

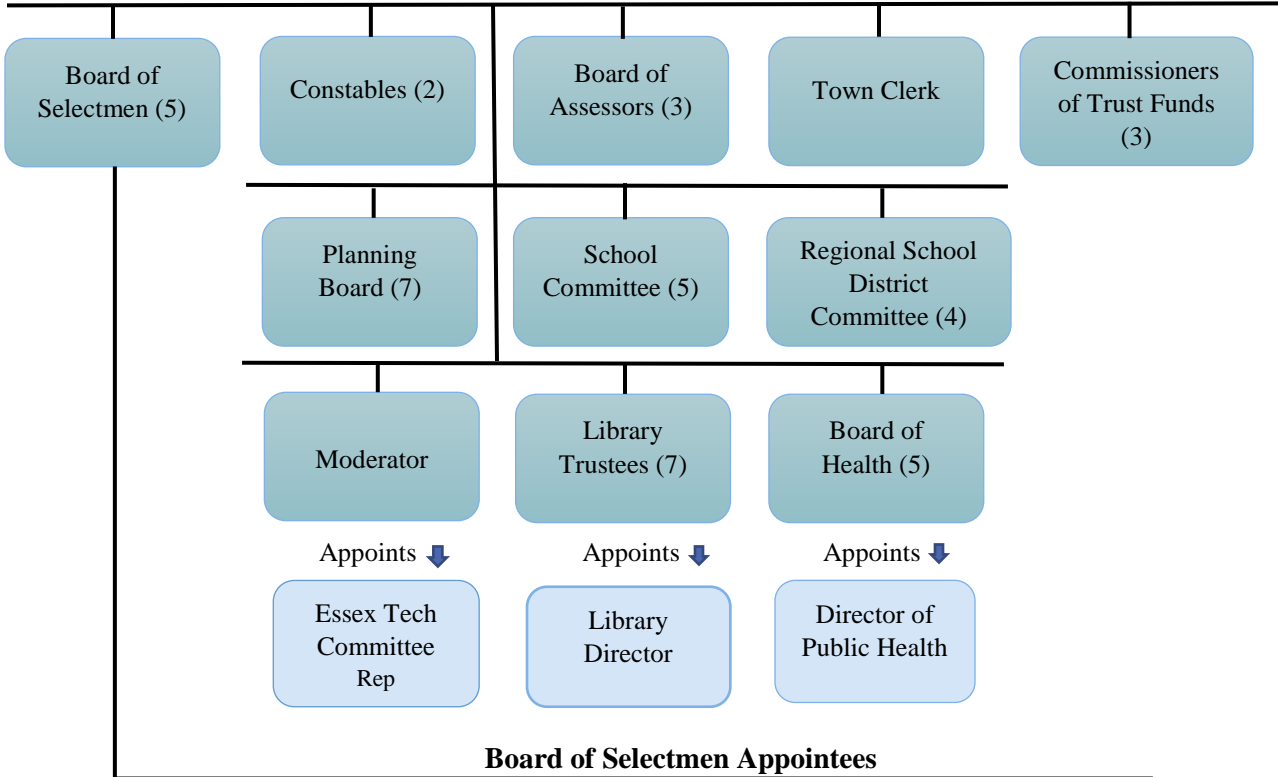
TOWN OF BOXFORD



ANNUAL REPORT 2021

BOXFORD OFFICIALS

Voters Elect



Board of Selectmen Appointees

OFFICERS

- Town Administrator
- Assistant Town Administrator
- Animal Control Officer
- Communications Director
- Director of Municipal Finance/
Town Accountant
- Emergency Management Director
- Fire Chief
- Election Officers
- Forest Warden
- Inspector of Animals
- Inspector of Buildings
- Treasurer/Tax Collector/Parking
Clerk
- Police Chief
- Superintendent of Public Works
- Sealer of Weights and Measures
- Town Counsel
- Veterans' Agent
- Veterans' Grave Officer

COMMITTEES

- Agricultural Commission
- Community Preservation
- Council on Aging
- Cultural Arts Council
- Community Preservation Act
- Computer Management
- Conservation Commission
- Fence Viewers
- Finance Committee
- Town Forest
- Historic Districts Commission
- Lakes, Ponds & Streams
- Land Committee
- Personnel Board
- Permanent Building Committee
- Recreation Committee
- Recycling Committee
- Registrar of Voters
- Zoning Board of Appeals

AD HOC COMMITTEES

- Border to Boston Trail
- Haynes Land Advisory
- Housing Partnership
- Friends of the Ackerman Playground
Committee
- Sustainability Committee
- Cable Advisory Committee

INDEPENDENT SERVICES FOR THE TOWN OF BOXFORD

- Boxford Athletic Association
- BTA/BOLT, Inc.
- Historic Document Center
- H.A.W.C (Help for Abused Women
& Children)
- Tri-Town Council on Youth &
Family Services
- Boxford Cable Access Television

IN MEMORIAM



Jean Melzar **April 5, 1926 – August 2, 2021**

Mrs. Jean (Jolly) Melzar, age 95, passed away on August 2, 2021, at the Kaplan House in Danvers, MA with family at her side. Beloved wife of the late Frederic P. Melzar. Born to Joseph W. and A. Gladys (McLane) Jolly, she first lived in Somerville, MA, then moving to Wilmington, MA, where she grew up.

She was a member of Wilmington High class of '44. After graduation, she attended Melrose-Wakefield Hospital School of Nursing, and upon graduation (as an RN), worked in the operating room at Winchester Hospital. She met her eventual husband, Frederic, at the Congregational church in Wilmington and they were married there in 1950. Over the next 13 years, she became the loving wife to her husband and always-giving mother to her six children.

A Boxford resident and proud member of the Boxford Village Garden Club (as President, 1973-1975), and a congregant at the First Church Congregational of Boxford since 1960, she was instrumental in creating the giant wreath each Christmas for the First Church. She also served as President of the Boxford Village Cemetery for the past 30 years. A longtime volunteer at the Red Cross bloodmobiles and the BoxTop Shop in Topsfield, MA, she was always looking to help others in their journey through life. Never asking.

James R. Locke **August 25, 1964 – August 15, 2021**

James R. Locke, 51 of Boxford, beloved husband of Leslie (Merritt) Locke, with whom he shared almost 25 years of marriage, passed away peacefully on Sunday, August 15th at Brigham and Women's Hospital, after a two-year battle with cancer.

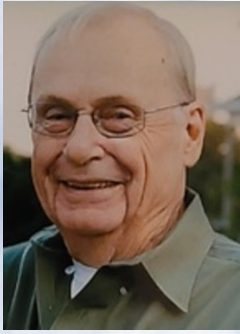
Born in Salem, Jim was the son of John A. and Marjorie J. (Williams) Locke. He was raised and educated in Salem and attended North Shore Vocational School. An outstanding athlete, as a young man he excelled on the Soccer field having been selected to the U.S. Men's Development team, competing in tournaments throughout Europe. He graduated from Salem State College where he played on the Men's Basketball and Soccer teams and later earned his M.B.A. degree from Suffolk University.

Jim worked as the Chief Financial Officer at Bit Flow in Woburn for the past twenty-one years. Bit Flow was like family to Jim and they offered unwavering support during his illness.

Jim was a very warm and generous man, both with his time and affections. He was a devoted husband, father, son and friend. Jim was very involved in the Boxford community as well as the youth sports community. He served on the board of the Boxford Athletic Association for many years while coaching his son, Evan and daughter, Alex in soccer, basketball, softball and baseball. Along with being their coach, he was Evan's and Alex's biggest cheerleader. His kids were his pride and joy. Jim also coached girls AAU basketball for many years prior to coaching his own kids. Jim was the Commissioner of the Boxford Men's Softball League for the past seven years where he made countless friends and loved the sense of community. The softball guys were a tremendous source of support for Jim and his family during his illness. Jim also served on the Andrews Farm Home Association.

Jim is survived by his wife and best friend, Leslie A. (Merritt) Locke, his son, Evan J. Locke and daughter, Alex L. Locke all of Boxford.





Alden Clark
September 5, 1937 – February 2, 2021

Alden Prescott Clark, 83, passed away on February 4, 2021 in Winchester Hospital. He was the husband of the late Marianne (McKenney) Clark.

Born in Peabody on September 5, 1937, he was the son of the late Prescott Clark and Helen (Doliber) (Clark) Knight and the step-son of the late Helen (Filipiak) (LeBlanc) Clark. He was raised in Danvers and Marblehead. He had served our country with the United States Navy and was honorably discharged. Alden owned and operated Auto Industrial Machine in Danvers for over 30 years. For over 15 years, he was the Boxford Council of Aging's go-to person. He delivered meals on wheels and took seniors to medical appointments for NEET. Alden was a handyman, doing small fix-it jobs for seniors, manned the BBQ grill during summer outings and was always available when the Council on Aging needed help. Alden made many friends and was well known and respected in the senior community.

Robert Aldenberg
October 14, 1935 – December 6, 2021

The Town of Boxford is mourning the loss of Robert Aldenberg, our beloved Inspector of Buildings of 8 years. Bob passed away on Monday, December 6, after a brief illness.

Mr. Robert Morton Aldenberg 86, of Middleton beloved husband of Ann Marie (LeClair) Aldenberg, died peacefully, December 6th, 2021. Born in Medford, he was the son of the late Bernard P. and Annie (Morton) Aldenberg. He was raised and educated in Wakefield.



Bob lived a life of public service. He served as the Building Inspector in the Town of Melrose, a Call Firefighter and Dispatcher in Town of Middleton, and a Police Officer in the Town of Lynnfield, to name a few.

Bob's work ethic and dedication set an example for all who worked with him. The Town of Boxford was fortunate to have had Bob, not only as a highly valued employee, but also as a friend. Bob met every day with his expertise, enthusiasm and sense of humor. He will be deeply missed by all.



Paul "Mike" Bates Jr.
December 6, 2021

Paul Michael Bates Jr. "Mike", 70, of Georgetown, MA, passed away suddenly and unexpectedly at home on December 6, 2021.

Mike graduated from Masconomet Regional High School in 1969. He served as a police officer with the Boxford Police Department for 35 years, working his way up from dispatch and retiring as lieutenant. He was hardworking, humble, honest, and loving.

He never complained and was always happy to do whatever it was that needed to be done. He will be most remembered as an attentive and devoted family man. His priority was always making sure his family was happy.

In addition to spending time with family, Mike kept busy in retirement learning new creative hobbies and was always eager to experiment with new technology. He could often be found in his office, with his cat, Onyx, by his side as he worked on his creative endeavors.

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Tri-Town Council on Youth and Family Services 240

TOWN OF BOXFORD TELEPHONE NUMBERS

..... 255

TOWN OFFICERS

ELECTED TOWN OFFICIALS

BOARD OF ASSESSORS

David F. Benson, Chair (2022)
Diana Headrick (2024)
Mary Murphy (2023)

BOARD OF HEALTH

Dr. Hans C. Jeppesen
Richard Taylor, Chair (2023)
Rick Fahrner, Vice Chair (2024)
Heather L. Forand (2023)
Alexander Constan (2022)
Rhonda Hodge (2024)

BOXFORD SCHOOL COMMITTEE

Renee Schildkraut
Danielle Thompson
Jennifer Owens
Carole Jane Hubbard, Chair (2024)
Elizabeth Palmer (2022)
Julie Birch Flynn (2023)
Briana Erickson (2022)
Kimberly Nguyen (2022)

COMMISSIONERS OF TRUST FUNDS

Judith A. Stickney
Kathy Zolla (2023)
Bankson C. Riter, Jr. (2022)
Mark Phelan (2024)

CONSTABLES

John Rowen (2023)
David Smallman (2023)

MODERATOR

Gerald R. Johnston (2023)

MASCONOMET REGIONAL DISTRICT SCHOOL COMMITTEE

Bonnie Thornborough
Kristen Demarco
Carolyn Julia Miller (2023)
Terri Teleen (2023)
Joseph McLean (2022)
Patricia Bernheart (2024)

PLANNING BOARD

Robert C. Gore, Chair (2025)
Angela Steadman (2026)
Holly Langer (2022)
Christian T. Wise (2025)
Patrick G. Canonica (2022)
Ellen Nestervich (2026)
John Adams (2024)

SELECT BOARD

Alfred Vaz, Jr.
Barbara Jessel, Chair (2023)
Mary Ann Nay, Clerk (2022)
Charles J. Costello (2024)
Peter C. Perkins (2022)
Judith Stickney (2024)

TOWN CLERK

Robin Phelan (2022)

TRUSTEES OF THE BOXFORD PUBLIC
LIBRARIES

Carole Davis
Jayne Smallman, Vice Chair (2022)
John Paul Ryan (2022)
Amanda LaMantia (2024)
Antigoni Woodland (2023)
Glendon Ayer (2023)
Denae Ramos-Pachucki (2024)
Rachel Pelley (2024)

APPOINTED TOWN OFFICERS

AMERICAN DISABILITIES ACT COORDINATOR	Mary Ann Nay
ANIMAL CONTROL OFFICER	Helen L. Phillips
ASSISTANT TREASURER	Marielle O'Brien
DEPUTY TAX COLLECTOR	Kelley & Ryan Associates, Inc. 7 Rosenfeld Drive Hopedale, MA 01747
DIRECTOR BOXFORD EMERGENCY MANAGEMENT	Robert D. Hazelwood
DIRECTOR OF ASSESSMENT	Kristin Hanlon
DIRECTOR OF COMMUNICATIONS	Warren E. Gould
DIRECTOR OF LAND USE	Ross Povenmire
DIRECTOR OF MUNICIPAL FINANCE/TOWN ACCOUNTANT	Kathleen J. Benevento
DIRECTOR OF PUBLIC HEALTH	Kendell Longo
DIRECTOR OF PUBLIC LIBRARIES	Kevin Bourque
ESSEX NORTH SHORE REGIONAL AGRICULTURAL AND TECHNICAL SCHOOL DISTRICT REPRESENTATIVE	Paul Worth
ELECTION OFFICERS	Judith Anderson Suzy Arsenault Lois Bell Amy Bessnow Ruth-Ann Budrewicz Karen Collari-Troke Suzanne Cox Harry Crocket Melanie Cullinane Christine Delaney Michelle Delfino Joan Gordon Judy Gore Leona Gromley Natasha Grigg Virginia Keilty Stephen Knowles Marie Lamb Holly Langer Sandy Leito Mary-Lynn Lovejoy Charlene Mead Cynthia Middleton Jim Middleton

	Robin Muetterties Tatjana Nugteren Beverly Perkins Sandra Pinkham Becky Potts Deborah Schildkraut Linda Shea Jayne E. Smallman Carolyn Tanner Jennifer Wightman
FIRE CHIEF	Brian D. Geiger
FOREST WARDEN	Brian D. Geiger
INSPECTOR OF BUILDINGS	<i>Robert Aldenberg</i> Peter Delaney David Harris, Alternate
Inspector of Gas/Plumbing	Richard Danforth Ray Abbott, Alternate Stephen Galinsky, Alternate
Electrical Inspector	Douglas Small James J. Carbone, Alternate
INSPECTOR OF ANIMALS	Allison A. Hayes Ruth Zarach, Alternate
PARKING CLERK	Ellen S. Guerin
POLICE DEPARTMENT Chief of Police	James B. Riter
Full Time Patrolmen	Lieutenant Matthew Dupont Sergeant Kara Fitzpatrick Officer Brooke Lindley Officer David Barker Officer Kurtis Anderson Officer Nathaniel Peabody Officer Brian Church Officer Attilio Paglia Officer William DeCoff Officer Richard Owens Officer Tammy Broughton
Reserve Police Officers	Officer Louann M. Bonny Officer Peter Cheverie Officer Tyler Dechene Officer Michael Ferraro Officer Eric Renda, Jr. Officer Al Manzi Officer James Collins Officer Michael Dougherty Officer Michael Harvey Officer Rick Kassiotis Officer Deven Fiandaca

PROCUREMENT OFFICER	<i>Alan J. Benson (Retired)</i> Matthew Coogan
SEALER OF WEIGHTS & MEASURES	Richard Zullo
SUPERINTENDENT, DEPARTMENT OF PUBLIC WORKS/TOWN ENGINEER	Christopher Olbrot
TOWN ADMINISTRATOR	<i>Alan J. Benson (Retired)</i> Matthew Coogan
TOWN COUNSEL	KP Law, P.C.
TREASURER/TAX COLLECTOR	Ellen S. Guerin
VETERANS' AGENT	Joseph LeBlanc, District Director
VETERANS' GRAVE OFFICER	Javier G. Morales
WEIGHER OF COMMODITIES	David Barker Kurtis Anderson

COMMITTEES, BOARDS AND COMMISSIONS

AGRICULTURAL COMMISSION

Randolph Johnson, Chair (2023)
Laura Sapienza-Grabski, Vice-Chair (2024)
Chuck Kornely (2023)
Louis Athanas (2022)
Frank DiLuna (2022)

COMPUTER MANAGEMENT

David Manzi (2024)
Jason Earl Taylor (2023)
David S. Morton (2022)
2 Vacancies (2023) (2022)

COMMUNITY PRESERVATION COMMITTEE

Jim Barnes, Housing Partnership (2022)
J. Steven Merriam, Jr. (2022)
Natasha Grigg, Conservation (2022)
Virginia Havey, Historic District (2022)
Barbara G. Jessel (2022)
F. Richard Shaw (2022)
Jon Schwartz, Recreation (2022)
Tiffany Bartke (2022)
Angela Steadman, Planning (2022)

CONSERVATION COMMISSION

Peter Delaney (2023)
Alan S. Fowler (2022)
Francis A. DiLuna (2023)
Mark P. Mitsch (2022)
Natalie Grigg (2022)
David Smallman (2023)
Kerri Lummus (2024)

CULTURAL COUNCIL ARTS COUNCIL

Sarah Arrigo
Anna Barbieri
Kathy Zolla (2023)
Stephanie Meegan (2024)
Marya DeCarlen (2023)
Carole Davis (2022)
Caren Tackett (2022)
Susan McCraine (2024)
Sydney Love (2024)

COUNCIL ON AGING

Suzanne Cox (2021)
F. Richard Shaw (2022)
Judith Andersen (2022)
Elizabeth Murphy (2024)
Stephen A. Harvey (2023)
Christina Eckert (2025)
John Shirley (2023)
Alicia Caron (2025)

FENCE VIEWERS

Board of Selectmen

FINANCE COMMITTEE

Joe Callahan
Michael E. White, Chair (2022)
Peter Bernardin (2023)
Christopher Wakeman (2022)
Jeffrey A. Yespy (2023)
Phil McManus (2023)
Adam Bartke (2023)

	Daniel Volchok (2024)
HISTORIC DISTRICT COMMISSION	Gwendolen Perkins, Chair (2023) Virginia Havey (2023) Andrew Gori (2022) Heather Barry (2024) Vacancy (2024)
HISTORIC DISTRICT COMMISSION (Alternates)	Christine Barenfeld (2023) Vaughn Miller (2024) Vacancy (2022)
LAKES, PONDS & STREAMS COMMITTEE	<i>Brooks Tingle</i> Kerri Lummus (2023) 3 Vacancies (2-2022, 2-2023)
LAND COMMITTEE	<i>Peter Delaney, Chair</i> Peter Bernardin (2023) Robert C. Gore (2023) Natasha Grigg (2022) Stuart Saginor (2023) Vacancy (2022)
MASCONOMET REGIONAL SCHOLARSHIP COMMITTEE	Diane E. Gori (2022) Andrew Gori (2022) Joan Gordon (2022) Dorothy Johnson (2022) Margaret Costello (2022)
PERMANENT BUILDING COMMITTEE	Margaret Chow-Menzer, Chair (2022) Robert Hazelwood (2022) Scott Novack (2022) Thomas Duval (2022) Richard O'Brien (2022)
PERMANENT BUILDING COMMITTEE SENIOR CENTER MEMBERS	F. Richard Shaw (2022) Judith Andersen (2022)
PERSONNEL BOARD	Timothy Feeney (2124) Judy Gore (2022) Vacancy (2023)
RECREATION COMMITTEE	<i>Christina Eckert</i> <i>John Schwartz</i> <i>Maria Simonetti</i> John A. Rowen (2023) Tony Pane (2023) Lisa Donahue (2024) Kimberly Putney (2024) Vacancy (2022)
RECYCLING COMMITTEE	Karen Sheridan, Chair (2022) Linda H. Shea (2024) Georgia Cameron (2023) Joanna Daniel (2022) Laura Dike (2023)
REGISTRAR OF VOTERS	Robin Phelan, Town Clerk (2022)

	Anne C. Mannheim (2024) Bradley A. Sweet (2022) Jeff Linehan (2022) Ina Missy Bankes (2023)
Assistant Registrar	Michelle Johnson (2022)
TOWN FOREST COMMITTEE	David Smallman (2022) Brian Shea (2023) Vacancy (2024)
WEIGHER OF COMMODITIES	David Barker (2022) Kurtis Anderson (2022)
ZONING BOARD OF APPEALS	Paula Fitzsimmons, Chair (2023) J. Steven Merriam, Jr. (2024) Ralph Nay (2024)
ZONING BOARD OF APPEALS (<i>Alternates</i>)	<i>David Peterson</i> David Valanzia (2023) Vacancy (2022) Vacancy (2023)

