170</b>
6	Board of Health	Alex Constan	Set annual curbside solid waste collection fees
7	Select Board		Fund Omnibus Capital - <b>\$991,500</b>
8	Select Board		Fund Consulting Services for Emergency Response Advisory Committee - <b>\$50,000</b>
9	Masco School Committee		Fund Masco Capital Items - <b>\$147,711</b>
10	Select Board		<b>Debt Authorization:</b> Design for new DPW Facility - <b>\$1,550,000</b>
11	Masco School Committee		<b>Debt Authorization:</b> Masconomet District Design and OPM for HVAC, BMS, & Roof - <b>\$5,000,000</b>
12	Select Board		Revoke Opioid Settlement Stabilization Fund
13	Community Preservation Committee	Natasha Grigg	CPA: Annual Budget and Reserves - <b>\$1,177,381</b>
14	Community Preservation Committee	Natasha Grigg	CPA: Boxford Historic Documents Center HVAC - <b>\$12,445</b>
15	Community Preservation Committee	Natasha Grigg	CPA: Johnson Playground Construction - <b>\$330,000</b>
16	Community Preservation Committee	Natasha Grigg	CPA: Boxford Common Irrigation Well - <b>\$10,000</b>
17	Community Preservation Committee	Natasha Grigg	CPA: Stiles Pond Rehabilitation Project - <b>\$65,000</b>
18	Sustainability Committee	Gary Martin	Bylaw: Adopt Specialized Opt-in Building Code
19	Zoning Board of Appeals		Zoning Bylaw: Amend Accessory Apartment bylaw
20	Select Board		Bylaw: Amend Recreation Committee bylaw
21	Select Board		Bylaw: Remove By-Law Computer Advisory Committee
22	Select Board		By-Law: New Town Administrator bylaw
23	Citizen Petition		Citizen Initiative Petition: 5-Year Moratorium on artificial turf field construction
24	Select Board		Any other business



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

**DATE:** April 11, 2024  
**TO:** Boxford Select Board  
**FROM:** Brendan Sweeney, Assistant Town Administrator/Finance Director  
**RE:** **Boxford's Expiring Contracts with Comcast and Verizon and the Reconstitution of the Cable Advisory Committee**

Currently, the Town of Boxford has issued licenses to two cable television providers: Comcast Cable Communications, Inc. ("Comcast") and Verizon New England, Inc. ("Verizon"). Comcast's license expires on June 30, 2025 and Verizon's expired on September 18, 2023. In Verizon's case, while their license has technically expired, their current license is actually still in effect and will remain so until the terms of a new license is agreed upon.

Per Massachusetts General Law, licenses are regulated by the Massachusetts Department of Telecommunications and Cable ("DTC"), which adheres to relevant state and federal laws, but are issued by individual cities and towns. Specifically, the "issuing authority" for the Town of Boxford is the Select Board. DTC outlines two paths for municipalities looking to issue or renew licenses: the "formal" or "informal" process. The DTC's Cable Television License Renewal Process Guide further explains both processes in greater detail. It is my recommendation that the Town opt for the informal process, in order to maintain flexibility with the structure and timing of negotiations, but keep some key elements of the formal negotiation structure, such as conducting a town-wide survey and holding public hearings with both of the Town's current cable television providers. I am anticipating that this path forward will be the recommendation of Town Counsel as well.

Under Massachusetts regulations, the Select Board has the ability to appoint a Cable Advisory Committee ("CAC") to advise the Board through the licensing process. It is my understanding that this is how the Select Board has handled these negotiations in the past. Unfortunately, I was unable to track down the charge and membership composition of previous CACs. In light of this, **I am recommending that the Select Board vote to approve the attached charge and reconstitute the Cable Advisory Committee with the following membership: one representative of the Select Board, one representative of Boxford Cable Access Television (BCATv), and the Town Administrator or his/her designee.**

Attached to this memorandum is the draft CAC charge, DTC's overview of CACs, and DTC's Cable Television License Renewal Process Guide. Please reach out to me if you have any questions.

## **Cable Advisory Committee**

April 22, 2024

The Cable Advisory Committee is reconstituted, pursuant to a vote of the Select Board on April 22, 2024. The committee shall consist one representative of the Select Board, one representative of Boxford Cable Access Television (BCATv), and the Town Administrator or his/her designee. All members shall serve for one-year terms.

The primary purpose of this committee is to is to serve as an advisor on cable TV matters to the Select Board. Additionally, this committee is charged with representing the Select Board, subject to the Board's ultimate authority as issuing authority as defined in M.G.L. c.166a, with regard to cable television licensing including:

- 1) negotiating renewal licenses or original licenses;
- 2) conducting proceedings needed to support renewal license negotiations; and
- 3) advising the Select Board with respect to any application for license transfer, merger, or assignment.

The committee shall assess the cable needs of the community and conduct regular meetings and hearings with cable company representatives to discuss matters of mutual interest. Meetings shall be held pursuant to the Open Meeting Law, M.G.L. Chapter 30A, Sections 18 to 25, as amended by Chapter 2 of the Acts of 2023. Meetings shall be posted with the Town Clerk pursuant to said Laws.

The Committee shall appoint a Chair, to coordinate meetings and to oversee progress, and a Secretary, to record minutes. Copies of approved minutes shall be forwarded to the Select Board.

The Committee may engage the advice and counsel of professional advisors as needed. The Committee shall engage the public and solicit public input.

# Cable Advisory Committees

A Cable Advisory Committee (CAC), appointed by the municipal issuing authority, advises the municipality on the cable franchising process.

## Definition of Cable Advisory Committee

Under Massachusetts regulations, an Issuing Authority (IA), such as the mayor of a city or the board of selectmen of a town, may appoint a Cable Advisory Committee (CAC) to advise the IA throughout the licensing process. In many instances, the CAC remains active throughout the term of the license. Currently, there are over 280 CACs in the Commonwealth. The composition and number of members of the CAC is determined by the IA.

The IA may, at its discretion, define the role and responsibilities of the CAC to the extent permitted under G.L. c. 166A. While an IA may delegate to a CAC the authority to negotiate a license agreement, an IA may not delegate authority to execute such an agreement.

CACs are considered "governmental bodies" within the purview of the Massachusetts Conflict of Interest Law, G.L. c. 268A.

Recognizing that CACs fulfill an important and valuable link between the IA, the licensee, and the residents of the community, the Department of Telecommunications and Cable ("Department") seeks to build positive professional relationships with the CACs. The Department's staff works closely with local committees to educate them on the licensing process and improve information-sharing.

The Department's program includes an informational presentation available to communities. Please contact the Department to schedule a presentation or to discuss any cable licensing matter.

## Responsibilities of a Cable Advisory Committees

CAC responsibilities vary according to the status of the license and the objectives of the IA. The following list includes some typical responsibilities assigned to CACs in the Commonwealth:

- Inform and educate the public about cable television service;
- Assess the cable needs of the community and recommend policy changes;
- Conduct regular meetings with cable company representatives to discuss matters of mutual interest;
- Report to the IA on company compliance with the license;
- Supervise the cable operator's response to complaints;
- Respond to residents' questions regarding the cable television system; and
- Keep abreast of community programming issues

# **CABLE TELEVISION LICENSE RENEWAL PROCESS**

## **A PRACTICAL GUIDE**

**Updated March 2015**

**Prepared by the Massachusetts Department of  
Telecommunications and Cable**

**1000 Washington Street, Suite 820  
Boston, MA 02118-6500  
617-305-3580**

**[www.mass.gov/dtc](http://www.mass.gov/dtc)**



# INTRODUCTION

This Practical Guide is presented by the Massachusetts Department of Telecommunications and Cable (“Department”) in our supervisory role with respect to cable television licensing. Under both federal and Massachusetts law, no cable operator may construct and/or operate a cable television system in a community without first obtaining a license. In Massachusetts, the city manager, mayor or board of selectmen is responsible for issuing a license and, hence, is designated as the Issuing Authority. Since Massachusetts law limits the term of a license, Issuing Authorities must periodically review and renew licenses. The Department oversees the licensing renewal process, which has been established under federal law, and supplemented by our regulations.

By establishing a formal renewal process, Congress sought to protect a municipality’s right to a cable system that is responsive to the needs and interests of the local community. Congress also sought to protect cable operators, which have invested in infrastructure in a community, from an unfair denial of a renewal license. The Department’s goal in developing this Practical Guide is to ensure that both municipalities and cable operators are aware of their rights and responsibilities as they contemplate license renewal and to guide them through the process.

In this Practical Guide, the Department first presents an overview of the role of government in cable television licensing. We describe each level of regulatory oversight with a focus on the resources available to Issuing Authorities. Next, the Department outlines the formal renewal process, highlighting the rights and responsibilities of each party under that process. Lastly, we discuss an alternative method by which parties may negotiate informally to reach an agreement. Since there are no procedural protections in informal negotiations, we recommend that this method be used only where there are no contested issues between the parties.

The guidance we provide herein offers both Issuing Authorities and cable operators direction on the most prudent manner in which to proceed under the rules established by Congress so that each party’s rights and interests are protected. The information in this Practical Guide is necessarily general in nature. The Practical Guide is not a substitute for particularized advice from an attorney. In addition, federal and Massachusetts laws and regulations are subject to change. Therefore, persons should refer to the current Massachusetts General Laws, the Code of Massachusetts Regulations, the federal Communications Act of 1934, as amended, or the appropriate federal rules and regulations, or they may consult the Department with case-specific questions.

# **THE ROLE OF GOVERNMENT**

Licenses to construct and/or operate cable television systems are granted by the “Issuing Authority” of a city or town. Pursuant to section 1 of chapter 166A of the Massachusetts General Laws, the Issuing Authority is the mayor of a city, the board of selectmen of a town, or the city manager of a city with a plan D or E charter. The Issuing Authority decides initially whether to go forward with the licensing process, recommends services and terms to be included in the license, and decides whether to grant a license. Upon license renewal, the Issuing Authority reviews the performance of the cable operator, determines the services and terms to be included in the renewal license, and decides whether to grant a renewal license.

