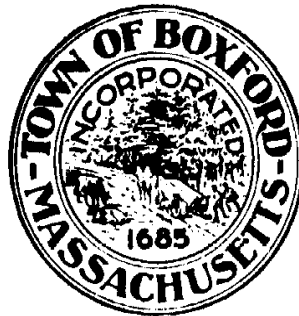


TOWN OF BOXFORD

Website: www.town.boxford.ma.us

**Warrant for Special Town Meeting
October 23, 2018
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.town.boxford.ma.us/stm-documents>

**PLEASE BRING THIS WARRANT FOR THE SPECIAL TOWN MEETING WITH
YOU ON OCTOBER 23, 2018 AT 7:00 P.M.**

Note from the Collector of Taxes: 2nd Quarter Real Estate and Personal Property Tax bills are due Thursday, November 1, 2018. Please use the remittance coupon included with the tax bill mailed in July to pay 2nd Quarter taxes. If you have misplaced the 2nd quarter payment coupon or have any questions, please contact the Office of the Collector of Taxes: 978-887-3674

To Boxford Voters:



Our current facilities are in dire need of upgrade. We have a crumbling Public Works facility, a leaking and failing building envelope at Town Hall/Library, and a totally inadequate and inefficient Community Center/Council on Aging.

The Town of Boxford has spent a number of years and devoted countless hours to develop a plan for the use of municipal buildings that will serve the community for years to come. Three years ago, in the spring of 2015, after successive failures by the Town to agree on such a plan, the Selectmen

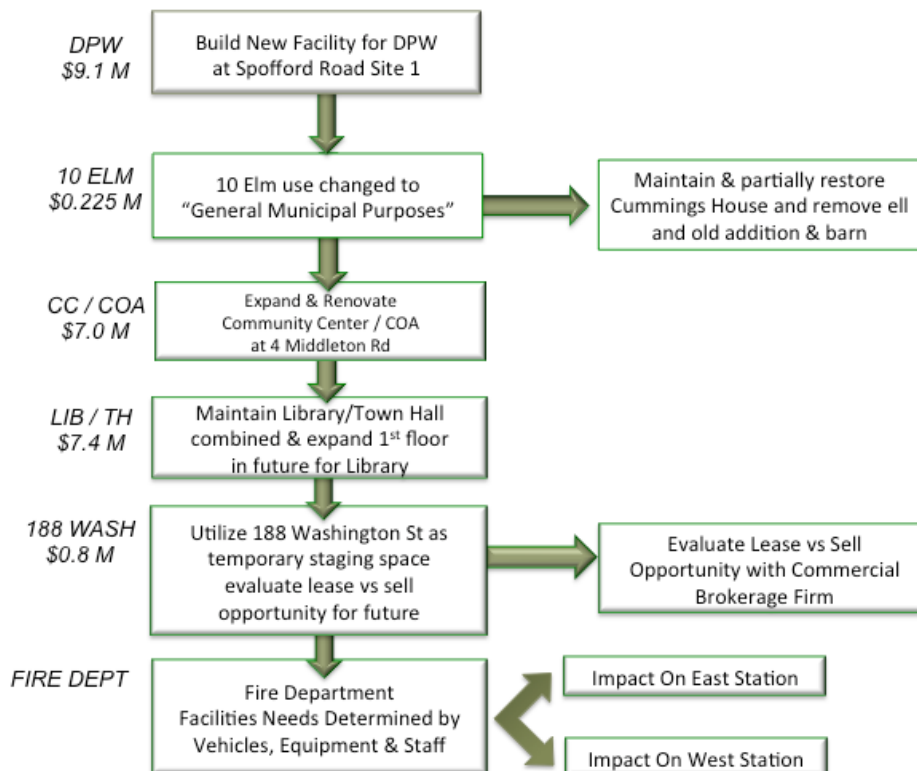
tasked the Planning Board with developing a plan to utilize our existing buildings and evaluating the need for new buildings to accommodate much needed community services. With that mandate, the Planning Board established the Municipal Facilities Planning Task Force (“Task Force”) and began the evaluation process to yield an optimum solution. The final recommendations and hundreds of pages of supporting documents represent a collaborative effort amongst many town volunteers and boards who have dedicated hundreds of hours over the past three years to develop **ONE PLAN**, a comprehensive facilities plan for the Town of Boxford (available on line at: <https://www.town.boxford.ma.us/facilitiesmasterplan-finalreports>).