AD HOC COMMITTEES

BORDER TO BOSTON TRAIL COMMITTEE

Steve Davis (2022)
Carole Davis (2022)
Anthony Brogna (2022)
Mark Phelan (2022)
Al Nierenberg (2022)
David King (2022)
James P. Taggart (2022)

CABLE TELEVISION ADVISORY COMMITTEE

Bradley Sweet (2022)
Vacancy - 4 (2022)

FRIENDS OF THE ACKERMAN PLAYGROUND COMMITTEE

Briana Erickson
Kate Grossman
Carrie Yespy (2022)
Vacancy - 2 (2023)
Vacancy - 2 (2022)

HOUSING PARTNERSHIP COMMITTEE

Peter Delaney
Joseph C. Hill, Chair (2022)
Jim Barnes (2022)
Vacancy (2022)

SUSTAINABILITY COMMITTEE

Gary Martin, Chair (2022)
Marc Aronson (2022)
Patrick Canonica (2022)
Holly Langer (2022)
Keith Sampson (2022)

TOWN OF BOXFORD SCHOOLS

TRI-TOWN SCHOOL UNION – 978-887-0771 (FAX: 978-887-8042)

Superintendent's Office
28 Middleton Road, Boxford, MA 01921
Scott Morrison, Superintendent
Antoinette Valcourt, Administrative Assistant
Steven Greenberg, Assistant Superintendent of Business and Operations
Brian Middleton-Cox, Director of Human Resources
Stephen Clifford, Director of Facilities

SPOFFORD POND ELEMENTARY SCHOOL – 978-352-8616 (Fax: 978-352-7855)

31 Spofford Road, Boxford, MA 01921
Dr. Kathryn Castonguay, Principal
Ada Greenberg, Assistant Principal
Karen Hussey, Administrative Assistant
Rachael Novello, Administrative Assistant

HARRY LEE COLE ELEMENTARY SCHOOL – 978-887-2856 (Fax: 978-887-0703)

26 Middleton Road, Boxford, MA 01921
Tracey Mara, Principal
Lesley McCormick, Administrative Assistant
Josephine Lee, Administrative Assistant

MASCONOMET REGIONAL MIDDLE/HIGH SCHOOL 987-887-2323

20 Endicott Road, Boxford, MA 01921
Dr. Michael Harvey, Superintendent (x61040) (Fax: 978-887-3573)
Mary Jo Carabatsos, Ph.D., High School Principal (x11002) (Fax: 978-887-7243)
Katherine DiNardo, Assistant High School Principal (x13094)
Alyssa Schatzel, Assistant High School Principal (x12094)
Jeffrey Sands, Assistant Superintendent Finance and Operations
Phil McManus, Middle School Principal (x20016)
Gavin Monagle, Assistant Middle School Principal (x20023)

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

978-304-4700
Heidi T Riccio, Ed.D., Superintendent-Director
Shannon Donnelly, Principal
565 Maple Street, Hathorne, MA 01937

**INDEPENDENT SERVICES FOR THE
TOWN OF BOXFORD**

BOXFORD CABLE ACCESS TELEVISION
1 Camelot Drive
Boxford, MA 01921
www.boxfordcabletv.com

Melissa Scheirey
President

BTA/BOLT, Inc.
Boxford Trails Association/
Boxford Open Land Trust, Inc.
7 Elm Street 2nd Floor
PO Box 95
Boxford, MA 01921

Jessica Grigg
President
978-887-7031

H.A.W.C.
Help For Abused Women and their Children
27 Congress Street
Salem, MA 01970

Sara Stanley
Executive Director
978-744-8552

HISTORIC DOCUMENT CENTER
173A Washington Street – PO Box 122
West Boxford, MA 01885
Hours: Wednesday 9AM - 4PM
Saturday 10AM – 3PM

Robin Siegel
Archivist
978-352-2733

TRI-TOWN COUNCIL ON YOUTH AND FAMILY
SERVICES, INC.
P.O. Box 219
5 Main Street
Topsfield, MA 01983

Meredith Shaw
Executive Director
978-887-6512

MEETING AND SCHEDULE TOWN BOARDS/COMMITTEES

BOARD OF SELECTMEN – Meets every other Monday at 7:00PM in Meeting Room #1 in The Town Hall at 7A Spofford Road (Summer schedule varies)/Virtual Meetings during Covid-19 pandemic

FINANCE COMMITTEE – Meets in the Town Hall/Virtual Meetings during Covid-19 pandemic, 7A Spofford Road, during budget season. (check Town Website and bulletin board in Town Hall for postings)

CONSERVATION COMMISSION – Meets every first and third Thursday of the month at 7:00pm in Meeting Room #1/Virtual Meetings during Covid-19 pandemic

BOARD OF HEALTH – Meets bi-monthly in the Town Hall. (check the Town Website and bulletin board in Town Hall for postings)

PLANNING BOARD – Meets every third Wednesday of the month at 7:00PM in Meeting Room #1 in the Town Hall/ Virtual Meetings during Covid-19 pandemic

ZONING BOARD OF APPEALS – Meets the fourth Thursday of the month at 7:30PM in Meeting Rom #1 in the Town Hall/ Virtual Meetings during Covid-19 pandemic

BOARD OF ASSESSORS – Meets monthly in the Town Hall/ Virtual Meetings during Covid-19 pandemic. (check Town Website and bulletin board in Town Hall for postings)

All other Board and Committee meetings will be posted on the Town Hall Bulletin Board by the Town Clerk's Office. Call the town Clerk's Office on 978-887-6000 x501 if you wish to post a committee/board meeting.

(Additional meetings and/or changes are posted on the Town Hall Bulletin Board)

GENERAL
GOVERNMENT

SELECT BOARD

2021 was a year of change and transition for the Boxford Select Board. The Board worked collaboratively with several boards and committees on the completion of a major facility renovation project at Town Hall/ Boxford Library, as well as broke ground on the Town's next major facility project, the Center at 10 Elm. There were also personnel changes, including a newly elected Board member, as well as the transition to a new Town Administrator. In 2021, the Select Board continued to function as the Chief Executive body and chief policy making body for the Town while continuing to work with staff and the Board of Health on the town's ongoing response to the COVID-19 global pandemic.

Personnel

In July, the Select Board welcomed Judi Stickney as their recently elected member. This is Judi's first term on the Board, but she is a familiar face, having served as the Board's minute taker for many years. She has been a great addition. Katie Valinch replaced Judi as the Select Board minute taker in July.

Judi was elected to the seat vacated by Al Vaz. Al had served on the Board for two terms starting 2015, serving as the Chair in his final year. He chose not to seek reelection in 2021. We thank Al for his service and contributions to the community.

Board member Chuck Costello was re-elected to the Board in May 2021. Chuck was first elected in 2000 and is currently in his 8th term on the Select Board.

Also in July, the Select Board joined staff, state dignitaries, and many residents and volunteers for a celebratory sendoff to retiring Town Administrator Alan Benson. Alan served as the Boxford's first Town Administrator dutifully for 22 years. His accomplishments over the last two decades will have a long-lasting impact on the Town of Boxford for years to come.

The Select Board welcomed new Town Administrator Matt Coogan in August. Matt focused much of the remaining months of 2021 meeting the community and developing ways to expand lines of communication from his office. This includes attending at least one meeting of the town's boards and committee meetings and various other community organizations, providing bi-weekly Town Administrator Reports, and launching a quarterly Town Newsletter. The reports and newsletters are available on the [Town Administrator webpage](#). Matt brings experience in municipal governance, fresh perspectives, and lots of enthusiasm to Boxford.

In January 2022, Assistant Town Administrator Susan Inman said goodbye after 11 years in Town Hall, starting as an Executive Secretary and being promoted to Assistant Town Administrator. The Select Board would like to thank Susan for her years of dedication for the Town of Boxford and wishes her well on her next endeavor.

In October 2021, the Select Board hired Peter Delaney as Building Inspector. Peter is a well-known resident at Town Hall, having served as Chair of the Conservation Commission, Community Preservation Committee, and Land Committee, and as a member of the Housing Partnership Committee. The Board is pleased to have Peter leading the Building Department. One

of Peter's first initiatives for the department in 2022 will be implementing online permitting software.

Peter replaced Bob Aldenberg, who unfortunately passed away on December 6, 2021, after a brief illness. Bob had served as Boxford Building Inspector for 8 years. Bob came to work every day with his expertise, enthusiasm, and sense of humor. He will be deeply missed by all.

The Select Board also welcomed the following new staff members to the Town of Boxford in 2021:

- Leo Debole, Part-Time, Per Diem Dispatcher
- Anthony Ferraro, Call Firefighter
- Deven Fiandaca, Reserve Patrol Officer
- Brody Flynn, Heavy Equipment Operator 1, DPW
- Michael Harvey, Reserve Patrol Officer
- Marielle (Conte) O'Brien, Assistant Treasurer Collector of Taxes
- Madeline Pitcairn, Dispatcher
- Robert Smith, Police Patrol Officer
- Caren Tackett, Minute Taker, Finance Committee
- Heather Thifault, Assistant Assessor
- Callum Tilston, Career Firefighter
- Katie Valinch, Minute Taker, Select Board
- Karen Veilleux, Library Assistant

The Town of Boxford relies on a combination of experienced and professional staff members and dedicated volunteer residents to effectively administer Town operations efficiently. In 2021, the Select Board appointed new members to the following boards and committees:

- Alicia Caron, Council on Aging
- Lisa Donahue, Recreation Committee
- Briana Erickson, School Committee
- Doug Hamilton, Conservation Commission
- Greg Kokorda, Conservation Commission
- Sydney Love, Cultural Arts Committee
- Susan McCraine, Cultural Arts Committee
- Joe McLean, Masconomet Regional School District School Committee
- Kimberly Nguyen, School Committee
- Kimberly Putney, Recreation Committee
- Daniel Volchok, Finance Committee

The Select Board thanks all those residents who dedicate their time to helping our local government function. We encourage more residents to be active in local government. Please visit the [Select Board webpage for current openings on Town of Boxford Boards and Commissions](#).

Completion of Town Hall/ Library Renovation

7A Spofford Road reopened to staff and the general public in the summer of 2021 after a year-long renovation project. The \$2.6 million project included building envelope repair, HVAC replacement and 1st floor library interior renovation. The layout of the library was improved to open up space, allow more natural light, and consolidate administrative offices. The project was funded through library stabilization funds, grants, including a \$195,000 Green Communities grant, and debt approved by residents at the 2020 Annual Town Meeting. The Town Administrator oversaw the procurement and general contracting on behalf of the Select Board. The Town Administrator also worked with the Permanent Building Committee on the oversight and administration of the project.

Start of the Center at 10 Elm Project

In July 2021 the Select Board joined members from the Council on Aging, Permanent Building Committee, the Finance Committee, the 10 Elm foundation, our state legislative delegation, as well as many others for the official groundbreaking of the Center at 10 Elm, Boxford's future community center and home of the Council on Aging. All who were part of this celebration spent endless hours over the years to help bring this project to fruition. The Center will have new facilities for the Council on Aging, a community kitchen, and large meeting spaces for community and civic events. The Town Administrator oversaw the procurement process on behalf of the Select Board in 2021 and is actively working with the Permanent Building Committee on the ongoing construction oversight. The Center at 10 Elm will be completed in Fall 2022. The Select Board will be working on a plan for the future reuse of the existing Council on Aging facility at 4 Middleton Rd in 2022.

The Select Board was able to secure \$110,000 in earmarks in the FY22 State Budget to help fund this project. We thank our state legislative team, Senator Bruce Tarr, and Representatives Tram Nguyen and Lenny Mirra, for obtaining these funds and for their continued support of the Town of Boxford.

More information on the project is available on the [Town project webpage](#) as well as at 10ElmFoundation.org.

Rt. 133 Rehabilitation Project

Over the years, various Select Boards, including current and former members, have been overseeing the Rt 133 rehabilitation project. The project has been a partnership led by the DPW Superintendent/Town Engineer, in conjunction with the Select Board, and includes the Massachusetts Department of Transportation (MassDOT), the Merrimack Valley Planning Commission (MVPC), and two engineer design firms. Planning for phase 1 of the Rt 133 rehabilitation, the 1.4-mile segment from the North Andover Town Line to the Main Street intersection, has been ongoing since 2011, when the Town and the MVPC first approached MassDOT to make phase 1 a state-funded project through the Transportation Improvement Program (TIP) process. Construction of TIP projects are funded entirely by the state through Federal grant funds, with the Town funding design of the project, in accordance with MassDOT design and process requirements. In 2015, the project construction estimate was \$4.8 million.

The Rt 133 rehabilitation project includes new pavement, including areas of full depth reconstruction, along the whole corridor of the project with soft shoulders, new line striping and paving markings, guard rail and new signage. The Lakeshore Road and Essex Street intersections will be realigned to create safer intersections. The closed drainage system will also be improved, including culverts, most notably the reconstruction of a major culvert near Sperry Pond at 194 Washington Street. Additionally, stormwater quality will be improved where feasible by utilizing low-impact-design stormwater management best practices.

After the 25% design plan package was submitted to MassDOT for review in late 2015, new traffic data collected in 2017, as well as projected future traffic increases, warranted the need to consider modifying the Washington Street and Main Street intersection to accommodate higher vehicular volumes, including the installation of traffic signals. Increasing volumes and wait times on Main Street have created unsafe conditions, including vehicles cutting through private property to avoid queuing at the intersection, and concerns on delayed response times for call firefighters crossing Washington Street on the way to the West Station. In 2018, the Town's engineering design firm Bayside Engineering recommended a roundabout design that fits within the existing conditions as an alternative to a traffic signal. The Select Board reviewed the preliminary roundabout design and requested a preliminary traffic signal design for the town to compare options. In November 2021, as an effort to restart the stalled design process and put it on a path to completion, the Select Board held a meeting for the DPW Superintendent/ Town Engineer to provide an update on the designs to date and confirm next steps. In March 2022, the Town hired engineering designer TEC, who utilized MassDOT's Intersection Control Evaluation (ICE) tool to analyze all options for the intersection. Both the roundabout and signalized intersection are viable options based on ICE. The Town will be receiving guidance from MassDOT on their preferred intersection design, including direction on vehicle design requirements with regards to accommodating large tractor trailers through the intersection. The geometry and layout of the intersection will most likely dictate the final option, as the intersection is limited in size and the design team, including the Town Engineer and engineer designers, do not recommend expanding the dimensions of the intersection. The Town expects to have scoping guidance from MassDOT in May.

There will be several opportunities and options for public input on design in 2022, both in the formal MassDOT design process, which includes noticed public hearings at the 25% and 75% thresholds (the project was stalled before a 25% design public hearing was held, this important step would be scheduled at an appropriate time in the future), as well as various public forums and stakeholder interviews. Abutters and residents were consulted for the original 25% design submission, and as a result, that submission included design exceptions to MassDOT standards, including limiting the width of the roadway and not introducing sidewalks to the corridor. Even with the project back on track, it would be at least five years out from completion of design to start of construction, and the Town would use the time available to ensure the team works with the abutters to the project, including residents, businesses, and institutions along the corridor, as well as the general public, both on final design as well as construction coordination to limit interruptions to access and avoid detouring.

COVID-19

The Town of Boxford experienced a full year of COVID-19 in 2021, and the Select Board worked collaboratively with various staff, departments, and boards and committees on providing municipal

services to residents safely under the guidance of CDC and Massachusetts DPH protocols. This included active enforcement of the Boxford Board of Health mask order, holding Select Board meetings via Zoom, and posting weekly COVID-19 Board of Health updates to the Board's website.

Social distancing, virtual meetings, mask wearing, and surveillance testing were all utilized by the Town during 2021. The Select Board helped organize the Town's second consecutive outdoor Town Meeting under a large tent at Masconomet Regional School District on June 26th 2021. The Select Board also approved funding for the COA tent rental at 4 Middleton Rd to allow for outdoor senior center programming. The Select Board was able to secure 1,500 COVID-19 tests that were made available to residents this past winter.

In 2021 the Select Board executed a regional agreement with the Tri-Towns for a shared public health initiative funded through a state Public Health Excellence Grant for Shared Health Services. The grant will cover all costs associated with the Shared Health Initiative for the Tri-Towns through June 30, 2023. It builds off the success of the Tri-Town shared pandemic nurse services that were funded through the CARES Act. With CARES act funding no longer available, this program will extend funding for the shared public health nurse contractor. The initiative also expands the Town of Boxford's capabilities to administer public health initiatives, in collaboration with various partners, including the Board of Health, the School Committee, the Council on Aging, and the Tri-Town Council.

In the early, unpredictable stages of the pandemic, the Town approved a fiscally conservative budget recommended by the Select Board and Finance Committee. By mid-2021, as state-wide restrictions were lifted and local and state revenues recovered, the Town approved retroactive raises recommended by the Select Board to staff who accepted wage or salary freezes to help balance the Town's first fiscal budget during COVID. This staff included department heads and other non-union staff such as career firefighters. In addition, the Select Board negotiated new contracts with retroactive raises for the following collective bargaining units: AFSCME Town Hall/ Library Clerical Employees, Teamster Police Patrol Officers, Communications Dispatchers and Police Secretarial Employees Association, and the Boxford Police Reserve Association. The Select Board thanks our dedicated staff for their patience and cooperation during these difficult times.

American Rescue Plan Act (ARPA) Funds

The Select Board created an ARPA Committee in August 2021 to consider the general framework for the planned use of the Town of Boxford's allocated federal Coronavirus Local Fiscal Recovery Funds (CLRF) pursuant to the American Rescue Plan Act of 2021. Boxford's CLRF is \$2,490,492. The Committee consists of two members of the Select Board, a member of the Finance Committee, the Finance Director, and the Town Administrator.

In addition to the statutory spending categories, the Committee developed the following policies for spending ARPA funds:

- Operational needs of the Town as required to respond to COVID
- Public health and safety initiatives to improve delivery of services

- One-time capital expenses on infrastructure needs already identified in the Town’s capital plan

As far as one-time spending, the Committee recommends utilizing ARPA funds to reduce the amount of local funds necessary to fund a project. ARPA funding could be used to completely fund individual capital projects entirely, or could fund a portion of a capital project to reduce the need for local funding (operating budget, free cash, or debt issuance). Finally, the Committee has also discussed focusing on critical infrastructure projects.

In October 2021, the Select Board accepted the ARPA Committee’s recommendations, and, to date, has authorized ARPA funds to be spent as laid out in the following chart:

Total Boxford ARPA Funds		\$ 2,490,492
Funds Expended or Encumbered		
<u>Item</u>	<u>Amount</u>	
ATM Tent 6/26/21	\$	40,010
2021 COA Tent Rental July – Oct	\$	12,000
Board of Health Admin. increased hours FY22	\$	12,500
Center at 10 Elm Generator	\$	205,000
Medical Response Pilot Program	\$	150,000
Total	\$	419,510
Recommended Appropriation by ARPA Committee Oct 2021		
<u>Item</u>	<u>Amount</u>	
4 Critical Culverts - Design	\$	240,000
4 Critical Culverts - Construction	\$	1,225,000
Total	\$	1,465,000
Earmarked funds for other potential expenditures		
<u>Item</u>	<u>Amount</u>	
Compliance Support	\$	10,000.00
Tents/ PPE/ COVID-related	\$	62,500.00
Total	\$	72,500.00
Unprogrammed Funds	\$	533,482.10

Going forward, with approval of the Select Board, the ARPA Committee will continue to meet on an as needed basis to track federal and state funding opportunities, as well as explore and recommend other ARPA expenditures.

5 Year Capital Improvement Program

Town departments worked with the Town Administrator to create a new, [5-year Capital Improvement Program](#) submitted to the Select Board in early 2022. The Program includes 85 projects and a total capital investment of \$35 Million over five years, beginning Fiscal Year 2023 through Fiscal Year 2027. Just prior to the onset of the COVID-19 pandemic, the Town completed a Capital Improvement Plan study through the Edward J. Collins, Jr. Center for Public Management at UMass Boston, resulting in a FY2021 to FY2025 Capital Improvement Program for the Town of Boxford. The pandemic significantly affected the overall implementation of the FY2021-FY2025 program. A more conservative approach to budgeting and capital expenditures was necessary during highly volatile times at the onset of the COVID-19 pandemic, delaying the advancement of many projects to future years. The new, 5-year CIP is a restart of our capital planning efforts as the Town emerges from the effects of the global pandemic. The free cash capital and debt requests warrant articles included in the May 10, 2022 Annual Town Meeting were developed in the FY2023 to FY2027 capital planning process. The program report is available on the [Town Administrator webpage](#).

Medical Response Pilot

In August 2021 the Select Board approved the appropriation of the Town's ARPA funds to create a pilot program that focuses on improving the Town's medical and emergency response.

The [Medical Response Pilot Program](#) creates a new shift for a Boxford firefighter dedicated to respond directly from their home to a medical call during hours not covered by career firefighters (evenings and weekends). The weekday shift hours are overnight from 5PM to 7AM, and there are 2 shifts both on Saturday and Sunday to cover weekends. Firefighters working these shifts are paid a stipend in addition to their regular compensation when responding to a call. Firefighters are also afforded a Boxford Fire Department vehicle to take home during the shift.

