



## **BOXFORD SELECT BOARD**

**Monday, May 6, 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**

**7:00 PM Call to Order**

**7:05 PM Announcements**

**7:10 PM Eagle Scout Presentation, Agata Markuns**

- Eagle Scout project presentation

**7:20 PM Appointments**

- Garrett Friedman, ZBA Alternate

**7:30 PM Meeting with Fire Chief Brian Geiger**

- Discussion on SAFER grant application submission for Retention and Recruitment
- Any other business to come before the Fire Chief and the Board not anticipated at the time of this posting.

**7:50 PM Discussion of Town Meeting Warrant**

- Consider signing amended May 21, 2024 Town Election Warrant
- Discussion of Select Board Warrant Article recommendations
- Any other Town Meeting business to come before the Board not anticipated at the time of this posting.

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

- 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.

**8:30 PM Routines**

- Appointments

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

**8:55 PM**      **Any other business to come before the Board**

**8:35 PM**      **Executive Session**

- To conduct strategy sessions for negotiations with nonunion personnel, DPW Superintendent/ Town Engineer

**Adjourn**

**Next Meeting – May 20, 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.

# 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 COMMUNITY ELECTRICITY

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

**Boxford has chosen Dynegy as the supplier for the Boxford Community Electricity. The program will launch in June 2024 and have fixed prices for 42 month until December 2027.**

For virtual access links and program details, visit [BoxfordElectricity.com](https://BoxfordElectricity.com)

**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

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

## **Masco Building Committee Volunteer Opportunity**

The Masconomet school committee is seeking community members to join our newly established Masconomet Building Committee. Many of the systems on our Masconomet campus are approaching or have reached end of life. As a result, we are embarking on a series of capital improvements which are expected to take place over the next several years. Those improvements include the replacement of the roof, HVAC systems, IT infrastructure and classroom upgrades. The Masco Building Committee (MBC) will act as an advisory board that provides technical expertise to the full School Committee. The ideal candidates for the committee will offer technical skill sets relevant to the construction, renovation and operation of municipal buildings. We are seeking two volunteers per town and the commitment is for a one or two year term at this time. Subsequent terms will be two years in length. For more details, see the MBC charter: <https://docs.google.com/document/d/14KoklAsQ0RkMsZJz8uryrm5vao7aOmBL/edit>

If you are interested in volunteering for the MBC, please send an email with a summary of your qualifications to one of the following people:

Masconomet School Committee Chair: Melissa Ogden ([mogden@masconomet.org](mailto:mogden@masconomet.org))

Masconomet School Committee Vice-Chair: Joe McLean ([jmclean@masconomet.org](mailto:jmclean@masconomet.org))

Masconomet Regional Superintendent: Mike Harvey ([MHarvey@masconomet.org](mailto:MHarvey@masconomet.org) )

Interested candidates should submit their letters of interest by May 23<sup>rd</sup>



# Boxford Fire Department AFG Grant Update

Chief Geiger

May 6, 2024

# AFG Grant: Recruitment & Retention

We applied for 16 call firefighters over the course of 4 years.

The total requested cost was \$260,639.68 (\$65,159.92 per year)

The funding will cover initial department training, EMT course and turnout gear.

Notification of Award expected Fall 2024

Equipment: Full set of structural gear to including helmet, 2 hoods, jacket, pants, pair of boots, pair of gloves, safety glasses, SCBA mask and accountability passport tag.

YEAR	QUANTITY	UNIT PRICE	TOTAL
1	4	\$4,709.98	\$18,839.92
2	4	\$4,709.98	\$18,839.92
3	4	\$4,709.98	\$18,839.92
4	4	\$4,709.98	\$18,839.92
Total			\$75,359.68

**Dept. Training:** Consists of putting 4 recruits through our 70 hour basic introductory training to allow them to respond. Training is led by 2 instructors for each training, allotting for 6 people being paid for training.

YEAR	QUANTITY	TOTAL
1	1	\$11,760.00
2	1	\$11,760.00
3	1	\$11,760.00
4	1	\$11,760.00
<b>Total</b>		<b>\$47,040.00</b>

**EMT Training:** State Approved EMT course. Our members will receive approximately 120 hours of training and have the ability to take the certification exam to become licensed EMTs.

<b>YEAR</b>	<b>QUANTITY</b>	<b>UNIT PRICE</b>	<b>TOTAL</b>
1	4	\$8,640.00	\$34,560.00
2	4	\$8,640.00	\$34,560.00
3	4	\$8,640.00	\$34,560.00
4	4	\$8,640.00	\$34,560.00
<b>Total</b>			<b>\$138,240.00</b>



# Current Call Firefighter Roster



## EAST

20 Active

2 Training (active June)



## WEST

16 Active

1 Training (active June)

# Improving Call Department

- ▶ Create per-diem roster spots
- ▶ Create EMS department only
- ▶ Tax incentives for active responders
- ▶ Change East/West line
  - ▶ We just recently made Four Mile Village a General Call from 2300-700.

TOWN OF BOXFORD

WARRANT FOR 2024 ANNUAL TOWN ELECTION

SS.

To the Constables of the City/Town of Boxford

**GREETINGS:**

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

**QUESTION #1:** Shall the Town of Boxford be allowed to assess an additional \$599,170 in real estate and personal property taxes for the purposes of funding the Fiscal Year 2025 Elementary School Budget beginning July first?

Yes \_\_\_\_

No \_\_\_\_

**QUESTION #2:** Shall the Town of Boxford be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay the Town's allocable share of the bonds issued by the Masconomet Regional School District for the purpose of paying costs of an owners project manager (OPM) and design services in connection with the Roof, HVAC, and Building Management System construction project at the High School/Middle School Building Complex, including the payment of all costs incidental and related thereto?

Yes \_\_\_\_

No \_\_\_\_

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this \_\_\_\_\_ day of \_\_\_\_\_, 2024.  
(month)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Select Board of Boxford  
Warrant posted on the two public meeting places in town

\_\_\_\_\_, 2024.  
Constable (month and day)

\_\_\_\_\_, 2024.  
Constable (month and day)

# **TOWN OF BOXFORD**

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

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

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



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

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



WARRANT FOR ANNUAL TOWN MEETING  
May 14, 2024 - 7:00 P.M.

**MASCONOMET REGIONAL HIGH SCHOOL – AUDITORIUM**

Commonwealth of Massachusetts  
Essex s.s.

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

**GREETINGS:**

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

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

Sponsored and Supported by the Select Board

**ARTICLE 2.** To see if the Town, in accordance with M.G.L. Chapter 150E, section 7, **will vote to appropriate a sum of money to fund the first-year cost items contained in the Boxford Police Reserve Association collective bargaining agreement** recently negotiated and ratified by the Select Board which has a term of July 1, 2024 through June 30, 2026.