TASK FORCE RECOMMENDATIONS

The Task Force recommends five construction projects be implemented as **ONE PLAN** over the course of the next five years. The **ONE PLAN** is proposed for Town approval, appropriation and debt authorization in Article #5 of this warrant.

The budget for the full **ONE PLAN** project is \$24.525 million. This includes about \$4M in contingency. Of the total project amount, \$1.525 million is to be transferred from existing funds and 20-year debt authorizations totaling \$23 million will fund the balance.

Boxford Municipal Buildings Roadmap – September 2018



THE ONE TOWN/ONE PLAN PROJECT INCLUDES:

New Department of Public Works garage. Construct a new 17,000 square foot (sf) facility for the DPW to be located at “Site 1” (at the back of the property, beyond the sports fields and solar array) at 7 Spofford Road including an improved access driveway to Site 1. Total estimated cost includes escalation estimates and significant contingencies: **\$9.1 million.**

Renovation and addition on the existing Community Center/COA. Maintain the Council on Aging services at 4 Middleton Road and expand and rehabilitate the existing structure to create a new Community Center totaling 9600 sf. The new addition of approximately 6000 sf would be attached to the back of the current building. The total estimated cost includes escalation estimates and significant contingencies: **\$7 million.**

Renovation and addition on the current Library/Town Hall. Maintain Town Hall & Library services in the existing building at 7A Spofford Road. Expand and renovate the first floor to allow the Library to increase to 8000 square feet. Renovate portions of the second floor to maintain Town Administration in its current location in the building. Total estimated cost includes escalation estimates and significant contingencies: **\$7.4 million.**

Department of Public Works	\$9,100,000
Community Center/COA	\$7,000,000
Library/Town Hall	\$7,400,000
188 Washington St	\$800,000
Cummings House	\$225,000
TOTAL	\$24,525,000
Less Funds Applied	<u>\$(1,525,000)</u>
FINAL TOTAL	\$23,000,000

Temporary and permanent improvements to 188 Washington Street. Utilize 188 Washington Street as staging space for Town Hall, Library, and to accommodate Council on Aging services during construction. When completed, evaluate the building for potential lease to commercial tenants and/or outright commercial sale of the property. Total Cost of approximately: **\$800,000.**

Minor improvements to Cummings House. Maintain and partially restore the Cummings House at 10 Elm Street and demolish the attached ell and former Library addition and barn. Total Cost of approximately: **\$225,000.**

Boxford Treasurer, Ellen Guerin, and professional finance advisors have proposed a creative financing plan that slowly escalates tax impact over time as follows:

- FY19-FY24 - avg annual is \$0.14 on tax rate, or \$89 on \$623K home
- FY25-FY39 - avg annual is \$0.99 on tax rate, or \$614 on \$623K home
- FY40-FY46 - avg annual is \$0.64 on tax rate, or \$400 on \$623K home

The plan calls for all projects to be designed by coordinated design teams and implemented and phased in the most efficient manner possible. Boxford’s Permanent Building Committee will be charged with implementing the plan and will choose the Owners Project Manager and the Design Teams. The design contracts will be “design to budget” contracts which means if the construction bids come in over budget, the design team – at its own cost – must redesign and rebid. The schedule calls for two years for design and permitting, followed by three years or more for actual phased construction of all building additions.

Working together as **ONE TOWN** we now have **ONE PLAN** to provide Boxford with municipal facilities and infrastructure to serve the residents now and in the future. These recommendations are responsive to the Town’s current and future needs and will serve the Town and its residents for years to come.