In the first four months of the pilot, September to December 2021, response times from the call being received by the dispatcher in the Communications Department to the Fire Department arriving onsite appear to have decreased compared to the same months in 2020. From September to December 2020, the Fire Department arrived at medical calls under 11 minutes from the time of the initial emergency call to dispatch 62% of the time overall. During the same months in 2021 during the pilot, the percentage of Fire Department arrivals to medical calls under 11 minutes increased to 77%. This data is encouraging, and indicates the pilot is contributing to improved medical response times.

Upon recommendation of the public safety departments, the Select Board voted to extend the pilot program through Fiscal Year 2023. Extending the program would ensure that there is always a member of the Fire Department on duty to respond to calls. The additional months produces more call data and allows the team to further analyze the success of the program, as well as make adjustments and recommendations on whether to budget for this program in future years.

Additional information on the Medical Response Pilot program can be found on the [project website](#).

Learn more about the Select Board

We ask residents to stay informed on what's happening in Town Government, and we encourage residents to join our meetings and be part of the discussion. Agendas and minutes for Select Board meetings can be found on the [Board website](#). In addition, Boxford Cable Access Television (BCATv) records all meetings that can be accessed from their [website](#). The [Town Administrator webpage](#) is also a resource to learn more about Select Board initiatives.

The Select Board is proud of all the Town accomplished, collaboratively, in 2021, the second year of COVID. We look forward to celebrating greater successes, together, in 2022.

TOWN CLERK

Annual Town Meeting June 26, 2021

Boxford Annual Town Meeting June 26, 2021

Minutes

Boxford's Annual Town Meeting was called to order by Moderator Gerald Johnston at 10:08am on Saturday, June 26, 2021 at Roberts Field, Masconomet Regional School, 20 Endicott Road, with 298 voters in attendance. The articles were acted upon as follows.

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

It was moved and duly seconded 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. This article passed by unanimous voice vote.

ARTICLE 2. To see if the Town, in accordance with M.G.L. Chapter 150E, section 7, **will vote to approve the following collective bargaining agreements**, on file with the Town Clerk, recently negotiated and ratified by the Select Board between the Town and the following Unions for the period July 1, 2020 to June 30, 2023:

- **Teamsters Local 25 International Brotherhood of Teamsters Boxford Police Patrol Officers**
- **Boxford Police Reserve Association**
- **American Federation of State, County and Municipal Employees, AFL-CIO Council #93, Local 939, Boxford Town Hall/Library Clerical Employees**
- **Communication Dispatchers and Police Secretarial Employees Association;**

And to **transfer from Free Cash to fund the cost items for the first year, FY2021 retroactive**, of said collective bargaining agreements, by supplementing the FY 2021 budget appropriations adopted by the vote taken under Article #2 of the September 12, 2020 Annual Town Meeting and **increasing the Salary Reserve line item by \$30,000**; subsequent funding for year two cost items of the agreements included in the proposed FY2022 general operating budget in Article #6 below; or take any other action thereon.

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

It was moved and duly seconded in accordance with M.G.L. Chapter 150E, section 7, **to approve the following collective bargaining agreements**, on file with the Town Clerk, recently negotiated and ratified by the Select Board between the Town and the following Unions for the period July 1, 2020 to June 30, 2023:

- **Teamsters Local 25 International Brotherhood of Teamsters Boxford Police Patrol Officers**
- **Boxford Police Reserve Association**
- **American Federation of State, County and Municipal Employees, AFL-CIO Council #93, Local 939, Boxford Town Hall/Library Clerical Employees**
- **Communication Dispatchers and Police Secretarial Employees Association;**

And to **transfer from Free Cash to fund the cost items for the first year, FY2021 retroactive**, of said collective bargaining agreements, by supplementing the FY 2021 budget appropriations adopted by the vote taken under

Article #2 of the September 12, 2020 Annual Town Meeting and **increasing the Salary Reserve line item by \$30,000**; subsequent funding for year two cost items of the agreements included in the proposed FY2022 general operating budget in Article #6 below. This motion passed by unanimous voice vote.

ARTICLE 3. To see if the Town will vote to adopt the **Classification Plan and Compensation Plan** for FY 2022, as submitted by the Personnel Board under Chapter 23 of the Town Code; said Classification Plan and Compensation Plan as printed on pages 21 through 24 of this warrant; funding for estimated costs of said plan included in the proposed general operating budget of Town in Article #6; or take any other action thereon.

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

It was moved and duly seconded to adopt the **Classification Plan and Compensation Plan** for FY 2022, as submitted by the Personnel Board under Chapter 23 of the Town Code; said Classification Plan and Compensation Plan as printed on pages 21 through 24 of this warrant; funding for estimated costs of said plan included in the proposed general operating budget of Town in Article #6. This article passed by unanimous voice vote.

ARTICLE 4. To see if the town will vote to amend its Personnel Bylaw, pursuant to M.G.L. c. 4 § 7(18), **by inserting “Juneteenth Independence Day” in the list of enumerated holidays** in Town Code § 23-6 Employee Benefits, C. Holidays between “Memorial Day” and “Independence Day”, or to take any other action thereon.

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

It was moved and duly seconded to amend the Personnel Bylaw, pursuant to M.G.L. c. 4 § 7(18), **by inserting “Juneteenth Independence Day” in the list of enumerated holidays** in Town Code § 23-6 Employee Benefits, C. Holidays between “Memorial Day” and “Independence Day”. This article passed by a greater than two-thirds voice vote.

ARTICLE 5. To see if the Town will vote to raise and appropriate or transfer from available funds to supplement the FY 2021 budget appropriations adopted by the vote taken under Article #2 of the September 12, 2020 Annual Town Meeting and **increase the Salary Reserve line item by \$40,000**; or take any other action thereon.

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

It was moved and duly seconded to transfer from Free Cash to supplement the FY 2021 budget appropriations adopted by the vote taken under Article #2 of the September 12, 2020 Annual Town Meeting and **increase the Salary Reserve line item by \$40,000**.

This article passed by a greater than two-thirds voice vote.

ARTICLE 6. 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 2022, 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: **\$36,282,737**
The proposed budget is printed on pages 19 and 20 of this warrant.

Select Board recommends adoption of this article

It was moved and duly seconded to raise and appropriate **\$36,280,091 and transfer from the “Fund Balance Reserved for Debt Service” \$2,646, for a total appropriation of \$36,282,737** for the use of several departments for Fiscal Year 2022, 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.

An amendment was offered and duly seconded to increase the Police Department budget by \$50,559 to fully fund an additional officer. This amendment passed by a vote of 191 yes, 92 no.

An amendment was offered and duly seconded to reinstate \$40,372 to level fund the Fire Department. This amendment passed by a majority show of hands.

It was moved and duly seconded to raise and appropriate **\$36,371,022 and transfer from the “Fund Balance Reserved for Debt Service” \$2,646, for a total appropriation of \$36,373,668** for the use of several departments for Fiscal Year 2022, 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. This motion passed by majority voice vote.

ARTICLE 7. To act on the list of proposed equipment and capital purchases for FY 2022 and see what sums of money the Town will vote to transfer from Free Cash, for the use of several departments for fiscal year 2022, and authorize expenditure of these funds for such purposes under the direction of the appropriate listed department and authorize the Select Board to dispose of any equipment declared surplus if replaced; or take any other action thereon.

Sponsored and supported by the Select Board

Estimate: **\$422,168**

Finance Committee recommends adoption of this article

Permanent Building Committee recommendations as noted

The proposed capital budget is printed on page 18 of this warrant.

It was moved and duly seconded to to **approve the list of proposed equipment and capital purchases** for FY 2022 as shown on page 18 of this warrant and transfer from Free Cash the sum of **\$422,168** for the use of several departments for fiscal year 2022, and authorize expenditure of these funds for such purposes under the direction of the appropriate listed department and authorize the Select Board to dispose of any equipment declared surplus if replaced. This motion passed by majority voice vote.

ARTICLE 8. To see if the Town will vote to appropriate the sum of **\$465,000 to acquire for general municipal purposes, by purchase or eminent domain, the improved 3.5-acre parcel located at 27 Main Street**, including all structures thereon, including the payment of all costs incidental or related thereto; further to authorize the use of such funds to demolish and remove the existing structure(s) on the property; said property also described in the records of the Office of Assessors as Map 32, Block 01, Parcel 22; and to meet this appropriation, authorize the Treasurer with the approval of the Select Board to borrow 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 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 payment of costs approved by this vote in accordance with Chapter 44, section 20 of the General Laws, thereby reducing the amount to be borrowed to pay such cost by a like amount; and to authorize the Chief Procurement Officer and the Select Board 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 acquisition of said land; provided further that the amount of

borrowing authorized pursuant to this vote shall be reduced by any grant amount received prior to the issuance of any bonds or notes under the authority of this vote; or take any other action thereon.

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

It was moved and duly seconded to borrow and appropriate the sum of **\$465,000 to authorize the Select Board to acquire for general municipal purposes including, but not limited to, school purposes, by purchase or eminent domain, the improved 3.5-acre parcel located at 27 Main Street, as described in and in accordance with article #8 of this warrant. This motion passed by a greater than two-thirds show of hands.**

ARTICLE 9. To see if the Town will **vote to appropriate \$5,300,000** to be expended, under the direction of Permanent Building Committee **to pay costs of the Boxford Community/Senior Center construction project, known as the “Center at 10 Elm” to be located at 10 Elm Street,** including the payment of all costs incidental or related thereto (the “Project”); and to meet this appropriation to: (1) transfer **\$550,000 from Center at 10 Elm Gift Fund;** and (2) transfer **\$604,566 from the Undesignated Community Preservation Fund Balance** and (3) authorize the Treasurer with the approval of the Select Board to **borrow (a) \$1,000,000 under and pursuant to Massachusetts General Laws Chapter 44B,** or pursuant to any other enabling authority, for the rehabilitation of historic resources, for the historic renovation of the Cummings House portion of the Project, and (b) **\$3,145,434 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 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 payment of costs approved by this vote in accordance with Chapter 44, section 20 of the General Laws, thereby reducing the amount to be borrowed to pay such cost 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 Chief Procurement Officer and 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 construction of said Project, and authorize the Select Board to issue, execute and record a preservation restriction on said premises or portion thereof; provided further that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount received prior to the issuance of any bonds or notes under the authority of this vote; or take any other action thereon.

Sponsored and supported by Permanent Building Committee
Community Preservation Committee recommends adoption of this article
Select Board recommends adoption of this article
Finance Committee recommends adoption of this article
Historic Districts Commission/Historical Commission recommends adoption of this article
Council on Aging recommends adoption of this article

It was moved and duly seconded **to appropriate \$5,300,000** to be expended, under the direction of Permanent Building Committee **to pay costs of the Boxford Community/Senior Center construction project, known as the “Center at 10 Elm” to be located at 10 Elm Street,** including the payment of all costs incidental or related thereto (the “Project”); and to meet this appropriation to: (1) transfer **\$436,800 from Center at 10 Elm Gift Fund;** and (2) transfer **\$604,566 from the Undesignated Community Preservation Fund Balance** and (3) authorize the Treasurer with the approval of the Select Board to **borrow (a) \$1,000,000 under and pursuant to Massachusetts General Laws Chapter 44B,** or pursuant to any other enabling authority, for the rehabilitation of historic resources, for the historic renovation of the Cummings House portion of the Project, and (b) **\$3,258,634 under and pursuant to Massachusetts General Laws Chapter 44, Section 7,** or pursuant to any other enabling authority; **as described in and in accordance with Article #9 of this warrant;** 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. This motion passed by a greater than two-thirds show of hands.

ARTICLE 10. To see if the Town will vote **to appropriate \$150,000** to be expended, under the direction of Permanent Building Committee **to pay costs for the Additional Alternate – Emergency Generator for the Boxford Community/Senior Center construction project, known as the “Center at 10 Elm” to be located at 10 Elm Street**, including the payment of all costs incidental or related thereto (the “Project”); and to meet this appropriation, authorize the Treasurer with the approval of the Select Board to borrow 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 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 payment of costs approved by this vote in accordance with Chapter 44, section 20 of the General Laws, thereby reducing the amount to be borrowed to pay such cost by a like amount; provided however that no funds shall be borrowed or expended hereunder unless and until the Town shall have voted to approve Article #9 in this warrant and further 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 Chief Procurement Officer and 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 construction of said Project; provided further that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount received prior to the issuance of any bonds or notes under the authority of this vote; or take any other action thereon.

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

It was moved and duly seconded to pass over this article. This motion passed by majority voice vote.

ARTICLE 11. To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sum of money **to acquire for general municipal purposes, including, but not limited to, public water supply purposes, by gift, purchase or eminent domain, a Zone I Easement for Public Water Supply Purposes** as shown on a plan entitled, “Easement Plan #10 and #14 Elm Street Boxford, MA”, prepared by Donohoe Survey, Inc., dated April 1, 2021, on file with the Town Clerk, and authorize the Select Board to accept said easement; and further to authorize the Select Board to execute all agreements and instruments necessary to effectuate the purposes of this article; or take any other action thereon.

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

It was moved and duly seconded **to acquire for general municipal purposes, including, but not limited to, public water supply purposes, by gift, purchase or eminent domain, a Zone I Easement for Public Water Supply Purposes** as shown on a plan entitled, “Easement Plan #10 and #14 Elm Street Boxford, MA”, prepared by Donohoe Survey, Inc., dated April 1, 2021, on file with the Town Clerk, and authorize the Select Board to accept said easement; and further to authorize the Select Board to execute all agreements and instruments necessary to effectuate the purposes of this article. This motion passed by unanimous voice vote.

ARTICLE 12. To see if the Town will vote **to appropriate the sum of \$510,000** to be expended, under the direction of Select Board **to pay costs of construction of a replacement culvert on Willow Road**, including the payment of all costs incidental or related thereto (the “Project”); and to meet this appropriation, authorize the Treasurer with the approval of the Select Board to borrow 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 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 payment of costs approved by this vote in accordance with Chapter 44, section 20 of the General Laws, thereby reducing the amount to be borrowed to pay such cost by a like amount; and to authorize the Chief Procurement Officer and the Select Board 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 construction of said Project; provided further that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount received prior to the issuance of any bonds or notes under the authority of this vote; or take any other action thereon.

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

It was moved and duly seconded move **to borrow and appropriate the sum of \$510,000** to be expended, under the direction of Select Board **to pay costs of construction of a replacement culvert on Willow Road, as described in and in accordance with Article #12 of this warrant. This motion passed by unanimous voice vote.**

ARTICLE 13. To see if the Town will vote **to appropriate \$660,000.00** to be expended, under the direction of Select Board **to purchase and equip a replacement fire truck pumper tanker vehicle**, including the payment of all costs incidental or related thereto (the "Project"); and to meet this appropriation, authorize the Treasurer with the approval of the Select Board to borrow 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 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 payment of costs approved by this vote in accordance with Chapter 44, section 20 of the General Laws, thereby reducing the amount to be borrowed to pay such cost by a like amount; and to authorize the Chief Procurement Officer and the Select Board to enter into any and all agreements and execute any and all instruments as may be necessary on behalf of the Town to effectuate the execution of said Project; provided further that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount received prior to the issuance of any bonds or notes under the authority of this vote; or take any other action thereon.

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

It was moved and duly seconded **to borrow and appropriate \$660,000.00** to be expended, under the direction of Select Board **to purchase and equip a replacement fire truck pumper tanker vehicle**, including the payment of all costs incidental or related thereto, **as described in and in accordance with Article #13 of this warrant. This motion passed by unanimous voice vote.**

ARTICLE 14. To see if the Town will vote **to appropriate \$336,000** to be expended under the direction of the Elementary School Committee, to engage consulting, Licensed Site Professional and engineering services **to supplement the funding for Harry Lee Cole School & Spofford Pond School Site Renovation Projects design, as authorized by the vote taken under Article #6 of the September 12, 2020 Annual Town Meeting to fund costs associated with testing, study, report preparation and establishment of health and safety measures related to the discovery of arsenic, and any other contaminants, in the soils in certain locations at the Harry Lee Cole School and undertake other services as necessary**, including any incidental or related expenses, and to meet this appropriation, authorize the Treasurer with the approval of the Select Board to borrow 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 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 payment of costs approved by this vote in accordance with Chapter 44, section 20 of the General Laws, thereby reducing the amount to be borrowed to pay such cost by a

like amount; and to authorize the Chief Procurement Officer and the Elementary School Committee to enter into any and all agreements and execute any and all instruments as may be necessary on behalf of the Town to effectuate the execution of said Project; provided further that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount received prior to the issuance of any bonds or notes under the authority of this vote; or take any other action thereon.

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

It was moved and duly seconded move **to borrow and appropriate \$336,000** to be expended under the direction of the Elementary School Committee, to engage consulting, Licensed Site Professional and engineering services **to supplement the funding for Harry Lee Cole School & Spofford Pond School Site Renovation Projects design, as authorized by the vote taken under Article #6 of the September 12, 2020 Annual Town Meeting to fund costs associated with testing, study, report preparation and establishment of health and safety measures related to the discovery of arsenic, and any other contaminants, in the soils in certain locations at the Harry Lee Cole School and undertake other services as necessary**, including any incidental or related expenses, and to meet this appropriation **as described in and in accordance with Article #14 of this warrant.**
This motion passed by unanimous voice vote.

ARTICLE 15. To see if the Town will vote to set the **annual curbside solid waste collection fee at \$3.00 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 adoption of this article
Select Board recommends adoption of this article

It was moved and duly seconded to set the **annual curbside solid waste collection fee at \$3.00 for each 32-gallon bag** or container (each use). This motion passed by unanimous voice vote.

ARTICLE 16. 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 2022, with each item to be considered a separate appropriation:

Appropriations:

From FY 2022 estimated annual revenues for Sawyer-Richardson Open Space Bond	\$154,400
From FY 2022 estimated annual revenues for Lincoln Hall Renovation Bond expense	\$43,663
From FY 2022 estimated annual revenues for Haynes Land Purchase Bond expense	\$124,750
From FY 2022 estimated annual revenues for Aaron Wood Renovation Bond expense	\$14,826
From FY 2022 estimated annual revenues for Boxford Commons Bond expense	\$143,500
From FY 2022 estimated annual revenues for Committee Administrative expenses	\$56,061

Reserves:

From FY 2022 estimated annual revenues for Historic Resources Reserve	\$53,634
From FY 2022 estimated annual revenues for Community Housing Reserve	\$112,122
From FY 2022 estimated annual revenues for Budgeted Reserve	\$415,000

or take any other action thereon.

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

It was moved and duly seconded 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 2022, to be spent under the direction of the Community Preservation Committee, as described in and in accordance with Article #16 of this warrant. This motion passed by unanimous voice vote.

ARTICLE 17. To see if the Town will vote to appropriate **\$28,000 from the Community Preservation Committee Historic Fund balance to fund the preparation of construction plans and drawings showing the historic rehabilitation of the Little Red School House, 26 Middleton Road;** said funds to be expended under the direction of the Permanent Building Committee, or take any other action thereon.

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

It was moved and duly seconded I move to appropriate **\$28,000 from the Community Preservation Committee Historic Fund balance to fund the preparation of construction plans and drawings showing the historic rehabilitation of the Little Red School House, 26 Middleton Road;** said funds to be expended under the direction of the Permanent Building Committee. This motion passed by unanimous voice vote.

ARTICLE 18. To see if the Town will vote to appropriate **\$25,000** from the Undesignated Community Preservation Fund balance **to be deposited into the Conservation Fund established pursuant to the Conservation Commission Act, M.G.L. Ch. 40 s. 8C, for use by the Conservation Commission on projects that satisfy eligibility requirements of both M.G.L. Ch. 40 s. 8C and the Community Preservation Act, M.G.L. Ch. 44B;** any expenditure of these deposited funds to be authorized by the Conservation Commission in consultation with the Community Preservation Committee; or take any other action thereon.

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

It was moved and duly seconded to appropriate **\$25,000** from the Undesignated Community Preservation Fund balance **to be deposited into the Conservation Fund established pursuant to the Conservation Commission Act, M.G.L. Ch. 40 s. 8C, for use by the Conservation Commission on projects that satisfy eligibility requirements of both M.G.L. Ch. 40 s. 8C and the Community Preservation Act, M.G.L. Ch. 44B;** any expenditure of these deposited funds to be authorized by the Conservation Commission in consultation with the Community Preservation Committee. This motion passed by unanimous voice vote.

ARTICLE 19. To see if the Town will vote **to raise and appropriate, or transfer from available funds the sum of \$25,000 to fund the Conservation Fund;** or take any other action thereon.

Sponsored and Supported by Conservation Commission
Select Board recommends adoption of this article
Finance Committee recommends adoption of this article

It was moved and duly seconded to **transfer from Free Cash the sum of \$25,000 to fund the Conservation Fund. This motion passed by unanimous voice vote.**

ARTICLE 20. To see if the Town will vote to **transfer \$32,115 from the Library Stabilization Fund for the purpose of purchasing furniture and equipment for the newly renovated Library space** at the Library/Town Hall, 7A Spofford Road including the payment of all costs incidental or related thereto, said funds to be expended under the direction of the Library Trustees, or take any other action thereon.

Sponsored by the Board of Library Trustees

Finance Committee recommends adoption of this article
Select Board recommends adoption of this article

It was moved and duly seconded to **transfer \$32,115 from the Library Stabilization Fund for the purpose of purchasing furniture and equipment for the newly renovated Library space** at the Library/Town Hall, 7A Spofford Road including the payment of all costs incidental or related thereto, said funds to be expended under the direction of the Library Trustees. This motion passed by unanimous voice vote.