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

Sponsored and supported by the Select Board  
Finance Committee to make recommendation at Town Meeting

**ARTICLE 3.** To see if the Town will vote to adopt the Classification Plan and Compensation Plan for FY 2025, as submitted by the Personnel Board under Chapter 23 of the Town Code; said Classification Plan and Compensation Plan as printed on pages 18 through 21 of this warrant; funding for estimated costs of said plan is included in the general operating budget of Town in Article 4; or take any other action thereon.

Sponsored and Supported by the Personnel Board  
Select Board recommends adoption of this article  
Finance Committee recommends adoption of this article

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

Sponsored and Supported by the Finance Committee  
**Estimate: \$41,783,620**  
Select Board recommends adoption of this article  
The proposed budget is printed on pages 16 and 17 of this warrant.

\*\*\*\*\*  
**NOTE:** At this time, we anticipate that **Article 5** will be offered as a "contingent appropriation." This means that although the appropriation could be approved at the Annual Town Meeting, that appropriation would be fully contingent upon successful passage of the related Proposition 2½ ballot question. Should the override question fail, the appropriation would be rendered null and void.  
\*\*\*\*\*

**ARTICLE 5.** To see if the Town will vote **to raise and appropriate or transfer from available funds the sum of \$599,170** for the purpose of additionally funding the Fiscal Year 2025 Elementary School Budget; provided, however, that the appropriation authorized herein shall be subject to and contingent upon approval of the voters at the Town Election to assess additional real estate and personal property taxes in accordance with the provisions of Proposition 2 1/2, so called; or take any other action thereon.

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

**ARTICLE 6.** To see if the Town will vote to set the following **curbside solid waste collection fees: \$175 annual fee, which includes a 65-gallon trash barrel and a 95-gallon recycling barrel; \$175 annual fee for each additional 65-gallon trash barrel; \$6.00 for each 33-gallon overflow bag; a one-time \$85 fee for each additional 95-gallon recycling barrel;** or take any other action thereon.

Sponsored and Supported by the Board of Health  
Finance Committee recommends adoption of this article  
Select Board recommends adoption of this article

**ARTICLE 7.** To **act on the list of proposed equipment and capital purchases** and see what sums of money the Town will vote to transfer from available Free Cash, for the use of several departments, and authorize expenditure of these funds for such purposes under the direction of the appropriate listed department and authorize the Select Board or School Committees to dispose of any equipment declared surplus if replaced; or take any other action thereon.

Sponsored and supported by the Select Board  
Estimate: **\$991,500**  
Finance Committee recommends adoption of this article  
The proposed capital budget is printed on page 22 of this warrant.  
Permanent Building Committee recommendations as noted on page 22.  
Sustainability Committee recommendation as noted on page 22.

**ARTICLE 8.** To see if the Town will vote to **transfer and appropriate from Free Cash the sum of \$50,000** to be expended by the Town Administrator, with the advice of the Select Board, to engage the consulting services of professional advisors to assist the Emergency Response Advisory Committee's charge to complete a comprehensive analysis of the Town's three-tiered emergency response program, and to identify strategies to improve service through efficiencies and reduced emergency response times, or take any other action thereon.

Sponsored and supported by the Select Board  
Finance Committee recommends adoption of this article  
Emergency Response Advisory Committee recommends adoption of this article

**ARTICLE 9.** To see if the Town will vote to **transfer and appropriate from Free Cash the sum of \$147,711** (36.93% of Total) to be expended by the Masconomet Regional School District Committee, with the advice of the School Superintendent, to complete various IT, Facility, & Food Service projects, including all incidental and related expenses, or take any other action thereon.

Sponsored and supported by the Masconomet Regional District School Committee  
Finance Committee recommends adoption of this article  
Select Board recommends adoption of this article

**ARTICLE 10.** To see if the Town will vote to **raise and appropriate, transfer from available funds, or borrow the sum of \$1,550,000** to pay costs of consulting and engineering services to design, seek regulatory permitting approval, provide plans and specifications, conduct competitive construction bidding, and undertake other services as necessary, for the construction of a new Department of Public Works building and associated structures on Town-owned land off Spofford Road, including the payment of all costs incidental and related thereto; said amount to be expended under the direction of the Permanent Building Committee; and authorize the Treasurer with the approval of the Select Board to borrow said amount or any portion thereof under and pursuant to Massachusetts General Laws Chapter 44, Section 7, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor; and to authorize the Chief Procurement Officer under the direction of the Permanent Building Committee to enter into any and all agreements and execute any and all instruments as may be necessary on behalf of the Town to effectuate the execution of said Project; that the Select Board is authorized to apply for and accept grants or gifts available for this project, provided that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant or gift amount paid to the Town prior to the issuance of any bonds or notes under the authority of this vote; or take any other action thereon.

Sponsored and supported by Permanent Building Committee  
Select Board recommends adoption of this article  
Finance Committee recommends adoption of this article

\*\*\*\*\*  
**NOTE:** At this time, we anticipate that **Article 11** will be offered as a "contingent appropriation." This means that although the appropriation could be approved at the Annual Town Meeting, that appropriation would be fully contingent upon successful passage of the related Proposition 2½ ballot question. Should the debt exclusion question fail, the appropriations would be rendered null and void. For Article 11, the Masconomet Regional School debt authorizations must be approved by all three member communities.  
.....

**ARTICLE 11.** To see if the Town will vote to **approve of the \$5,000,000 debt** authorized by the Masconomet Regional School District for the purpose of paying costs of an owner’s project manager (OPM) and design services in connection with the roof, HVAC, & Building Management System construction project at the High School/Middle School Building Complex, including the payment of all costs incidental and related thereto, provided, however, that such approval shall be contingent upon a vote of the Town to exclude the amounts necessary to pay its allocable share of this debt from the provisions of proposition two and one-half, or to take any other action relative thereto.

Sponsored and supported by the Masconomet Regional School District School Committee  
Estimated Total Design Cost: \$5,000,000 (Boxford’s Share: \$1,846,388)  
Select Board to make recommendation at Town Meeting  
Finance Committee to make recommendation at Town Meeting,

**ARTICLE 12.** To see if the Town will vote in accordance with the provisions of Chapter 77 of the Acts of 2023 to rescind the vote taken under Article 9 of the May 9, 2023 Annual Town Meeting creating a Special Opioid Settlement Stabilization Fund and dedicating 100% of the opioid litigation settlement funds received by the Town to such fund pursuant to G.L. c. 40, §5B, such funds henceforth to be placed in a special revenue fund to be expended without further appropriation for all of the purposes allowed by law, including those outlined in applicable opioid litigation settlement documents; or take any other action related thereto.

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

**ARTICLE 13.** To see if the Town will vote to **appropriate or reserve from the Community Preservation Fund annual revenues** in the amounts recommended by the Community Preservation Committee for committee administrative expenses, debt service, community preservation projects and other expenses in Fiscal Year 2025, with each item to be considered a separate appropriation:

**Appropriations:**  
From FY 2025 estimated annual revenues for Lincoln Hall Renovation Bond expense      \$39,332

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

**Reserves:**

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

or take any other action thereon.

