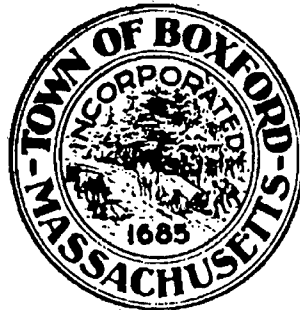


TOWN OF BOXFORD

Website: www.town.boxford.ma.us

**Warrant for Annual Town Meeting
Tuesday, May 14, 2019
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/atm-documents>

PLEASE BRING THIS WARRANT FOR THE ANNUAL TOWN MEETING WITH YOU ON

May 14, 2019 AT 7:00 P.M.

WARRANT FOR ANNUAL TOWN MEETING
MAY 14, 2019 - 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 Board of Selectmen

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

ARTICLE 2. To see if the Town will vote to adopt the **Classification Plan and Compensation Plan** for FY 2020, as submitted by the Personnel Board under Chapter 23 of the Town Code; said Classification Plan and Compensation Plan as printed on pages 13 through 16 of this warrant; funding for estimated costs of said plan included in the general operating budget of Town in Article #3; or take any other action thereon.

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

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

ARTICLE 3. 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 2020, 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: **\$34,819,008**
The proposed budget is printed on pages 18 and 19 of this warrant.
Board of Selectmen recommends adoption of this article

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

ARTICLE 4. To see if the Town will vote to raise and appropriate **\$207,289 for the purposes of additionally funding the Fiscal Year 2020 Masconomet Regional School District Assessment**, thereby completing the funding required to meet the total assessment and approving the District certified budget; or take any other action thereon.

Sponsored and Supported by the Finance Committee
Masconomet School Committee recommends adoption of this article
Board of Selectmen recommends adoption of this article

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

ARTICLE 5. To see if the Town will vote to raise and appropriate **\$10,237 for the purpose of additionally funding the Fiscal Year 2020 Communications Department Budget to partially fund the hiring of one part-time additional Communications Dispatcher**; or take any other action thereon.

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

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

ARTICLE 6. To see if the Town will vote to raise and appropriate **\$28,188 for the purpose of additionally funding the Fiscal Year 2020 Council on Aging Department Budget to hire one part-time social worker**; or take any other action thereon.

Sponsored and Supported by the Council on Aging
Board of Selectmen recommends adoption of this article
Finance Committee recommends adoption of this article
Personnel Board recommends adoption of this article

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

ARTICLE 7. To see if the Town will vote to raise and appropriate **\$29,300 for the purpose of additionally funding the Fiscal Year 2020 DPW Non-Salary Expense Budget to improve and increase the Town's annual maintenance of recreational playing fields**, or to take any other action thereon.

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

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

ARTICLE 8. To act on the list of proposed equipment and capital purchases for FY 2020 and see what sums of money the Town will vote to transfer from Free Cash, for the use of several departments for fiscal year 2020, and authorize expenditure of these funds for such purposes under the direction of the appropriate listed department and authorize the Board of Selectmen or School Committees to dispose of any equipment declared surplus if replaced; or take any other action thereon.

Sponsored and supported by the Board of Selectmen (Numbers 1-24)
Sponsored and supported by the Elementary School Committee (Number 25)
Sponsored and supported by the Masconomet District School Committee (Number 26)
Estimate: **\$1,226,695**
Finance Committee recommends adoption of this article
Permanent Building Committee Recommendations as noted
The proposed capital budget is printed on page 17 of this warrant.

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

ARTICLE 9. To see if the Town will vote to transfer from available funds the sum of **\$62,000 to engage consulting and engineering services to design, seek regulatory permitting approval, provide plans and specifications, conduct competitive construction bidding and undertake other services as necessary, for replacement of HVAC system in Town Hall/Library**, said funds to be expended under the direction of the Permanent Building Committee, or take any other action thereon.

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

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

ARTICLE 10. To see if the Town will vote to transfer from available funds the sum of **\$77,000 to engage consulting and engineering services to design, seek regulatory permitting approval, provide plans and specifications, conduct competitive construction bidding and undertake other services as necessary, for a partial replacement of the building envelope in Town Hall/Library**, said funds to be expended under the direction of the Permanent Building Committee, or take any other action thereon.