- Bob Gore, Planning Board and Task Force Chair

**WARRANT FOR SPECIAL TOWN MEETING
OCTOBER 23, 2018 – 7:00 PM
COMMONWEALTH OF MASSACHUSETTS**

Essex, ss

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**, on Tuesday, the twenty third day of October at 7:00 P.M., then and there to act on the following articles, viz.:

ARTICLE 1. To see if the Town will vote to raise and appropriate or transfer from available funds to supplement the FY 2019 budget appropriations adopted as Article #2 of the May 8, 2018 Annual Town Meeting and **increase the Salary Reserve line item by \$44,579** and to adopt the **Classification Plan and Compensation Plan** for FY 2019, as submitted by the Personnel Board under Chapter 23 of the Town Code; said Classification Plan and Compensation Plan as printed on pages 8 through 11 of this warrant; or take any other action thereon.

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

Backup information: www.town.boxford.ma.us/stm-documents

ARTICLE 2. To see if the Town will vote to raise and appropriate or transfer from available funds to supplement the FY 2019 budget appropriations adopted as Article #2 of the May 8, 2018 Annual Town Meeting and **increase the Town Clerk salary line item by \$9,221 to fund a salary adjustment for the elected Town Clerk to a new FY19 salary of \$71,000**, or take any other action thereon.

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

Backup information: www.town.boxford.ma.us/stm-documents

ARTICLE 3. To see if the Town will vote to appropriate from the **Community Preservation Committee Undesignated Fund** the total sum of **\$1,000 to upgrade existing tennis courts** located adjacent to the Boxford Police Station to accommodate the playing of “Pickle ball” in addition to tennis, or take any other action thereon.

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

Backup information: www.town.boxford.ma.us/stm-documents

ARTICLE 4. To see if the Town will vote to amend its bylaws by adding the phrase shown in ***Underlined Bold Italic*** below to Town Code, Chapter 7, Commissions, Committees and Boards, Article XI, Permanent Building Committee, §7-20 Membership, B. Temporary members:

- A. Regular members. The Permanent Building Committee shall consist of five regular voting members, all serving without compensation. The appointing authority shall endeavor to appoint, to the extent possible, one registered architect, one licensed engineer, one licensed builder, one accountant, and one attorney, none of whom serve on other regulatory boards within the Town. All regular members shall be residents of the Town of Boxford. All regular members shall be appointed for one-year terms by the Board of Selectmen.
- B. Temporary members. For each municipal project, two temporary members shall be appointed who are members, professional employees of the Town, and/or designees of the appointed or elected board or committee sponsoring or requesting a construction or major maintenance project; or in the case of major maintenance initiated by the Permanent Building Committee itself, the board or committee whose facility would be the recipient thereof. ***In the case of a project with multiple buildings with simultaneous and coordinated design and construction, in addition to the two temporary members from the sponsoring committees cited above who have full membership and voting rights during deliberation on their respective building’s project; an additional two temporary members shall be appointed at large.*** The temporary members shall be appointed at large for one-year terms by the Board of Selectmen. Temporary members shall have the right to vote on the activities of the Permanent Building Committee only with respect to the particular project for which such member was appointed.

Sponsored and supported by the Board of Selectmen

Backup information: www.town.boxford.ma.us/stm-documents

ARTICLE 5. To see if the Town will vote to **appropriate, the sum of \$24,525,000 to be expended, to pay costs of design, permitting, construction and all other incidental and related expenses to implement the Non-School Municipal Facilities Plan dated October 1, 2018** and on file with the Office of the Town Clerk which may include, but is not limited to, any or all of the following: **1) a new Department of Public Works building and associated structures on Town-owned land off Spofford Road; 2) an expanded Community Center/COA at 4 Middleton Road and 3) an expanded Town Library at 7A Spofford Road;** said amount to be expended under the direction of the Permanent Building Committee; **and to meet this appropriation, to 1) transfer the sum of \$1,050,000 from Free Cash; 2) transfer the sum of \$475,000 from the Library Stabilization Fund created and funded by Article #5 of the May 8, 2018 Annual Town Meeting and that the Library stabilization funds be used for the Library construction portion of the project; and 3) further to authorize the Treasurer with the approval of the Board of Selectmen to borrow \$23,000,000** pursuant to Chapter 44 of the General Laws, as amended, or pursuant to any other enabling authority and to issue bonds or notes of the Town therefor and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of the issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; provided however that no funds shall be borrowed or expended hereunder unless and until the Town shall have voted to exclude the amounts required to pay for any bonds or notes issued pursuant to this vote from the limitations of Chapter 59, Section 21C of the General Laws, also known as Proposition 2½; and to authorize 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 of Boxford to affect the construction of said project or projects; and further to authorize the Board of Selectmen, Council on Aging, and the Board of Library Trustees to solicit, seek, receive and accept grants, donations and reimbursements for this project; or take any other action thereon.