The Issuing Authority takes these actions within the framework provided by federal and state law. Congress has enacted a series of laws that establish many of the substantive and procedural requirements governing cable television licensing. For example, federal law requires that each operator obtain a license to service a particular area, and that the license be non-exclusive. Federal law also specifically addresses local access programming and franchise fees. Further, federal law establishes the process by which licenses are granted and renewed. The Federal Communications Commission (“FCC”) is charged with ensuring that cable operators and licensing authorities comply with federal law.

In addition to federal oversight regulation, many states have enacted laws regarding cable television regulation. In Massachusetts, the Department oversees cable television licensing and ensures that municipalities and cable operators comply with both federal and state law, particularly where state law is more restrictive than federal law. For example, state law limits the term of a license to 15 years for an initial license and ten years for a renewal license. The Department also acts as an appellate body, as a cable operator may appeal to the Department for review of an Issuing Authority decision.

Since it is the Department’s enabling legislation and regulations promulgated thereunder that establish the regulatory framework for Issuing Authorities to follow, the Competition Division has created the position of Municipal Liaison to bridge these two bodies. The Municipal Liaison’s chief function is to assist municipal officials as they work through the licensing process. The Municipal Liaison will meet with local governments to explain the statutory and regulatory requirements. The Department maintains, as public records available for inspection, a copy of each license granted in Massachusetts. In addition, we maintain, on our website, an electronic library of many of the licenses executed in Massachusetts. By providing this assistance, the Department seeks to ensure that Issuing Authorities act in compliance with federal and state law to obtain a license that best serves the needs of the community.

# **THE FORMAL RENEWAL PROCESS**

Under federal and Massachusetts law, cable operators may not provide cable television service without obtaining a license from the Issuing Authority. Congress anticipated that cable operators would seek renewal licenses in order to continue providing cable television service in areas where money has been invested in infrastructure. Congress also recognized that municipalities should review the performance of a cable operator and ensure that the operator continues to meet the community's needs and interests. Thus, Congress established a formal renewal process that considers each of these interests. By following the formal renewal process, Issuing Authorities protect their right to a cable television system that serves the needs and interests of the community and cable operators protect their investment from a unfair denial of a renewal license. An Issuing Authority or cable operator must explicitly invoke the protections of the formal renewal process. Generally, each party must notify the other that it intends to proceed under the formal process.

The framework set forth by federal law provides a 36-month period in which to conduct license renewal proceedings. This 36-month period is often referred to as the "Renewal Window." The process consists of two phases: 1) reviewing the cable operator's performance under the current license and ascertaining the needs and interests of the community ("Ascertainment"); and 2) applying the results of the first phase to the review of the cable operator's proposal. The Department recommends that a municipality complete the first phase within 24 months. At most, the ascertainment phase should not extend longer than 30 months. This timeframe affords the municipality sufficient time to review and consider the cable operator's proposal and make a determination whether to grant renewal of the license before the current license expires.

## **PHASE I -ASCERTAINMENT**

### **COMMENCEMENT**

The formal renewal process must begin between 36 and 30 months prior to expiration of the license. The Issuing Authority may commence the formal renewal process on its own initiative and must inform the cable operator that it has done so. While there is no specific action that an Issuing Authority must take in order to demonstrate it has commenced the formal renewal process, the Issuing Authority should perform some tangible act to begin to ascertain the community's cable-related needs and interests. For example, the Issuing Authority could begin to survey the community or hold a public hearing.

Most often, the cable operator will request, in writing, that the Issuing Authority commence the renewal process. The cable operator will make this request between 36 and 30 months prior to the expiration of the license. If the cable operator requests that the Issuing Authority commence the renewal process, the Issuing Authority must begin ascertaining the community's cable-related needs and interests within six months of receiving the cable operator's request.

In either case, the letter requesting commencement of the formal license renewal process or advising that a community has commenced the formal renewal process is called a "Renewal Letter." The Renewal Letter is often referred to as the "626 letter" (626 refers to the section of the federal Communications Act that sets forth the franchise renewal process).

The protections of the formal renewal process must be invoked in a timely manner, that is between 36 and 30 months prior to the expiration of the current license. If neither the Issuing Authority nor the cable operator requests commencement of the formal process within this period, the

opportunity to conduct the renewal license under the formal renewal process expires and neither party is able to claim the protections provided by federal law.

## **ASCERTAINMENT**

Ascertainment is a series of actions taken by the Issuing Authority by which the Issuing Authority reviews the cable operator's performance under the existing license and identifies the cable-related needs and interests of the community. Many Issuing Authorities find it helpful to appoint a committee to assist in gathering information about a cable operator's performance and the community's needs and interests. The size and make-up of the cable advisory committee ("CAC") is determined by the Issuing Authority, and its members may include both residents and non-residents of the community. A CAC is considered a governmental body within the purview of the Massachusetts conflict of interest laws, at General Laws chapters 268A and 268B, and is subject to the guidelines contained therein.

The Issuing Authority, in appointing a CAC, should define the CAC's role and duties. Under Massachusetts law, only the Issuing Authority may make the final licensing decision. However, this does not preclude the Issuing Authority from relying on the CAC's recommendations.

An Issuing Authority and its CAC may choose a wide variety of methods to assess the cable operator's past performance and determine the future needs and interests of the community. An Issuing Authority may:

- Hold a public hearing. While a public hearing is required after receipt of the cable operator's proposal as part of the Issuing Authority's deliberative process, some municipalities choose to hold additional hearings during the ascertainment phase to solicit input from the community with respect to the cable operator's performance as well as the future needs and interests of the community;
- Conduct a municipality-wide survey;
- Meet with community organizations such as schools, senior citizen centers, and police and fire services to determine their proposed needs;
- Review the current license held by the cable operator in the municipality to determine, for example, which terms and conditions have been particularly beneficial to the community;
- Review the cable operator's financial forms (CTV Forms 200 and 400);
- Review consumer complaint records, including CTV Form 500 and municipal records;
- Obtain and review a map of the service area (often referred to as a street or strand map) to determine, in part, whether there are unserved parts of the community;
- Tour the cable operator's technical facilities (i.e., headend) and PEG access studio; and
- Review licenses granted by other communities in Massachusetts (many have been filed electronically and are available at the Department's web page).

There is no law or regulation that explicitly establishes a deadline by which an Issuing Authority must complete ascertainment. The Department has interpreted federal law as requiring Issuing Authorities to complete ascertainment no later than six months prior to the current license expiration date. The better practice, however, is to ensure that ascertainment is complete 12 months prior to license expiration in order to maximize the amount of time an Issuing Authority has to review a cable operator's proposal. Under federal law, a cable operator may not submit a formal renewal proposal until the Issuing Authority has completed ascertainment. This timeline allows a cable operator to respond to the results of the ascertainment studies in preparing its proposal. Upon receipt of the proposal, an Issuing Authority has only four months, or until the expiration of the current license, whichever occurs first, to make a determination on the proposal. Prolonging completion of the ascertainment thus reduces the amount of time during which an Issuing Authority may review and deliberate on a cable operator's proposal.

Under Massachusetts regulations, the Issuing Authority must notify the cable operator in writing upon completion of ascertainment. In its written notification, the Issuing Authority must specifically state the date that ascertainment was complete. The Issuing Authority should provide its ascertainment results as a part of a Request for Proposals ("RFP"). Presenting the ascertainment results to the cable operator is critical in demonstrating the community's needs and without it, a proposal in response to an RFP may not accurately represent the community's needs.

As part of the RFP, the Issuing Authority may provide the cable operator with a draft license in its RFP that contains terms and conditions consistent with the ascertainment results. The Issuing Authority should provide a reasonable deadline for the cable operator to respond to the RFP, that is, to submit what is known as the Formal Renewal Proposal. Generally, a period of at least 30 days is considered a reasonable response time. However, in establishing a deadline for responses, the Issuing Authority must be aware of the length of time remaining before the current license expires.

## **PHASE II - REVIEW OF PROPOSAL**

After the Issuing Authority has completed ascertainment, the cable operator may (on its own initiative) or must (within the time frame established by the Issuing Authority in the RFP) submit its renewal proposal. The cable operator submits its proposal on the Department's Form 100 and often supplements it with additional information.

Upon receipt of the proposal, the Issuing Authority must:

- 1) provide prompt public notice that the cable operator has submitted a renewal proposal; and
- 2) during the four-month period that begins upon the receipt of the proposal, renew the franchise or issue a preliminary assessment that the franchise should not be renewed; and
- 3) at the request of the cable operator or on its own, commence an administrative proceeding to consider whether:
  - A) the cable operator has substantially complied with the material terms of the existing franchise and with applicable law;
  - B) the quality of the cable operator's service, including signal quality, response to consumer complaints, and billing practices, but without regard to the mix or quality of cable services or other services provided over the cable system, has been reasonable in light of community needs;

- C) the cable operator has the legal, financial, and technical ability to provide the services, facilities, and equipment as set forth in the cable operator's proposal; and
- D) the cable operator's proposal is reasonable to meet the future cable-related community needs and interests, taking into account the cost of meeting such needs and interests.

If the Issuing Authority determines, upon initial review of the proposal, that it will accept the cable operator's proposal and grant the license, there is no need to commence an administrative proceeding. Nonetheless, under the Department's regulations, the Issuing Authority must conduct a public hearing to allow the public an opportunity to comment on the cable operator's proposal.

The administrative proceeding is an evidence gathering proceeding that must be conducted so as to afford both the Issuing Authority and cable operator due process, including the right to introduce evidence, question witnesses, and require the production of evidence. If the Issuing Authority bases the preliminary denial of the renewal proposal on criteria (A) or (B), the Issuing Authority must provide the cable operator with notice of non-compliance and an opportunity to cure.

At the conclusion of the administrative proceeding, the Issuing Authority must issue a written decision granting or denying the cable operator's proposal for renewal.

### **GRANTING A RENEWAL LICENSE**

If the Issuing Authority determines that the cable operator satisfies each of the four criteria, and decides to grant a renewal license to the cable operator, the Issuing Authority must issue a public, written statement detailing the reasons for the grant of the renewal. The Issuing Authority must file a copy of the issuing statement, renewal license, and license application (Form 100) with the Department within seven days of granting the license. In addition, the Department requests that the Issuing Authority also submit the license in electronic format.