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

**ARTICLE 14.** To see if the Town will vote to appropriate **\$12,445 from the Community Preservation Historic Fund balance to fund the rehabilitation of the Boxford Historic Documents Center climate control system and associated chimney** for the preservation of historical documents of the Town maintained at the Boxford Historic Documents Center located 173A Washington Street at the intersection of Washington Street and Main Street; with additional funds to be provided by the Charlie Killam Memorial Fund for a total project cost of \$14,875; said funds to be provided through a grant agreement between the Town and the Ingalls Memorial Library Association, Inc. pursuant to which the Town will be allowed regular, unobstructed access to and digital or hard copies of such historical documents, or take any other action thereon.

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

**ARTICLE 15.** To see if the Town will vote to appropriate **\$330,000 from the Undesignated Community Preservation Fund balance to fund the creation** of a new playground to replace the existing playground at Johnson Field located at 7A Spofford Road for recreation purposes; with additional funds to be provided by the Johnson Playground Renovation Fund for a total project cost of \$350,000, said funds to be expended under the direction of the Town Administrator and Permanent Building Committee in consultation with the Community Preservation Committee, or take any other action thereon.

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



**ARTICLE 16.** To see if the Town will vote to appropriate **\$10,000 from the Undesignated Community Preservation Fund balance to fund repairs and improvements to the existing Boxford Common irrigation well** located at Captain Cashin Way, including but not limited to establishing a new irrigation well as necessary, for the purpose of preservation and rehabilitation of the Boxford Common open space and recreation property; with additional funds provided from Boxford Common construction funds previously appropriated under Article 10 of the Special Town Meeting held October 27, 2015 for a total project cost of \$20,000, said funds to be expended under the direction of the Town Administrator and Permanent Building Committee in consultation with the Community Preservation Committee, or take any other action thereon.

Sponsored and supported by the Community Preservation Committee

Select Board recommends adoption of this article

Finance Committee recommends adoption of this article

Permanent Building Committee recommends adoption of this article

**ARTICLE 17.** To see if the Town will vote to appropriate **\$65,000 from the Undesignated Community Preservation Fund balance to fund the preservation and rehabilitation of the Stiles Pond open space and recreation property**; with additional funds to be provided by the Stiles Pond Restoration Project fund for a total project cost of \$75,000, said funds to be expended under the direction of the Board of Health in consultation with the Town Administrator and the Community Preservation Committee, or take any other action thereon.

Sponsored and supported by the Community Preservation Committee

Select Board recommends adoption of this article

Finance Committee recommends adoption of this article

Board of Health recommends adoption of this article

**ARTICLE 18.** To see if the Town will vote to amend the Town’s Bylaws, Part II: General Legislation, Chapter 164, Stretch Energy Code, , by deleting the chapter title in the Table of Contents and replacing it with “Specialized Stretch Energy Code” and deleting the language contained in that chapter in its entirety and replacing it with the following language, for the purpose of regulating the design and construction of buildings for the effective use of energy and reduction of greenhouse gas emissions, pursuant to the entirety of 225 CMR 22 and 23 including Appendices RC and CC, including future editions, amendments or modifications thereto, with an effective date of July 1, 2025, a copy of which is on file with the Town Clerk, or take any other action relative thereto.

**Chapter 164**

**SPECIALIZED ENERGY CODE**

**§ 164-1 Definitions**

**§ 164-2 Purpose**

**§ 164-3 Applicability**

**§ 164-4 Stretch Code**

**§ 164-1 Definitions**

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

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

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

#### **§ 164-2 Purpose**

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

#### **§ 164-3 Applicability**

This energy code applies to residential and commercial buildings.

#### **§ 164-4 Specialized Code**

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

The Specialized Code is enforceable by the Inspector of Buildings or Building Commissioner

Sponsored and supported by the Sustainability Committee  
Select Board to make recommendation at Town Meeting

**ARTICLE 19.** To see if the Town will vote to amend the Town’s Bylaws, Part II: General Legislation, Chapter 196, Zoning, Article V, Use Regulations, Section 196-13, R-A Residence-Agricultural District, Subsection 196-13C, Accessory apartments in residence districts, by deleting the strike through language and by inserting the ***bold, italicized text*** as indicated below, or take any other action thereon:

C. Accessory apartments in residence districts.

- (1) Purpose and intent. It is the specific intent of this section to allow accessory apartments, including kitchens, within single-family properties in Residence-Agricultural Districts for the purpose of meeting the special housing needs of grandparents, parents, brothers and sisters, children and their respective spouses of families of owner-occupants of properties in the Town of Boxford, subject to the granting of a special permit by the Board of Appeals as provided in Article X. To achieve this goal and to promote the other objectives of this bylaw, specific standards are set forth below for such accessory apartment uses.
- (2) Owner occupancy required. The owner(s) of the single-family lot upon which the accessory apartment is located shall occupy at least one of the dwelling units on the premises. The special permit shall be issued to the owner of the dwelling units on the property. Should there be a change in ownership or, ***if the owner of record no longer occupies one of the dwelling units*** ~~change in residence of the owner~~, the special permit and the certificate of occupancy for the accessory apartment shall become null and void. ***A new owner may continue the special permit if the new owner submits within 90 days of acquiring ownership to the Inspector of Buildings a certification that (a) there will be no change in the approved plan of the accessory apartment, as referred to in the original Special Permit decision, and (b), the name(s) of the new owners and/ or occupants. Upon receipt of said certification, the Inspector of Buildings shall inspect the accessory apartment. If the Inspector of Buildings finds the accessory apartment use is consistent with the original Special Permit decision and that there are no changes to the approved Special Permits plans, the Inspector of Buildings shall endorse the certification, and the original Special Permit shall continue in full force and effect.***
- (3) Apartment ***Requirements***
  - a) ~~(3)-size~~. The gross floor area for an accessory apartment shall not exceed the lesser of:
    - i. One thousand ***five hundred*** square feet; or
    - ii. Twenty-five percent of gross floor area of the sum total of the two dwelling units, as determined at the time of the special permit request.
      1. "Gross floor area" shall be defined as the sum of the horizontal areas of floors of a building measured from the exterior face of exterior walls. This includes ~~courts, decks or porches when covered by a roof, or~~ finished portions of basements and excludes garages.
      2. ***"Gross floor area for the primary dwelling unit" shall be defined as the sum of the horizontal areas of floors of a building measured from the exterior surface of exterior walls and the exterior face of common walls.***
      3. ***"Gross floor area for the accessory apartment" unit shall be defined as the sum of the horizontal areas of floors of a building measured from the exterior face of exterior walls and the interior face of common walls.***