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

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

ARTICLE 11. To see if the Town will vote to appropriate the sum of **\$430,000 for architectural, engineering and other consultant fees and other expenses incidental and related thereto, as necessary to prepare design plans and specifications, to provide construction documents, and to conduct solicitation of construction bids for the "historic rehabilitation," as defined in the Community Preservation Act, of the Cummings House, located at 10 Elm Street, for the purpose of rendering the Cummings House functional for use as the Boxford Community & Senior Center to consist of approximately 5,000 square feet; said documents to also address associated site work, the incorporation of the historic Cummings House structure, and the demolition of the 1980's addition to the building as well as the construction of a new addition to the building; and that to meet this appropriation, the sum of \$140,000 be transferred from the Historic Preservation Community Preservation Fund balance, the sum of \$25,000 be transferred from the Senior Center Gift Fund, and to authorize the Treasurer with**

the approval of the Board of Selectmen to **borrow the sum of \$265,000** under and pursuant to Chapter 44, section 7(7) of the General Laws or pursuant to any other enabling authority, and to issue bonds or notes of the town therefor, provided that any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. c. 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; said funds to be expended under the direction of the Permanent Building Committee in consultation with the Council on Aging and the Community Preservation Committee; and further, to authorize the Council on Aging and others to seek private donations, grants, and contributions with a goal of raising at least 30% of all costs associated with subsequent construction of the building; or take any other action thereon.

Sponsored and Supported by the Board of Selectmen, Historic Districts Commission/Historical Committee, Council on Aging, and Community Preservation Committee
Finance Committee recommends adoption of this article
Permanent Building Committee recommends adoption of this article

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

ARTICLE 12. To see if the Town will vote to **transfer the care, custody, management, and control of the Town-owned property located at 10 Elm Street, including any structures thereon, from the Board of Selectmen for general municipal purposes, to the Board of Selectmen for Community Center purposes, with the intent that such property shall be used for the siting of a new Community & Senior Center building,** the planning, designing, construction, and equipping of which shall be undertaken under the direction of the Permanent Building Committee in consultation with the Council on Aging; such building to incorporate and make part of its design and construction those historic parts of the Cummings House currently located upon said property and found sound and reusable, with a goal of raising at least 30% of all costs associated with planning and construction of the building through private donations, grants, and contributions, with additional cost as may be eligible, as may be funded, from Community Preservation Act Funds and/or other available Town funds as approved by vote of a future Town Meeting; provided, however, that in the event the construction of the building contemplated herein has not been authorized and funds appropriated therefor by Town Meeting before June 30, 2022, the property shall revert to the Board of Selectmen for general municipal purposes; or take any other action thereon.

[To be considered if previous article fails]

Sponsored and Supported by the Council on Aging
Historic District Commission/Historical Committee recommends adoption of this article
Board of Selectmen recommends adoption of this article if the previous article fails

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

ARTICLE 13. To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for a special act to provide for the issuance of alcoholic beverage licenses in the form set forth below; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approve amendments to the bill before enactment by the General Court; and, provided further that the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition:

Notwithstanding section 17 of chapter 138 of the General Laws, The Board of Selectmen as the licensing authority of the town of Boxford may grant one (1) additional license for the sale of wines and malt beverages to be drunk on the premises pursuant to section 12 of said chapter 138 to Boxford Community Store, Inc., located at 7 Elm Street, and one (1) additional license for the sale

of wines and malt beverages to be drunk on the premises pursuant to said section 12 of said chapter 138 to a restaurant located in the B-1 Retail Business District upon successful application to the Board of Selectmen. Licenses granted under this act shall be subject to all of said chapter 138, except said section 17. If any license granted pursuant to this act is cancelled, revoked or no longer in use, it shall be returned physically, with all of the legal rights, privileges and restrictions pertaining thereto, to the licensing authority, which may then grant the license to a new applicant at the same location, or at another location in the B-1 Retail Business District under the same conditions as specified in this act.

Notwithstanding section 11 of chapter 138 of the General Laws or any other general or special law to the contrary, the licensing authority of the town of Boxford may grant special licenses for the sale of alcoholic beverages in accordance with section 14 of chapter 138 to a responsible manager conducting an indoor or outdoor activity or enterprise for a gathering of less than 500 persons. The licenses shall be subject to any other requirements that the Board of Selectmen may deem appropriate.

or to take any other action thereon.

Sponsored and Supported by the Board of Selectmen

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

ARTICLE 14. To see if the Town will vote to set the **annual curbside solid waste collection fee at \$2.50 for each 32-gallon bag** or container (each use); or take any other action thereon.