ARTICLE 21: To see if the Town will vote to amend its Senior Work-Off Program regulations, adopted pursuant to M.G.L. Chapter 59, section 5K as amended, to allow an approved representative, for persons physically unable, to provide senior property tax work-off abatement services to the Town, or to take any other action thereon.

Sponsored by the Board of Assessors
Finance Committee recommends adoption of this article
Select Board recommends adoption of this article
Council on Aging recommends adoption of this article

It was moved and duly seconded to amend the Senior Work-Off Program regulations, adopted pursuant to M.G.L. Chapter 59, section 5K as amended, to allow an approved representative, for persons physically unable, to provide senior property tax work-off abatement services to the Town. This motion passed by unanimous voice vote.

ARTICLE 22. To see if the Town will vote to amend the Masconomet Regional School District Agreement by adopting Amendments 9 and 10 as follows:

1. By striking Subsection “B” of Section I, which currently reads:

~~B. Interim Committee~~

~~Within 30 days after the passage of this Amendment (refers to 8th Amendment) to the Masconomet Regional School District Agreement by the member towns, an interim Committee will be established which will consist of the four elected members from the Town of Topsfield, the four elected members from the Town of Boxford plus one member from the Town of Boxford appointed by the selectmen of the Town of Boxford and the remaining interim Committee members from Boxford, said appointed member to serve until the next annual election; the three elected members from the Town of Middleton plus one member from the Town of Middleton appointed by the Selectmen of the Town of Middleton and the remaining interim Committee members from Middleton, said appointed member to serve until the next annual election.~~

and re-lettering the remaining subsections to reflect the deletion of Subsection “B”.

2. In Subsection “D” of Section IV, “Apportionment of Capital Costs,” by striking “~~Essex County Agricultural School~~” and replacing it with “Essex Northshore Agricultural and Technical School” and by striking the sentence: “~~This amendment shall first take effect with the apportionment for the year 1962.~~”

3. In Subsection “F” of Section IV, “Fiscal Year and Times of Payments of Apportioned Costs,” by striking the following:

~~“Provided, however, that for the fiscal period beginning January 1, 1973, and ending June 30, 1974, the dates on or before which the respective percentages of the costs of the District for said period apportioned to each member town shall be paid shall be as follows:~~

April 1, 1973	17%
June 1, 1973	16%

September 1, 1973	17%
December 1, 1973	16%
March 1, 1974	17%
June 1, 1974	17%

This section shall be effective only to the extent that Chapter 849 of the Acts of 1969 as amended shall be in effect.”

4. By striking Subsection “A” of Section V, “Budget,” which currently reads:

~~A. — Initial Budget~~

~~Within sixty days after the original Committee is organized, it shall prepare a reasonably detailed operating and maintenance budget covering expenses, if any, for the balance of the then calendar year. Copies of such proposed budget shall be submitted to the Chairman of the Finance or Advisory Committee of each member town, or if there is no Finance or Advisory Committee in a member town, to the Chairman of the Select Board of such town, for its consideration. A budget shall be adopted not earlier than fourteen days but within thirty days after the proposed budget has been so submitted. The amount of the said budget shall be apportioned between the member towns according to the provisions in section N hereof. The treasurer shall certify to each member town its respective share of said budget. The sums thus certified shall be payable forthwith by each member town to the Committee but only from funds which may be or may have been appropriated by each member town for such purpose, if any.~~

and re-lettering the remaining subsections to reflect the deletion of Subsection “A”.

5. By striking Subsection “C” of Section I, which currently reads:

~~C. — Elected Members~~

~~In order to comply with the proportional representation requirements mandated by the United States Constitution (also known as “one man, one vote”), the total number of representatives to the Committee from each of the Towns of Boxford and Topsfield shall be reduced by one. To accomplish this reduction, one position on the Committee held by a representative of the Town of Topsfield with a term expiring in 2012 shall be abolished upon the expiration of such representative’s term in 2012. In addition, one of the two positions on the Committee held by the representatives of the Town of Boxford with a term expiring in 2012, shall be abolished upon the expiration of such representative’s term. The Chairman of the Committee shall determine by lot the particular position to be eliminated.~~

and replacing it with the following:

“B. Election of Committee Members

“Members of the Committee from each member town shall be elected by voters in such member town at such member town’s annual town election to serve three-year terms on a staggered basis. Thus every third year, two persons shall be elected by the voters in Middleton and two persons shall be elected by the voters in Boxford to serve on the Committee, and otherwise one person shall be elected from each member town every year.

“It is the intent of this agreement, pursuant to G.L. c. 71, § 14E, that Committee members be elected by voters in member towns with each member town’s representation apportioned

according to population. Accordingly, the Committee will review its apportionment as soon as practicable after each federal census and will recommend such amendments to this agreement as may be necessary to ensure that such apportionment continues to reflect the relative population of the member towns as accurately as possible.”

or take any other action thereon.

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

It was moved and duly seconded to adopt the proposed amendments #9 and #10 to the Regional School District Agreement as described in and in accordance with Article #22 of this warrant. This motion passed by unanimous voice vote.

ARTICLE 23. To see if the Town will vote to amend the Masconomet Regional School District Agreement by adopting Amendment 11, as follows:

By striking Subsection “E” of Section IV, “Apportionment of Operating Costs,” which currently reads:

~~E. — Apportionment of Operating Costs~~

~~Operating costs for the first calendar year next following the establishment of the regional school district and for every calendar year thereafter shall be apportioned to the member towns on the basis of their respective pupil enrollments in the regional school. Each member town's share for each calendar year shall be determined by computing the ratio which that town's pupil enrollment in the regional district school on October 1 of the year in which apportionment is determined bears to the total pupil enrollment from all the member towns in the regional district school on the same date. In the event that enrollment in the regional district school has not been accomplished by October 1 of any year, operating costs shall be apportioned on the basis of enrollment in grades 7 through 12 of pupils residing in each member town and receiving education at such town's expense on October 1 of that year.~~

And replacing it with the following:

“E. Apportionment of Operating Costs

“1. Operating costs for fiscal years 2021 through 2022 will be apportioned to member towns using the method outlined in G.L. c. 70 § 6. Operating assessments for each member town shall equal the sum of (i) such member town's required local contribution to the regional school district as determined by the Commissioner of Elementary and Secondary Education, and (ii) the product of (a) that portion of the regional school district's net school spending, as defined by G.L. c. 70, § 2, which exceeds the total required local contribution for all member towns, multiplied by (b) the ratio which such member town's pupil enrollment in the regional school district on October 1 of the year in which apportionment is determined bears to the total pupil enrollment from all member towns on the same date.

“2. For Fiscal Year 2023, operating costs will be apportioned to member towns using the method outlined in G.L. c. 70, § 6. Operating assessments for each member town shall equal the sum of (i) such member town's required local contribution to the regional school district as determined by the Commissioner of Elementary and Secondary Education, and (ii) the product of (a) that portion of the regional school district's net school spending, as defined by G.L. c. 70, § 2, which exceeds the total required local contribution for all member towns, multiplied by (b) the ratio

which such member town's October 1 pupil enrollment in the regional school district for the two (2) preceding fiscal years bears to the total pupil enrollment from all member towns during the same period.

"3. For Fiscal Year 2024, operating costs will be apportioned to member towns using the method outlined in G.L. c. 70, § 6. Operating assessments for each member town shall equal the sum of (i) such member town's required local contribution to the regional school district as determined by the Commissioner of Elementary and Secondary Education, and (ii) the product of (a) that portion of the regional school district's net school spending, as defined by G.L. c. 70, § 2, which exceeds the three (3) preceding fiscal years bears to the total pupil enrollment from all member towns during the same period.

"4. For Fiscal Year 2025, operating costs will be apportioned to member towns using the method outlined in G.L. c. 70, § 6. Operating assessments for each member town shall equal the sum of (i) such member town's required local contribution to the regional school district as determined by the Commissioner of Elementary and Secondary Education, and (ii) the product of (a) that portion of the regional school district's net school spending, as defined by G.L. c. 70, § 2, which exceeds the total required local contribution for all member towns, multiplied by (b) the ratio which such member town's October 1 pupil enrollment in the regional school district for the four (4) preceding fiscal years bears to the total pupil enrollment from all member towns during the same period.

"5. Beginning in Fiscal Year 2026, operating costs will be apportioned to member towns using the method outlined in G.L. c. 70, § 6. Operating assessments for each member town shall equal the sum of (i) such member town's required local contribution to the regional school district as determined by the Commissioner of Elementary and Secondary Education, and (ii) the product of (a) that portion of the regional school district's net school spending, as defined by G.L. c. 70, § 2, which exceeds the total required local contribution for all member towns, multiplied by (b) the ratio which such member town's October 1 pupil enrollment in the regional school district for the five (5) preceding fiscal years bears to the total pupil enrollment from all member towns during the same period."

or take any other action thereon.

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

It was moved and duly seconded to adopt the proposed amendment #11 to the Regional School District Agreement as described in and in accordance with Article #23 of this warrant. This article passed by a majority show of hands.

ARTICLE 24. To see if the Town will vote to amend the Masconomet Regional School District Agreement by adopting Amendment 12, as follows:

By striking the second sentence of Subsection "F" of Section IV, "Fiscal Year and Times of Payments of Apportioned Costs," which currently reads:

~~Except as otherwise provided in subsection V(A), the annual share of each member town shall be paid in four (4) equal installments quarterly due on or before the following dates each year:~~

~~September 1—25%
December 1—50%~~

~~March 1~~ ——— ~~75%~~
~~June 1~~ ——— ~~100%~~

and replacing it with the following:

“Except as otherwise provided in subsection V (A), the annual share of each member town shall be paid in four (4) equal installments quarterly due on or before the following dates each year:

August 15
November 15
February 15
May 15”

or take any action thereon.

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

It was moved and duly seconded to adopt the proposed amendment #12 to the Regional School District Agreement as described in and in accordance with Article #24 of this warrant. This motion passed by a majority show of hands.

ARTICLE 25. To see if the Town, pursuant to M.G.L. Chapter 30B, Section 12, will allow up to a five (5) year contract for the procurement of transportation and food service services for the Elementary School Department, 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

It was moved and duly seconded that the Town, pursuant to M.G.L. Chapter 30B, Section 12, allow up to a five (5) year contract for the procurement of transportation and food service services for the Elementary School Department. This motion passed by unanimous voice vote.

ARTICLE 26. To see if the Town will vote to authorize the Town **to transfer the care, custody, management and control** of “Parcel X-6-T” and “Parcel X-TE-11” located on a parcel of land in the Town of Boxford, commonly known as “**Baldpate Pasture**”, and any other land and/or permanent and temporary easement areas as may be shown on a plan of land entitled “Massachusetts Department of Transportation Highway Division Plan and Profile of Border to Boston Trail in the Towns of Boxford & Georgetown,” revised through February 9, 2021, prepared by Stantec, a copy of which is on file with the Town Clerk, as said plan may be amended, **for recreational trail purposes**, including, without limitation, for the construction, installation, inspection, improvement, maintenance, repair, replacement and/or relocation of a rail trail, rights of way, access ways, sidewalks, ramps, drainage, utilities, slope, grading, landscaping, and for any and all other uses and purposes incidental or related thereto; from the Select Board, or such other board or commission that may have custody thereof, to the Select Board for the purpose of dedication to recreational trail purposes; and, further, to raise and appropriate, transfer from available funds, and/or borrow a sum of money to fund the foregoing project and any costs incidental or related thereto, including, without limitation, the cost of any land/easement acquisitions; and, further, to authorize the Select Board to enter into all agreements and execute any and all instruments as may be necessary or convenient to effectuate the foregoing purposes; or take any other action thereon.

Sponsored and supported by the Border to Boston Trail Committee
Finance Committee recommends adoption of this article
Select Board recommends adoption of this article

It was moved and duly seconded to authorize the Town to **transfer the care, custody, management and control** of “Parcel X-6-T” and “Parcel X-TE-11” located on a parcel of land in the Town of Boxford, commonly known as “**Baldpate Pasture**”, to the Select Board for the purpose of dedication to recreational trail purposes; and, to authorize the Select Board to enter into all agreements and execute any and all instruments as may be necessary or convenient to effectuate the foregoing purposes as **described in and in accordance with Article #26 of this warrant**. This article passed by unanimous voice vote.

ARTICLE 27. To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **\$49,100 to fund an existing retirement bonus benefit equal to 50% of accumulated, but unused sick leave in accordance with the provisions of Town Code, Chapter 23 Personnel, §23-6 Employee Benefits. D. Paragraph 2**, said funds to be expended under the direction of the Select Board, or take any other action thereon.

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

It was moved and duly seconded to transfer from Free Cash the sum of **\$49,100 to fund an existing retirement bonus benefit equal to 50% of accumulated, but unused sick leave in accordance with the provisions of Town Code, Chapter 23 Personnel, §23-6 Employee Benefits. D. Paragraph 2**, said funds to be expended under the direction of the Select Board. This motion passed by unanimous voice vote.

ARTICLE 28: To see if the Town will vote to amend Chapter §196-13 B (11) *Subject to the grant of a special permit by the Board of Appeals as provided in Article X below, the following:*

(a) Maintenance of commercial dog kennels, provided that no such structure or operations are involved which are not in keeping with the residential character of the Town, all structures and operations are substantially screened from view with evergreen trees, shrubs, similar vegetation, fences, or other means and no offensive noise, odors, unsightliness, or unsafe condition is produced.

TO:

(a) Maintenance of personal kennel, as defined under MGL Ch. 136A, S.2 provided that no such structure or operations are involved which are not in keeping with the residential character of the Town, all structures and operations are substantially screened from view with evergreen trees, shrubs, similar vegetation, fences, or other means and no offensive noise, odors, unsightliness, or unsafe condition is produced.

or to take any other action thereon.

Sponsored by Planning Board

It was moved and duly seconded to refer this issue to the Planning Board for further study. This motion passed by unanimous voice vote.

ARTICLE 29. To transact any other business to legally come before this meeting.

It was moved and duly seconded to dissolve this Annual Town Meeting.
This motion passed by unanimous voice vote.

A true record,

Robin Phelan, Town Clerk

Annual Town Election June 29, 2021

	<u>Precinct 1</u>	<u>Hand Count</u>	<u>Precinct 2</u>	<u>Hand Count</u>	<u>Precinct 3</u>	<u>Hand Count</u>	<u>Total</u>
<u>Select Board</u>							
Vote for Two 3 Year Terms							
Charles J. Costello	183	0	164	0	199	1	547
Judith A. Stickney	187	0	207	0	200	1	595
Write Ins	10	0	5	0	2	0	17
Blanks	132	0	112		133	2	379
Total	512	0	488	0	534	4	1538
<u>Board of Assessors</u>							
Vote for One 3 Year Term							
Diana M. Headrick	145	0	168	0	197	2	512
Write Ins	23	0	20	0	13	0	56
Blanks	88		56	0	57	0	201
Total	256	0	244	0	267	2	769
<u>Board of Assessors</u>							
Vote For One 2 Year Term							
Write Ins	4	0	3	0	9	1	17
Mary Murphy	30	0	55	0	38	0	123
Tony Brogna	1	0	0	0	0	0	1
Peter Jenkins	1	0	0	0	0	0	1
Jan Silva	2	0	12	0	3	0	17
Kevin Bradley	1	0	0	0	0	0	1
Diana Headrick	1	0	0	0	0	0	1
Randy Castle	0	0	1	0	0	0	1
Todd Hirshon	0	0	0	0	1	0	1
Gordon Frier	0	0	0	0	1	0	1
Blanks	216	0	173	0	215	1	605
Total	256	0	244	0	267	2	769

	<u>Precinct 1</u>	<u>Hand Count</u>	<u>Precinct 2</u>	<u>Hand Count</u>	<u>Precinct 3</u>	<u>Hand Count</u>	<u>Total</u>
<u>Boxford School Committee</u>							
Vote For 2 Three Year Terms							
Carol Jane Hubbard	152	0	163	0	165	2	482
Jennifer R. Owens	118	0	105	0	122	1	346
Sherry Lee Venezia-Serino	83	0	50	0	91	0	224
Write Ins	2	0	2	0	2	0	6
Blanks	157	0	168	0	154	1	480
Total	512	0	488	0	534	4	1538
<u>Masconomet Regional School Committee</u>							
Vote For 1 Three Year Term							
Patricia Donna Bernheart	160	0	158	0	194	2	514
Write Ins	6	0	1	0	2	0	9
Blanks	90	0	85	0	71	0	246
Total	256	0	244	0	267	2	769
<u>Board of Library Trustees</u>							
Vote For 3 Three Year Terms							
Amanda J. LaMantia	159	0	159	0	194	2	514
Denae Shirley Ramos-Pachucki	160	0	156	0	187	2	505
Write Ins	3	0	0	0	0	0	3
Rachel Pelley	38	0	64	0	45	0	147
Carolyn Miller	1	0	0	0	0	0	1
Michelle Bradley	1	0	0	0	0	0	1
Kim Holiday	1	0	0	0	0	0	1
Joe Lavoie	0	0	1	0	0	0	1
Matthew Andrade	0	0	1	0	0	0	1
Christian Wayland	0	0	0	0	1	0	1
Carrie Burke	0	0	0	0	1	0	1
Gordon Frier	0	0	0	0	1	0	1
Kim Netland	0	0	0	0	1	0	1
Blanks	405	0	351	0	371	2	1129
Total	768	0	732	0	801	6	2307

	<u>Precinct 1</u>	<u>Hand Count</u>	<u>Precinct 2</u>	<u>Hand Count</u>	<u>Precinct 3</u>	<u>Hand Count</u>	<u>Total</u>
<u>Board of Commissioners of Trust Funds</u>							
Vote For 1 Three Year Term							
Write Ins	5	0	3	0	16	0	24
Mark Phelan	3	0	3	0	0	0	6
Mark Mercier	2	0	0	0	0	0	2
Peter Jenkins	1	0	0	0	0	0	1
Andrew Gori	2	0	0	0	0	0	2
Rhonda Hodge	1	0	0	0	0	0	1
Other	0	0	5	0	4	0	9
Blanks	242	0	233	0	247	2	724
Total	256	0	244	0	267	2	769
<u>Board of Health</u>							
Vote for 1 Three Year Term							
Richard Fahrner	166	0	168	0	202	2	538
Write Ins	37	0	43	0	29	0	109
Blanks	309	0	277	0	303	2	891
Total	512	0	488	0	534	4	1538
<u>Planning Board</u>							
Vote for 2 Five Year Terms							
Ellen Nestervich	161	0	169	0	203	2	535
Angela Steadman	169	0	176	0	201	2	548
Write Ins	0	0	0	0	4	0	4
Blanks	182	0	143	0	126	0	451
Total	512	0	488	0	534	4	1538
<u>Ballot Question</u>							
Yes	172	0	176	0	210	2	560
No	75	0	59	0	51	0	185
Blanks	9	0	9	0	6	0	24
Total	256	0	244	0	267	2	769

Question 1: 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 bonds issued in order to fund the Boxford Community/Senior Center construction project, known as the “Center at 10 Elm”, to be located at 10 Elm Street, including all payment of all costs incidental or related thereto?

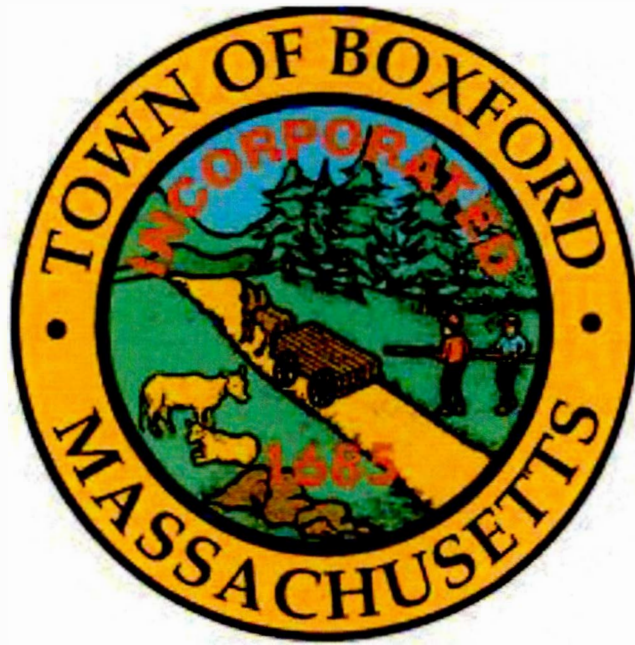
Vital Statistics

- Births: 71
- Marriage Intentions: 8
- Marriages: 8
- Deaths: 69

Licenses and Permits

- Dog Licenses: 1,366
- Kennel Licenses: 14
- Raffle Permits: 1

FINANCE



TOWN OF BOXFORD, MASSACHUSETTS

Financial Statements
For the Year Ended June 30, 2021

(With Independent Auditors' Report Thereon)

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INDEPENDENT AUDITORS' REPORT

To the Select Board
Town of Boxford, Massachusetts

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Boxford, Massachusetts (the Town), as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the Table of Contents.