### **DENYING A RENEWAL LICENSE**

If the Issuing Authority determines that the cable operator has failed to satisfy one or more of the criteria, and has not cured any claimed non-compliance, the Issuing Authority must issue a written statement detailing the reasons for its denial within 14 days of the decision to deny. The written decision must include the basis for the denial, that is, identify which of the four criteria the cable operator did not satisfy. The Issuing Authority must file a copy of this statement along with the renewal proposal (Form 100) with the Department.

### **APPEAL OF ISSUING AUTHORITY DECISION**

A cable operator who is aggrieved by a decision of an Issuing Authority to deny a renewal license may appeal to the Department for review of that decision. Any such appeal must be filed within 30 days of the date of the Issuing Authority decision.

## **INFORMAL NEGOTIATIONS**

While Congress established the formal renewal process, Congress also determined that where Issuing Authorities and cable operators are able to negotiate an agreement outside of the formal renewal process, they should be allowed to do so in a manner that best fits the parties' needs. That is, where a municipality has a good working relationship with a cable operator and there are no compliance issues, the parties are not required to follow the formal process. Rather, the parties may negotiate an agreement informally. Since there are no procedural safeguards in informal negotiations, this method should be used only where there are no contested issues between the parties.

When negotiating informally, a cable operator may submit a proposal for the renewal of a license at any time, and the Issuing Authority may, after affording the public adequate notice and an opportunity to be heard, grant or deny such a proposal. By negotiating informally, parties avoid the time requirements of the formal process. For example, Issuing Authorities are not obligated to review a cable operator's proposal within 120 days, as required under the formal process. However, even with informal negotiations, state law requires that the Issuing Authority hold a public hearing on the cable operator's proposal.

There is no regulatory requirement that an Issuing Authority conduct ascertainment if it chooses to negotiate with a cable operator rather than follow the formal process. Nevertheless, the Issuing Authority's negotiating position can only be enhanced if it has ascertainment results to substantiate its requests. It is highly recommended that an Issuing Authority conduct some form of ascertainment prior to entering into negotiations with a cable operator.

In practice, cable operators in Massachusetts will often request an Issuing Authority to commence the formal renewal process, but simultaneously request that the parties negotiate informally. Thus, the parties actually enter into informal negotiations while conducting the formal renewal process. While this is acceptable, there are two potential areas where confusion may result:

### 1) The Nature of the Proposal - Formal Proposal versus Informal Proposal

There is a distinction between a proposal submitted for discussion purposes and one that is submitted as a formal renewal proposal, namely, the submission of the formal renewal proposal triggers the 120-day review period. In order to avoid any confusion or violation of process, an Issuing Authority negotiating informally should ensure that the cable operator identify any informal proposal submitted as "Informal" or "For Informational Purposes Only."

### 2) "Reservation of Rights"

As indicated above, often a cable operator will request that the parties negotiate informally, while "reserving its rights" under the formal renewal process. In essence, the cable operator protects itself from an unfair license denial, but is relieved of following the strict time requirements of the formal process. The Issuing Authority is similarly relieved of the strict requirements of the formal process, including the requirement to conduct ascertainment. However, it is unlikely that a decision to deny a license will stand without appropriate ascertainment to support it. Thus, it is recommended that an Issuing Authority conduct ascertainment even when negotiating informally. Moreover, if informal negotiations do not result in a renewal license, the cable operator may revert back to the formal process, and submit a formal renewal proposal for the Issuing Authority's consideration. The review is limited to 120 days under federal law. Therefore, in order to ensure that sufficient time exists

for the Issuing Authority to review a formal proposal, the Department recommends that an Issuing Authority complete ascertainment 12 months prior to the license expiration date, but absolutely no later than six months prior to the license expiration date.

Informal negotiations may be a productive and efficient means for many Issuing Authorities and cable operators to reach mutually agreeable license terms, particularly where the parties have developed a solid professional relationship. However, where a party which has agreed to proceed informally has “reserved its rights” under the formal renewal process, both parties should proceed with the understanding that the requirements of the formal process may become applicable.



# REFERENCES

## RELEVANT LAWS AND REGULATIONS

Massachusetts General Laws, Chapter 166A

Code of Massachusetts Regulations, 207 C.M.R. §§ 3.00-10.00

United States Code, 47 U.S.C. § 546

## ADDITIONAL RESOURCES

Information regarding cable television licensing may be found on the Department's website at [www.mass.gov/ocabr/government/oca-agencies/dtc-lp/competition-division/cable-tv-division/municipal-info/](http://www.mass.gov/ocabr/government/oca-agencies/dtc-lp/competition-division/cable-tv-division/municipal-info/). The Department's website also provides several licenses in electronic format that are available for download.

A comprehensive glossary of cable-related terms is available on the Department's website at [www.mass.gov/ocabr/government/oca-agencies/dtc-lp/competition-division/cable-tv-division/glossary-of-cable-television-terms.html](http://www.mass.gov/ocabr/government/oca-agencies/dtc-lp/competition-division/cable-tv-division/glossary-of-cable-television-terms.html).



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[Click for all Municipalities by Program](#)

Select a Fiscal Year: 2025

Select a Municipality:

FY2025 Preliminary Cherry Sheet Estimates  
 Boxford

Estimated Receipts    Estimated Assessments & Charges

PROGRAM	FY2024 Cherry Sheet Estimate	FY2025 Governor's Local Aid Proposal	FY2025 House WM Budget Proposal	FY2025 Senate Budget Proposal	FY2025 Conference Committee
<b>Education Receipts:</b>					
Chapter 70	1,855,093	1,884,346	1,932,573		
School Transportation	0	0	0		
Charter Tuition Reimbursement	2,184	2,425	2,417		
Smart Growth School Reimbursement	0	0	0		
<b>Offset Receipts:</b>					
School Choice Receiving Tuition	0	0	0		
<b>Sub-Total, All Education Items:</b>	<b>1,857,277</b>	<b>1,886,771</b>	<b>1,934,990</b>		
<b>General Government:</b>					
Unrestricted Gen Gov't Aid	581,138	598,572	586,949		
Local Share of Racing Taxes	0	0	0		
Regional Public Libraries	0	0	0		
Veterans Benefits	12,961	12,195	12,195		
Exemp: VBS and Elderly	24,763	25,293	25,293		
State Owned Land	268,362	269,635	268,583		
<b>Offset Receipts:</b>					
Public Libraries	16,239	16,121	16,121		
<b>Sub-Total, All General Government:</b>	<b>903,463</b>	<b>921,816</b>	<b>909,141</b>		
<b>Total Estimated Receipts:</b>	<b>2,760,740</b>	<b>2,808,587</b>	<b>2,844,131</b>		

Questions or Assistance Please Email The Municipal Databank at : [localaid@dor.state.ma.us](mailto:localaid@dor.state.ma.us)



MA Department of Revenue  
 Division of Local Services  
 Preliminary Regional School Cherry Sheet Estimates  
 Data current as of 4/15/2024

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[Click for all Regional Schools by Program](#)

Select a Fiscal Year: 2025

Select a Regional School: Masconomet

### FY2025 Preliminary Cherry Sheet Estimates Masconomet

PROGRAM	FY2024 Cherry Sheet Estimate	FY2025 Governor's Local Aid Proposal	FY2025 House WM Budget Proposal	FY2025 Senate Budget Proposal	FY2025 Conference Committee
<b>Education Receipts :</b>					
Chapter 70	5,451,699	5,498,979	5,615,603		
Charter Tuition Reimbursement	14,983	45,441	42,439		
Regional School Transportation	869,618	698,918	698,918		
<b>Offset Receipts :</b>					
School Choice Receiving Tuition	89,864	211,572	211,572		
<b>Total Estimated Receipts :</b>	<b>6,426,164</b>	<b>6,454,910</b>	<b>6,568,532</b>		
<b>Estimated Charges :</b>					
Special Education	0	0	0		
School Choice Sending Tuition	115,691	79,751	80,271		
Charter School Sending Tuition	43,623	108,532	88,822		
<b>Total Estimated Charges :</b>	<b>159,314</b>	<b>188,283</b>	<b>169,093</b>		
<b>Total Receipts Less Charges :</b>					
<b>Net Receipts :</b>	<b>6,266,850</b>	<b>6,266,627</b>	<b>6,399,439</b>		

Questions About Local Aid Please Email The Municipal Databank at : [localaid@dor.state.ma.us](mailto:localaid@dor.state.ma.us)



# Town of Boxford

You will be automatically enrolled in the Boxford Community Electricity product, "Boxford Standard", unless you affirmatively opt out by mailing and postmarking the enclosed opt-out card by **May 15, 2024**.

April 12, 2024

Dear Boxford Electricity Customer,

The Town of Boxford is offering a program called Boxford Community Electricity. The program is a carefully designed alternative to your current electricity supply options, which includes those offered by National Grid and other third-party electricity suppliers. Through the Program, Boxford aims to provide electricity products that increase our community's renewable energy use and reduce carbon pollution.

## YOUR OPTIONS

Your participation in the program is voluntary and you can leave at any time without penalties or fees.

### 1 Automatically enroll in Boxford Standard, with 10% voluntary renewable energy content

If you take no action, you will be automatically enrolled in the default product, Boxford Standard, starting on your June 2024 meter read. The electricity supplier for Boxford Community Electricity is Dynegy.

### 2 Choose to enroll in another Boxford product with more or less renewable energy content

To choose a different program product, call the program's electricity supplier, Dynegy, at (866) 220-5696, or submit a request at [BoxfordElectricity.com](http://BoxfordElectricity.com).

### 3 Choose to continue with National Grid Basic Service

To remain with National Grid Basic Service for your electricity supply, you must opt out. To opt out before being automatically enrolled you must take one of the following actions before **05/15/2024**:

Postmark and mail the enclosed opt-out card *or* call Dynegy at (866) 220-5696 *or* submit the opt-out form at [BoxfordElectricity.com](http://BoxfordElectricity.com)

## PRODUCT SUMMARY

	National Grid Basic Service (If you opt out)	Boxford Basic	Boxford Standard (automatic)	Boxford 100
<b>Price</b>	18.213 ¢/kWh - Residential 17.262 ¢/kWh - Small Business 10.675 ¢/kWh - Large Business*	13.502 ¢/kWh	13.915 ¢/kWh	14.853 ¢/kWh
<b>Voluntary Renewable Energy Content</b>	No voluntary renewable energy	No voluntary renewable energy	Adds 10% voluntary renewable energy (MA Class I RECs)	Adds voluntary renewable energy (MA Class I RECs) to total 100%
<b>Duration</b>	November 1, 2023 through July 31, 2024 *Large Business: May 1 through July 31, 2024	June 2024 through December 2027	June 2024 through December 2027	June 2024 through December 2027

**The program cannot guarantee savings compared to National Grid Basic Service for the duration of the program pricing because future Basic Service rates are unknown.** Basic Service rates shown are the published rates as of March 27, 2024.