4. ***Common walls are those shared by the primary and accessory dwelling units. Walls shared by primary or accessory dwelling units and garage spaces shall be considered exterior walls. All conditioned living spaces of either dwelling unit shall be included in the respective dwelling unit's gross floor area, except garage spaces.***
  - b) ***The accessory apartment shall be connected by a common door, and separated from the main dwelling unit in a manner which maintains the appearance of the building as a single-family dwelling. Said connection shall not be maintained through a garage or unheated space.***
  - c) ***There shall be no more than two (2) bedrooms in an accessory apartment.***
  - d) ***The accessory apartment shall be limited to a maximum occupancy of four (4) persons.***
  - e) ***196-13(B)(4) shall not apply to this section.***
  - f) ***All stairways to additional stories shall be enclosed within the exterior walls of the structure.***
- (4) Code compliance. The accessory apartment must be determined to comply with current safety, health and construction requirements before occupancy and at every change in occupancy. ***A building permit shall not issue until there is compliance with said standards.***
- (5) Preservation of single-family characteristics. The accessory apartment shall not change the single-family characteristic of the dwelling, except for the provision of an additional access or egress.
- (6) Existing detached structures may continue to be used for the same purposes subject to special conditions imposed by the Board of Appeals.
- (7) There shall be no more than one accessory apartment for a total of two dwelling units permitted per lot.
- (8) Current apartment uses, effective date this bylaw, may be continued only as long as the present occupants of the accessory apartment remain in residence.
- (9) Under no circumstances shall the accessory apartment be detached from the main dwelling unit.

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

**ARTICLE 20.** To see if the Town will vote to amend the Town's Bylaws, Part 1: Administrative Legislation, Chapter 7, Committees, Commissions and Boards, Article III, Recreation Committee, Section 7-5, Purpose, by deleting the strike through language and by inserting the ***bold, italicized text*** as indicated below, or take any other action thereon:

**§ 7-5. Purpose.**

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

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

**ARTICLE 21.** To see if the Town will vote to amend the Town's Bylaws, Part 1: Administrative Legislation, Chapter 7, Committees, Commissions and Boards, Article XIV, Computer Management Committee, by striking it in its entirety, or take any other action thereon:

Sponsored and supported by the Select Board

**ARTICLE 22.** To see if the Town will vote to amend the Town's Bylaws, Part 1: Administrative Legislation, Chapter 19, Officers and Employees, by adding the new Article XII, Town Administrator, as set forth below, or take any other action thereon:

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

The Town Administrator shall be appointed by and serve under the direction of the Select Board and shall have the following duties:

- A. Chief Administrative Officer. The Town Administrator shall serve as the Town's Chief Administrative Officer, shall act as the agent for the Select Board, and shall be responsible to the Select Board for the proper operation of Town affairs for which said Town Administrator is given responsibility under this bylaw. The Town Administrator shall supervise, direct and be responsible for the efficient administration of all departments and employees under the jurisdiction of the Select Board and all functions for which the Administrator is given responsibility, authority or control by the Town of Boxford bylaws, Town Meeting vote, or by vote of the Select Board. He/she shall coordinate with all committees, commissions and officials not under the jurisdiction of the Select Board.
- B. Chief Personnel Officer. The Town Administrator shall exercise overall responsibility for human resources for the Town including, but not limited to: supervision and evaluation of Town employees appointed by and under the jurisdiction of the Select Board. The Town Administrator shall administer the Town's Personnel Bylaw, including maintenance of centralized personnel records, preparation of annual evaluation of Town employees and recommendation of compensation. The Town Administrator shall direct the Town's contract negotiations and collective bargaining. He or she may inquire at any time into the conduct of any officer, employee, special employee, independent contractor, department, board commission or agency with regard to any matters affecting Town administration and have open and free access to all documents, and records from any source, electronic or otherwise,

that are relevant to said inquiry.

- C. Chief Financial Officer. The Town Administrator shall serve as Chief Financial Officer. The Town Administrator is responsible to prepare, propose and submit to the Select Board and Finance Committee the fiscal documents pertaining to the annual operating budget and proposed capital outlay program for all municipal departments. The Town Administrator is responsible for the preparation and maintenance of the Town's Capital Improvement Program, preparing recommendations for annual capital request and an annual 5-year capital plan for purchase and maintenance of capital assets. The Town Administrator oversees the Town's Financial Team and may, pursuant to authority delegated by the Select Board, appoint a Director of Municipal Finance to oversee daily budgetary functions.
- D. Chief Procurement Officer. The Town Administrator shall act as Chief Procurement Officer in accordance with the provisions of Chapter 30B of the Massachusetts General Laws, and may appoint such assistant procurement officers as provided in Chapter 30B of the Massachusetts General Laws. Contracts shall be subject to execution by the Select Board unless otherwise provided by law.
- E. Under policy direction of the Select Board, coordinates with Town Counsel on legal matters affecting the Town.
- F. Responsible for the management of all properties under the authority of the Select Board.
- G. Responsible for media and public relations; establish and maintain positive community relations with local organizations, groups and residents; act as Town liaison with local, regional, state and federal agencies.
- H. Responsible for the coordination of Town-wide information technology and systems.
- I. Shall have access to all municipal books, papers and documents or information necessary for the proper performance of the duties of the administrator. The Town Administrator may, without notice, cause the affairs of any division or department under the Town Administrator's supervision, or the conduct of any officer or employee thereof, to be examined.
- J. Appointments. the Town Administrator shall provide guidance and recommendations to the Select Board regarding appointment of Town employees appointed by and under the jurisdiction of the Select Board; provided, however, that the Select Board shall, in its sole discretion, appoint, hire, remove and discipline, subject any applicable collective bargaining agreements, officers and employees under the jurisdiction of the Select Board.
- K. Recommend to the Select Board, who are granted the authority to make such changes upon majority vote, the reorganization, consolidation or abolishment of Town departments or agencies, recommend new departments or agencies, and recommend a reassignment of powers, duties and responsibilities among such departments or agencies so established or existing;
- L. Perform any other duties as are required to be performed by the Town Administrator by by-laws, administrative code, votes of Town Meeting, or votes of the Select Board, or otherwise.

Sponsored and supported by the Select Board

**ARTICLE 23.** Will the Town of Boxford vote to enact a moratorium on the construction or installation of artificial turf on any land, of any size, including Masconomet Regional School District, owned by the town, for five years starting on May 15, 2024, and ending on May 14, 2029, or take any action hereto.

**ARTICLE 24.** To transact any other business that may legally come before said meeting.

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

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

**QUESTION #1:** Shall the Town of Boxford be allowed to assess an additional \$599,170 in real estate and personal property taxes for the purposes of funding the Fiscal Year 2025 Elementary School Budget beginning July first?

Yes \_\_\_

No \_\_\_

**QUESTION #2:** Shall the Town of Boxford be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay the Town's allocable share of the bonds issued by the Masconomet Regional School District for the purpose of paying costs of an owners project manager (OPM) and design services in connection with the Roof, HVAC, and Building Management System construction project at the High School/Middle School Building Complex, including the payment of all costs incidental and related thereto?