Management's Responsibility for the Financial Statements

The Town's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Town's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of

Merrimack, New Hampshire
Andover, Massachusetts
Greenfield, Massachusetts
Ellsworth, Maine

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accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Boxford, Massachusetts, as of June 30, 2021, and for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 20 to the financial statements, in fiscal year 2021 the Town adopted Governmental Accounting Standards Board (GASB) Statement No. 84, *Fiduciary Activities*. Our opinion is not modified with respect to this matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, the budgetary comparison for the general fund and major special revenue funds, and certain pension and OPEB schedules be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with evidence sufficient to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated March 17, 2022 on our consideration of the Town's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing,



and not to provide an opinion on the effectiveness of the Town's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town's internal control over financial reporting and compliance.

Melanson

Andover, Massachusetts
March 17, 2022

MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of the Town of Boxford, Massachusetts (the Town), we offer readers this narrative overview and analysis of the financial activities of the Town for the fiscal year ended June 30, 2021.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the basic financial statements. The basic financial statements comprise three components: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to financial statements. This report also contains required supplementary information in addition to the basic financial statements themselves.

Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of our finances in a manner similar to a private-sector business.

The Statement of Net Position presents information on all assets, liabilities, and deferred outflows/inflows of resources with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position is improving or deteriorating.

The Statement of Activities presents information showing how the Town's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

The governmental activities include general government, public safety, education, public works, health and human services, culture and recreation, interest, and intergovernmental expense.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements. All of the funds can be divided into two categories: governmental funds and fiduciary funds.

Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the

government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating the Town's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

An annual appropriated budget is adopted for the General Fund and major Community Preservation Fund. A budgetary comparison statement has been provided for the General Fund and major Community Preservation Fund to demonstrate compliance with this budget.

Fiduciary Funds

Fiduciary funds are used to account for resources held for the benefit of parties outside the Town. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the Town's own programs.

Notes to Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Required Supplementary Information

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information which is required to be disclosed by accounting principles generally accepted in the United States of America.

Financial Highlights

- At the end of the current fiscal year, net position in governmental activities was \$42,196,060, a change of \$1,048,105.
- At the end of the current fiscal year, governmental funds reported combined ending fund balances of \$10,940,361, a change of \$(1,577,905) in comparison to the prior year.
- At the end of the current fiscal year, unassigned fund balance for the General Fund was \$4,813,249 a change of \$59,037 in comparison to the prior year.

Government-Wide Financial Analysis

The following is a summary of condensed government-wide financial data for the current and prior fiscal years.

<u>NET POSITION (in thousands)</u>		
	<u>Governmental Activities</u>	
	<u>2021</u>	<u>2020</u>
Assets		
Current and other assets	\$ 15,976	\$ 13,571
Capital assets	<u>63,964</u>	<u>62,065</u>
Total assets	79,940	75,636
Deferred outflows of resources	2,426	3,412
Liabilities		
Other liabilities	4,691	828
Long-term liabilities	<u>33,289</u>	<u>35,854</u>
Total liabilities	37,980	36,682
Deferred inflows of resources	2,190	1,260
Net Position		
Net investment in capital assets	56,213	54,972
Restricted	6,325	4,758
Unrestricted	<u>(20,342)</u>	<u>(18,624)</u>
Total net position	<u>\$ 42,196</u>	<u>\$ 41,106</u>

As noted earlier, net position may serve over time as a useful indicator of the Town's financial position. At the close of the most recent fiscal year, total net position was \$42,196,060, a change of \$1,048,105 in comparison to the prior year.

The largest portion of net position \$56,212,551 reflects our investment in capital assets (e.g., land, construction in progress, land improvements, buildings and building improvements, machinery, equipment and vehicles, and infrastructure), less any related debt used to acquire those assets that is still outstanding. These capital assets are used to provide services to citizens; consequently, these assets are not available for future spending. Although the investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of net position \$6,325,238 represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position reflects a deficit of \$(20,341,729) primarily resulting from unfunded pension and OPEB liabilities.

CHANGES IN NET POSITION (in thousands)

	Governmental Activities	
	<u>2021</u>	<u>2020</u>
Revenues		
Program revenues:		
Charges for services	\$ 1,906	\$ 2,075
Operating grants and contributions	6,967	5,161
Capital grants and contributions	850	483
General revenues:		
Property taxes	31,664	31,133
Excises	1,640	1,658
Penalties, interest, and other taxes	96	78
Grants and contributions not restricted to specific programs	710	695
Investment income	291	211
Miscellaneous	713	595
Total revenues	<u>44,837</u>	<u>42,089</u>
Expenses		
General government	3,670	2,360
Public safety	4,402	3,886
Education	31,327	30,814
Public works	3,384	3,765
Health and human services	432	438
Culture and recreation	241	905
Interest on long-term debt	160	170
Intergovernmental	173	168
Total expenses	<u>43,789</u>	<u>42,506</u>
Change in net position	1,048	(417)
Transfers in	<u>-</u>	<u>40</u>
Change in net position	1,048	(377)
¹ Net position - beginning of year, as restated	<u>41,148</u>	<u>41,483</u>
Net position - end of year	<u>\$ 42,196</u>	<u>\$ 41,106</u>

¹ Restatement of net position for GASB 84 implementation, see Note 22 for additional information.

Governmental Activities

Governmental activities for the year resulted in a change in net position of \$1,048,105. Key elements of this change are as follows:

Community Preservation fund change in fund balance	\$ 640,831
Depreciation expense in excess of principal debt service	(1,008,854)
Change in pension expense from GASB 75	(121,253)
Change in OPEB expense from GASB 68	(415,882)
Capitalized expenditures by the Town Hall Construction	2,154,494
Other	<u>(201,231)</u>
Total	<u>\$ 1,048,105</u>

Financial Analysis of the Town's Funds

As noted earlier, fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds

The focus of governmental funds is to provide information on near-term inflows, outflows and balances of spendable resources. Such information is useful in assessing financing requirements. In particular, unassigned fund balance may serve as a useful measure of the Town's net resources available for spending at the end of the fiscal year.

General Fund

The general fund is the chief operating fund. At the end of the current fiscal year, unassigned fund balance of the general fund was \$4,813,249, while total fund balance was \$6,501,285. As a measure of the general fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to general fund expenditures. Refer to the table below.

<u>General Fund</u>	<u>6/30/21</u>	<u>6/30/20</u>	<u>Change</u>	<u>% of General Fund Expenditures*</u>
Unassigned fund balance	\$ 4,813,249	\$ 4,754,212	\$ 59,037	13.2%
Total fund balance	\$ 6,501,285	\$ 7,211,432	\$ (710,147)	17.8%

*Expenditure amounts used to calculate the above percentages have been adjusted to exclude the on-behalf payment from the Commonwealth to the Massachusetts Teachers Retirement System of \$1,436,191.

The total fund balance of the general fund changed by \$(710,147) during the current fiscal year. Key factors in this change are as follows:

Revenues in excess of budget	\$	484,221
Expenditures less than budget		417,613
Use of free cash		(1,327,159)
Change in stabilization fund balance		(415,723)
Other		<u>130,901</u>
Total	\$	<u>(710,147)</u>

Included in the total general fund balance are the Town's stabilization accounts with the following balances:

	<u>6/30/21</u>	<u>6/30/20</u>	<u>Change</u>
General stabilization fund	\$ 930,029	\$ 902,152	\$ 27,877
Library stabilization fund	<u>54,161</u>	<u>497,761</u>	<u>(443,600)</u>
	<u>\$ 984,190</u>	<u>\$ 1,399,913</u>	<u>\$ (415,723)</u>

Nonmajor Governmental Funds

The fund balance of nonmajor governmental fund changed by \$45,905 primarily from timing differences between the receipt and disbursement of grants and permanent financing of capital projects.

General Fund Budgetary Highlights

Differences between the original budget and the final amended budget resulted in an overall change in appropriations of \$70,000 for retroactive salaries under collective bargaining agreements, funded by free cash. The actual results of both revenues and expenditures were comparable to the budget.

Capital Asset and Debt Administration

Capital Assets

Total investment in capital assets for governmental activities at year end amounted to \$63,963,985 (net of accumulated depreciation). This investment in capital assets includes land, construction in progress, land improvements, buildings and building improvements, machinery, equipment and vehicles, and infrastructure.

Major capital asset events during the current fiscal year included the following:

- \$2,278,013 for various buildings and building improvements.
- \$581,911 for various machinery, equipment, and vehicles.
- \$1,352,490 for various infrastructure.
- \$127,079 of construction in progress for various projects.
- \$(2,186,602) of depreciation expense.

Additional information on capital assets can be found in the Notes to Financial Statements.

Long-Term Debt

At the end of the current fiscal year, total bonded debt outstanding was \$6,015,000, all of which was backed by the full faith and credit of the Town.

The Town maintained their AAA rating from S&P for general obligation debt.

Additional information on long-term debt can be found in the Notes to Financial Statements.

Requests for Information

This financial report is designed to provide a general overview of the Town's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to:

Director of Municipal Finance/Town Accountant
Town of Boxford, Massachusetts
7A Spofford Road, 2nd Floor
Boxford, Massachusetts 01921

TOWN OF BOXFORD, MASSACHUSETTS

Statement of Net Position
June 30, 2021

	Governmental <u>Activities</u>
Assets	
Current:	
Cash and short-term investments	\$ 9,679,993
Investments	5,542,908
Receivables, net of allowance for uncollectibles:	
Property taxes	181,862
Excises	114,465
Departmental and other	153,408
Intergovernmental	<u>254,771</u>
Total Current Assets	15,927,407
Noncurrent:	
Receivables:	
Property taxes	48,413
Capital assets:	
Nondepreciable capital assets	20,979,917
Other capital assets, net of accumulated depreciation	<u>42,984,068</u>
Total Noncurrent Assets	<u>64,012,398</u>
Total Assets	79,939,805
Deferred Outflows of Resources	
Related to pensions	1,147,696
Related to OPEB	<u>1,278,070</u>
Total Deferred Outflows of Resources	2,425,766

(continued)

The accompanying notes are an integral part of these financial statements.

(continued)

TOWN OF BOXFORD, MASSACHUSETTS

Statement of Net Position

June 30, 2021

	<u>Governmental Activities</u>
Liabilities	
Current:	
Accounts payable	659,510
Accrued liabilities	308,796
Notes payable	3,039,000
Unearned revenue	415,075
Other current liabilities	268,338
Current portion of long-term liabilities:	
Bonds payable	1,025,000
Compensated absences	96,171
Landfill liability	<u>58,919</u>
Total Current Liabilities	5,870,809
Noncurrent:	
Bonds payable, net of current portion	4,990,000
Net pension liability	14,629,494
Net OPEB liability	10,974,982
Compensated absences, net of current portion	865,539
Landfill liability, net of current portion	<u>648,502</u>
Total Noncurrent Liabilities	<u>32,108,517</u>
Total Liabilities	37,979,326
Deferred Inflows of Resources	
Related to pensions	1,400,381
Related to OPEB	<u>789,804</u>
Total Deferred Inflows of Resources	2,190,185
Net Position	
Net investment in capital assets	56,212,551
Restricted for:	
Community preservation funds	3,849,460
Grants and other statutory restrictions	2,459,530
Permanent funds:	
Nonexpendable	5,000
Expendable	11,248
Unrestricted	<u>(20,341,729)</u>
Total Net Position	<u>\$ 42,196,060</u>

The accompanying notes are an integral part of these financial statements.

TOWN OF BOXFORD, MASSACHUSETTS

Statement of Activities
For the Year Ended June 30, 2021

	Expenses	Program Revenues			Net (Expenses) Revenues and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
Governmental Activities					
General government	\$ 3,669,686	\$ 618,639	\$ 839,195	\$ -	\$ (2,211,852)
Public safety	4,402,320	824,420	67,258	-	(3,510,642)
Education	31,326,734	283,058	5,987,984	112,907	(24,942,785)
Public works	3,384,055	70,699	45,229	737,156	(2,530,971)
Health and human services	432,398	28,920	27,132	-	(376,346)
Culture and recreation	240,803	80,550	-	-	(160,253)
Interest on long-term debt	160,140	-	-	-	(160,140)
Intergovernmental	172,759	-	-	-	(172,759)
Total Governmental Activities	\$ <u>43,788,895</u>	\$ <u>1,906,286</u>	\$ <u>6,966,798</u>	\$ <u>850,063</u>	(34,065,748)
General Revenues					
					31,664,189
					1,639,511
					95,935
					709,601
					291,838
					<u>712,779</u>
					<u>35,113,853</u>
					1,048,105
Net Position					
					<u>41,147,955</u>
					\$ <u>42,196,060</u>

The accompanying notes are an integral part of these financial statements.

TOWN OF BOXFORD, MASSACHUSETTS

Governmental Funds
Balance Sheet
June 30, 2021

	General <u>Fund</u>	Community Preservation <u>Fund</u>	Town Hall Construction <u>Fund</u>	Nonmajor Governmental <u>Funds</u>	Total Governmental <u>Funds</u>
Assets					
Cash and short-term investments	\$ 6,531,316	\$ 26,904	\$ 621,506	\$ 2,500,267	\$ 9,679,993
Investments	1,203,410	3,825,759	-	513,739	5,542,908
Receivables:					
Property taxes	226,788	3,487	-	-	230,275
Excises	138,092	-	-	-	138,092
Departmental and other	-	-	-	153,408	153,408
Intergovernmental	-	-	-	254,771	254,771
Total Assets	<u>\$ 8,099,606</u>	<u>\$ 3,856,150</u>	<u>\$ 621,506</u>	<u>\$ 3,422,185</u>	<u>\$ 15,999,447</u>
Liabilities					
Accounts payable	\$ 659,510	\$ -	\$ -	\$ -	\$ 659,510
Accrued liabilities	308,796	-	-	-	308,796
Notes payable	-	-	2,176,000	863,000	3,039,000
Unearned revenue	-	-	-	415,075	415,075
Other liabilities	265,135	3,203	-	-	268,338
Total Liabilities	1,233,441	3,203	2,176,000	1,278,075	4,690,719
Deferred Inflows of Resources					
Unavailable revenues	364,880	3,487	-	-	368,367
Fund Balances					
Nonspendable	-	-	-	5,000	5,000
Restricted	-	3,849,460	-	2,761,546	6,611,006
Committed	902,054	-	-	91,734	993,788
Assigned	785,982	-	-	-	785,982
Unassigned	4,813,249	-	(1,554,494)	(714,170)	2,544,585
Total Fund Balances	<u>6,501,285</u>	<u>3,849,460</u>	<u>(1,554,494)</u>	<u>2,144,110</u>	<u>10,940,361</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balances	<u>\$ 8,099,606</u>	<u>\$ 3,856,150</u>	<u>\$ 621,506</u>	<u>\$ 3,422,185</u>	<u>\$ 15,999,447</u>

The accompanying notes are an integral part of these financial statements.

TOWN OF BOXFORD, MASSACHUSETTS

Reconciliation of Total Governmental Fund Balances
to Net Position of Governmental Activities
in the Statement of Net Position
June 30, 2021

Total governmental fund balances	\$	10,940,361
☐ Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds.		63,963,985
☐ Deferred outflows of resources related to pensions to be recognized in pension expense in future periods.		1,147,696
☐ Deferred outflows of resources related to OPEB to be recognized in OPEB expense in future periods.		1,278,070
☐ Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds.		
Bonds payable		(6,015,000)
Net pension liability		(14,629,494)
Net OPEB liability		(10,974,982)
Compensated absences		(961,710)
Landfill liability		(707,421)
☐ Deferred inflows of resources related to pensions to be recognized in pension expense in future periods.		(1,400,381)
☐ Deferred inflows of resources related to OPEB to be recognized in OPEB expense in future periods.		(789,804)
☐ Other		<u>344,740</u>
Net position of governmental activities	\$	<u>42,196,060</u>

The accompanying notes are an integral part of these financial statements.

TOWN OF BOXFORD, MASSACHUSETTS

Governmental Funds
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the Year Ended June 30, 2021

	General <u>Fund</u>	Community Preservation <u>Fund</u>	Town Hall Construction <u>Fund</u>	Nonmajor Governmental <u>Funds</u>	Total Governmental <u>Funds</u>
Revenues					
Property taxes	\$ 30,851,643	\$ 768,973	\$ -	\$ -	\$ 31,620,616
Excises	1,619,559	-	-	-	1,619,559
Penalties, interest and other taxes	94,575	1,360	-	-	95,935
Charges for services	549,945	-	-	878,803	1,428,748
Intergovernmental	3,912,731	306,970	-	2,483,350	6,703,051
Licenses and permits	454,711	-	-	-	454,711
Fines and forfeitures	22,827	-	-	-	22,827
Investment income	82,993	190,751	-	18,094	291,838
Miscellaneous	95,638	-	-	617,141	712,779
Total Revenues	<u>37,684,622</u>	<u>1,268,054</u>	<u>-</u>	<u>3,997,388</u>	<u>42,950,064</u>
Expenditures					
Current:					
General government	1,787,399	102,263	2,154,494	1,229,121	5,273,277
Public safety	3,198,529	-	-	510,818	3,709,347
Education	25,524,508	-	-	1,126,644	26,651,152
Public works	2,579,325	-	-	759,611	3,338,936
Health and human services	311,528	-	-	96,295	407,823
Culture and recreation	461,399	-	-	89,207	550,606
Employee benefits	3,031,929	-	-	39,721	3,071,650
Debt service:					
Principal	780,248	397,500	-	-	1,177,748
Interest	72,211	102,460	-	-	174,671
Intergovernmental	172,759	-	-	-	172,759
Total Expenditures	<u>37,919,835</u>	<u>602,223</u>	<u>2,154,494</u>	<u>3,851,417</u>	<u>44,527,969</u>
Excess (deficiency) of revenues over expenditures	(235,213)	665,831	(2,154,494)	145,971	(1,577,905)
Other Financing Sources (Uses)					
Transfers in	51,066	-	600,000	101,000	752,066
Transfers out	<u>(526,000)</u>	<u>(25,000)</u>	<u>-</u>	<u>(201,066)</u>	<u>(752,066)</u>
Total Other Financing Sources (Uses)	<u>(474,934)</u>	<u>(25,000)</u>	<u>600,000</u>	<u>(100,066)</u>	<u>-</u>
Change in fund balance	(710,147)	640,831	(1,554,494)	45,905	(1,577,905)
Fund Balances, at Beginning of Year, as restated	<u>7,211,432</u>	<u>3,208,629</u>	<u>-</u>	<u>2,098,205</u>	<u>12,518,266</u>
Fund Balances, at End of Year	\$ <u>6,501,285</u>	\$ <u>3,849,460</u>	\$ <u>(1,554,494)</u>	\$ <u>2,144,110</u>	\$ <u>10,940,361</u>

The accompanying notes are an integral part of these financial statements.

TOWN OF BOXFORD, MASSACHUSETTS

Reconciliation of the Statement of Revenues, Expenditures, and Changes
In Fund Balances of Governmental Funds To the Statement of Activities
For the Year Ended June 30, 2021

Net changes in fund balances - total governmental funds \$ (1,577,905)

Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense:

Capital outlay	4,085,335
Depreciation	(2,186,602)

The issuance of long-term debt (e.g., bonds) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the financial resources of governmental funds. Neither transaction, however, has any effect on net position:

Repayments of debt	1,177,748
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Revenues in the Statement of Activities that do not provide current financial resources are fully deferred in the Statement of Revenues, Expenditures, and Changes in Fund Balances. Therefore, the recognition of revenue for various types of accounts receivable (i.e., real estate and personal property, motor vehicle excise, etc.) differ between the two statements. This amount represents the net change in unavailable revenue, net of change in allowance for doubtful accounts.

68,175

Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds:

Change in net pension liability and related deferred outflows and inflows	(121,253)
Change in net OPEB liability and related deferred outflows and inflows	(415,882)
Change in compensated absences	(48,044)
Change in landfill liability	56,653

Other differences.	<u>9,880</u>
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Change in net position of governmental activities \$ 1,048,105

The accompanying notes are an integral part of these financial statements.

TOWN OF BOXFORD, MASSACHUSETTS

Fiduciary Funds
Statement of Fiduciary Net Position
June 30, 2021

	Other Post Employment Benefits Trust <u>Fund</u>	Private Purpose Trust <u>Funds</u>	Custodial <u>Funds</u>
Assets			
Cash and short-term investments	\$ -	\$ 495	\$ 1,422
Investments:			
Corporate bonds	-	2,883	-
Corporate equities	-	29,663	-
External investment pool	4,292,646	-	-
Federal agency securities	-	5,748	-
Fixed income mutual funds	-	16,481	-
Market-linked certificates of deposit	-	4,141	-
U.S. Treasury notes	-	8,679	-
Total Investments	<u>4,292,646</u>	<u>67,595</u>	<u>-</u>
Total Assets	4,292,646	68,090	1,422
Net Position			
Restricted for OPEB purposes	4,292,646	-	-
Restricted for individuals and organizations	-	68,090	1,422
Total Net Position	<u>\$ 4,292,646</u>	<u>\$ 68,090</u>	<u>\$ 1,422</u>

The accompanying notes are an integral part of these financial statements.