Program prices could also increase as a result of a change in law that results in a direct material increase in costs during the term of the electric supply contract. Program prices include a commission fee of \$0.001/kWh for the aggregation consultant. Program prices also include taxes which are billed as part of the power supply charge.

Program prices apply to service beginning and ending on the days of the month that your meter is read. Prices indicated above are for Supply Services only. This does not include the price that your electric utility will charge you for the delivery component of your electric service.

## RENEWABLE ENERGY DETAIL

The Commonwealth of Massachusetts requires that all electric supply products include a minimum of 62% renewable energy resources in 2024, 63% in 2025, 69% in 2026 and 75% in 2027. Some program products contain additional renewable energy that exceeds the minimum required by the Commonwealth.

	Year	Required RPS MA Class I	Required Other	Voluntary MA Class I	Total Renewables
<b>National Grid Basic Service</b> (If you opt out)	2024	24%	38%	0%	<b>62%</b>
	2025	27%	36%	0%	<b>63%</b>
	2026	30%	39%	0%	<b>69%</b>
	2027	33%	42%	0%	<b>75%</b>
<b>Boxford Basic</b>	2024	24%	38%	0%	<b>62%</b>
	2025	27%	36%	0%	<b>63%</b>
	2026	30%	39%	0%	<b>69%</b>
	2027	33%	42%	0%	<b>75%</b>
<b>Boxford Standard</b> (automatic)	2024	24%	38%	<b>10%</b>	<b>72%</b>
	2025	27%	36%	<b>10%</b>	<b>73%</b>
	2026	30%	39%	<b>10%</b>	<b>79%</b>
	2027	33%	42%	<b>10%</b>	<b>85%</b>
<b>Boxford 100</b>	2024	24%	38%	<b>38%</b>	<b>100%</b>
	2025	27%	36%	<b>37%</b>	<b>100%</b>
	2026	30%	39%	<b>31%</b>	<b>100%</b>
	2027	33%	42%	<b>25%</b>	<b>100%</b>

MA Class I renewables are from new, regional sources (i.e. generation located within, or delivered to, New England, built after 1997). For details on all required renewable resources, see [www.mass.gov/service-details/program-summaries](http://www.mass.gov/service-details/program-summaries).

## PROGRAM DETAIL

- National Grid will continue to deliver the electricity that you use in your home and is responsible for the delivery charges that appear on your monthly bill. If you have questions about the delivery portion of your bill, contact National Grid at (800) 322-3223, or by visiting its website at National Grid.com.
- Boxford's program is served by Dynegy Energy Services, LLC, DPU license number: CS-166, <http://www.dynegy.com>, (866) 220-5696.
- You can switch to a different Boxford supply product any time after you've enrolled, with no fees.
- Budget Plan or Eligible Low-Income delivery rate consumers participating in Boxford's program will continue to receive those benefits from National Grid.
- Solar Electricity Consumers will not be impacted and will continue to receive their net metering credits while participating in Boxford's Program.
- You can leave Boxford's program any time after you've enrolled, with no fee or penalty. If you leave Boxford's Program, your account(s) will be returned to National Grid Basic Service on the next meter read.
- Exit Terms for National Grid Basic Service: There is no penalty charge for leaving National Grid's Basic Service, however, Large Business customers may receive a billing adjustment charge or credit.
- Information about National Grid Basic Service: visit [www.mass.gov/info-details/basic-service-information-and-rates](http://www.mass.gov/info-details/basic-service-information-and-rates), or call National Grid at (800) 322-3223.
- If you are receiving electricity supply from a competitive supplier and believe you have received this opt-out letter in error, you must sign and return the enclosed opt-out card. This will ensure you continue to receive your electricity from that competitive supplier and prevent any possible early termination fees.
- If you have already chosen a National Grid Green Power supply option on your own, you must opt out of this program if you wish to continue receiving your electricity from that Green Power supply.
- Tax-exempt small business customers participating in Boxford's program must provide a copy of their Tax-Exemption Certificate directly to Dynegy via email at [Salestax\\_geotax@vistraenergy.com](mailto:Salestax_geotax@vistraenergy.com) or mail at Dynegy, ATTN: Customer Care, P.O. Box 650764, Dallas, TX 75264 to maintain tax-exempt status.
- If you participate in Boxford's Program, you will be automatically enrolled at a new price at the end of the contract term, December 2027, unless you inform the Town otherwise. The new price may be higher or lower than the existing price and the voluntary renewable energy content may change. The Town will contact you no later than 30 days before each automatic renewal to notify you of your supply options.
- Please visit [BoxfordElectricity.com](http://BoxfordElectricity.com) or call (978) 216-2838 for customer support, to view Product Summary Forms for each program product and for additional program detail.
- The Massachusetts Department of Public Utilities recommends that consumers visit the Energy Switch website to view the broad range of available electric supply products, including your electric utility's basic service price. You can visit the website at <http://energyswitchma.gov>.

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**Minutes of the  
BOXFORD SELECT BOARD  
HYBRID VIA ZOOM  
Monday, March 25, 2024  
Draft**

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

Others Present: Town Administrator Matthew Coogan, Collector/Treasurer Ellen Guerin, Steve Merriam, Boxford Elementary School Committee, Masco School Committee Boxford Representatives Joe McLean and Jeff Horrigan, Zoning Board of Appeals Chair Paula Fitzsimmons, Sustainability Committee, Superintendent Mike Harvey, Ross Povenmire, Gary Martin, Peter Delaney, Barry Gorman, Michael White and Minutes Recorder Donna Grieco

**5:30 PM Call to Order**

Select Board Chair Jessel called the Select Board Meeting to order at 5:30 PM.

**5:35 PM Announcements**

**Real Estate Tax Exemption:** Select Board Clerk 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.

**Small Repair Grant Trust** - Select Board Clerk Chow-Menzer 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 a trustee. This person does not have to be a board or committee member in Town. If interested, please contact the Town Administrator.

**Trash and Recycling Update** – Select Board member Perkins announced that 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](http://BoxfordMA.gov/WasteStreamTaskForce) for more information about the evaluation process

51 undertaken by the Town's Waste Stream Task Force and details regarding where the proposed  
52 program stands currently.

53  
54 **In Memoriam** – Select Board member Perkins called for a moment of silence to honor past  
55 Boxford Fire Chief John William Mulcahy Sr. who passed away on 3/21/24. Black and purple  
56 mourning flags will fly over the fire station in his honor for the next five weeks.

57  
58 **Boxford Community Electricity-** Select Board Chair Jessel announced that launching in June,  
59 Boxford Community Electricity will be a Town-run program to provide new electricity supply  
60 options for all Boxford residents and businesses. Join a community meeting on April 23rd at  
61 7pm at Town Hall and/or virtually to learn more about the program. Virtual access links, other  
62 meeting times and program details, will be posted on Boxford Electricity.com.

63  
64 **5:40 PM Meeting with Emergency Response Advisory Committee Chair, Ellen Guerin**  
65 Ellen Guerin appeared to inform the Select Board that the ERAC voted unanimously to request  
66 that the Selectboard place an article on the Town Meeting warrant seeking funding to hire a  
67 consultant to assist the committee in completing its charge. Using the appropriate software, the  
68 consultant will be able to cull and analyze all necessary data necessary to determine next steps.  
69 The cost, which is on par with such undertakings completed in nearby communities, will be  
70 \$50,000 and an RFP will be required.

71  
72 On a **MOTION** made by **Perkins**, second by **Costello**, the Select Board **VOTED**  
73 unanimously to place the article seeking funding to hire a consultant to assist  
74 the ERAC committee in completing its charge on warrant at the Town Meeting.

75  
76 **5:50 PM Meeting with Treasurer/ Collector, Ellen Guerin**  
77 Ellen Guerin appeared to ask the Select Board to consider a vote on estimated useful life of  
78 Engine 4 and Engine 6 for debt issuance and to present the Interim Investment Report.

79  
80 Draft Warrant Article for May 14, 2024, Town Meeting:  
81 ARTICLE 9. To see if the Town will vote to transfer and appropriate from Free Cash the sum  
82 of \$50,000 to be expended by the Select Board, with the advice of the Emergency Response  
83 Advisory Committee, to engage the consulting services of professional advisors to assist the  
84 Emergency Response Advisory Committee's charge to complete a comprehensive analysis on  
85 the Town's three-tiered emergency response program, and identify strategies to improve service  
86 through efficiencies and reduced emergency response times or take any other action thereon.

87  
88 On a **MOTION** made by **Costello**, second by **Chow-Menzer**, the Select Board **VOTED**  
89 unanimously to approve Article 14 for the fire truck mini pumper tanker, at the maximum  
90 useful life of the department equipment, to be financed in the amount of \$550,000. with  
91 the proceeds of the borrowing authorized by a vote of the Town passed May 9, 2023,  
92 is hereby determined pursuant to G.L. c44, §7(1).

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On a **MOTION** made by **Costello**, second by **Chow-Menzer**, the Select Board **VOTED** unanimously to approve Article 10 for the fire truck pumper tanker, at the maximum useful life of the departmental equipment, to be financed in the amount of \$700,000. with the proceeds of the borrowing authorized by the votes of the Town passed May 10, 2022.

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**Interim Investment Report** – Ellen Guerin provided an interim investment report for the period ending 2/29/24. This report provides information as to what cash the Town has on hand, how it's invested and the returns it provides. It is recommended by Standard and Poor that this report be compiled in order for the Town to maintain a triple A (AAA) credit rating.

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**6:00 PM Meeting Boxford Elementary School Committee**  
Three members of the Boxford Elementary School Committee appeared to discuss the Fiscal Year 2025 School Committee budget. They noted that everyone worked hard to bring the total amount down and thanked them for their efforts. The FY2025 Finance Committee Budget will amount to \$14,761,670 (this figure includes the 2.5% Finance Committee Guidelines). They are over budget by 6.04% with an override amount of \$870,235.