Yes \_\_\_

No \_\_\_



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

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

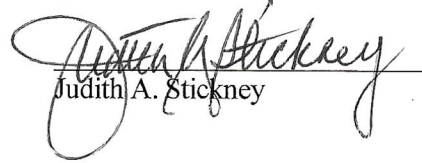
Given under our hands this 8<sup>th</sup> day of APRIL in the year of our Lord, two thousand twenty-four.

  
Barbara G. Jessel, Chair

  
Margaret Chow-Menzel, Clerk


  
Charles J. Costello

  
Peter C. Perkins


  
Judith A. Stickney

**SELECT BOARD**

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

  
David A. Smallman, Constable  
West Parish

Date 4/16/24

  
John A. Rowen, Constable  
East Parish

Date 4/11/2024

**Proposed Operating Budget Fiscal Year 2025**

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

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

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

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

**TOWN OF BOXFORD, MA - FIRE DEPARTMENT RATES**

**Fiscal Year 2025**

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

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

**FISCAL YEAR 2025**

**Grade N-1**

*No position assigned.*

**Grade N-2**

*No position assigned.*

**Grade N-3**

Assistant Treasurer/Collector of Taxes

**Grade N-4**

Administrative Services Manager/ HR Coordinator

**Grade N-5**

Director of Communications  
Director of Senior Services  
Town Clerk

**Grade N-6**

Director of Public Health  
Director of Public Libraries  
Inspector of Buildings

**Grade N-7**

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

**Grade N-8**

*No position assigned.*

**Grade N-9**

DPW Superintendent/Town Engineer  
Fire Chief

**Grade N-10**

Police Chief  
Director of Municipal Finance/Town Accountant

**Grade N-11**

Town Administrator

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

*Based on 40-hour work week.*

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

**Proposed Free Cash Equipment and Capital Purchases (Article 7)**

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



## **Masconomet Building Committee (MBC) Charter**

**Purpose:** To act as an advisory board that provides technical expertise to the full Masconomet SC on Capital Improvement projects at Masconomet Regional

**Scope:** The Masconomet Building Committee (MBC) will be tasked with monitoring and advising on **all capital projects** which exceed \$1.5 million in spend. Smaller dollar items that are not part of a capital project will not be the purview of the MBC unless they are specifically referred to the MBC by the DCI/Budget subcommittee.

### **Meeting Cadence**

- Committee meetings may be held during regular school hours or on weekday evenings
- Meetings will be held at Masconomet Regional School District Campus
- Cadence of meetings will generally be once a month, during the school year (additional meetings or adjustments to schedule can be made as the committee chair deems necessary).

### **Committee Membership**

- The building committee shall consist of the DCI/Capital subcommittee members, the Masconomet Superintendent, the Masconomet Assistant Superintendent and up to 2 community members from each of the three member towns (Boxford, Middleton & Topsfield).
- Committee Chair shall be the DCI/Budget subcommittee chair or their designee

### **Community Member Selection Process and Term Length**

- Nomination for community members shall be solicited via communication with local town government members and announcements made via regular school committee meetings, superintendent communications and appropriate social media channels
- Candidates should have relevant skills that will be useful in advising on or monitoring building and facility improvement activities at Masco. Examples of expertise areas that are desirable include municipal construction, HVAC design and installation, telecommunications and information technology.
- Interested people must submit a completed application form to Masco DCI/Budget subcommittee chair or the Masco School Committee chair
- Community members shall be chosen as follows
  - Masco DCI/Budget subcommittee members will review candidate qualifications and vote on which candidate(s) to approve
  - Candidates must be approved by a majority of the DCI/Budget subcommittee members.
  - Upon completion of candidate reviews, the entire slate of members will be submitted to the full Masconomet School Committee for final approval
- Terms for community members will be two years in length, with terms staggered between members from each town
- A term year will run from the day the committee is formally approved until the 1<sup>st</sup> full Masco SC meeting following town elections (typically held in late May).
- Community member positions will be filled as soon as the Masco SC names the DCI/Budget subcommittee members (generally this occurs in May for the upcoming school year).
- Open positions during the year can be filled any time a suitable candidate applies and is accepted

### **Voting Rights and Procedures for Committee Recommendations**

- Each member shall have one full vote.
- A quorum must be in attendance in order to vote on and make recommendations.
- A quorum shall consist of at least 7 members in attendance, inclusive of 3 SC members and 1 admin member.
- Votes on recommendations reaching a 50% threshold will proceed to the full School Committee.

### **Specific MBC Activities**

- Review scope of all new capital projects and recommend approval to full SC
- Advise and make recommendations at design reviews for major capital projects
- Review schedules for on-going major capital projects
- Review spend to plan for major capital projects
- Review all invoices related to capital projects
- As requested by MBC chair or administration, advise on smaller projects
- As needed, advise on future capital spend required to keep Masconomet facilities in top condition

**From:** [Boxford MA via Boxford MA](#)  
**To:** [Matt Coogan](#); [Brendan Sweeney](#); [judi.stickney@gmail.com](mailto:judi.stickney@gmail.com); [m.jessel@comcast.net](mailto:m.jessel@comcast.net); [cjconsultco@aol.com](mailto:cjconsultco@aol.com); [pcp31@comcast.net](mailto:pcp31@comcast.net); [mcmenger](#)  
**Subject:** Form submission from: Contact a Member of the Select Board  
**Date:** Saturday, April 20, 2024 1:29:48 PM

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### External Sender

Submitted on Saturday, April 20, 2024 - 1:29pm  
Submitted by anonymous user: 2601:18a:807d:820:1d2:1d15:a64e:bca8  
Submitted values are:

Please Choose the Member of the Select Board you would like to contact: Contact all Members of the Select Board

Please include any questions or comments:

Hello Everyone,

May I be put on your agenda to request permission to place BTA/BOLT Dog Show signs at town intersections? We are hoping to place them a week before the Show which will be on June 8th.

Thank you,

Jessica G. BTA/BOLT

Name: Jessica Grigg

Email: [jag@tollund.com](mailto:jag@tollund.com)

Address, City, State, Zip: 70 Topsfield Rd

Phone: 978 887 0830

The results of this submission may be viewed at:

<https://www.town.boxford.ma.us/node/97/submission/25061>

**From:** [Jan Silva](#)  
**To:** [Leanne Mihalchik](#)  
**Subject:** Boxford's 5th Annual Summer Fest - Gazebo rental request  
**Date:** Thursday, April 11, 2024 11:56:05 AM  
**Attachments:** [gazebo rental request 2024.pdf](#)

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**External Sender**

Hi Leanne -

Happy Thursday to you! I am writing about this year's Summer Fest, and the West Boxford Improvement Society would like to rent the gazebo for Saturday, July 27th. I've attached a rental application. Because it is a free community event, we respectfully request that as in the past, the rental fee be waived. Also as in the past, because it is a community event, the town has been extremely supportive and has covered the day under its insurance policy, and we are hopeful they will continue with coverage for this event. Please feel free to let me know if you or the SB have any questions or if you need more info from our group. I'll send along a poster with more details once that is created.