TOWN OF BOXFORD, MASSACHUSETTS

Fiduciary Funds
Statement of Changes in Fiduciary Net Position
For the Year Ended June 30, 2021

	Other Post Employment Benefits <u>Trust Fund</u>	Private Purpose Trust <u>Funds</u>	Custodial <u>Funds</u>
Additions			
Employer contributions	\$ 1,076,946	\$ -	\$ -
Amounts withheld from employees	-	-	73,072
Interest income	958,102	2,710	-
Other	-	14,558	-
Total Additions	2,035,048	17,268	73,072
Deductions			
Benefit payments to plan members and beneficiaries	776,946	-	-
Payments on behalf of employees	-	-	80,023
Other	-	16,850	-
Total Deductions	776,946	16,850	80,023
Net Increase (Decrease)	1,258,102	418	(6,951)
Net Position Restricted for OPEB and Other Purposes			
Beginning of year	3,034,544	67,672	8,373
End of year	\$ 4,292,646	\$ 68,090	\$ 1,422

The accompanying notes are an integral part of these financial statements.

TOWN OF BOXFORD, MASSACHUSETTS

Notes to Financial Statements

1. Summary of Significant Accounting Policies

The accounting policies of the Town of Boxford, Massachusetts (the Town) conform to Generally Accepted Accounting Principles (GAAP) as applicable to governmental units. The following is a summary of the more significant policies:

Reporting Entity

The Town is a municipal corporation governed by an elected Select Board. As required by GAAP, these financial statements present the Town and applicable component units for which the Town is considered to be financially accountable. In fiscal year 2021, it was determined that no entities met the required GASB 14 (as amended) criteria of component units.

Government-Wide and Fund Financial Statements

Government-Wide Financial Statements

The government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) report information on all of the nonfiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. Program revenues include (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Fund Financial Statements

Separate financial statements are provided for governmental funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

Government-Wide Financial Statements

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants

and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

Amounts reported as *program revenues* include (1) charges to customers or applicants for goods, services, or privileges provided, (2) operating grants and contributions, and (3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as *general revenues* rather than as program revenues. Likewise, general revenues include all taxes and excises.

Fund Financial Statements

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Town considers property tax revenues to be available if they are collected within 60 days of the end of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the Town. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, certain expenditures such as debt service, claims and judgments, compensated absences, OPEB, and pension are recorded only when payment is due.

The Town reports the following major governmental funds:

- The *General Fund* is the Town's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.
- The *Community Preservation Fund* is used to account for revenues and expenditures related to the levy of a property tax surcharge that is authorized by the Community Preservation Act. This fund was established by the Town for the purpose of acquiring open land for conservation, developing affordable housing, and preserving historical property.
- The *Town Hall Construction Fund* is used to account for revenues and expenditures related to the building envelope repair, HVAC replacement, and library interior renovation projects at Town Hall.

The fiduciary fund financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Under this method, revenues are recognized when earned and expenses are recorded when liabilities are incurred.

The Town reports the following fiduciary funds:

- The *OPEB Trust Fund* is used to accumulate resources for health and life insurance benefits for retired employees.
- The *Private-Purpose Trust Fund* is used to account for trust arrangements, other than those properly reported in permanent funds, under which principal and investment income exclusively benefit individuals, private organizations, or other governments.
- The *Custodial Funds* account for fiduciary assets held by the Town in a custodial capacity as an agent on behalf of others and are not required to be reported elsewhere on the financial statements.

Cash and Investments

Cash balances from all funds, except those required to be segregated by law, are combined to form a consolidation of cash. Cash balances are invested to the extent available, and interest earnings are recognized in the general fund. Certain special revenue and fiduciary funds segregate cash, and investment earnings become a part of those funds.

Deposits with financial institutions consist primarily of demand deposits, certificates of deposits, savings accounts, and money market accounts. Generally, a cash and investment pool is maintained that is available for use by all funds. Each fund's portion of this pool is reflected on the combined financial statements under the caption "cash and short-term investments".

Where applicable, fair values are based on quotations from national securities exchanges, except for certain investments that are required to be presented using net asset value (NAV). The NAV per share is the amount of net assets attributable to each share outstanding at the close of the period. Investments measured at NAV for fair value are not subject to level classification.

The Town's invests in the Massachusetts Municipal Depository Trust (MMDT) Cash Portfolio, an external investment pool overseen by the Treasurer of the Commonwealth of Massachusetts. This cash portfolio meets the requirements of GASB Statement No. 79, *Certain External Investment Pools and Pool Participants*, where investments are valued at amortized cost, which approximates the net asset value of \$1 per share.

Investments are carried at fair value, except certificates of deposit which are reported at cost.

Property Tax Limitations

Legislation known as "Proposition 2½" limits the amount of revenue that can be derived from property taxes. The prior fiscal year's tax levy limit is used as a base and cannot increase by more than 2.5% (excluding new growth) unless an override or debt exemption is voted. The actual fiscal year 2021 tax levy reflected an excess capacity of \$1,435,870. Certain provisions of Proposition 2 ½ can be overridden by a referendum.

Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets, are reported in the government-wide financial statements. Capital assets are defined by the Town as assets with an initial individual cost that exceeds \$25,000, depending on the asset’s category, and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets’ lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed.

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Buildings	40
Building improvements	20
Infrastructure	50
Vehicles	6
Office equipment	5
Computer equipment	5

Compensated Absences

It is the Town’s policy to permit eligible employees to accumulate earned but unused vacation, sick pay, and retirement benefits. All vested sick, vacation, and retirement pay is accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

Long-Term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the governmental activities Statement of Net Position.

Fund Equity

Fund equity at the governmental fund financial reporting level is classified as “fund balance”. Fund equity for all other reporting is classified as “net position”.

Fund Balance

Generally, fund balance represents the difference between current assets/deferred outflows and current liabilities/deferred inflows. The Town reserves those portions of fund balance that are legally segregated for a specific future use or which do not represent available, spendable resources and therefore, are not available for appropriation or expenditure. Unassigned fund balance indicates that portion of fund balance that is available for appropriation in future periods. The general fund is the only fund that reports a positive unassigned fund balance.

When an expenditure is incurred that would qualify for payment from multiple fund balance types, the Town uses the following order to liquidate liabilities: restricted, committed, assigned and unassigned.

Net Position

Net position represents the difference between assets/deferred outflows and liabilities/deferred inflows. Net investment in capital assets, consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used for the acquisition, construction or improvement of those assets. Net position is reported as restricted when there are limitations imposed on use either through enabling legislation adopted by the Town or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. The remaining net position is reported as unrestricted.

Use of Estimates

The preparation of basic financial statements in conformity with Generally Accepted Accounting Principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures for contingent assets and liabilities at the date of the basic financial statements, and the reported amounts of the revenues and expenditures/expenses during the fiscal year. Actual results could vary from estimates that were used.

2. Stewardship, Compliance, and Accountability

Budgetary Information

At the annual town meeting, the Finance Committee presents an operating and capital budget for the proposed expenditures of the fiscal year commencing the following July 1. The budget, as enacted by town meeting, establishes the legal level of control and specifies that certain appropriations are to be funded by particular revenues. The original budget is amended during the fiscal year at special town meetings as required by changing conditions. In cases of extraordinary or unforeseen expenses, the Finance Committee is empowered to transfer funds from the reserve fund (a contingency appropriation) to a departmental appropriation. "Extraordinary" includes expenses which are not in the usual line, or are great or exceptional. "Unforeseen" includes expenses which are not foreseen as of the time of the annual meeting when appropriations are voted.

Departments are limited to the line items as voted. Certain items may exceed the line item budget as approved if it is for an emergency and for the safety of the general public. These items are limited by Massachusetts General Laws and must be raised in the next year's tax rate.

Formal budgetary integration is employed as a management control device during the year for the general fund. Effective budgetary control is achieved for all other funds through provisions of Massachusetts General Laws.

At year-end, appropriation balances lapse, except for certain unexpended capital items and encumbrances which will be honored during the subsequent year.

Deficit Fund Equity

Certain individual funds reflected deficit balances as of June 30, 2021. It is anticipated that the deficits in these funds will be eliminated through future departmental revenues, bond proceeds, and transfers from other funds.

3. Deposits and Investments

Massachusetts General Laws (MGL) Chapter 44, Section 55 places certain limitation on the nature of deposits and investments available to the Town. Deposits, including demand deposits, money markets, certificates of deposits in any one financial institution, may not exceed 60% of the capital and surplus of such institution unless collateralized by the institution involved. Investments may be made in unconditionally guaranteed U.S. government obligations having (or which have) maturities of a year or less from the date of purchase, or through repurchase agreements with maturities of no greater than 90 days in which the underlying securities consists of such obligations. Other allowable investments include certificates of deposits having a maturity date of up to 3 years from the date of purchase, national banks and Massachusetts Municipal Depository Trust (MMDT). MMDT, which is an external investment pool overseen by the Treasure of the commonwealth of Massachusuetts, meets the criteria established by Governmental Accounting Standards Board (GASB), 79. MMDT has an average maturity of less than 1 year and is not rated or subject to custodial credit risk disclosure. MGL Chapter 44, Section 54 provides additional investment options for certain special revenue, trust and OPEB funds.

Custodial Credit Risk – Deposits

Custodial credit risk is the risk that in the event of bank failure, the Town's deposits may not be returned. The Town's policy is to minimize custodial credit risk by limiting unsecured bank deposits to no more than 5% of an institution's assets and no more than 10% of the Town's total cash.

As of June 30, 2021, \$72,310, of the Town's bank balance of \$10,144,609 was exposed to custodial credit risk as uninsured and uncollateralized. Additionally, \$211,020 was invested in a state pool, which is not subject to this disclosure.

Investment Summary

The following is a summary of the Town's investments as of June 30, 2021:

<u>Investment Type</u>	<u>Amount</u>
Corporate bonds	\$ 2,462,161
Corporate equities	1,367,948
External investment pool	4,292,646
Federal agency securities	477,055
Fixed income mutual funds	343,696
Market-linked certificates of deposit	239,279
U.S. Treasury notes	<u>720,364</u>
Total investments	<u>\$ 9,903,149</u>

Custodial Credit Risk – Investments

The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, the Town will not be able to recover the value of its investment or collateral securities that are in possession of another party. The Town's investment policy also requires that all securities be held in the Town's name and federal tax identification number by a third-party custodian approved by the Treasurer and evidenced by safekeeping receipts showing individual CUSIP numbers for each security. In addition, as of June 30, 2021, all of the Town's investments were held in financial institutions that are members of the Securities Investor Protection Corporation (SIPC).

As of June 30, 2021, the Town did not have investments subject to custodial credit risk exposure as all assets were held in the Town's name.

Credit Risk – Investments in Debt Securities

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligations. The Town's investment policy allows unlimited investment in United States Treasury and Agency obligations, as these investments carry an Aaa rating. All other investments must be in investment grade securities, a high concentration of which must be rated A or above.

As of June 30, 2021, the credit quality ratings, as rated by Moody's Investors Service, Inc./S&P Global Ratings/Fitch Ratings, Inc., of the Town's debt securities are as follows (U.S. Treasury Notes have an implied rating of AAA):

<u>Investment Type</u>	Rating as of Year End							<u>Not Readily Available</u>
	<u>Amount</u>	<u>Aaa</u>	<u>A2</u>	<u>A1</u>	<u>Aa3</u>	<u>Baa1</u>	<u>Baa2</u>	
Corporate bonds	\$ 2,462,161	\$ -	\$ 862,765	\$ 248,663	\$ 63,805	\$ 829,775	\$ 457,153	\$ -
Federal agency securities	477,055	477,055	-	-	-	-	-	-
Fixed income mutual funds	343,696	-	-	-	-	-	-	343,696
Market-linked certificates of deposit	239,279	-	-	-	-	-	-	239,279
Total	\$ 3,522,191	\$ 477,055	\$ 862,765	\$ 248,663	\$ 63,805	\$ 829,775	\$ 457,153	\$ 582,975

Concentration of Credit Risk - Investments

Concentration of credit risk is the risk of loss attributable to the magnitude of the Town's investment in a single issuer. The Town places no limit on the amount invested in any one issuer. The Town's policy to limit the amount the Town may invest in any one issuer is a diversification concept that prohibits the over-concentration of investments in a specific instrument-type and issuer by limiting investments (other than U.S. treasuries, government agencies, and mutual funds) to no more than 5% of an institution's assets and no more than 10% of the Town's cash.

As of June 30, 2021, the Town does not have investments in any one issuer that exceeded 5% of total investments.

Interest Rate Risk – Investments in Debt Securities

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The Town's investment policy includes a diversification concept that prohibits the over-concentration of investment maturities; however, the Town places no limit on the length of maturity from date of purchase for Community Preservation, Stabilization, and Trust funds that are invested in U.S. Treasuries or U.S. Agency obligations that may be sold prior to maturity. As of June 30, 2021, the Town's investments are in compliance with these policies.

Information about the sensitivity of the fair values of the Town's investments to market interest rate fluctuations is as follows:

<u>Investment Type</u>	<u>Amount</u>	<u>Investment Maturities (in Years)</u>			
		<u>Less Than 1</u>	<u>1-5</u>	<u>6-10</u>	<u>Not Readily Available</u>
Corporate bonds	\$ 2,462,161	\$ 343,167	\$ 1,902,426	\$ 216,568	\$ -
Federal agency securities	477,055	-	377,709	99,346	-
Fixed income mutual funds	343,696	-	-	-	343,696
Market-linked certificates of deposit	239,279	-	239,279	-	-
U.S. Treasury notes	720,364	380,259	340,105	-	-
Total	\$ 4,242,555	\$ 723,426	\$ 2,859,519	\$ 315,914	\$ 343,696

Foreign Currency Risk – Investments

Foreign currency risk is the risk that changes in foreign exchange rates will adversely affect the fair value of an investment. The Town's investment policy states that the Town will not invest in any instrument exposed to foreign currency risk.

Fair Value

The Town categorizes its fair value measurements within the fair value hierarchy established by Governmental Accounting Standards Board Statement No. 72, *Fair Value Measurement and Application* (GASB 72).

The hierarchy is based on the valuation inputs used to measure the fair value of the asset and give the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). The hierarchy categorizes the inputs to valuation techniques used for fair value measurement into three levels as follows:

- Level 1 – inputs that reflect quoted prices (unadjusted) in active markets for identical assets or liabilities that are accessible at the measurement date.
- Level 2 – inputs other than quoted prices that are observable for an asset or liability either directly or indirectly, including inputs in markets that are not considered to be active. Because they must often be priced on the basis of transactions involving similar but not identical securities or do not trade with sufficient frequency, certain directly held securities are categorized as Level 2.
- Level 3 – unobservable inputs based on the best information available, using assumptions in determining the fair value of investments and derivative instruments.

In instances where inputs used to measure fair value fall into different levels in the fair value hierarchy, fair value measurements in their entirety are categorized based on the lowest level input that is significant to the valuation.

The Town has the following fair value measurements as of June 30, 2021:

<u>Investment Type</u>	<u>Amount</u>	<u>Fair Value Measurements Using:</u>		
		<u>Quoted prices in active markets for identical assets (Level 1)</u>	<u>Significant observable inputs (Level 2)</u>	<u>Significant unobservable inputs (Level 3)</u>
Investments by fair value level:				
Corporate bonds	\$ 2,462,161	\$ -	\$ 2,462,161	\$ -
Corporate equities	1,367,948	1,367,948	-	-
Federal agency securities	477,055	-	477,055	-
Fixed income mutual funds	343,696	343,696	-	-
Market-linked certificates of deposit	239,279	-	239,279	-
U.S. Treasury notes	720,364	720,364	-	-
Investments measured at net asset value (NAV):				
External investment pool	<u>4,292,646</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>\$ 9,903,149</u>	<u>\$ 2,432,008</u>	<u>\$ 3,178,495</u>	<u>\$ -</u>

Equity securities classified in Level 1 are valued using prices quoted in active markets for those securities.

Debt securities classified in Level 2 are valued using either a bid evaluation or a matrix pricing technique. Bid evaluations may include market quotations, yields, maturities, call features, and ratings. Matrix pricing is used to value securities based on the securities relationship to benchmark quote prices. Level 2 debt securities have non-proprietary information that was readily available to market participants, from multiple independent sources, which are known to be actively involved in the market.

4. Property Taxes and Excises Receivables

Real and personal property taxes are based on market values assessed as of each January 1. By law, all taxable property must be assessed at 100% of fair cash value. Also by law, property taxes must be levied at least 30 days prior to their due date. Once levied, these taxes are recorded as receivables, net of estimated uncollectible balances. Property tax revenues have been recorded using the accrual and modified accrual basis of accounting on the government-wide and fund basis statements accordingly.

The Town bills and collects its property taxes on a quarterly basis following the January 1 assessment. The due dates for those quarterly tax billings are August 1, November 1, February 1, and May 1. Property taxes that remain unpaid after the respective due dates are subject to penalties and interest charges.

Based on the Town's experience, most property taxes are collected during the year in which they are assessed. Liening of properties on which taxes remain unpaid generally occurs annually. The Town ultimately has the right to foreclose on all properties where the taxes remain unpaid.

A statewide property tax limitation known as "Proposition 2 ½" limits the amount of increase in the property tax levy in any fiscal year. Generally, Proposition 2 ½ limits the total levy to an amount not greater than 2 ½% of the total assessed value of all taxable property within the Town. Secondly, the tax levy cannot increase by more than 2 ½ % of the prior year's levy plus the taxes on property newly added to the tax rolls.

Motor vehicle excise taxes are assessed annually for every motor vehicle and trailer registered in the Commonwealth of Massachusetts. The Registry of Motor Vehicles annually calculates the value of all registered motor vehicles for the purpose of excise assessment. The amount of motor vehicle excise tax due is calculated using a fixed rate of \$25 per \$1,000 of value.

Property taxes and excise receivables at June 30, 2021 consist of the following:

	Gross Amount <u>(fund basis)</u>	Allowance for Doubtful <u>Accounts</u>	Current <u>Portion</u>	Long- Term <u>Portion</u>
Real estate taxes	\$ 158,015	\$ -	\$ 158,015	\$ -
Personal property taxes	684	-	684	-
Community preservation act	3,487	-	3,487	-
Tax liens	<u>68,089</u>	<u>-</u>	<u>19,676</u>	<u>48,413</u>
Total property taxes	<u>\$ 230,275</u>	<u>\$ -</u>	<u>\$ 181,862</u>	<u>\$ 48,413</u>
Motor vehicle excise	<u>\$ 138,092</u>	<u>\$ (23,627)</u>	<u>\$ 114,465</u>	
Total excises	<u>\$ 138,092</u>	<u>\$ (23,627)</u>	<u>\$ 114,465</u>	

5. Intergovernmental Receivables

This balance represents reimbursements requested from Federal and State agencies for expenditures incurred in fiscal year 2021.

6. Interfund Accounts

Transfers

The Town reports interfund transfers between various funds. Most transfers result from budgetary or statutory actions, whereby funds are moved to accomplish various expenditure purposes. The following is an analysis of interfund transfers:

<u>Governmental Funds:</u>	<u>Transfers In</u>	<u>Transfers Out</u>
General Fund	\$ 51,066	\$ 526,000
Community Preservation - Major Fund	-	25,000
Town Hall Construction - Major Fund	600,000	-
Nonmajor Governmental Funds:		
Special Revenue Funds	-	201,066
Capital Project Funds	11,000	-
Expendable Trust Funds	<u>90,000</u>	<u>-</u>
Subtotal Nonmajor Governmental Funds	<u>101,000</u>	<u>201,066</u>
Total	<u>\$ 752,066</u>	<u>\$ 752,066</u>

Of the transfers out of the general fund, \$450,000 was transferred to the major Town Hall Construction Fund for the library renovations at Town Hall.

7. Capital Assets

Capital asset activity for the year ended June 30, 2021 was as follows (in thousands):

	Beginning <u>Balance</u>	<u>Increases</u>	<u>Decreases</u>	Ending <u>Balance</u>
Governmental Activities				
Capital assets, being depreciated:				
Land improvements	\$ 475	\$ -	\$ -	\$ 475
Buildings and building improvements	27,259	2,278	-	29,537
Machinery, equipment, and vehicles	7,651	582	-	8,233
Infrastructure	<u>40,927</u>	<u>1,352</u>	<u>-</u>	<u>42,279</u>
Total capital assets, being depreciated	76,312	4,212	-	80,524
Less accumulated depreciation for:				
Land improvements	(270)	(19)	-	(289)
Buildings and building improvements	(12,251)	(773)	-	(13,024)
Machinery, equipment, and vehicles	(4,952)	(465)	-	(5,417)
Infrastructure	<u>(17,881)</u>	<u>(929)</u>	<u>-</u>	<u>(18,810)</u>
Total accumulated depreciation	<u>(35,354)</u>	<u>(2,186)</u>	<u>-</u>	<u>(37,540)</u>
Capital assets, being depreciated, net	40,958	2,026	-	42,984
Capital assets, not being depreciated:				
Land	20,588	-	-	20,588
Construction in progress	<u>519</u>	<u>392</u>	<u>(519)</u>	<u>392</u>
Total capital assets, not being depreciated	<u>21,107</u>	<u>392</u>	<u>(519)</u>	<u>20,980</u>
Governmental activities capital assets, net	<u>\$ 62,065</u>	<u>\$ 2,418</u>	<u>\$ (519)</u>	<u>\$ 63,964</u>

Depreciation expense was charged to functions of the Town as follows (in thousands):

Governmental Activities	
General government	\$ 288
Public safety	327
Education	493
Public works	967
Health and human services	2
Culture and recreation	<u>109</u>
Total depreciation expense - governmental activities	<u>\$ 2,186</u>

8. Deferred Outflows of Resources

Deferred outflows of resources represent the consumption of net position by the Town that is applicable to future reporting periods. Deferred outflows of resources have a positive effect on net position, similar to assets. Deferred outflows of resources related to pensions and OPEB, in accordance with GASB Statements No. 68 and 75, are more fully discussed in the corresponding pension and OPEB notes.