Sponsored and Supported by the Board of Health
Finance Committee recommends a reassessment of the Trash Sticker Fee for FY2021

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

ARTICLE 15. To see if the Town will vote to **appropriate or reserve from the Community Preservation Fund FY 2020 estimated 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 2020, with each item to be considered a separate appropriation:

Appropriations:

Sawyer-Richardson Open Space Bond expense	\$ 162,650
Lincoln Hall Renovation Bond expense	\$ 46,463
Haynes Land Purchase Bond expense	\$ 132,750
Aaron Wood Renovation Bond expense	\$ 14,846
Boxford Commons Bond expense	\$ 121,206
Committee Administrative Expenses	\$ 46,786

Reserves:

Historic Resources Reserve	\$ 32,263
Community Housing Reserve	\$ 93,571
Budgeted Reserve	\$ 236,294

or take any other action thereon.

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

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

ARTICLE 16. To see if the Town will vote to appropriate **\$35,000** from the Undesignated Community Preservation Fund balance **to fund the planning, permitting and construction of a pedestrian-equestrian boardwalk at Wildcat Conservation Area**, including other expenses incidental and related thereto, with additional funding to come from grants and private sources for a total project cost of \$40,000, said funds to be expended under the direction of the Community Preservation Committee; 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/atm-documents

ARTICLE 17. To see if the Town will vote to appropriate **\$20,000** from the Undesignated Community Preservation Fund balance **to fund the placement of a stone dust surface and associated rehabilitation of a recreational trail located on the National Grid right-of-way between Pye Brook Road and the Topsfield Town Line**, including other expenses incidental and related thereto, with additional funding to come from grants and private sources for a total project cost of \$53,490, said funds to be expended under the direction of the Community Preservation Committee; 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/atm-documents

ARTICLE 18. To see if the Town will vote to appropriate **\$40,000** from the Undesignated Community Preservation Fund balance **to fund Conservation Commission projects to preserve, rehabilitate and restore conservation land and associated recreational resources in Boxford** as allowed by the Community Preservation Act, including other expenses incidental and related thereto, said projects to be authorized by both the Conservation Commission and the Community Preservation Committee, said funds to be expended under the direction of the Community Preservation Committee; 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/atm-documents

ARTICLE 19. To see if the town will adopt the following amendment to the Zoning Bylaw, Town Code Chapter 196, Section 45E, consisting of a change in the lapse period for failure to begin construction from 12 months to 24 months, as follows (deleted text is ~~struck through~~, proposed new text is **bold and underlined**):

§196-45. E. Lapse. Special Permits shall lapse if a substantial use thereof or construction has not begun, except for good cause, within ~~12~~**24** months of special permit approval (plus such time as is required to pursue or await the determination of an appeal from the grant thereof).

or take any other action thereon.

Sponsored by the Planning Board
Planning Board to make report and recommendation at Town Meeting
Board of Selectmen to make recommendation at Town Meeting

ARTICLE 20. To see if the Town will vote to accept the provisions of General Laws Chapter 44, Section 55C, and to establish a trust to be known as the Boxford Affordable Housing Trust Fund, whose purpose shall be to provide for the creation and preservation of affordable housing in the Town of Boxford for the benefit of low and moderate income households and for the funding of community housing, as defined and in accordance with the provisions of General Laws Chapter 44B, and, in implementation thereof, vote to amend the Town Bylaws by inserting new section Chapter 7, Article XVII, for these purposes, which will include the establishment of a Board of Trustees to govern said trust, as follows:

BOXFORD AFFORDABLE HOUSING TRUST FUND

§7-46 NAME OF THE TRUST.

The trust shall be called the "Boxford Affordable Housing Trust Fund," herein referred to as the "Trust".

§7-47 PURPOSE OF TRUST.

The purpose of the Trust shall be to provide for the preservation and creation of affordable housing in the Town of Boxford for the benefit of low and moderate income households and for the funding of community housing as defined and in accordance with the provisions of the Community Preservation Act, General Laws Chapter 44B ("Chapter 44B"). The Trust shall use such property, both real and personal, and shall dispense such funds in such manner as the Board of Trustees shall deem most appropriate to carry out such purposes consistent with the policies adopted from time to time by the Board of Selectmen regarding affordable housing. The Trust shall be governed by a Board of Trustees in accordance with the General Laws Chapter 44, Section 55C (the "Act"), as revised from time to time, and the authority granted by Town Meeting.

§7-48 APPOINTMENT AND TENURE OF TRUSTEES.

There shall be a seven (7) member Board of Trustees (the "Board"), six of whom shall be appointed for two year overlapping terms of office by the Board of Selectmen from amongst the residents of the Town. Initially, the appointments shall be staggered terms: three for one-year terms and three for two-year terms. The members of the Board shall serve without compensation and shall be composed of the following:

- one (1) member of the Board of Selectmen;
- one (1) member of the Community Preservation Committee;
- one (1) member of the Housing Partnership Committee;
- one (1) member of the Planning Board;
- two (2) residents at large; and
- the Town Administrator or the Town Administrator's designee

In the event that a vacancy shall occur on the Board of Trustees, the Board of Selectmen shall fill said vacancy for the unexpired term in accordance with this Bylaw.