Many thanks for all you do!

Jan

**GAZEBO RENTAL AGREEMENT**

The applicant named below requests to rent Boxford's Gazebo, under the following conditions;

1. Rental is made to a Town of Boxford resident over the age of 18.
2. Gazebo hours of Operation - 9AM until 1 hour after Sunset – unless later time is pre-authorized by the permitting authority.
3. Music and Lighting: Electronic or live music shall be in good taste, and it shall conform to the community's standards. The sponsor shall ensure that the volume shall be kept at a reasonable level, and the sponsor shall cause the volume to be lowered if requested by a local resident or Town official. Music and Lighting will be prohibited 1 hour after sunset or longer with a pre-authorized extension from permitting authority.
4. No alcohol on premises without valid liquor distribution permit
5. No food may be served without a valid food service permit
6. All signs must comply with Town Bylaw. Directional signage must be approved by the Selectmen's Office.
7. No admission charge. Collections or other money raising activities are allowed as permissible by law.
8. Public Restroom Facilities: The sponsor shall provide at least one handicap accessible portable restroom for an event lasting more than four hours. Any existing portable restrooms associated with the adjacent ball playing field will satisfy this requirement.
9. Renter is responsible to clean up the Gazebo after use. If you have large amounts of refuse, bag it and take it with you. Should janitorial services be required, a reasonable fee will be assessed to the user.
10. No lit candles, smoke machines, or fireworks allowed within Gazebo.
11. Use of any tape, tacks, screws, or nails for the hanging, tacking and/or posting of flyers, signs, and/or posters on the structure are prohibited.
12. The undersigned has read the attached regulations governing the use of Boxford's Gazebo and has agreed to comply with them and to assume full responsibility for any damage or loss to the Town as a result of use and/or misuse of the Gazebo by the renter or their invitees and agrees to reimburse the Town for said loss. The undersigned further assumes personal responsibility for any and all liability to any person(s) arising out of the use of the Gazebo and agrees to hold the Town of Boxford and their agents harmless from, and indemnify them against, any and all claims, demands, liability and damages resulting from the use of the Gazebo by anyone at the event held therein.

**Please return completed application to the Office of the Board of Selectmen,  
7A Spofford Road, Boxford, MA 01921 at least 15 days prior to intended rental date.**

Name West Boxford Improvement Society, Application date 4/27/2023

Address P.O. Box 283, West Boxford, MA 01885

Phone 508-523-1344 Date of rental July 29, 2023 Time(s) of rental 9am - 6 pm

Type of function Boxford's 4<sup>th</sup> Annual Summer Fest - Community Concert, Coolcout + games for kids Number of attendees 500 +/-

Rental fees are charged to assist with maintenance and security costs. Fees do not apply to Town uses. All fees are due and payable to the Town of Boxford no later than ten (10) days in advance of the meeting.

- Gazebo Rental (Resident) \$ 50.00
  - Security Deposit\* \$100.00
- Non profits may apply for fee waiver

\*Security deposits may be claimed four business days after your event, after a satisfactory inspection of the structure by Town Staff.

Copy of insurance policy provided? (yes) \_\_\_\_\_ (no)

----- DO NOT WRITE BELOW THIS LINE -----

Action taken: \_\_\_\_\_ Date: \_\_\_\_\_

Fee Amount: \$ \_\_\_\_\_ Collected? (yes) \_\_\_\_\_ (no) \_\_\_\_\_

**From:** [Abraham, Tobin \(HOU\)](#) on behalf of [Nguyen, Tram - Rep. \(HOU\)](#)  
**To:** [Matt Coogan](#); [Brendan Sweeney](#); [Barbara Jessel](#)  
**Cc:** [Ramos, Adrienne - Rep. \(HOU\)](#); [Kelley, Samantha \(HOU\)](#); [Abraham, Tobin \(HOU\)](#); [L'Heureux, Jennifer \(HOU\)](#)  
**Subject:** Boxford - FY25 House Budget Update  
**Date:** Saturday, April 27, 2024 8:08:25 AM

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## External Sender

Good afternoon Team Boxford!

Following three full days of debate, the Massachusetts House of Representatives passed a **\$58 billion** state budget for Fiscal Year 2025. This budget provides a responsible fiscal approach as historic revenue growth slows and supplemental federal funding has ended. It responds to the needs of our residents and working families, with a focus on bolstering funding for vital programs and making our economy more competitive, equitable, and resilient. It does this without needing to draw from our Stabilization Fund, which is set to reach a record high of \$9.053 billion.

Some highlights of this year's House budget include a significant local aid increase; full funding for the fourth year of the six-year implementation plan of the Student Opportunity Act; continued support of universal school meals, as 1 of only 8 states in the country with permanent free school meals for all students; providing an additional \$74 per pupil in minimum aid supplements, increasing the minimum aid to \$104 per pupil; key funding to support Massachusetts students and families, including \$475 million for Commonwealth Cares for Children (C3) grants, with an equitable funding formula that supports the state's most vulnerable children; increased access to affordable health care, including the largest investment in the budget for MassHealth at \$20.8 million; and significant investments in public transportation including \$184 million for our Regional Transit Authorities.

Boxford and Masconomet are set to receive \$1,932,573 and \$5,615,603, respectively, in Chapter 70 funding, an **increase of \$77,480 and \$163,904** from the FY24 budget. Boxford will also receive \$586,949 in unrestricted Local Aid, an **increase of \$5,811** from the FY24 budget.

Additionally, we were able to include **\$40,000 in the House Budget for Boxford's project costs related to a fire mutual aid network radio.**

The House budget marks the start of the Legislature's work on the state budget, and we will continue to work with our colleagues to advocate where we can for funding to benefit the town until the final budget is signed. The budget will be debated in late May by the Senate. Please reach out to us or our staff with any questions.