9. Accounts Payable

Accounts payable represent fiscal year 2021 expenditures paid after July 1, 2021.

10. Accrued Liabilities

Accrued liabilities primarily represents fiscal year 2021 salaries paid after year end.

11. Notes Payable

The following summarizes activity in notes payable during fiscal year 2021:

<u>Purpose</u>	<u>Balance Beginning of Year</u>	<u>New Issues</u>	<u>Maturities</u>	<u>Balance End of Year</u>
Lockwood Lane Bridge	\$ -	\$ 475,000	\$ -	\$ 475,000
Harry Lee Cole & Spofford School Design	-	388,000	-	388,000
Municipal Buildings Renovation	-	2,176,000	-	2,176,000
Total	\$ -	\$ 3,039,000	\$ -	\$ 3,039,000

12. Long-Term Debt

General Obligation Bonds

The Town issues general obligation bonds (including direct placements) and direct borrowings to provide funds for the acquisition and construction of major capital facilities. General

obligation bonds currently outstanding are as follows. The Town did not have any direct borrowings outstanding as of June 30, 2021.

Governmental Activities

	Original	Serial	Interest	Amount
	Issue	Maturities	Rate(s) %	Outstanding
<u>General Obligation Bonds</u>		Through		as of
				<u>6/30/21</u>
Town Hall construction refunding	\$ 1,955,000	08/15/22	1.36%	\$ 375,000
Sawyer/Richardson land refunding	1,393,000	08/15/22	1.38%	295,000
Spofford Pond Road drainage refunding	85,000	08/15/22	1.35%	15,000
Dump truck	205,000	09/15/22	1.24%	40,000
Cummings House historic restoration	245,350	08/01/24	1.25%	195,000
Land acquisition	86,000	10/01/25	1.78%	41,000
Fire station floor drain/tank replacement	102,000	10/01/25	1.79%	49,000
Wood School interior renovations	667,000	10/01/25	1.81%	334,500
Wood School exterior renovations	125,000	10/01/25	1.82%	65,500
Anvil Farm land acquisition	850,000	06/15/26	3.90%	225,000
Haynes land acquisition	1,900,000	06/15/27	3.94%	600,000
Lincoln Hall building renovations	675,000	06/15/27	3.93%	210,000
School remodeling	355,000	09/15/27	1.60%	155,000
Land acquisition	190,000	09/15/27	1.55%	70,000
Fire truck	430,000	09/15/27	1.70%	230,000
Water treatment plant	400,000	09/15/27	1.70%	205,000
Recreational fields	1,050,000	08/01/30	1.56%	950,000
Spofford Pond roof and windows	2,079,650	08/01/37	1.96%	<u>1,960,000</u>
Total general obligation bonds				<u>6,015,000</u>
Total governmental activities				\$ <u>6,015,000</u>

Future Debt Service

The annual payments to retire all general obligation bonds outstanding as of June 30, 2021 are as follows:

<u>Year</u>	<u>General Obligation Bonds</u>	
	<u>Principal</u>	<u>Interest</u>
2022	\$ 1,025,000	\$ 196,920
2023	955,000	163,885
2024	645,000	136,765
2025	635,000	112,255
2026	590,000	69,489
2027	450,000	59,112
2028	315,000	49,650
2029	215,000	40,142
2030	215,000	31,608
2031	165,000	23,958
2032 - 2036	575,000	28,658
2037 - 2040	<u>230,000</u>	<u>45,799</u>
Total	\$ <u>6,015,000</u>	\$ <u>958,241</u>

Changes in Long-Term Liabilities

During the year ended June 30, 2021, the following changes occurred in long-term liabilities (in thousands):

	Beginning			Ending	Less	Equals
	<u>Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Balance</u>	<u>Current</u>	<u>Long-Term</u>
					<u>Portion</u>	<u>Portion</u>
Governmental Activities						
Bonds payable	\$ 7,190	\$ -	\$ (1,175)	\$ 6,015	\$ (1,025)	\$ 4,990
Loans payable (direct borrowings)	<u>3</u>	<u>-</u>	<u>(3)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Subtotal	7,193	-	(1,178)	6,015	(1,025)	4,990
Net pension liability	15,710	-	(1,081)	14,629	-	14,629
Net OPEB liability	11,274	-	(299)	10,975	-	10,975
Compensated absences	913	57	(8)	962	(96)	866
Landfill liability	<u>764</u>	<u>-</u>	<u>(56)</u>	<u>708</u>	<u>(59)</u>	<u>649</u>
Total	\$ <u>35,854</u>	\$ <u>57</u>	\$ <u>(2,622)</u>	\$ <u>33,289</u>	\$ <u>(1,180)</u>	\$ <u>32,109</u>

Long-Term Debt Supporting Governmental Activities

Bonds issued by the Town for various municipal projects are approved by Town Meeting and repaid with revenues recorded in the general and community preservation funds. All other long-term debt is repaid from the funds that the cost relates to, primarily the general fund.

13. Landfill Postclosure Care Costs

State and Federal laws and regulations require the Town to perform certain maintenance and monitoring functions at the landfill site for thirty years after closure.

The \$707,421 reported as landfill postclosure care liability at June 30, 2021 represents the remaining estimated postclosure maintenance costs. These amounts are based on what it would cost to perform all postclosure care in 2021. Actual cost may be higher due to inflation, changes in technology, or changes in regulations.

14. Deferred Inflows of Resources

Deferred inflows of resources are the acquisition of net position by the Town that is applicable to future reporting periods. Deferred inflows of resources have a negative effect on net position, similar to liabilities. Deferred inflows of resources related to pension and OPEB will be recognized as expense in future years and are more fully described in the corresponding pension and OPEB notes. *Unavailable revenues* are reported in the governmental funds balance sheet in connection with receivables for which revenues are not considered available to liquidate liabilities of the current year.

15. Governmental Funds - Balances

Fund balances are segregated to account for resources that are either not available for expenditure in the future or are legally set aside for a specific future use.

The Town has implemented GASB Statement No. 54 (GASB 54), *Fund Balance Reporting and Governmental Fund Type Definitions*, which enhances the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying existing governmental fund type definitions.

The following types of fund balances are reported as of June 30, 2021:

Nonspendable

Represents amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. This fund balance includes nonmajor governmental fund reserves for the principal portion of permanent funds.

Restricted

Represents amounts that are restricted to specific purposes by constraints imposed by creditors, grantors, contributors, or laws and regulations of other governments, or constraints imposed by law through constitutional provisions or enabling legislation. This fund balance classification includes Community Preservation funds, various special revenue and expendable trust funds, capital projects funded by borrowing and state grants, and the income portion of permanent funds.

Committed

Represents amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Town's highest decision-making authority. This fund balance classification includes the library stabilization fund, general fund non-lapsing appropriations approved at Town meeting, and various expendable trust funds.

Assigned

Represents amounts that are constrained by the Town's intent to use these resources for a specific purpose. This fund balance classification includes general fund encumbrances that have been established by various Town departments for the expenditure of current year budgetary financial resources upon vendor performance in the subsequent budgetary period, the remaining balance of premiums received on the issuance of excluded debt, general fund surplus fund balance that has been appropriated as a funding source for the subsequent fiscal period, and petty cash.

Unassigned

Represents amounts that are available to spend in future periods, general stabilization, and deficit funds.

The following is a breakdown of the Town's fund balance as of June 30, 2021:

	General Fund	Community Preservation Fund	Town Hall Construction Fund	Nonmajor Governmental Funds	Total Governmental Funds
Nonspendable					
Nonexpendable permanent funds	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000
Total Nonspendable	-	-	-	5,000	5,000
Restricted					
Community preservation funds	-	3,849,460	-	-	3,849,460
Special revenue funds	-	-	-	2,367,797	2,367,797
Capital projects funded by borrowing	-	-	-	382,501	382,501
Expendable permanent funds	-	-	-	11,248	11,248
Total Restricted	-	3,849,460	-	2,761,546	6,611,006
Committed					
Unemployment fund	-	-	-	38,901	38,901
Insurance fund	-	-	-	52,833	52,833
Library stabilization fund	54,161	-	-	-	54,161
Article carryforwards:					
General government	304,870	-	-	-	304,870
Public safety	138,026	-	-	-	138,026
Education	66,511	-	-	-	66,511
Public works	336,486	-	-	-	336,486
Health and human services	2,000	-	-	-	2,000
Total Committed	902,054	-	-	91,734	993,788
Assigned					
Encumbrances:					
General government	44,898	-	-	-	44,898
Education	132,444	-	-	-	132,444
Public works	99,189	-	-	-	99,189
Culture and recreation	1,314	-	-	-	1,314
Next year's expenditures:					
Capital	422,168	-	-	-	422,168
Other	74,100	-	-	-	74,100
Petty cash	2,525	-	-	-	2,525
Debt service	9,344	-	-	-	9,344
Total Assigned	785,982	-	-	-	785,982
Unassigned					
General fund	3,883,220	-	-	-	3,883,220
General stabilization fund	930,029	-	-	-	930,029
Special revenue fund deficits	-	-	-	(437,836)	(437,836)
Capital project fund deficits	-	-	(1,554,494)	(276,334)	(1,830,828)
Total Unassigned	4,813,249	-	(1,554,494)	(714,170)	2,544,585
Total Fund Balances	\$ 6,501,285	\$ 3,849,460	\$ (1,554,494)	\$ 2,144,110	\$ 10,940,361

16. Essex Regional Retirement System

The Town follows the provisions of GASB Statement No. 68, *Accounting and Financial Reporting for Pensions – An Amendment of GASB Statement No. 27*, with respect to the employees' retirement funds.

Plan Description

Substantially all employees of the Town (except teachers and administrators under contract employed by the School Department) are members of the Essex Regional Retirement System (the System), a cost-sharing, multiple-employer, public employee retirement system (PERS). Eligible employees must participate in the System. The pension plan provides pension benefits, deferred allowances, and death and disability benefits. Chapter 32 of the Massachusetts General Laws establishes the authority of the System, contribution percentages, and benefits paid. The System Retirement Board does not have the authority to amend benefit provisions. Additional information is disclosed in the System's annual financial reports, which are publicly available at the System's administrative offices at 491 Maple Street, Suite 202, Danvers, Massachusetts 01923-4025. Reports are also available on the System's website at www.essexregional.com.

Participants' Contributions

Participants contribute a set percentage of their gross regular compensation annually. Employee contribution percentages are specified in Chapter 32 of the Massachusetts General Laws. The employee's individual contribution percentage is determined by their date of entry into the System. In addition, all employees hired after January 1, 1979 contribute an additional 2% on all gross regular compensation over the rate of \$30,000 per year. The percentages are as follows:

Before January 1, 1975	5%
January 1, 1975 - December 31, 1983	7%
January 1, 1984 - June 30, 1996	8%
Beginning July 1, 1996	9%

For those members entering a Massachusetts System on or after April 2, 2012 in Group 1, the contribution rate will be reduced to 6% when at least 30 years of creditable service has been attained.

Participant Retirement Benefits

A retirement allowance consists of two parts: an annuity and a pension. A member's accumulated total deductions and a portion of the interest they generate constitute the annuity. The difference between the total retirement allowance and the annuity is the pension. The average retirement benefit is approximately 80-85% pension and 15-20% annuity.

The System provides for retirement allowance benefits up to a maximum of 80% of a member's highest 3-year average annual rate of regular compensation for those hired prior

to April 2, 2012 and the highest 5-year average annual rate of regular compensation for those first becoming members of the Massachusetts System on or after that date. However, per Chapter 176 of the Acts of 2011, for members who retire on or after April 2, 2012, if in the 5 years of creditable service immediately preceding retirement, the difference in the annual rate of regular compensation between any 2 consecutive years exceeds 100 percent, the normal yearly amount of the retirement allowance shall be based on the average annual rate of regular compensation received by the member during the period of 5 consecutive years preceding retirement. Benefit payments are based upon a member's age, length of creditable service, level of compensation and group classification.

There are four classes of membership in the retirement system, but one of these classes, Group 3, is made up exclusively of the Massachusetts State Police. The other three classes are as follows:

- Group 1 – General employees, including clerical, administrative, technical, and all other employees not otherwise classified.
- Group 2 – Certain specified hazardous duty positions.
- Group 4 – Police officers, firefighters, and other specified hazardous positions.

A retirement allowance may be received at any age, upon attaining 20 years of service. The plan also provides for retirement at age 55 if the participant was a member prior to January 1, 1978, with no minimum vesting requirements. If the participant was a member on or after January 1, 1978 and a member of Groups 1 or 2, then a retirement allowance may be received if the participant (1) has at least 10 years of creditable service, (2) is age 55, (3) voluntarily left Town employment on or after that date, and (4) left accumulated annuity deductions in the fund. Members of Group 4 have no minimum vesting requirements, however, must be at least age 55. Groups 2 and 4 require that participants perform the duties of the Group position for at least 12 months immediately prior to retirement.

A participant who became a member on or after April 2, 2012 is eligible for a retirement allowance upon 10 years creditable service and reaching ages 60 or 55 for Groups 1 and 2, respectively. Participants in Group 4 must be at least age 55. Groups 2 and 4 require that participants perform the duties of the Group position for at least 12 months immediately prior to retirement.

Methods of Payment

A member may elect to receive his or her retirement allowance in one of three forms of payment as follows:

- Option A – Total annual allowance, payable in monthly installments, commencing at retirement and terminating at the member's death.

- Option B – A reduced annual allowance, payable in monthly installments, commencing at retirement and terminating at the death of the member, provided however, that if the total amount of the annuity portion received by the member is less than the amount of his or her accumulated deductions, including interest, the difference or balance of his accumulated deductions will be paid in a lump sum to the retiree’s beneficiary or beneficiaries of choice.
- Option C – A reduced annual allowance, payable in monthly installments, commencing at retirement. At the death of the retired employee, 2/3 of the allowance is payable to the member’s designated beneficiary (who may be the spouse, or former spouse who has not remarried, child, parent, sister, or brother of the employee) for the life of the beneficiary. For members who retired on or after January 12, 1988, if the beneficiary pre-deceases the retiree, the benefit payable increases (or “pops up” to Option A) based on the factor used to determine the Option C benefit at retirement. For members who retired prior to January 12, 1988, if the System has accepted Section 288 of Chapter 194 of the Acts of 1998 and the beneficiary pre-deceases the retiree, the benefit payable “pops up” to Option A in the same fashion. The Option C became available to accidental disability retirees on November 7, 1996.

Participant Refunds

Employees who resign from service and who are not eligible to receive a retirement allowance are entitled to request a refund of their accumulated total deductions. Members voluntarily withdrawing with at least 10 years of service or involuntarily withdrawing, receive 100% of the regular interest that has accrued on those accumulated total deductions. Members voluntarily withdrawing with less than 10 years of service get credited interest each year at a rate of 3%.

Employer Contributions

Employers are required to contribute at actuarially determined rates as accepted by the Public Employee Retirement Administration Commission (PERAC).

The Town’s contribution to the System for the year ended June 30, 2021 was \$1,423,044, which was equal to its annual required contribution.

Summary of Significant Accounting Policies

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions and pension expense, information about the fiduciary net position of the System, and additions to/deductions from the System’s fiduciary net position have been determined on the same basis as they are reported by the System. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with benefit terms. Investments are reported at fair value.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2021, the Town reported a liability of \$14,629,494 for its proportionate share of the System's total net pension liability. The net pension liability was measured as of December 31, 2020, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of January 1, 2020. The Town's proportion of the net pension liability was based on an actuarially determined projection of the Town's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers. At December 31, 2020, the Town's proportion was 3.686%.

For the year ended June 30, 2021, the Town recognized total pension expense of \$1,545,737. In addition, the Town reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of <u>Resources</u>	Deferred Inflows of <u>Resources</u>
Differences between expected and actual experience	\$ 1,598	\$ 12,544
Changes of assumptions	978,688	-
Net difference between projected and actual earnings on pension plan investments	-	1,088,442
Changes in proportion and differences between employer contributions and proportionate share of contributions	<u>167,410</u>	<u>299,395</u>
Total	<u>\$ 1,147,696</u>	<u>\$ 1,400,381</u>

Amounts reported as deferred outflows of resources and deferred (inflows) of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:	
2022	\$ 85,498
2023	138,592
2024	(271,631)
2025	<u>(205,144)</u>
Total	<u>\$ (252,685)</u>

Actuarial Assumptions

The total pension liability was determined by an actuarial valuation as of January 1, 2020, using the following actuarial assumptions, applied to all periods included in the measurement that was updated to a measurement date of December 31, 2020:

COLA	2% of the first \$14,000 for fiscal 2021 and 3% of the first \$14,000 thereafter
Salary increases	Based on years of service, ranging from 7.5% at 0 years of service decreasing to 3.75% after 5 years of service
Investment rate of return	7.30%, previously 7.50%

Mortality rates for pre-retirement were based on the RP-2014 Employee Mortality Table projected generationally with Scale MP-2019. Mortality rates for healthy retirees were based on the RP-2014 Healthy Annuitant Mortality Table projected generationally with Scale MP-2019. Mortality rates for disabled retirees were based on the RP-2014 Healthy Annuitant Mortality Table set forward two years projected generationally with Scale MP-2019.

Target Allocations

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation

percentage adjusted by a 2.75% inflation assumption. Best estimates of arithmetic real rates of return are summarized in the following table:

<u>Asset Class</u>	<u>Target Asset Allocation</u>	<u>Long-term Expected Real Rate of Return Geometric Average</u>
Domestic equity	23.10%	6.40%
International developed markets equity	14.40%	6.60%
International merging markets equity	5.80%	8.40%
Core fixed income	15.80%	2.70%
Value added fixed income	7.40%	6.20%
Private equity	12.40%	10.20%
Real estate	8.30%	6.00%
Timberland	3.30%	6.60%
Hedge funds, PCS	8.80%	5.20%
Liquidating portfolios	0.10%	0.00%
Overlay	<u>0.60%</u>	0.00%
Total	<u>100.00%</u>	

Discount Rate

The discount rate used to measure the total pension liability was 7.30%. The projection of cash flows used to determine the discount rate assumed plan member contributions at the current contribution rate and employer contributions at rates equal to the actuarially determined contribution rates. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments to current active and inactive plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the Town's proportionate share of the net pension liability calculated using the discount rate of 7.30%, as well as what the Town's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage-point lower or one percentage-point higher than the current rate:

1% Decrease	Current Discount Rate	1% Increase
<u>(6.30%)</u>	<u>(7.30%)</u>	<u>(8.30%)</u>
\$18,732,464	\$14,629,494	\$11,180,910

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in the separately issued System financial report.

17. Massachusetts Teachers' Retirement System (MTRS)

Plan Description

The Massachusetts Teachers' Retirement System (MTRS) is a public employee retirement system (PERS) that administers a cost-sharing, multi-employer, defined benefit plan, as defined in Governmental Accounting Standards Board (GASB) Statement No. 67, *Financial Reporting for Pension Plans*. MTRS is managed by the Commonwealth on behalf of municipal teachers and municipal teacher retirees. The Commonwealth is a nonemployer contributor and is responsible for all contributions and future benefit requirements of the MTRS. The MTRS covers certified teachers in cities (except Boston), towns, regional school districts, charter schools, educational collaboratives, and Quincy College. The MTRS is part of the Commonwealth's reporting entity and does not issue a stand-alone audited financial report.

Management of MTRS is vested in the Massachusetts Teachers' Retirement Board (MTRB), which consists of seven members—two elected by the MTRS members, one who is chosen by the six other MTRB members, the State Treasurer (or their designee), the State Auditor (or their designee), a member appointed by the Governor, and the Commissioner of Education (or their designee), who serves ex-officio as the Chairman of the MTRB.

Benefits Provided

MTRS provides retirement, disability, survivor, and death benefits to members and their beneficiaries. Massachusetts General Laws (MGL) establish uniform benefit and contribution requirements for all contributory PERS. These requirements provide for superannuation retirement allowance benefits up to a maximum of 80% of a member's highest 3-year average annual rate of regular compensation. For employees hired after April 1, 2012, retirement allowances are calculated on the basis of the last 5 years or any 5 consecutive years, whichever is greater in terms of compensation. Benefit payments are based upon a member's age, length of creditable service, and group creditable service and group classification. The authority for amending these provisions rests with the Legislature.

Members become vested after 10 years of creditable service. A superannuation retirement allowance may be received upon the completion of 20 years of creditable service or upon reaching the age of 55 with 10 years of service. Normal retirement for most employees occurs at age 65. Most employees who joined the system after April 1, 2012 cannot retire prior to age 60.

The MTRS' funding policies have been established by Chapter 32 of the MGL. The Legislature has the authority to amend these policies. The annuity portion of the MTRS retirement allowance is funded by employees who contribute a percentage of their regular compensation. Costs of administering the plan are funded out of plan assets.