The Trustees are hereby authorized to execute a Declaration of Trust for the Trust, to be recorded with the Essex South Registry of Deeds and filed with the Essex South District of the Land Court.

§7-49 POWERS OF TRUSTEES.

The powers and duties of the Trustees shall include the following, all of which shall be carried on in furtherance of the purposes and in compliance with the terms set forth in the Act:

- (A) To accept and receive personal property by gift, grant, contribution, bequeath or transfer from any person, firm, corporation or other public or private entity, including but not limited to money, grants of funds or other property tendered to the Trust in connection with any bylaw or any general or special law or any other source, including money appropriated pursuant to the Chapter 44B; provided, however, that any Chapter 44B monies received shall remain subject to all the rules, regulations and limitations of that chapter when expended by the Trust, and such funds shall be accounted for separately by the Trust; and provided further, that no later than July 15 of any calendar year, the Trust shall ensure that all expenditures of funds received from said Chapter 44B are reported to the Community Preservation Committee for inclusion in the year end reporting to the Massachusetts Department of Revenue.
- (B) To purchase and retain personal property, including, without restriction, investments that yield a high rate of income or no income;
- (C) To execute, acknowledge and deliver assignments, transfers, pledges, covenants, contracts, promissory notes, releases, grant agreements and other instruments sealed or unsealed, necessary, proper or incident to any transaction in which the Trustees engage for the accomplishment of the purposes of the Trust;
- (D) To accept mortgages and other liens in real property to secure loans and other monies advanced for the purposes of the Trust, and, in the event of a default or breach of said loans, to take any and all actions, including foreclosure, against said real property, and to dispose and/or utilize any such real property so acquired for the purposes of this Trust;
- (E) To employ advisors and agents, such as accountants, appraisers, and lawyers as the Trustees deem necessary;
- (F) To pay reasonable compensation and expenses to all advisors and agents and to apportion such compensation between income and principal as the Trustees deem advisable;
- (G) To make distributions or divisions of principal in kind;
- (H) To compromise, attribute, defend, enforce, release, settle or otherwise adjust claims in favor or against the Trust, including claims for taxes, and to accept any property, either in total or partial satisfaction of any indebtedness or other obligation, and subject to the provisions of Section 55C, to continue to hold the same for such period of time as the Trustees may deem appropriate;
- (I) To extend the time for payment of any obligation to the Trust;
- (J) To issue policy goals and statements to serve as guidelines for the Trust;
- (K) To provide funds for the benefit of low and moderate income households to assist in the acquisition, creation, preservation, rehabilitation and support of housing affordable for such families; and

- (L) To exercise such additional powers, if any, as may be set forth in Section 55C, as it may be amended from time to time, so long as said powers are consistent with the powers granted under this Trust.

or take any other action thereon.

Sponsored and supported by the Housing Partnership Committee
Board of Selectmen recommends adoption of this article

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

ARTICLE 21. To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **\$145,635 to initially fund the Boxford Affordable Housing Trust Fund** established pursuant to the vote taken under Article 20 of the May 14, 2019 Annual Town Meeting, said funds to be expended under the direction of the Boxford Affordable Housing Trust Fund Board of Trustees, or to take any other action thereon.

Sponsored and supported by the Housing Partnership Committee
Finance Committee recommends adoption of this article
Board of Selectmen recommends adoption of this article

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

ARTICLE 22. To see if the Town will vote to amend its Stormwater Bylaw, by inserting jurisdiction over **illicit discharges** into the town's stormwater system, and amend language of the bylaw, shown in full in a document on file with the Town Clerk, and in the relevant sections of the existing bylaw as shown below in bold underline; Town Code, Chapter 160, **STORMWATER MANAGEMENT BYLAW:**

§160-1. B. **Determinations.**

.....Construction Site stormwater runoff and post-construction stormwater discharges, **as well as illicit discharges**, can adversely affect public safety, public and private property, surface water, groundwater resources, drinking water supplies, recreation, aquatic habitats, fish and other aquatic life, property values and other uses of land and water;...

§160-2. A. **Purposes; objectives.**

- A) The purpose of this Bylaw is to protect, maintain and enhance the public health, safety, environment and general welfare by establishing minimum requirements and procedures to control the adverse effects of Construction Site stormwater runoff and post-construction stormwater discharges, **as well as illicit discharges**....