Sincerely,

Rep. Tram Nguyen and Rep. Adrienne Ramos



Peter Delaney  
Inspector of Buildings  
Town of Boxford

May 1, 2024

To: Boxford Board of Selectmen

From: Peter Delaney  
Inspector of Buildings

Dear Members,

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

PERMITS	FEES COLLECTED	VALUE
49 Building Permits (87 Inspections)	\$22,745.95	\$1,491,784.85
	April 2023 Comparison	
20 Building Permits (59 Inspections)	\$10,270.66	\$786,447.86
39 Electrical Permits (59 Inspections)	\$6,353.00	
	April 2023 Comparison	
15 Electrical Permits (30 Inspections)	\$2374.75	
12 Plumbing Permits (30 Inspections)	\$1,758.50	
	April 2023 Comparison	
6 Plumbing Permits (24 Inspections)	\$1431.00	
20 Gas Permits (11 Inspections)	\$4,215.00	
	April 2023 Comparison	
4 Gas Permits (12 Inspections)	\$780.00	
<b>TOTAL FEES COLLECTED</b>	<b>\$35,072.45</b>	
	April 2023 Comparison	
<b>TOTAL FEES COLLECTED</b>	<b>\$14,856.41</b>	

Peter Delaney  
Cc: Town Administrator  
Board of Assessors

*Peter Delaney* 5-1-24

Chris Olbrot  
Director of Public Works Superintendent  
Town of Boxford  
7B Spofford Rd.  
Boxford, MA 01921

May 2, 2024

TEC Ref. No: T1204.02

RE: Glendale Road Culvert Replacement

Dear Mr. Olbrot,

Bids for the above referenced project were publicly opened at the Boxford Town Hall on April 18, 2024, at 2:00 PM (EST). As the Engineer of Record for the project, TEC, Inc. was present for the bid opening, and confirmed that all bidders were prequalified by MassDOT for the required class of work (Bridge-Culvert).

TEC subsequently reviewed the unit prices submitted by R. Bates and Sons, Inc., the apparent lowest bidder. Generally, it appears that all unit prices are within reasonable tolerances of the Engineer's office estimate.

TEC recommends that the contract be awarded to the apparent low bidder, R. Bates & Sons, Inc. of Sterling, MA, in the amount of \$556,509.00. The contract award amount is based on the bid price provided by the Contractor.

Please do not hesitate to contact me directly if you have any questions concerning our recommendation. Thank you for your consideration.

Sincerely,  
TEC, Inc.  
"The Engineering Corporation"



Andrew Spurr, P.E.  
Project Manager



December 16, 2023

Matthew Coogan, Town Administrator

Chris Olbrot, Superintendent, D.P.W.

James Ritter, Chief of Police

Select Board: Barbara Jessel, Margaret Chow-Menzer, Charles Costello, Peter Perkins, Judith Stickney

Dear Chief, Superintendent, Administrator, and Selectfolks,

First, thank you for your hard work and dedication to the town of Boxford and its residents. We are a group of residents in the area entering the village from the east and along Topsfield Road and Main Street. We have become concerned with traffic density and speeding along the stretch of road from Boy Scout Park/Cahoon Road into the village by Main Street and the Holyoke French house.

While the posted speed limits are 20, 25 and 30 mph, they are rarely followed by drivers. This speeding and volume create safety hazards entering and leaving our driveways. Safety is also an issue accessing Boy Scout Park, designated trails, school buses, and personal roadside recreation. This route into the village is the only one without a solar powered blinking speed sign as well. There are only two posted speed limit signs from the village outbound to interstate 95 as well, so no one really knows what the limit is.

Some ideas we have discussed to assist in speed reduction and possible volume are:

- Reduce speed limit from Dana/Cahoon/Boy Scout Park Road to Main Street/Elm Street to 25 (like other areas of village).
- Install two solar powered, blinking speed signs as installed on Georgetown Road by church and Main Street by Cole School, one incoming to village, one outgoing towards I95.
- Install painted cross walk for hikers and horses across Topsfield Road by Lillooet Farm/Trail Crossing with SLOW/Crossing signs.
- Install more speed limits signs outbound towards interstate 95.

With the rise in navigation "apps" this area has seen a significant increase in traffic volume by non-residents and the area being used as a "cut through". We feel these additional new measures mentioned above will help in reducing the speeding and volume in this area of our rural village.

Respectfully submitted,

Arthur & Loel Poor 21 Topsfield Road *Arthur & Loel Poor*

Anne Loyer & Peter Lindholm 20 Topsfield Road *Anne Loyer Peter Lindholm*

William & Alicia Cargill 6 Main Street *Alicia W. Cargill*

Gillian & Nathaniel Marino 42 Topsfield Road *N. Marino*

Molly & Gary Giffen 29 Topsfield Road *Molly Giffen Gary Giffen*

Kara & David Merrill 34 Topsfield Road *Kara Merrill David Merrill*

Harry & Cynnne Goldberg 24 Topsfield Road *Cynnne Goldberg H. Goldberg*

Trudy & Mark Williamson 33 Topsfield Road *Trudy A. Williamson Mark Williamson*

Peter Lauststen 16 Topsfield Road

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

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

Others Present: Town Administrator Matthew Coogan, Daniel Volchok, Barbara Bisceglia, Mel Buttaro, Josh Rathbun, Ross Povenmire, Pam Blaquiere, Christine Dean, Liz Murphy, 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**

**Boxford Community Electricity Information Session** - Select Board member **Stickney** 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](http://BoxfordElectricity.com) to learn more about the program.

**Trash and Recycling Public Information Session** - Select Board member **Stickney** announced that a public information and Q & A session regarding the new trash and recycling program will be held on 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.

**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, at 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.

**Town Meeting Warrant is Available** – Select Board member **Costello** announced that 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.

**DPW Public Information Session** - Select Board member **Chow-Menzer** announced that residents can learn more about the DPW facility planning at an Open House on

Earth Day, April 27<sup>th</sup> from 11 AM to 3 PM at 7B Spofford Rd. There will be a raffle to win a ride to school in a dump truck. A Public Information Session and Q and A will be held on April 29<sup>th</sup> at 7PM at Town Hall, 7A Spofford Rd. in Meeting Room #1 or virtually via Zoom.

**Earth Day** - Select Board member **Perkins** 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 will be free, and there will be a cost of \$5 for every extra box.

**Candidates Night** - Select Board Chair **Jessel** announced that 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 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).

#### **6:40 PM Appointments**

Josh Rathbun, discussed his qualifications and reasons for wanting to join the Conservation Commission. After having interviewed a total of three candidates, his candidacy was fully supported by Ross Povenmire and the entire Committee.

On a **MOTION** made by **Costello**, second by **Stickney**, the Select Board **VOTED** unanimously by roll call vote to appoint Josh Rathbun to the Conservation Commission with term ending 6/30/24.

Erin Bisiseti's resume and qualifications were read by the Town Administrator. He noted that Ms. Bisiseti was recommended, and her candidacy enthusiastically supported by the Council on Aging.

On a **MOTION** made by **Stickney**, second by **Perkins**, the Select Board **VOTED** unanimously by roll call vote to appoint Erin Bisiseti to the Council on Aging with term ending 6/30/24.