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- CIP Requests -**
- ES001 Elementary Schools Cole and Spofford School Flooring Replacement Facilities Renovation/ Repair Maintain Service
- ES002 Elementary Schools Fire Alarm Control Panel Equipment at Harry Lee Cole Facilities Renovation/ Repair Maintain Service
- ES003 Elementary Schools Spofford School HVAC, Boilers and Control (Design Only) Facilities Renovation/ Repair Maintain Service
- ES004 Elementary Schools Cole School HVAC, Boilers and Control Facilities Renovation/ Repair Maintain Service
- ES005 Elementary Schools Cole School Roof Facilities Renovation/ Repair Maintain Service
- ES006 Elementary Schools Spofford Fire Alarm Facilities Renovation/ Repair Maintain Service
- ES007 Elementary Schools Cole Lift Facilities Renovation/ Repair Maintain Service
- ES008 Elementary Schools Cole Floor Maintenance Equipment Facilities Renovation/ Repair Maintain Service
- ES009 Elementary Schools Spofford Floor Maintenance Equipment Facilities Renovation/ Repair Maintain Service
- ES010 Elementary Schools Spofford Restrooms Facilities Renovation/ Repair Maintain Service
- ES011 Elementary Schools Cole Restrooms Facilities Renovation/ Repair Maintain Service
- ES012 Elementary Schools Cole School Site Project Facilities Renovation/ Repair Urgent/ Legally Required
- ES013 Elementary Schools Spofford School Site Project Facilities Renovation/ Repair Enhancement

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Grand Total FY25 \$330,000.  
Totals for FY26 \$508,750, FY 27 \$1,684,659, FY28 \$9,265,909, FY 29 \$45,000, for a Five Year Total of \$11,834,318.

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



146 Fiscal Year 2025 budget review – For FY25, the budget being considered for adoption by the  
147 School Committee reflects an increase in Operating Expenses of \$918,550. (or 2.3%) and an  
148 increase of \$1,306,631. (or 4.1%) in Operating Assessment versus the FY24 Budget.  
149

## Assessment by Town

BOXFORD	FY22	FY23	FY24	FY25	Chg \$	Chg %
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%
Total Assessment	\$ 10,878,971	\$ 10,948,253	\$ 12,085,026	\$ 12,527,128	\$ 442,102	3.7%

150  
151  
152 Masconomet Regional School Committee voted at its regular meeting on March 20, 2024 to  
153 incur Five Million Dollars (\$5,000,000) in debt for the purpose of paying costs of an owners  
154 project manager (OPM) and design services in connection with the Roof, HVAC, & Building  
155 Management System construction project at the High School/Middle School Building Complex  
156 including the payment of all costs incidental or related thereto. This notification satisfies the  
157 requirement outlined in M.G.L. c.71 § 16(d) and Section XII of the Regional Agreement. The  
158 District has engaged the services of Hilltop Securities Inc. and Locke Lord LLP to advise the  
159 District in this process. Locke Lord has prepared the Town Meeting Warrant Article and Motion  
160 and Proposition 2 ½ Debt Exclusion Vote language for the Town’s use.  
161  
162

### 7:20 PM Meeting with Zoning Board of Appeals Chair, Paula Fitzsimmons

163  
164 The ZBA’s proposed amendment to the Accessory Apartment bylaw (196-13(C)) was presented  
165 and discussed with the Select Board for consideration and action at the upcoming Town  
166 Meeting. Changes to sections C include the continuance of a special permit for new owners  
167 provided certain conditions are met, size constraints on the square footage allowed for  
168 accessory apartments, as well as consideration of measurement procedures for determining  
169 square footage.  
170

171 On a **MOTION** made by **Costello**, second by **Perkins**, the Select Board  
172 **VOTED** unanimously to refer the amendment in-law zoning by laws to the Accessory  
173 Apartment bylaw (196-13(C)), as proposed by the Zoning Board of Appeals, to the  
174 Planning Board.  
175  
176

### 7:35 PM Meeting with Sustainability Committee

177  
178 Gary Martin of the Sustainability Committee appeared to discuss a Town Meeting Warrant  
179 Article, for a Specialized Opt-In Stretch Code.  
180 **ARTICLE 24.** To see if the Town will vote to amend the Town’s Bylaws, Part II: General  
181 Legislation, Chapter 164, Stretch Energy Code, by deleting the chapter title in the Table of  
182 Contents and replacing it with “Specialized Stretch Energy Code” and deleting the language  
183 contained in that chapter in its entirety and replacing it with the following language, for the  
184 purpose of regulating the design and construction of buildings for the effective use of energy  
185 and reduction of greenhouse gas emissions, pursuant to the entirety of 225 CMR 22 and 23  
186 including Appendices RC and CC, including future editions, amendments or modifications  
187 thereto, with an effective date of January 1, 2025, a copy of which is on file with the Town Clerk,  
188 or take any other action relative thereto.  
189

190 **Chapter 164**  
191 **SPECIALIZED ENERGY CODE**

192 **§ 164-1 Definitions**

193 **§ 164-2 Purpose**

194 **§ 164-3 Applicability**

195 **§ 164-4 Stretch Code**

196

197 **§ 164-1 Definitions**

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

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

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

217

218 **§ 164-2 Purpose**

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

224

225 **§ 164-3 Applicability**

226 This energy code applies to residential and commercial buildings.

227

228 **§ 164-4 Specialized Code**

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

233 There were a number of questions to which the Select Board wanted confirmed answers and  
234 Mr. Martin will get those answers for them shortly.

235

236 **8:00 PM Report of the Town Administrator**

237 The Town Administrator asked the Select Board to consider execution of the PEC Agreement.  
238 The purpose of this Agreement is to implement changes in health insurance benefits pursuant to  
239 M.G.L. c. 32B, § 22; health insurance plans will be offered through the Massachusetts Municipal

240 Insurance Association (MIIA) Health Benefits Trust. The following health insurance plans and  
241 contributions will be offered under this agreement:

- 242 • Network Blue New England \$500 Deductible with HCCS
- 243 • Network Blue Select \$500 Deductible
- 244 • Blue Care Elect \$500 Deductible with HCCS
- 245 • Medex 2 w/PDP Option 26

246  
247 **Mitigation Plan** - The Town will place 25% of the first-year projected savings into a mitigation  
248 fund. From this fund, the Town will provide a mitigation reimbursement in the form of a  
249 premium holiday. The amount of the premium holiday, as well as when it will be  
250 provided, will be determined once the final savings is determined.

251  
252 On a **MOTION** made by **Costello**, second by **Perkins**, the Select Board **VOTED**  
253 unanimously to sign the Memorandum of Agreement between Boxford and the  
254 PEC as presented.

255  
256 **Health Insurance Renewal for Active Employees-** The Renewal proposal is as follows:

**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	

257  
258 On a **MOTION** made by **Costello**, second by **Perkins**, the Select Board **VOTED**  
259 to approve the Renewal of MIIA Health Benefits and to authorize the Chair to  
260 sign the Renewal Sheet as presented.

261 **Approval of Temporary Signs, Masco Music Parents Association–**  
262 The MMPAE Committee is requesting the approval of signage for Masco Music Parents  
263 Association Electronics Fundraising from April 13-April 27.  
264 The signs are 2' wide by 1.5' tall.  
265 They would like to post at the following locations:  
266 1. Spofford Rd.& 133

- 267 2. Spofford Rd. & Ipswich
- 268 3. Main St. & 133
- 269 4. Ipswich Rd. & Georgetown Rd.
- 270 5. Main St. & Topsfield Rd.
- 271 6. Pond St. & 97
- 272 7. Topsfield Rd across from Old Topsfield Entrance
- 273 8. Main St. and Ipswich Rd.
- 274 9. Corners of the green where Elm, Main, and Topsfield Roads come together
- 275 10. In front of Masco
- 276 11. In front of the Boxford Library

277  
278 On a **MOTION** made by **Costello**, second by **Perkins**, the Select Board **VOTED**  
279 unanimously to approve the Masco Music Parent's Association sign requests for dates  
280 4/13-4/27 with the exception of #1 and 7 above.

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282  
283 **Approval of Temporary Signs, Boxford Garden Club –**  
284 Sign request for annual plant sale on May 11, 2024, on Pony Field at The Center at 10 Elm,  
285 from 8: 30 am- 1: 00 pm. The club notified the Historic District Commission of signage in the  
286 East and West Villages. In addition, they plan to place signs at key intersections around town  
287 one week prior to the sale as follows: Spofford and Ipswich, Main and Ipswich, Pond and Route  
288 97, Main St. and Lawrence Rd., Main St. and Middleton Rd., Masconomet Regional High  
289 School, Topsfield Rd./ Highway Exit and Main St. and Lakeshore Rd.

290  
291 On a **MOTION** made by **Costello**, second by **Perkins**, the Select Board **VOTED**  
292 unanimously to approve the Boxford Garden Club sign requests for 5/11/24 with the  
293 exception of the Topsfield Rd./Highway Exit location.

294  
295 **Town of Boxford's American Rescue Plan Act (ARPA) Coronavirus Local Fiscal Recovery**  
296 **Fund (CLFRF) Award Tracker**

297 Boxford's total ARPA Funds: \$2,490,492. The Town Administrator recommended that the Select  
298 Board not spend down all funds but rather only fund the following three items:

- 299 1. Fire Dept. Rescue Vehicle
- 300 2. 2010 Chevy One-Ton Dump Truck
- 301 3. DPW Mini Excavator w/ Side Mower

302 Excess funds could be used for culvert repairs.

303  
304 On a **MOTION** made by **Perkins**, second by **Costello**, the Select Board **VOTED**  
305 unanimously to approve the above mentioned three expenditures using ARPA  
306 funds.

307 **Chapter 19 Article XII TOWN ADMINISTRATOR DUTIES**

308 There are four main Chief Officer positions held by the Town Administrator. The only new title is  
309 CFO. This Article has been written and reviewed by Town Counsel. The Select Board requested  
310 more time to review the document and will finalize the issue at the next meeting.