(8) Establish a prohibition on illicit discharges and a mechanism and authority to remove any illicit discharges that may be discovered.

§160-3. **Definitions.**

ILLICIT DISCHARGE – Means any discharge to a MS4 that is not composed entirely of storm water, except discharges pursuant to an NPDES permit, discharges resulting from fire-

fighting activities, and discharges allowed pursuant to section 1.4 of the Massachusetts MS4 General Permit effective July 1, 2018.

§160-6. **Statement of Jurisdiction.**

- A. No person shall perform any activity that alters a Construction Site or Hotspot, **or results in illicit discharge**, except as authorized by the Conservation Commission...

or take any other action thereon.

Sponsored and Supported by the Conservation Commission

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

ARTICLE 23. To see if the Town will vote to accept G.L. c. 64L, § 2(a) to impose a local meals excise tax of 0.75% on the sale of restaurant meals originating within the Town to take effect July 1, 2019; or take any other action thereon.

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

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

ARTICLE 24. To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$12,384 to fund an existing retirement bonus benefit equal to 50% of accumulated, but unused sick days available to retiring employees with more than twenty-five years consecutive service with the Town of Boxford, said funds to be expended under the direction of the Board of Selectmen, or take any other action thereon.

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

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

ARTICLE 25. To see if the Town will vote to raise and appropriate, or transfer from available funds the sum of \$27,500 to fund the Compensated Absence Fund; or take any other action thereon.

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

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

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

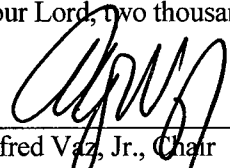
Backup information: www.town.boxford.ma.us/atm-documents

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 day 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: **Board of Selectmen**, TWO members for three years; **Board of Assessors**, one member for three years; **Planning Board**, one member for five years; **Board of Health**, one member for three years; **Boxford School Committee**, one member for three years; **Masconomet Regional District School Committee**, one member for three years; **Board of Library Trustees**, TWO members for three years; **Board of Commissioners of Trust Funds**, one member for three years **Town Clerk** for three years.

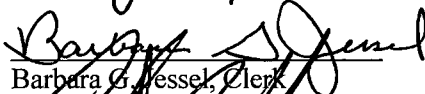
And you are directed to serve this warrant by posting attested copies thereof at each of the public meeting houses in said Town seven days, at least, before the time of holding said meeting.

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 eighth day of April in the year of our Lord, two thousand nineteen.



Alfred Vaz, Jr., Chair

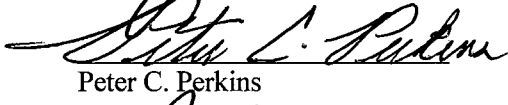


Barbara G. Jessel, Clerk

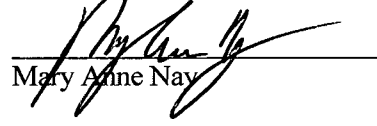
BOARD OF SELECTMEN



Charles J. Costello

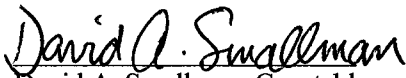


Peter C. Perkins




Mary Anne Nay

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



David A. Smallman, Constable
West Parish



John A. Rowen, Constable
East Parish

Date 4-9-19

Date 4/10/2019

**TOWN OF BOXFORD – COMPENSATION PLAN for
NON-BENEFIT ELIGIBLE CLASSIFICATION PLAN EMPLOYEES
FISCAL YEAR 2020**

HOURLY EMPLOYEES CLASSIFICATION	HOURLY RATE FY 2020
1. Library Personnel	
Circulation Attendant	12.24
Library Assistant	16.05
2. Minutes Secretary	16.88-19.58 (Based on Tenure)
3. Clerical Associate	16.48
4. Assistant Town Clerk	22.40
5. Assistant Animal Control Officer	13.59
6. Alternate Building Inspector	26.96
7. Recycle Attendant	16.65
8. Election Officers	
Wardens	12.75
Inspectors	12.24
9. Plumbing/Gas Inspector	347.57 (weekly stipend)
10. Wiring Inspector	347.57 (weekly stipend)
11. DPW Summer Help	
Starting	12.24
After 30 days	12.75
Returning 2 nd Year	13.26
Each Successive Returning Yr	+.50/hr.
12. Parks Program (Seasonal)	
Director	33.12 – 38.64
Assistant Director	18.00 - 23.00
Nurse	25.00 - 35.00
Art Director	18.00 - 23.00
Lead Instructor	15.00 - 16.00
Senior Instructor	13.00 - 15.00
Junior Instructor	12.00 - 13.00
13. Outreach Worker	17.48
14. Van Driver	14.71