Sponsored and Supported by the Planning Board
Finance Committee recommends adoption of this article
Board of Selectmen recommends adoption of this article
Board of Library Trustees recommends adoption of this article
Council on Aging recommends adoption of this article
Historic Districts Committee/Historical Commission recommends adoption of this article

NOTE: As an implementation committee, the Permanent Building Committee (PBC) chooses not to advocate for particular project proposals as they come before Town Meeting. However, the PBC believes it can execute the plan based on the assumptions and contingencies put forth by the task force.

Backup information: www.town.boxford.ma.us/stm-documents

ARTICLE 6. To transact any other business to legally come before this meeting.

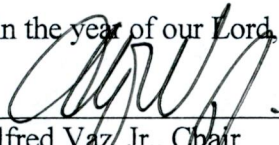
You are hereby ordered to notify and warn voters to meet in the Boxford Town Hall, 7A Spofford Road, Boxford, MA, on Tuesday, the sixth day of November next, polls open from 7:00 a.m. to 8:00 p.m., to vote in the Commonwealth of Massachusetts Election for the following purposes, viz: to choose by ballot for the following State offices for the ensuing year: **Senator in Congress; Governor and Lieutenant Governor; Attorney General; Secretary of State; Treasurer and Receiver General; Auditor; Representative in Congress; Councillor; Senator in General Court; Representative in General Court; District Attorney; Clerk of Courts; Register of Deeds;** and to vote on **THREE** statewide questions and to ALSO vote on the following Town of Boxford question:

QUESTION #4: 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 for the bond issued in order to **pay costs of design, permitting, construction and all other related expenses to implement the Non-School Municipal Facilities Plan dated October, 2018 and on file with the Office of the Town Clerk which may include any or all of the following as determined by Town Meeting:** 1) construction of a new Department of Public Works building and associated structures; 2) new or expanded Community Center; and 3) an expanded Town Library?

Yes ___ No ___

You are directed to serve this warrant by posting attested copies thereof at each of the public meeting houses in said Town fourteen 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 first day of October in the year of our Lord, two thousand eighteen.