311  
312 **Update on Boxford Community Electricity (Municipal Aggregation) –**  
313 Postcards with informational QR codes will be sent to residents explaining the program. There  
314 will be a public information session with Good Energy held on 4/23 and an additional letter will  
315 be sent out by Good Energy. Information will also be made available on Boxford's Facebook  
316 page and via press releases. The program will begin with the June electric bill.

317 **26 Warrant Articles for May Town Meeting –**  
318 The Town Administrator reviewed and discussed each of the 26 Warrant Articles and reminded  
319 residents that Town Meeting is to be held at 7:00 pm on Tuesday, May 14, 2024, at  
320 Masconomet Regional High School, 20 Endicott Road, Boxford, MA 01921.

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323 **8:20 PM Routines**

324 Approval of Minutes of March 11, 2025

325  
326 On a **MOTION** made by **Costello**, second by **Perkins**, the Select Board **VOTED**  
327 unanimously to approve the minutes of January 22, 2024, as amended.

328  
329 On a **MOTION** made by **Costello**, second by **Chow-Menzer**, the Select Board  
330 **VOTED** unanimously to adjourn.

331  
332 **Adjourn**  
333 **Next Meeting – April 1, 2024**

334  
335 Respectfully submitted,

336 Donna M Grieco  
337 Minutes Recorder

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

- 351  
352 Agenda  
353 New Call to Order  
354 Announcement: Real Estate Tax Exemption  
355 Announcement: Small Repair Grant Trust Program  
356 Announcement: Trash Recycling Update  
357 Boxford Community Electric Program Flyer  
358 Memo from Ellen Guerin relative to ERAC Town Warrant Article  
359 Vote of Select Board as to Useful Life of Equipment  
360 Vote of Select Board as to Useful Life of Equipment  
361 Boxford Elementary Schools Budget Analysis and Proposed Operating Budget  
362 Boxford Elementary Schools Capital Improvement Program, FY2025-FY2029  
363 Masco FY25 Budget and Debt Authorization  
364 Masco FY25 Budget Calendar  
365 Letter from Chair of Masco School Committee to Boxford relative to debt notification  
366 Member Town Article and Motion and Ballet Question  
367 Memo from Paula Fitzsimmons relative to Zoning Accessory Apartment bylaw proposed  
368 changes  
369 DOER Presentation on Specialized Stretch Energy Code  
370 Draft by-law to adopt Specialized Stretch Energy Code  
371 Memorandum of Agreement between Boxford and the M.G.L.c. 32B, §§ 21/23 Boxford Public  
372 Employee Committee to provide Health Insurance Pursuant to M.G.L. c. 32B, §§ 21/22 and  
373 supporting documents.  
374 Town of Boxford Actual Renewal and Health Plan Information for Boxford Employees  
375 Town of Boxford Renewal Proposal FY 25  
376 Memo from Masco Music Parents Association relative to fundraising signs approval  
377 Letter from Boxford Village Garden Club relative to Annual Plant Sale signage  
378 Town of Boxford's American Rescue Plan Act (ARPA) Coronavirus Local Fiscal Recovery Fund  
379 (CLFRF) Award Tracker  
380 Town Administrator Duties  
381 Annual Town Meeting Warrant List  
382 Draft Meeting Minutes – March 11, 2024  
383

1 **Minutes of the**  
2 **BOXFORD SELECT BOARD**  
3 **HYBRID VIA ZOOM**  
4 **Monday, April 1, 2024**  
5 **Draft**

6 Present: Barbara Jessel, Chuck Costello, Margaret Chow-Menzer, Judi Stickney, Peter Perkins  
7

8 Others Present: Town Administrator Matthew Coogan, Police Chief Riter, Officer and Mrs.  
9 Thomas McParland, Fire Chief Geiger, Natalie Grigg, Ross Povenmire, Chris Olbrot, Kerri  
10 Lummus, Lisa Donahue, Robin Siegel, Lindsay Chea, and Minutes Recorder Donna Grieco  
11

12 **6:30 PM Call to Order** - Select Board Chair Jessel called the Select Board Meeting to order at  
13 6:30 PM.

14 **6:35 PM Announcements**

15 **Bare Hill Road Partial Closing/Bridge Repair** – Select Board member Costello announced  
16 that the closure will begin April 1, 2024, at 7:00 AM. For more information, please visit our  
17 website at [www.boxfordma.gov/BareHillBridge](http://www.boxfordma.gov/BareHillBridge).

18 **Now Hiring - Boxford Park Program** – Select Board member Stickney announced that the  
19 Boxford Park Program is hiring staff and interns for the summer of 2024. Applications are now  
20 being accepted. To apply please visit [www.boxfordma.gov/BPPStaff2024](http://www.boxfordma.gov/BPPStaff2024).

21 **Boxford Community Electricity** – Select Board member Perkins announced that the Town of  
22 Boxford will launch its electricity supply program, Boxford Community Electricity, in June 2024.  
23 The Town’s primary offering, *Boxford Standard*, will cost less than the current National Grid  
24 Residential Basic Service rate, while also providing an additional 10% renewable energy  
25 (though future savings cannot be guaranteed). Most residential and small business customers  
26 can expect to receive a postcard and notification letter from the Town in early April with full  
27 details about the program. You can also learn more at our website, [BoxfordElectricity.com](http://BoxfordElectricity.com), or  
28 join us at an upcoming community meeting on April 23, 2024, at 6 pm at Town Hall, in-person,  
29 or virtual attendance. Find the virtual link at [BoxfordElectricity.com](http://BoxfordElectricity.com).

30 **6:40 PM Appointments**

31 Reserve Police Officer – Thomas McParland  
32 Chief Riter introduced Thomas McParland, reviewed his extensive background, and requested  
33 that the Select Board appoint him as Reserve Police Officer. Mr. McParland also spoke to his  
34 credentials, experience and desire to serve.

35 On a **MOTION** made by **Costello**, second by **Stickney**, the Select Board  
36 **VOTED** unanimously by roll call vote to appoint Thomas McParland as Reserve Police  
37 Officer with term ending 6/30/25.  
38

39 **6:50 PM Meeting with Chief Geiger**

40 The Chief discussed a staffing plan and request to apply for the SAFER grant to acquire  
41 additional firefighters. The Chief would like the Town to hire two additional career firefighters in  
42 the next few years. The Federal SAFER (Staffing For Adequate Fire and Emergency

43 Response) grant application has opened. The program funds either new career firefighters or  
44 funds programs or initiatives to retain volunteer or call firefighters. Chief Geiger would like to  
45 apply for a grant to fund 2 career call firefighters for 36 months, after which the Town would  
46 have to commit to funding these positions. The Chief was asked to consider how the Town  
47 could apply and benefit from the call grant program. The Grant application is due April 12th.  
48 This matter will be tabled until next week.

49 **7:20 PM Meeting with Community Preservation Committee**

50 The CPC has voted to recommend the projects included in the draft Town Meeting Warrant.  
51 Ross Povenmire was in attendance and summarized the projects. He discussed all CPC  
52 appropriations and reserves.

53 **Article #13** Appropriate or reserve from the Community Preservation Fund annual revenues in  
54 the amounts recommended by the Community Preservation Committee for committee  
55 administrative expenses, debt service, community preservation projects and other expenses in  
56 Fiscal Year 2025, with each item to be considered a separate appropriation.

57 On a **MOTION** made by **Perkins**, second by **Stickney**, the Select Board  
58 **VOTED** unanimously to support Article #13 as presented.

59 **Article #14** Appropriate \$12,445 from the Community Preservation Historic Fund balance to  
60 fund the rehabilitation of the Boxford Historic Documents Center climate control system and  
61 associated chimney.

62 On a **MOTION** made by **Costello**, second by **Perkins**, the Select Board  
63 **VOTED** unanimously to recommend adoption of Article #14.

64 **Article #15** Johnson Field Playground

65 On a **MOTION** made by **Costello**, second by **Stickney**, the Select Board  
66 **VOTED** unanimously to recommend adoption of Article #15.

67 **Article #16** Boxford Common Irrigation Well

68 On a **MOTION** made by **Stickney**, second by **Perkins**, the Select Board **VOTED**  
69 unanimously to recommend adoption of Article #16.

70 **Article #17** Rehabilitation and Preservation of Stiles Pond

71 On a **MOTION** made by **Stickney**, second by **Perkins**, the Select Board **VOTED**  
72 unanimously to recommend adoption of Article #17.  
73

74 **7:50 PM Discussion on Town Meeting and Town Election**

75 **Discussion May 14, 2024, Town Meeting Warrant Articles-** Many of the articles are in their  
76 final version and were voted on by the Board, others were tables. The following are still in the  
77 process of being finalized:

78 **Article # 4** Budget: The Finance Committee meets on Tuesday 4/2 to vote on the final budget.  
79 Asst. Town Administrator Sweeney has worked to adjust and update the revenue projections,  
80 particularly earned interest. The increase in earned interest would allow the Town to fund the  
81 Masco assessment within the levy limit without an additional increase in taxes.

82 **Article # 5** Elem. School Override: Funding the Masco assessment within the levy limit is a  
83 3.88% increase. Both the Town and Asst. Town Administrator recommend that the Finance  
84 Committee fund the same percentage increase for the Elementary Schools. The Elementary  
85 Schools voted their budget last night and cut an additional \$73,000. The final proposed total  
86 increase over FY24 is now at 8.04% (they started at 11.36%). Allowing for a larger portion of



87 increase within the levy limit (by adjusting earned interest projections and not more taxes) would  
88 bring the Elementary School override down to \$599,170. They originally started at a \$1.2M  
89 override.

90 **Article #2** Contract Boxford Police Reserve Assoc.

91 No vote was taken.

92 **Article #4** Budget

93 No vote was taken.

94 **Article #5** Elementary School Override

95 No vote was taken.

96 **Article #6** Trash

97 No vote was taken as more clarification is necessary.

98 **Article #7** Equipment and Capital Purchases

99 No vote was taken.

100 **Article #8** Funds for ERAC Consultant

101 No vote was taken.

102 **Article #10** DPW Building

103 This is still in the process of being finalized. No vote was taken.

104 **(Article #11)** Spofford School HVAC

105 Due to a number of factors surrounding the design, size and cost of the building, this  
106 article will not be presented at Town Meeting.