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

Presentation of the Regional School Planning Committee efforts to study the regionalization of elementary schools in the Tri-Towns. They are conducting a study to determine the feasibility of such a proposal and noted that this topic is investigated every ten years. Their research began in the summer of 2022. After their presentation, the Select Board noted that much work has been conducted thus far and that the presentation was well done despite the fact that much of the proposal is still under review. For example, it is still undetermined as to the voting structure, how the buildings will be maintained and how the budget would be approved. The pros and cons of the

proposal were discussed as were the steps necessary to form a region. The Planning Committee sought feedback and reactions from the Select Board. Select Board Chair Jessel voiced her opinion that there is currently a collaborative working relationship in place with the unions and her approval would depend on what the Regional Agreement would look like. Select Board Clerk Chow Menzer reiterated that the current working relationships with the union and the Boxford School Committee are good, and while she is not totally opposed, but since things are working well now, perhaps the three towns could pursue working together rather than regionalizing formally. Select Board member Stickney felt similarly and stressed that without an agreement in writing, it is difficult to garner her support. Select Board member Perkins stated that he needs to know more about the proposal before making up his mind and wondered what the other towns think of the proposal. He also noted that teachers moving from school to school is concerning. Finally, select Board member Costello, who is also a working member of the Regional School Planning Committee, said that he wants to know, and has asked this question numerous times, what gets better for the students academically. He noted that forfeiting local control is a big deal to a lot of folks, and a lot of young parents and that public input is still needed. Middleton's Board reaction was not supportive, and Topsfield's was as yet undetermined. The Committee asked if they should move forward with drafting an agreement and most Select Board members mentioned a concern that it may have a life of its own. One member said it could grow legs while another said it could become an unstoppable train. The Town Administrator summed things up by saying there is a gamut of interest here and Select Board member Costello praised the committee for all of their hard work.

### **8:15 PM Meeting with 10 Elm Community Committee**

A discussion of proposed rates and processes for reserving events at the Center at 10 Elm took place. The 10 Elm Community Committee presented a 6 Tier Plan for priority usage of the Community Center at 10 Elm for public activities of all kinds and for all ages. They noted some issues and concerns with the location such as the difficult to operate AV equipment, doors which auto-lock and need to be propped open, lack of kitchen access/water, difficulty opening/closing the room divider, and lack of building staffing for evening events. Rates based on a two-hour rental period for each tier were discussed as were additional fees for increments of an additional two hours, the new online software used for reservations and cleaning fees. The Committee will continue to work on rules and regulations with the Town Administrator and try to have them in place for July 1<sup>st</sup>. They also mentioned that they would like to see a *Friends of the Community Center* group formed. They could advertise this on the Town's website and on Facebook. The Select Board thanked them for their work.

### **8:40 PM Meeting with Town Moderator and Town Clerk -**

Demonstration of voting keypads for May 14, 2024 Town Meeting was **postponed** until the next meeting.

### **8:45 PM Report of the Town Administrator**

A discussion on May 14, 2024 Warrant Article presenters ensued. The Chair and each Select Board member were assigned to present 1 or more of the 24 articles at Town



Meeting. Others who are not Select Board members were also assigned to present various articles.

**Discussion on Town and Masco's Cherry Sheet Estimates, Proposed FY25 House of Representatives Budget and Local Aid**

- Now that the House Ways and Means Committee has submitted its budget for FY25, the Town's and Masco's estimated Cherry Sheets have been updated. Summary from the Asst. Town Administrator: With the House Ways and Means budget only increasing UGGA 1% vs. FY24 (as opposed to the 3% increase that the Governor proposed), Boxford still does well with an estimated \$37,608 more in total state aid under the HWM proposal, due to the additional money that HWM put towards Chapter 70.

**Discussion of Cable TV contract negotiations**

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 are agreed upon. Under Massachusetts regulations, the Select Board has the ability to appoint a Cable Advisory Committee ("CAC") to advise the Board through the licensing process. The Asst. Town Administrator recommended that the Select Board vote to 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.

On a **MOTION** made by **Costello**, second by **Perkins**, the Select Board **VOTED** unanimously to approve the Asst. Town Administrator's charge to reconstitute the Cable Advisory Board.

On a **MOTION** made by **Costello**, second by **Perkins**, the Select Board **VOTED** unanimously to assign Select Board member Stickney to the Cable Advisory Committee.

**SAFER Grant Update – Boxford Fire Department application**

The Fire Department did apply for the maximum grant amount to hire call firefighters. Chief Geiger will attend a future meeting to discuss this in more detail.

**Park Program 2024 Update** – The Town will extend the application period by one week to potentially attract more staff to hire. Twenty staff members are required to run the program. As soon as staff is in place, the program will be announced and advertised. Registration should begin in mid-May and the program at Spofford will begin in late June and run for approximately five weeks through the last week of July.

**Boxford Community Electricity Update**- Discussion of letter sent to Boxford residents explaining the new Boxford Community Electricity Plan and options. A letter was sent to all residents who do not have an existing supplier other than National Grid. Those who already have a supplier other than National Grid will not receive a letter advising them of the aggregation program. All residents can opt in to the program at any time.

### **9:15 PM Routines**

Approval of Select Board Minutes of 3/25/24, 4/1/24 and 4/8/24.

On a **MOTION** made by **Costello**, second by **Perkins**, the Select Board **VOTED** unanimously, with Select Board Member Stickney abstaining, to approve the Minutes of 03/25/24 as amended.

On a **MOTION** made by **Costello**, second by **Stickney**, the Select Board **VOTED** unanimously to approve the Minutes of 04/01/24 as amended.

On a **MOTION** made by **Stickney**, second by **Costello**, the Select Board **VOTED** unanimously to approve the Minutes of 04/08/24 as amended.

### **9:30 PM Executive Session**

The purpose of the Executive Session was to conduct a strategy session for negotiations with nonunion personnel, Town Administrator Coogan.

On a **MOTION** made by Select Board Chair **Jessel**, second by **Costello**, the Select Board **VOTED** unanimously by roll call vote to go into Executive session for the purpose of conducting a strategy session for negotiations with nonunion personnel, Town Administrator Coogan, and declared that an Executive Session is necessary since an open public discussion may have a detrimental effect on the negotiating, bargaining or litigating position of the Select Board, and upon completion of the Executive Session to return to open session and immediately adjourn without conducting any further business.

### **Adjourn**

### **Next Meeting – May 6, 2024**

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

Agenda

New Call to Order

Announcement: Boxford Community Electricity Information Session

Announcement: Trash and Recycling Public Information Session

Announcement: Town Meeting/Election/Moderators Forum

Announcement: Town Meeting Warrant is Available

Announcement: DPW Public Information Session

Announcement: Earth Day

Announcement: Candidates Night

Appointments: Letter from Josh Rathbun supporting his candidacy Presentation -

Regional Feasibility Study

Memo - 10 Elm Committee Recommendations  
May 14, 2024 Town Meeting Article Presenter Worksheet  
Memo - Cable Advisory Committee Information  
Boxford Preliminary Cherry Sheet FY25 (State Aid)  
Masco Preliminary Cherry Sheet FY25 (State Aid)  
Boxford Community Electricity Notification Letter  
Draft Meeting Minutes – 3/25/24, 4/1/24, 4/8/24  
Executive Session Motion



## Executive Session Motion

I move that the Select Board enter into executive session:

- To conduct strategy sessions for negotiations with nonunion personnel, DPW Superintendent/ Town Engineer

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.