Alfred Vaz, Jr., Chair

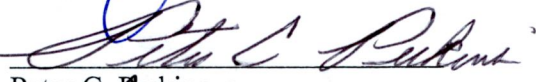
BOARD OF SELECTMEN



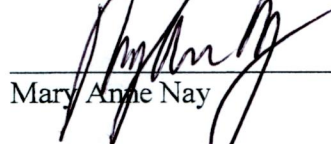
Barbara G. Jessel, Clerk



Charles J. Costello




Peter C. Perkins



Mary Anne Nay

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



John A. Rowen, Constable
East Parish

David A. Smallman, Constable
West Parish

Date 10/02/2018

Date _____

**TOWN OF BOXFORD – COMPENSATION PLAN for
NON-BENEFIT ELIGIBLE CLASSIFICATION PLAN EMPLOYEES
FISCAL YEAR 2019**

HOURLY EMPLOYEES CLASSIFICATION	HOURLY RATE FY 2019
1. Library Personnel	
Circulation Attendant	12.00
Library Assistant	15.74
2. Minutes Secretary	16.55-19.20 (Based on Tenure)
3. Clerical Associate	16.16
4. Assistant Town Clerk	21.96
5. Assistant Animal Control Officer	13.32
6. Alternate Building Inspector	26.43
7. Recycle Attendant	16.32
8. Election Officers	
Wardens	12.50
Inspectors	12.00
9. Plumbing/Gas Inspector	340.75 (weekly stipend)
10. Wiring Inspector	340.75 (weekly stipend)
11. DPW Summer Help	
Starting	12.00
After 30 days	12.50
Returning 2 nd Year	13.00
Each Successive Returning Yr	+.50/hr.
12. Parks Program (Seasonal)	
Director	32.47 – 37.88
Assistant Director	20.60 – 25.76
Nurse	25.76 – 35.06
Art Director	20.60 – 25.76
Lead Instructor	13.20 – 15.23
Senior Instructor	12.50 – 13.00
Junior Instructor	12.00 – 12.50
13. Outreach Worker	17.14
14. Van Driver	14.42

TOWN OF BOXFORD, MA - NON-UNION CLASSIFICATION PLAN

Grade N-1

No position assigned.

Grade N-2

No position assigned.

Grade N-3

No position assigned.

Grade N-4

Animal Control Officer

Grade N-5

Payroll and Benefits Administrator

Grade N-6

No position assigned.

Grade N-7

No position assigned.

Grade N-8

No position assigned.

Grade N-9

Director of Communications
Director of Senior Services
Town Clerk

Grade N-10

Director of Public Health
Director of Public Libraries
Inspector of Buildings

Grade N-11

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

Grade N-12

No position assigned.

Grade N-13

DPW Superintendent/Town Engineer
Fire Chief

Grade N-14

Police Chief
Director of Municipal Finance/Town Accountant

Grade N-15

Town Administrator

TOWN OF BOXFORD - PROPOSED NON-UNION COMPENSATION PLAN FY-2019

<i>Grade</i>		<i>Min</i>	<i>Mid</i>	<i>Max</i>
1	Hourly	16.69	19.19	22.07
	Weekly	667.60	767.60	882.80
	Annual	34,848.72	40,068.72	46,082.16
2	Hourly	18.36	21.11	24.28
	Weekly	734.36	844.40	971.20
	Annual	38,333.59	44,077.68	50,696.64
3	Hourly	20.20	23.23	26.71
	Weekly	807.84	929.20	1,068.40
	Annual	42,169.25	48,504.24	55,770.48
4	Hourly	22.22	25.55	29.39
	Weekly	888.80	1,022.00	1,175.60
	Annual	46,395.36	53,348.40	61,366.32
5	Hourly	23.78	27.34	31.44
	Weekly	951.02	1,093.60	1,257.60
	Annual	49,643.04	57,085.92	65,646.72
6	Hourly	25.44	29.26	33.65
	Weekly	1,017.78	1,170.40	1,346.00
	Annual	53,128.32	61,094.88	70,261.20
7	Hourly	27.22	31.30	36.00
	Weekly	1,088.83	1,252.00	1,440.00
	Annual	56,837.03	65,354.40	75,168.00
8	Hourly	29.13	33.49	38.52
	Weekly	1,165.02	1,339.60	1,540.80
	Annual	60,813.84	69,927.12	80,429.76
9	Hourly	31.17	35.84	41.22
	Weekly	1,246.76	1,433.60	1,648.80
	Annual	65,081.08	74,833.92	86,067.36
10	Hourly	33.35	38.35	44.11
	Weekly	1,334.08	1,534.00	1,764.40
	Annual	69,638.77	80,074.80	92,101.68
11	Hourly	35.68	41.04	47.19
	Weekly	1,427.38	1,641.60	1,887.60
	Annual	74,509.24	85,691.52	98,532.72
12	Hourly	39.25	45.14	51.91
	Weekly	1,569.92	1,805.60	2,076.40
	Annual	81,949.82	94,252.32	108,388.08
13	Hourly	43.96	50.55	58.14
	Weekly	1,758.40	2,022.00	2,325.60
	Annual	91,788.48	105,548.40	121,396.32
14	Hourly	49.24	56.62	65.11
	Weekly	1,969.41	2,264.80	2,604.40
	Annual	102,803.10	118,222.56	135,949.68
15	Hourly	55.15	63.42	72.93
	Weekly	2,205.95	2,536.80	2,917.20
	Annual	115,150.69	132,420.96	152,277.84