107 **NEW Article #11** Masco \$5 million debt for OPM and design

108 No vote was taken.

109 **Article #21** Specialized Energy Code

110 No vote taken.

111 **Article #22** Amend Town Zoning Bylaws for Accessory Apartments

112 No vote taken.

113 It was suggested that this article move up on the list and assume #18 or 19 on the list.

114 **Article #23** Citizen's Initiative Petition 5-Year Moratorium on Turf Fields

115 No vote was taken.

116 **Article #24** Other Business

117 No vote was taken.

118 The following were voted upon.

119 **Article #1** To receive and place on file the reports of the Town Officers and Committees without  
120 ratification of any action taken or authorization of any action proposed.

121 On a **MOTION** made by **Stickney**, second by **Costello**, the Select Board **VOTED**  
122 unanimously to sponsor and support Article #1.

123 **Article #3** Class & Compensation Plan for FY25

124 On a **MOTION** made by **Stickney**, second by **Perkins**, the Select Board **VOTED**  
125 unanimously to recommend adoption of Article #3.

126 **Article #9** Transfer of Free Cash for Masco

127 On a **MOTION** made by **Costello**, second by **Stickney**, the Select Board **VOTED**  
128 unanimously to recommend adoption of Article #9.

129 **Article #12** Rescind Stabilization Fund

130 On a **MOTION** made by **Costello**, second by **Perkins**, the Select Board **VOTED**  
131 unanimously to sponsor and support Article #12.

132 **Article #18** Recreation Committee Bylaw Change

133 On a **MOTION** made by **Stickney**, second by **Costello**, the Select Board **VOTED**  
134 unanimously to sponsor and support Article #18.

135 **Article #19** Amend Bylaws to strike Computer Management Committee

136 On a **MOTION** made by **Stickney**, second by **Costello**, the Select Board **VOTED**  
137 unanimously to sponsor and support Article #19.

138 **Article #20** Amend Town Administrator Bylaw

139 On a **MOTION** made by **Stickney**, second by **Perkins**, the Select Board **VOTED**  
140 unanimously to sponsor and support Article #20.  
141

142 **8:20 PM Report of the Town Administrator**

143 Update on new DPW Facility Schematic Design - The PBC held a meeting last night with the  
144 design consultant HKA. HKA provided revised plans and cost estimates for a new facility back  
145 by the solar field scaled down to 24,000 SF. The PBC and HKA also discussed an option to  
146 build a new facility between Town Hall and Chadwick Field that would include the existing  
147 facility. That location will have significantly lower site work costs, nearly \$2M less, than the rear  
148 site by the solar field. The PBC is scheduled to meet again and has asked Chris Olbrot to work  
149 with HKA on a design that scales the project down to 20,000 SF. The assumed cost per SF is  
150 around \$600 per foot. This does not include soft costs.

151 While the PBC is still working through schematic design, it's the intention to request funding for  
152 the remaining design at Town Meeting. Based on the square foot ranges being discussed, and  
153 based on discussions with HKA, \$1.5M should cover the designer fee and Owner's Project  
154 Manager (OPM) fee. The Town Administrator has included a \$1.55M amount as a placeholder  
155 for Monday night and for the FinCom to discuss on Tuesday.

156 **Update on Spofford HVAC Electrification Feasibility Study**- If the Spofford HVAC project is  
157 not ready to advance at this Town Meeting, it may be advantageous to put design cost for DPW  
158 up for vote at this Town Meeting to keep momentum and to avoid having this project compete  
159 with a school project. The school's architect consultant CMTA provided the working group cost  
160 estimates for 3 electrification scenarios for replacing the HVAC system at Spofford School:

161 Ground Source Heat Pumps - \$15.2M

162 Air-Cooled VRF - \$13.2M

163 Combination 80% Ground Source Heat Pump / 20% Air Source Heat Pumps - \$15.1M

164 For the three options, CMTA estimated the incentives that would offset costs:

165 Option 1 \$2,500,000 (Inflation Reduction Act tax credit)

166 Option 2 \$220,000

167 Option 3 \$800,000

168 Everyone in the Zoom meeting was surprised at the cost of the options. CMTA is going to clarify  
169 that they captured all the available incentives, including state and Green Communities funding.  
170 It appears that the Inflation Reduction Act funds are only available if the Town pursues Option 1.

171 CMTA also provided an "Option 0" with new gas boilers and air conditioning at \$9.7M. Upon  
172 further discussion, it appears that an in-kind option could be around \$1M.

173 CMTA presented the options to the School Committee last night however, the Committee did not  
174 take any action. The working group is meeting on Monday to discuss next steps on how to  
175 proceed.

176 **8:45 PM Executive Session**

177 On a **MOTION** made by **Select Board Chair Jessel**, second by **Stickney**, the  
178 Select Board **VOTED** unanimously by roll call vote to enter into Executive  
179 Session and declared that an Executive Session is necessary since an open  
180 public discussion may have a detrimental effect on the negotiating, bargaining  
181 or litigating position of the Select Board, and upon completion of the Executive  
182 Session to return to open session and immediately adjourn without conducting  
183 any further business.

184 **Adjourn**

185 On a **MOTION** made by **Stickney**, second by **Perkins**, the Select Board **VOTED**  
186 unanimously by roll call vote to adjourn.  
187

188 **Next Meeting – April 8, 2024**

189 Respectfully submitted,

190 *Donna M Grieco*

191 Minutes Recorder  
192

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

195

196 Agenda

197 New Call to Order

198 Announcement - Bare Hill Road Partial Closing/Bridge Repair

199 Announcement - Now Hiring - Boxford Park Program

200 Announcement- Boxford Community Electricity

201 Resume and supporting documents for Reserve Officer McParland

202 Memo from Chief Geiger

203 Proposed CPA Warrant Articles

204 Draft Warrant May 14, 2024, Town Meeting

205 Proposed FY25 Revenue & Expense Projection  
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**Minutes of the  
BOXFORD SELECT BOARD  
HYBRID VIA ZOOM  
Monday, April 08, 2024  
Draft**

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

Others Present: Town Administrator Matthew Coogan, Bob Spillman, Gary Martin, Fred Gore, Jim Taggart, Michael White, Chris Wakeman, Stephanie Meegan, Rachel Pagliocco, Carol Davis, Jason Mello, Alex Constan, Fred Glore, 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**

**Town Meeting, Election, Moderators Forum:** Select Board member **Costello** announced that the Town Meeting will be held on Tuesday, May 14, 2024, at 7:00 PM, at Masconomet Regional High School Auditorium and that the Annual Town Election will be held on Tuesday, May 21, 2024, from 7:00 AM - 8PM, at Boxford Town Hall located at 7A Spofford Road. There will also be a Moderators Forum held on Tuesday, May 7, 2024, at 7:00 PM also at Boxford Town Hall, 7A Spofford Road.

**Candidates Night:** Select Board member **Costello** announced that on Thursday, May 2<sup>nd</sup> at 7 PM, candidates for Boxford's May 21, 2024, Town Election, have been invited by the League of Women Voters of the North Shore to introduce themselves and answer questions at Town Hall, Meeting Room #1. The public is invited to attend. This event will be broadcast on cable television, Channel 22 (Comcast) and Channel 39 (Verizon) and will be recorded to view on demand at Government Videos on Demand (Boxfordcabletv.com).

**Boxford Electricity Info Session:** Select Board member **Perkins** announced that Boxford will launch its electricity supply program, *Boxford Community Electricity* in June 2024. The program is a municipal aggregation, which is already offered by nearly 170 cities and towns in the State. You are invited to attend a community meeting on April 23<sup>rd</sup> at 6pm at Town Hall or virtually at BoxfordElectricity.com to learn more about the program.

**Trash and Recycling Information Session:** Select Board member **Perkins** announced that a public information and Q & A session regarding the new trash and recycling program will be held on Wednesday, April 24<sup>th</sup> at 7:00 PM at Town Hall, 7A Spofford Rd., Meeting Room #1. Jason Mello of G. Mello Disposal Corp. was present as was Alex Constan of the Board of Health.

**Earth Day:** Select Board member **Stickney** announced that the Boxford Village Garden Club and the Boxford Recycling Committee are sponsoring Earth Day on Saturday, April 27, 2024, from 11 AM to 3 PM. Residents who collect litter around town and drop it off at Boxford's Recycling Center will receive a free ice cream sundae from Benson's Ice Cream at Town Hall. Also on April 27<sup>th</sup>, there will be a textile recycling event. On April 20<sup>th</sup>, there will be a paper shredding event. One box (1'x1'x2') will be free, and there will be a cost of \$5 for every extra box. Visit various exhibitors who will also be present.

51 **DPW Open House/Info Session:** Select Board Clerk **Chow-Menzer** announced that residents  
52 can learn more about the DPW facility planning at an Open House on Earth Day, April 27<sup>th</sup> from  
53 11 AM to 3 PM at 7B Spofford Rd. There will also be a Public Information Session and Q and A  
54 held on April 29<sup>th</sup> at 7PM at Town Hall, 7A Spofford Rd. in Meeting Room #1, or virtually via  
55 Zoom.  
56

57 **Park Program:** Select Board Clerk **Chow-Menzer** announced that the Boxford Park Program  
58 featuring Learning Programs, Art, Sports and Theme Weeks will be held on Tuesdays,  
59 Wednesdays and Thursdays from June 25<sup>th</sup> through July 25<sup>th</sup> from 9:30 AM to 12:30 PM. The  
60 cost is \$90 per week (week of July 2nd will be \$60 due to the 7/4 holiday). Registration opens in  
61 May.  
62

63 **6:40 PM Meeting with Meeting with Boxford Cultural Arts Council** – The Council  
64 requested approval for a Community Yarn Art Installation Project to create outdoor installations  
65 for two public sites:

- 66 1) in West Boxford Center on pillars/railings at Lincoln Hall and select park trees in  
67 front/behind Lincoln Hall and on pillars/railings of the old COA building and select  
68 surrounding trees (summer installation in conjunction with for Summer Fest), and one in  
69 East Boxford Center on benches and the sign post at 10 Elm (fall installation in  
70 conjunction with Apple Fest).

71 Some general parameters for the Yarn Project Installations include:

- 72 ▪ Installed and removed by BCC members and Rosann.  
73 ▪ Made from acrylic yarns for durability and fire-resistance.  
74 ▪ Removed fiber installations will be cleaned and stored for later use.  
75 ▪ The fiber installations are secured without damage to any surfaces.  
76 ▪ This Spring, Crochet Workshops will be provided for participants at the Center at 10 Elm  
77 Street.