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-2020

<i>Grade</i>		<i>Min</i>	<i>Mid</i>	<i>Max</i>
1	Hourly	17.02	19.57	22.51
	Weekly	680.95	782.95	900.46
	Annual	35,545.69	40,068.72	46,082.16
2	Hourly	18.73	21.53	24.77
	Weekly	749.09	861.29	990.62
	Annual	39,102.39	44,959.23	51,710.57
3	Hourly	20.60	23.69	27.24
	Weekly	824.16	947.784	1,089.77
	Annual	43,021.15	49,474.32	56,885.89
4	Hourly	22.66	26.06	29.98
	Weekly	906.576	1,042.44	1,199.11
	Annual	47,323.27	54,415.37	62,593.65
5	Hourly	24.26	27.89	32.07
	Weekly	970.224	1,115.472	1,282.752
	Annual	50,645.69	58,227.64	66,959.65
6	Hourly	25.95	29.85	34.32
	Weekly	1,037.95	1,193.81	1,372.92
	Annual	54,181.09	62,316.78	71,666.42
7	Hourly	27.76	31.93	36.72
	Weekly	1,110.58	1,277.04	1,468.80
	Annual	57,972.07	66,661.49	76,671.36
8	Hourly	29.71	34.16	39.29
	Weekly	1,188.50	1,366.39	1,571.62
	Annual	62,039.91	71,325.66	82,038.36
9	Hourly	31.79	36.56	42.04
	Weekly	1,271.74	1,462.27	1,681.78
	Annual	66,384.62	76,330.60	87,788.71
10	Hourly	34.02	39.12	44.99
	Weekly	1,360.68	1,564.68	1,799.69
	Annual	71,027.50	81,676.30	93,943.71
11	Hourly	36.39	41.86	48.13
	Weekly	1,455.74	1,674.43	1,925.35
	Annual	75,989.84	87,405.35	100,503.37
12	Hourly	40.04	46.04	52.95
	Weekly	1,601.40	1,841.71	2,117.93
	Annual	83,593.08	96,137.37	110,555.84
13	Hourly	44.84	51.56	59.30
	Weekly	1,793.57	2,062.44	2,372.11
	Annual	93,624.25	107,659.37	123,824.25
14	Hourly	50.22	57.75	66.41
	Weekly	2,008.99	2,264.80	2,604.40
	Annual	104,869.38	118,222.56	135,949.68
15	Hourly	56.253	64.6884	74.3886
	Weekly	2,250.12	2,587.54	2,975.54
	Annual	117,456.26	135,069.38	155,323.40

Personnel Board Proposed Career Firefighter compensation matrix										
	3%	3%	3%	3%	2%	2%	2%	2%	2%	2%
	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	
Firefighter	\$24.79	\$25.53	\$26.30	\$27.08	\$28.18	\$28.74	\$29.32	\$29.90	\$30.50	
	\$991.44	\$1,021.18	\$1,051.82	\$1,083.37	\$1,105.04	\$1,149.68	\$1,172.68	\$1,196.13	\$1,220.05	
	\$51,753.17	\$53,305.76	\$54,904.94	\$56,552.08	\$57,683.13	\$58,836.79	\$61,213.79	\$62,438.07	\$63,686.83	
Fire Lieutenant	\$27.26	\$28.08	\$28.93	\$29.79	\$31.00	\$31.62	\$32.25	\$32.89	\$33.55	
	\$1,090.58	\$1,123.30	\$1,157.00	\$1,191.71	\$1,239.86	\$1,264.65	\$1,289.95	\$1,315.74	\$1,342.06	
	\$56,928.48	\$58,636.34	\$60,395.43	\$62,207.29	\$63,451.44	\$66,014.88	\$67,335.17	\$68,681.88	\$70,055.51	
Fire Captain	\$29.99	\$30.89	\$31.82	\$32.77	\$33.43	\$34.78	\$35.47	\$36.18	\$36.91	
	\$1,199.64	\$1,235.63	\$1,272.70	\$1,310.88	\$1,363.84	\$1,391.12	\$1,418.94	\$1,447.32	\$1,476.27	
	\$62,621.33	\$64,499.97	\$66,434.97	\$68,428.02	\$69,796.58	\$71,192.51	\$72,616.36	\$74,068.69	\$75,550.07	
Fire Deputy	\$32.99	\$33.98	\$35.00	\$36.05	\$37.51	\$38.26	\$39.02	\$39.80	\$40.60	
	\$1,319.61	\$1,359.19	\$1,399.97	\$1,441.97	\$1,500.23	\$1,530.23	\$1,560.83	\$1,592.05	\$1,623.89	
	\$68,883.47	\$70,949.97	\$73,078.47	\$75,270.82	\$76,776.24	\$78,311.77	\$79,878.00	\$81,475.56	\$83,105.07	