Personnel Board Proposed Career Firefighter compensation matrix										
		3%	3%	3%	2%	2%	2%	2%	2%	2%
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Firefighter	\$24,300	\$25,030	\$25,780	\$26,550	\$27,080	\$27,630	\$28,180	\$28,740	\$29,320	\$29,900
	\$972,000	\$1,001,160	\$1,031,190	\$1,062,130	\$1,083,370	\$1,105,040	\$1,127,140	\$1,149,680	\$1,172,680	\$1,196,130
	\$50,738.40	\$52,260.55	\$53,828.37	\$55,443.22	\$56,552.08	\$57,683.13	\$58,836.79	\$60,013.52	\$61,213.79	\$62,438.07
Fire Lieutenant	\$26,730	\$27,530	\$28,360	\$29,210	\$29,790	\$30,390	\$31,000	\$31,620	\$32,250	\$32,890
	\$1,069,200	\$1,101,280	\$1,134,310	\$1,168,340	\$1,191,710	\$1,215,540	\$1,239,860	\$1,264,650	\$1,289,950	\$1,315,740
	\$55,812.24	\$57,486.61	\$59,211.21	\$60,987.54	\$62,207.29	\$63,451.44	\$64,720.47	\$66,014.88	\$67,335.17	\$68,681.88
Fire Captain	\$29,400	\$30,290	\$31,190	\$32,130	\$32,770	\$33,430	\$34,100	\$34,780	\$35,470	\$36,180
	\$1,176,120	\$1,211,400	\$1,247,750	\$1,285,180	\$1,310,880	\$1,337,100	\$1,363,840	\$1,391,120	\$1,418,940	\$1,447,320
	\$61,393.46	\$63,235.27	\$65,132.33	\$67,086.30	\$68,428.02	\$69,796.58	\$71,192.51	\$72,616.36	\$74,068.69	\$75,550.07
Fire Deputy	\$32,340	\$33,310	\$34,310	\$35,340	\$36,050	\$36,770	\$37,510	\$38,260	\$39,020	\$39,800
	\$1,293,730	\$1,332,540	\$1,372,520	\$1,413,700	\$1,441,970	\$1,470,810	\$1,500,230	\$1,530,230	\$1,560,830	\$1,592,050
	\$67,532.81	\$69,558.79	\$71,645.56	\$73,794.93	\$75,270.82	\$76,776.24	\$78,311.77	\$79,878.00	\$81,475.56	\$83,105.07

Agricultural Commission Disclosure Notification

It is the policy of this community to conserve, protect and encourage the maintenance and improvement of agricultural land for promotion of sustainable agriculture inclusive of production of food, and other agricultural products, and also for its natural and ecological value. This disclosure notification is to inform buyers or occupants that the property they are about to acquire or occupy lies within a town where farming activities may occur. Such farming activities may include, but are not limited to, activities that cause noise, dust and odors. Buyers or occupants are also informed that the location of property within the Town may be impacted by recreational and commercial agricultural operations including the ability to access water services for such property under certain circumstances.

Buyers or occupants should also note that the Town of Boxford owns extensive parcels of land that may be used for recreational and agricultural purpose. In addition, an extensive trail network on public and private lands exists and connects to most of these Town owned parcels.

The Town of Boxford is supportive of farming, dedicated to the preservation of open space, and ardent in preserving its rural charm for future generations.

**BOARD OF SELECTMEN
TOWN OF BOXFORD
7A SPOFFORD ROAD
BOXFORD, MA 01921**

**BULK RATE
POSTAGE PAID
PERMIT #19
BOXFORD, MA**

**BOXHOLDER
BOXFORD, MA 01921
01885**