78 On a **MOTION** made by **Costello**, second by **Stickney**, the Select Board **VOTED**  
79 unanimously by roll call vote to authorize the Town Administrator to work with the  
80 Cultural Arts Council to schedule workshops at 10 Elm, as well as the yarn installations.  
81

## 82 **6:55 PM Discussion on Town Meeting and Town Election**

83 Topics included: May 14, 2024, Town Meeting Warrant Articles, May 21, 2024, Town Election  
84 ballot questions, and Closing warrant and ballot questions.  
85

86 Article #1 Previously Voted Upon  
87

88 Article #2 Contract

89 On a **MOTION** made by **Costello**, second by **Stickney**, the Select Board **VOTED**  
90 unanimously by roll call vote fund the first year of the Boxford Police Reserve  
91 Association's collective bargaining agreement.  
92

93 Article #3 Previously voted upon  
94

95 Article #4 Budget

96 On a **MOTION** made by **Stickney**, second by **Perkins**, the Select Board **VOTED**  
97 unanimously by roll call vote to recommend adoption of Article #4.  
98

99 Article #5 Elementary School Override

100 On a **MOTION** made by **Stickney**, second by **Costello**, the Select Board **VOTED**  
101 unanimously by roll call vote to recommend adoption of Article #5.

- 102  
103 Article #6 Trash  
104 On a **MOTION** made by **Costello**, second by **Perkins**, the Select Board **VOTED**  
105 unanimously by roll call vote to recommend adoption of Article #6.  
106  
107 Article #7 Equipment and Capital Purchases  
108 On a **MOTION** made by **Perkins**, second by **Costello**, the Select Board **VOTED**  
109 unanimously by roll call vote to sponsor and support Article #7.  
110  
111 Article #8 Fund Consulting Services for Emergency Response Advisory Committee,  
112 \$50,000  
113 Previously voted upon  
114  
115 Article #9 Previously voted upon  
116  
117 Article #10 DPW Building  
118 On a **MOTION** made by **Stickney**, second by **Costello**, the Select Board **VOTED**  
119 unanimously by roll call vote to recommend adoption of Option A of Article #10.  
120  
121 Article #11 Masco \$5 million debt for OPM and design  
122 On a **MOTION** made by **Costello**, second by **Stickney**, the Select Board **VOTED** by roll  
123 call vote, four in favor to one against, with Select Board member Perkins voting **NO** to  
124 place Article #11 on the Town Warrant.  
125  
126 On a **MOTION** made by Select Board Chair **Jessel**, the Select Board **VOTED**  
127 unanimously to submit a letter to Masco requesting they create a Building Committee.  
128  
129 Articles #12-20 have been previously voted upon.  
130  
131 Article #21 Specialized Energy Code  
132 A letter from Select Board candidate Lynsey Crea to the Select Board was discussed.  
133 The letter urged the Select Board to postpone adoption of this Article to a future Town  
134 Meeting. After much discussion by Select Board members, Gary Martin, Michael White,  
135 Chris Wakeman and others, a vote was taken.  
136  
137 On a **MOTION** made by **Costello**, second by **Stickney**, the Select Board **VOTED** by roll  
138 call, four in favor to one against, with Select Board member Perkins voting **NO** to place  
139 Article #21 on the Town Warrant.  
140  
141 Article # 22 Amend Town Zoning Bylaws for Accessory Apartments  
142 On a **MOTION** made by **Costello**, second by **Stickney**, the Select Board **VOTED**  
143 unanimously by roll call vote to recommend adoption of Article #22.  
144  
145 It was suggested that this article move up on the list and assume position #18 or 19 on  
146 the list.  
147  
148 Article #23 Citizen's Initiative Petition 5-Year Moratorium on Turf Fields  
149 Bob Spillman, of Real Grass is Safer, presented information relative to the harmful  
150 nature of artificial turf and asked the Select Board to consider supporting a 5-year  
151 moratorium on turf fields in Boxford at the Town Meeting. No action taken by the Select  
152 Board on this article.

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The bylaws ultimately were the only articles that moved up the list in position.

The Ballot Questions were reviewed.

**Ballot 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?

**Ballot 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 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?

On a **MOTION** made by **Stickney**, second by **Perkins**, the Select Board **VOTED** unanimously to approve the ballot questions for the May 21,2024 Town Election as presented.

On a **MOTION** made by **Stickney**, second by **Perkins**, the Select Board **VOTED** unanimously to close the Warrant for the annual Town Meeting.

**7:55 PM - Meeting with Fire Chief Brian Geiger** – The discussion with Chief Geiger on staffing plan and his request to apply for the SAFER Grant for retention and recruitment of call firefighters was tabled, however it was noted that Boxford does qualify for the SAFER Grant and the deadline to apply is 4/12/24. An application will be submitted for the funding.

On a **MOTION** made by **Stickney**, second by **Costello**, the Select Board **VOTED** to sponsor and support the Fire Department’s retention and recruitment efforts via the SAFER grant and to fund up to 12 additional call firefighters.

**9:15 PM Report of the Town Administrator**  
**Execution of new 5-year Trash & Recycling Contract with G. Mello**

Jason Mello, President and owner of G. Mello Disposal Co. introduced himself to the Select Board and stated his commitment to serving Boxford’s trash and recycling needs. The Select Board thanked him, the Waste Stream Task Force, Select Board member Perkins, Alex Constan and Brendan Sweeney for their hard work on bringing this contract to fruition.

On a **MOTION** made by **Costello**, second by **Stickney**, the Select Board **VOTED** unanimously by roll call vote to execute a 5-year contract (7/1/24 – 6/30/29) between the Town of Boxford and G. Mello Disposal Company for trash and recycling.

**Memorandum of Agreement for 2-year contract with Boxford Police Reserve Association**

On a **MOTION** made by **Costello**, second by **Stickney**, the Select Board **VOTED** unanimously to sign the Memorandum of Agreement for a 2-year contract between the Town of Boxford and the Boxford Police Reserve Academy.

**Boxford Community Electricity Update**

196 A letter explaining the Boxford Community Electricity program will be mailed to residents and an  
197 FAQ section will be on the Town's website.

198 **Stiles Pond Dock Replacement**

199 On a **MOTION** made by **Perkins**, second by **Costello**, the Select Board **VOTED**  
200 unanimately to sign the Grant Agreement with FWM for new ADA compliant docks at  
201 Stiles Pond.

202 **Current Order of Warrant Articles:**

203 Below is the list of Warrant Article in the order of how they will be presented in the latest  
204 draft Warrant. Board members reviewed the order and made a minor change by  
205 moving the bylaws up in position as shown below.

- 206
- 207 1 Receive reports (housekeeping)
  - 208 2 Collective Bargaining Agreement - Police Reserves
  - 209 3 Classification Plan and Compensation Plan
  - 210 4 FY 2025 Operating Budget - \$41,783,620
  - 211 5 FY25 Budget Override - Elementary Schools - \$599,170
  - 212 6 Annual curbside solid waste collection fees
  - 213 7 Omnibus Capital Article - \$991,500
  - 214 8 Fund Consulting Services for Emergency Response Advisory Committee  
215 \$50,000
  - 216 9 Masco Capital - Priority 3 \$400,000 \$147,711
  - 217 10 Debt: DPW Facility Design - \$1,550,000
  - 218 11 Masco Capital - \$5M Designer + OPM for HVAC, BMS, & Roof (Debt  
219 Exclusion) - \$1,846,388
  - 220 12 Revoke Opioid Settlement Stabilization Fund
  - 221 13 CPC: Annual Budget and Reserves - \$1,177,381
  - 222 14 CPC: Boxford Historic Documents Center HVAC - \$12,445
  - 223 15 CPC: Johnson Playground - \$330,000
  - 224 16 CPC Boxford Common Irrigation Well - \$10,000
  - 225 17 CPC: Stiles Pond - \$65,000
  - 226 18 By-Law: Adoption of Specialized Opt-in Building Code
  - 227 19 Zoning bylaw: accessory dwelling unit amendment
  - 228 20 By-Law Recreation Committee Amendment
  - 229 21 Remove By-Law Computer Advisory Committee
  - 230 22 By-Law: Town Administrator
  - 231 23 Citizen Initiative Petition: Turf Field 5-Year Moratorium
  - 232 24 Any other business

233

234 **10:00 PM Routines**

235 Approval of Select Board Minutes of March 25, 2024 - Tabled

236

237 Approval of Select Board Minutes of April 1, 2024 - Tabled

238

239 **Adjourn**

240 On a **MOTION** made by **Costello**, second by **Perkins**, the Select Board **VOTED**  
241 unanimately to adjourn.



- 242  
243 **Next Meeting – April 22, 2024**  
244  
245 Respectfully submitted,  
246 *Donna M Grieco*  
247 Minutes Recorder
- 248 **Documents either distributed to the Select Board before the meeting in a packet or at the**  
249 **meeting:**  
250  
251 Agenda  
252 New Call to Order  
253 Announcement: Town Meeting, Election and Moderator’s Forum  
254 Announcement: Candidate’s Night  
255 Announcement: Boxford Electricity Info Session  
256 Announcement: Trash and Recycling Info Session  
257 Announcement: Earth Day  
258 Announcement: DPW Open House/Info Session  
259 Announcement: Park Program  
260 Boxford Cultural Council Proposal for Yarn Installations and PowerPoint Presentation  
261 Boxford Annual Town Meeting Warrant Articles  
262 Trash & Recycling Contract G. Mello FY25 - FY29  
263 Trash & Recycling Contract Specifications FY25 - FY29  
264 Boxford Police Reserves Contract Extension Agreement  
265 Municipal ADA Improvement Grant Award  
266 Contract to install accessible docks at Stiles Pond  
267 Boxford Community Electric Notification Letter  
268 Boxford Community Electric FAQ  
269 Draft Meeting Minutes – March 25,2024 and April 1, 2024  
270 Letter from Lyndsey Crea relative to Specialized Energy Code

## Executive Session Motion

I move that the Select Board enter into executive session:

- To conduct strategy sessions for negotiations with nonunion personnel, Town Administrator

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.