Proposed Equipment and Capital Purchases for FY 2020

			Bldg Comm Recommendation
1	Fund Community Center Flooring (2 nd Floor)	\$ 14,000	Recommend adoption
2	Fund Fire Stations Bathroom Fixtures	\$ 5,000	Recommend adoption
3	Fund Main Street Fire – Kitchen Replacement	\$ 8,200	Recommend adoption
4	Fund Police Station HVAC Replacement	\$ 25,514	Recommend adoption
5	Fund Police Station Flooring Replacement	\$ 14,000	Recommend adoption
6	Fund Police Station Replace Access System	\$ 20,000	Recommend adoption
7	Fund Lincoln Hall Window/Woodworking Repair	\$ 4,500	Recommend adoption
8	Fund Community Center Lift Replacement	\$ 65,000	Recommend adoption
9	Fund Community Center 2 nd Floor Interior Painting	\$ 5,000	Recommend adoption
10	Fund Stiles Pond Dam Study	\$ 9,000	Not Applicable
11	Fund Stormwater NPDES Permit Expenses (FY19)	\$ 32,000	Not Applicable
12	Fund Culvert Engineering - Baldpate	\$ 29,250	Not Applicable
13	Fund Culvert Engineering Willow Road	\$ 49,200	Not Applicable
14	Fund Culvert Construction – Valley Road (FY19)	\$ 99,781	Not Applicable
15	Fund Forestry Wood Chip Truck Replacement	\$ 87,146	Not Applicable
16	Fund Wood Chipper Replacement	\$ 47,399	Not Applicable
17	Fund Replacement of Two Mowers and add a third mower (FY19)	\$ 46,690	Not Applicable
18	Fund New Bobcat Skid Steer	\$ 94,950	Not Applicable
19	Partially Fund Lockwood Lane Bridge Replacement	\$ 150,000	Not Applicable
20	Fund Two New Speed Advisory Signs – West Village	\$ 9,270	Not Applicable
21	Fund Library/Town Hall New Security Cameras/panic buttons	\$ 20,000	Not Applicable
22	Fund Replacement Fire Helmets	\$ 12,160	Not Applicable
23	Fund Fire – Hose Replacement	\$ 34,000	Not Applicable
24	Fund Communications Replacement Police/Fire Receivers	\$ 20,000	Not Applicable
25	Fund Elementary Cole School– HVAC replacement	\$ 153,680	Recommend adoption
26	Fund contribution to Masconomet Capital Stabilization Account	\$ 170,955	Not Applicable
	TOTAL EQUIPMENT & CAPITAL PURCHASES	1,226,695	

	Actual Expended FY17	Actual Expended FY18	Budget FY19	Proposed FY20 Budget	\$ Change FY19 to FY20	% Change FY19 to FY20
General Government						
Selectmen & Administrator	267,711	288,716	309,442	320,352	10,910	3.5%
Legal	95,804	106,795	108,361	108,361	0	0.0%
Technology	202,512	205,579	220,421	220,421	0	0.0%
Town Clerk	99,379	103,102	120,781	122,201	1,420	1.2%
Land Committee	0	0	500	500	0	0.0%
Conservation Com/Planning Bd.	77,579	79,971	86,400	86,534	133	0.2%
Utilities & General Maintenance	301,160	251,412	292,007	292,007	0	0.0%
Other Insurance	<u>319,085</u>	<u>323,750</u>	<u>354,510</u>	421,780	<u>67,270</u>	<u>19.0%</u>
Total General Government	1,363,230	1,359,325	1,492,422	1,572,155	79,733	5.3%
Financial Administration						
Finance Committee	1,010	109	1,010	1,010	0	0.0%
Finance Committee Reserve	175,000	175,000	175,000	175,000	0	0.0%
Municipal Finance Departments	<u>434,116</u>	<u>474,788</u>	<u>497,391</u>	476,287	<u>-21,104</u>	<u>-4.2%</u>
Total Financial Administration	610,126	649,897	673,401	652,297	-21,104	-3.1%
Public Safety						
Police Salary	1,232,390	1,215,363	1,257,992	1,267,297	9,305	0.7%
Police Non-Salary Expenses	72,644	74,361	70,445	77,315	6,870	9.8%
Fire Salary	514,160	574,548	608,298	616,645	8,346	1.4%
Fire Non-Salary Expenses	104,328	89,805	92,006	95,841	3,835	4.2%
Building Inspection/Zoning Bd	120,608	124,759	131,975	135,710	3,735	2.8%
Sealer of Weights & Measures	425	425	431	431	0	0.0%
Animal Inspector	5,318	5,744	5,830	5,830	0	0.0%
Animal Control Officer	39,014	38,171	49,310	44,432	-4,878	-9.9%
Communications Salary	367,870	347,381	358,160	363,617	5,457	1.5%
Communications Non-Salary Exp.	<u>91,206</u>	<u>97,599</u>	<u>108,745</u>	108,381	<u>-364</u>	<u>-0.3%</u>
Total Public Safety	2,547,963	2,568,156	2,683,193	2,715,499	32,306	1.2%
Education						
Elementary Schools	11,355,283	11,852,356	12,218,594	12,522,066	303,472	2.5%
Essex Tech School Assessment	366,561	289,775	293,414	305,011	11,597	4.0%
Masconomet Operational Assessment	<u>9,535,095</u>	<u>9,784,970</u>	<u>10,206,544</u>	10,461,708	<u>255,164</u>	<u>2.5%</u>
Total Education	21,256,939	21,927,101	22,718,552	23,288,785	570,233	2.5%

	Actual Expended FY17	Actual Expended FY18	Budget FY19	Proposed FY20 Budget	\$ Change FY19 to FY20	% Change FY19 to FY20
Public Works						
Cemeteries	500	500	500	500	0	0.0%
Trash/Recycling Pickup & Disposal	511,973	516,117	717,412	661,412	-56,000	-7.8%
Snow & Ice Removal	394,290	420,172	133,000	133,000	0	0.0%
Fuel Depot	70,692	68,276	110,000	85,000	-25,000	-22.7%
DPW Salaries	499,636	557,271	598,734	601,371	2,637	0.4%
DPW Non-Salary Expense	336,004	358,319	359,064	359,064	0	0.0%
Total Public Works	1,813,095	1,920,655	1,918,710	1,840,347	-78,363	-4.1%
Human Services						
Board of Health	138,693	145,735	148,379	148,435	57	0.0%
Council on Aging	107,009	121,418	127,765	129,198	1,433	1.1%
Veterans' Benefits	32,113	24,447	35,000	35,000	0	0.0%
HAWC Program	2,000	2,000	2,000	2,000	0	0.0%
Tri Town Council	29,614	29,614	29,614	29,614	0	0.0%
Total Human Services	309,429	323,214	342,757	344,247	1,490	0.4%
Culture & Recreation						
Library Salaries	313,566	332,886	344,458	351,799	7,341	2.1%
Library Non-Salary Expense	113,667	109,425	117,611	118,319	708	0.6%
Recreation Committee	3,914	4,361	4,425	4,425	0	0.0%
Cultural Council	2,500	3,000	3,000	3,000	0	0.0%
Historic District Commission	0	2,775	375	375	0	0.0%
Total Culture & Recreation	433,647	452,447	469,869	477,918	8,049	1.7%
Employee Benefits						
Health Insurance (non-school)	657,700	656,334	755,264	765,107	9,843	1.3%
OPEB Contribution	300,000	350,000	350,000	300,000	-50,000	-14.3%
Essex Retirement Assessment	1,059,806	1,149,773	1,268,935	1,339,233	70,298	5.5%
Medicare/Life & LTD Insurance	170,379	175,980	182,964	188,363	5,399	3.0%
Unemployment Insurance	15,133	13,374	15,000	15,000	0	0.0%
Salary Reserve	45,974	15,000	0	130,000	130,000	
Total Employee Benefits	2,248,992	2,360,461	2,572,163	2,737,703	165,540	6.4%
Debt Service						
Non School Debt Service	866,543	592,384	656,579	553,133	-103,446	-15.8%
Elementary School Debt Service	62,113	61,113	285,984	227,907	-58,077	-20.3%
Masconomet Debt Assessment	407,640	408,977	410,037	409,017	-1,020	-0.2%
Total Debt Service	1,336,296	1,062,474	1,352,600	1,190,057	-162,543	-12.0%
Total Budget	31,919,717	32,623,730	34,223,666	34,819,008	595,341	1.7%

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

**BULK RATE
POSTAGE PAID
PERMIT #19
BOXFORD, MA
01921**

**BOXHOLDER
BOXFORD, MASS 01921
01885**