Contributions

Member contributions for MTRS vary depending on the most recent date of membership:

<u>Membership Date</u>	<u>% of Compensation</u>
Prior to 1975	5% of regular compensation
1975 to 1983	7% of regular compensation
1984 to 6/30/1996	8% of regular compensation
7/1/1996 to present	9% of regular compensation
7/1/2001 to present	11% of regular compensation (for teachers hired after 7/1/01 and those accepting provisions of Chapter 114 of the Acts of 2000)
1979 to present	An additional 2% of regular compensation in excess of \$30,000

Actuarial Assumptions

The total pension liability for the June 30, 2020 measurement date was determined by an actuarial valuation as of January 1, 2020 rolled forward to June 30, 2020. This valuation used the following assumptions:

- (a) 7.15% (changed from 7.25%) investment rate of return, (b) 3.50% interest rate credited to the annuity savings fund and (c) 3.00% cost of living increase on the first \$13,000 per year.
- Salary increases are based on analyses of past experience but range from 4.00% to 7.50% depending on length of service.
- Experience study is dated July 21, 2014 and encompasses the period January 1, 2006 to December 31, 2011, updated to reflect post-retirement mortality through January 1, 2017.
- Mortality rates were as follows:
 - Pre-retirement – reflects Pub-2010 Teachers Employees mortality table (headcount weighted) projected generationally with Scale MP-2018 (gender distinct).
 - Post-retirement – reflects Pub-2010 Teachers Retirees mortality table (headcount weighted) projected generationally with Scale MP-2018 (gender distinct).
 - Disability – assumed to be in accordance with the Pub-2010 Teachers Retirees Mortality Table (headcount weighted) projected generationally with Scale MP-2018 (gender distinct).

Target Allocation

Investment assets of the MTRS are with the Pension Reserves Investment Trust (PRIT) Fund. The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future rates of return are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future rates of return by the target asset allocation percentage. Best estimates of geometric rates of return for each major asset class

included in the PRIT Fund's target asset allocation as of June 30, 2020 are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Global equity	39.00%	4.80%
Core fixed income	15.00%	0.70%
Private equity	13.00%	8.20%
Portfolio completion strategies	11.00%	3.20%
Real estate	10.00%	3.50%
Value added fixed income	8.00%	4.20%
Timber/natural resources	4.00%	4.10%
Total	<u>100.00%</u>	

Discount Rate

The discount rate used to measure the total pension liability was 7.15%. The projection of cash flows used to determine the discount rate assumed that plan member contributions will be made at the current contribution rates and the Commonwealth's contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rates. Based on those assumptions, the net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity Analysis

The following illustrates the sensitivity of the collective net pension liability to changes in the discount rate. In particular, the table presents the MTRS collective net pension liability assuming it was calculated using a single discount rate that is one-percentage-point lower or one-percentage-point higher than the current discount rate (amounts in thousands):

1% Decrease <u>to 6.15%</u>	Current Discount <u>Rate 7.15%</u>	1% Increase <u>to 8.15%</u>
\$ 35,411,955	\$ 28,544,844	\$ 22,908,510

Special Funding Situation

The Commonwealth is a nonemployer contributor and is required by statute to make all actuarial determined employer contributions on behalf of the member employers. Therefore, these employers are considered to be in a special funding situation as defined by GASB Statement No. 68, *Accounting and Financial Reporting for Pensions (GASB 68)* and the Commonwealth is a nonemployer contributing entity in MTRS. Since the employers do not contribute directly to MTRS, there is no net pension liability to recognize for each employer.

Town Proportions

In fiscal year 2020 (the most recent measurement period), the Town's proportionate share of the MTRS' collective net pension liability was \$26,390,483 based on a proportionate share of 0.092453%. As required by GASB 68, the Town has recognized its portion of the Commonwealth's contribution of \$1,436,191 as both a revenue and expenditure in the General Fund, and its portion of the collective pension expense of \$1,823,412 as both a revenue and expense in the governmental activities.

18. Other Post-Employment Benefits (GASB 74 and GASB 75)

GASB Statement No. 74, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans (OPEB)*, replaces the requirements of *Statement No. 43, Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*. This applies if a trust fund has been established to fund future OPEB costs. In fiscal year 2012, the Town established a single employer defined benefit OPEB Trust Fund to provide funding for future employee health care costs. The OPEB Trust Fund does not issue a stand-alone financial report.

GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, replaces the requirements of *Statement No. 45, Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*. The Statement establishes standards for recognizing and measuring liabilities, deferred outflows of resources, deferred inflows of resources, and expense/expenditures. This Statement identifies the methods and assumptions that are required to be used to project benefit payments, discounted projected benefit payments to their actuarial present value, and attribute that present value to periods of employee service.

All the following OPEB disclosures are based on a measurement date of June 30, 2021.

General Information about the OPEB Plan

Plan Description

The Town provides post-employment healthcare benefits for retired employees through the Town's plan. The Town provides health insurance coverage through BlueCross BlueShield. The benefits, benefit levels, employee contributions, and employer contributions are governed by Chapter 32 of the Massachusetts General Laws.

Benefits Provided

The Town provides medical and prescription drug insurance to retirees and their covered dependents. All active employees who retire from the Town and meet the eligibility criteria will receive these benefits.

Funding Policy

The Town's funding policy includes financing the implicit subsidy on a pay-as-you-go basis, as required by statute. Additional contributions are based on annual budget limitations/authorizations.

Plan Membership

At June 30, 2021, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries	
currently receiving benefit payments	146
Active employees	<u>181</u>
Total	<u>327</u>

Investments

The OPEB trust fund assets consist of investments held in SRBT.

Rate of return. For the year ended June 30, 2021, the annual money-weighted rate of return on investments, net of investment expense, was 29.70%. The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

Actuarial Assumptions and Other Inputs

The net OPEB liability was determined by an actuarial valuation as of July 1, 2019, using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.50%
Salary increases	3%, average, including inflation
Investment rate of return	6.77%, net of OPEB plan investment expense
Municipal bond rate	2.18%
Discount rate	6.75% (previously 7.00%)
Healthcare cost trend rates	4.5% for 2021, fluctuating 0% to an ultimate rate of 4.5% in future years
Retirees' share of benefit-related costs	50% for premiums for the Medex 2 plan, 34% for Managed Blue for Seniors plan, and 21% for all other individual plans
Participation rate	80% of employees eligible to receive retirement benefits would enroll in the retiree medical plans upon retirement

Mortality rates for pre-retirement were based on RP-2014 Mortality Table for Blue Collar Employees projected generationally with scale MP-2016 for males and females. Mortality rates for post-retirement were based on RP-2014 Mortality Table for Blue Collar Healthy Annuitants

projected generationally with scale MP-2016 for males and females. Mortality rates for disabled were based on RP-2014 Mortality Table for Blue Collar Healthy Annuitants projected generationally with scale MP-2016 for males and females.

The actuarial assumptions used in the valuation were based on the results of an actuarial experience study as of January 1, 2015.

Target Allocations

The long-term expected rate of return on OPEB plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the target asset allocation as of June 30, 2021 are summarized in the following table.

<u>Asset Class</u>	<u>Target Asset Allocation</u>	<u>Long-term Expected Real Rate of Return</u>
Domestic Equity - Large Cap	14.50%	4.90%
Domestic Equity - Small/Mid Cap	3.50%	5.40%
International Equity - Developed Market	16.00%	5.32%
International Equity - Emerging Market	6.00%	6.26%
Domestic Fixed Income	20.00%	1.40%
International Fixed Income	3.00%	1.30%
Alternatives	23.00%	6.32%
Real Estate	<u>14.00%</u>	6.25%
Total	<u>100.00%</u>	

Contributions

In addition to the implicit subsidy contribution, the Town’s policy is to contribute the amounts provided annually by the budget.

Discount Rate

The discount rate used to measure the net OPEB liability was 6.75%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate.

Based on those assumptions, the OPEB plan fiduciary net position was projected to be available to make all projected future benefit payments of current plan members.

Net OPEB Liability

The components of the net OPEB liability, measured as of June 30, 2021, were as follows:

Total OPEB liability	\$ 15,267,628
Plan fiduciary net position	<u>4,292,646</u>
Net OPEB liability	<u>\$ 10,974,982</u>
Plan fiduciary net position as a percentage of the total OPEB liability	28.12%

The fiduciary net position has been determined on the same basis used by the OPEB Plan. For this purpose, the Plan recognizes benefit payments when due and payable.

Changes in the Net OPEB Liability

The following summarizes the changes in the net OPEB liability for the past year:

	Increase (Decrease)		
	Total OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net OPEB Liability (a) - (b)
Balances, beginning of year	\$ 14,308,230	\$ 3,034,544	\$ 11,273,686
Changes for the year:			
Service cost	299,406	-	299,406
Interest	995,801	-	995,801
Contributions - employer	-	1,076,946	(1,076,946)
Net investment income	-	958,102	(958,102)
Changes in assumptions	441,137	-	441,137
Benefit payments	<u>(776,946)</u>	<u>(776,946)</u>	<u>-</u>
Net Changes	<u>959,398</u>	<u>1,258,102</u>	<u>(298,704)</u>
Balances, end of year	<u>\$ 15,267,628</u>	<u>\$ 4,292,646</u>	<u>\$ 10,974,982</u>

Changes in assumptions reflect a change in the discount rate from 7.00% in 2020 to 6.75% in 2021.

Sensitivity of the Net OPEB Liability to Changes in the Discount Rate

The following presents the net OPEB liability, as well as what the net OPEB liability would be if it were calculated using a discount rate that is one percentage-point lower or one percentage-point higher than the current discount rate:

1% Decrease <u>(5.75%)</u>	Current Discount Rate <u>(6.75%)</u>	1% Increase <u>(7.75%)</u>
\$ 12,848,224	\$ 10,974,982	\$ 9,414,538

Sensitivity of the Net OPEB Liability to Changes in the Healthcare Cost Trend Rates

The following presents the net OPEB liability, as well as what the net OPEB liability would be if it as calculated using healthcare cost trend rates that are one percentage-point lower or one percentage-point higher than the current healthcare cost trend rates:

1% Decrease <u>(3.50%)</u>	Current Healthcare Cost Trend Rates <u>(4.50%)</u>	1% Increase <u>(5.50%)</u>
\$ 9,234,706	\$ 10,974,982	\$ 13,079,658

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ended June 30, 2021, the Town recognized an OPEB expense of \$465,912. At June 30, 2021, the Town reported deferred outflows and inflows of resources related to OPEB from the following sources:

	Deferred Outflows of <u>Resources</u>	Deferred Inflows of <u>Resources</u>
Difference between expected and actual experience	\$ 370,847	\$ 269,088
Change in assumptions	907,223	-
Net difference between projected and actual OPEB investment earnings	-	<u>520,716</u>
Total	<u>\$ 1,278,070</u>	<u>\$ 789,804</u>

Amounts reported as deferred outflows and (inflows) of resources related to OPEB will be recognized in OPEB expense as follows:

<u>Year Ended June 30:</u>	
2022	\$ 413,050
2023	61,204
2024	56,702
2025	(52,187)
2026	<u>9,497</u>
Total	<u>\$ 488,266</u>

19. Subsequent Events

Management has evaluated subsequent events through March 17, 2022, which is the date the financial statements were available to be issued.

Debt

Subsequent to June 30, 2021, the Town has incurred the following additional debt:

	<u>Amount</u>	<u>Interest Rate</u>	<u>Issue Date</u>	<u>Maturity Date</u>
General obligation bond	\$ 6,960,000	2 - 5%	10/20/21	09/01/41

The bond anticipation notes outstanding as of June 30, 2021 included in Note 11 were permanently borrowed as part of this general obligation bond issued on October 20, 2021.

20. Change in Accounting Principle

During fiscal year 2021, the Town adopted Governmental Accounting Standards Board (GASB) Statement No. 84, *Fiduciary Activities*. Beginning fund balance/net position was restated in Nonmajor Governmental Funds and Governmental Activities; see more information in Note 22.

21. Commitments and Contingencies

COVID-19

The COVID-19 outbreak in the United States (and across the globe) has resulted in economic uncertainties. There is considerable uncertainty around the duration and scope of the economic disruption. The extent of the impact of COVID-19 on the Town's operational and financial performance will depend on certain developments, including the duration and

spread of the outbreak, impact on individuals served by the Town, employees, and vendors, all of which are uncertain and cannot be predicted. At this point, the extent to which COVID-19 may impact the Town's financial condition or results of operations is uncertain.

Outstanding Legal Issues

On an ongoing basis, there are typically pending legal issues in which the Town is involved. The Town's management is of the opinion that the potential future settlement of these issues would not materially affect its financial statements taken as a whole.

Grants

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount of expenditures which may be disallowed by the grantor cannot be determined at this time, although the Town expects such amounts, if any, to be immaterial.

Encumbrances

At year-end the Town's general fund has \$277,845 in encumbrances that will be honored in the next fiscal year.

22. Beginning Fund Balance/Net Position Restatement

The beginning (July 1, 2020) balances of the Town have been restated as follows:

	Nonmajor Governmental <u>Funds</u>	Governmental <u>Activities</u>
As previously reported	\$ 2,056,005	\$ 41,105,755
GASB 84 implementation	<u>42,200</u>	<u>42,200</u>
As restated	<u>\$ 2,098,205</u>	<u>\$ 41,147,955</u>

23. New Pronouncements

The Governmental Accounting Standards Board (GASB) has issued Statement No. 87, *Leases*, effective for the Town beginning with its fiscal year ending June 30, 2022. This statement establishes new reporting and disclosure requirements, including the recording of various operating leases in the financial statements. Management has not evaluated the effect this standard will have on the financial statements.

TOWN OF BOXFORD, MASSACHUSETTS

Required Supplementary Information

General Fund

Schedule of Revenues, Expenditures, and Other Financing Sources (Uses) – Budget and Actual

For the Year Ended June 30, 2021

	<u>Budgeted Amounts</u>		Actual Amounts (Budgetary Basis)	Variance with Final Budget Positive (Negative)
	<u>Original Budget</u>	<u>Final Budget</u>		
Revenues				
Property taxes	\$ 30,773,509	\$ 30,773,509	\$ 30,773,509	\$ -
Excises	1,600,000	1,600,000	1,619,559	19,559
Penalties, Interest, and other taxes	75,000	75,000	94,575	19,575
Charges for services	340,000	340,000	549,945	209,945
Intergovernmental	2,463,290	2,463,290	2,476,540	13,250
Licenses and permits	375,000	375,000	454,711	79,711
Fines and forfeitures	25,000	25,000	22,827	(2,173)
Investment income	-	-	48,716	48,716
Miscellaneous	-	-	95,638	95,638
Total Revenues	35,651,799	35,651,799	36,136,020	484,221
Expenditures				
General government	2,170,606	2,240,606	2,165,115	75,491
Public safety	3,232,706	3,232,706	3,200,702	32,004
Education	24,405,792	24,405,792	24,287,272	118,520
Public works	2,915,045	2,915,045	2,987,059	(72,014)
Health and human services	350,068	350,068	313,528	36,540
Culture and recreation	480,838	480,838	433,470	47,368
Employee benefits	2,879,658	2,879,658	2,731,929	147,729
Debt service	852,459	852,459	852,459	-
Intergovernmental	177,057	177,057	172,759	4,298
Prior year encumbrances	192,767	192,767	165,090	27,677
Prior year snow and ice deficit	149,679	149,679	149,679	-
Total Expenditures	37,806,675	37,876,675	37,459,062	417,613
Excess (deficiency) of revenues over expenditures	(2,154,876)	(2,224,876)	(1,323,042)	901,834
Other Financing Sources/(Uses)				
Transfers in	18,000	18,000	51,066	33,066
Transfers out	(311,000)	(311,000)	(376,000)	(65,000)
Use of prior year fund balance (carryforwards)	1,190,717	1,190,717	1,190,717	-
Use of free cash:				
Operating budget	222,150	292,150	292,150	-
Capital budget	1,018,000	1,018,000	1,018,000	-
Debt service	17,009	17,009	17,009	-
Total Other Financing Sources/Uses	2,154,876	2,224,876	2,192,942	(31,934)
Excess of revenues and other sources over expenditures and other uses	\$ -	\$ -	\$ 869,900	\$ 869,900

See Independent Auditors' Report

TOWN OF BOXFORD, MASSACHUSETTS

Required Supplementary Information
 Community Preservation Fund
 Schedule of Revenues, Expenditures, and Other Financing Sources (Uses) – Budget and Actual
 For the Year Ended June 30, 2021

	<u>Budgeted Amounts</u>		Actual Amounts (Budgetary Basis)	Variance with Final Budget Positive (Negative)
	Original Budget	Final Budget		
Revenues				
Property taxes	\$ 774,323	\$ 774,323	\$ 768,973	\$ (5,350)
Penalties and interest	-	-	1,360	1,360
Intergovernmental	250,000	250,000	306,970	56,970
Investment income	-	-	261,805	261,805
Total Revenues	1,024,323	1,024,323	1,339,108	314,785
Expenditures				
General government	324,126	324,126	301,364	22,762
Debt service	500,759	500,759	499,960	799
Total Expenditures	824,885	824,885	801,324	23,561
Excess of revenues over expenditures	199,438	199,438	537,784	338,346
Other Financing Sources/(Uses)				
Transfers out	(25,000)	(25,000)	(25,000)	-
Use of surplus	75,000	75,000	75,000	-
Use of prior year fund balance (carryforwards)	231,060	231,060	231,060	-
Reservations:				
Historic Resources	(26,724)	(26,724)	(26,724)	-
Community Housing	(86,132)	(86,132)	(86,132)	-
Budget reserve	(200,000)	(200,000)	(200,000)	-
Other use	(167,642)	(167,642)	(167,642)	-
Total Other Financing Sources/(Uses)	(199,438)	(199,438)	(199,438)	-
Excess of revenues and other sources over expenditures and other uses	\$ -	\$ -	\$ 338,346	\$ 338,346

See Independent Auditors' Report

**Notes to Required Supplementary Information
for General Fund and Community Presentation Fund Budgets**

Budgetary Basis

The general fund final appropriation appearing on the previous page represents the final amended budget after all reserve fund transfers and supplemental appropriations.

Budget/GAAP Reconciliation

The budgetary data for the general fund is based upon accounting principles that differ from Generally Accepted Accounting Principles (GAAP). Therefore, in addition to the GAAP basis financial statements, the results of operations of the general fund are presented in accordance with budgetary accounting principles to provide a meaningful comparison to budgetary data.

The following is a summary of adjustments made to the actual revenues and other sources, and expenditures and other uses, to conform to the budgetary basis of accounting.

<u>General Fund</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Other Financing Sources/(Uses)</u>
GAAP basis	\$ 37,684,622	\$ 37,919,835	\$ (474,934)
To reverse unbudgeted GASB 24 Massachusetts Teacher Retirement System	(1,436,191)	(1,436,191)	-
Current year carryforwards and continuing appropriations	-	1,125,739	-
Record budgeted use of free cash	-	-	1,327,159
To record use of carryforwards	-	-	1,190,717
Record raising of prior year's snow and ice deficit	-	149,679	-
Reverse effects of combining general fund and stabilization fund (GASB 54)	(34,277)	-	450,000
Reclassification of budgeted transfers	-	(300,000)	(300,000)
Other adjustments	<u>(78,134)</u>	<u>-</u>	<u>-</u>
Budgetary basis	<u>\$ 36,136,020</u>	<u>\$ 37,459,062</u>	<u>\$ 2,192,942</u>

(continued)

See Independent Auditors' Report

(continued)

<u>Community Preservation Fund</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Other Financing Sources/(Uses)</u>
GAAP basis	\$ 1,268,054	\$ 602,223	\$ (25,000)
Reverse beginning of year appropriation carryforwards from expenditures	-	-	231,060
Add end of year appropriation carryforwards to expenditures	-	199,101	-
Record budgeted use of surplus	-	-	75,000
Record budgeted reserves	-	-	(480,498)
Other timing differences	<u>71,054</u>	<u>-</u>	<u>-</u>
Budgetary basis	<u>\$ 1,339,108</u>	<u>\$ 801,324</u>	<u>\$ (199,438)</u>

See Independent Auditors' Report

TOWN OF BOXFORD, MASSACHUSETTS

Required Supplementary Information
Schedule of Proportionate Share of the Net Pension Liability
(Unaudited)

Essex Regional Retirement System

<u>Fiscal Year</u>	<u>Measurement Date</u>	<u>Proportion of the Net Pension Liability</u>	<u>Proportionate Share of the Net Pension Liability</u>	<u>Covered Payroll</u>	<u>Proportionate Share of the Net Pension Liability as a Percentage of Covered Payroll</u>	<u>Plan Fiduciary Net Position Percentage of the Total Pension Liability</u>
June 30, 2021	December 31, 2020	3.686%	\$14,629,494	\$ 6,065,303	241.20%	59.73%
June 30, 2020	December 31, 2019	3.729%	\$15,710,208	\$ 5,832,314	269.36%	55.46%
June 30, 2019	December 31, 2018	3.797%	\$16,041,666	\$ 4,930,080	325.38%	51.89%
June 30, 2018	December 31, 2017	3.692%	\$13,895,133	\$ 4,727,147	293.94%	55.40%
June 30, 2017	December 31, 2016	3.658%	\$14,092,733	\$ 4,787,031	294.39%	51.12%
June 30, 2016	December 31, 2015	3.663%	\$13,307,669	\$ 5,080,198	261.95%	51.01%
June 30, 2015	December 31, 2014	3.652%	\$12,389,026	\$ 4,880,552	253.84%	52.27%

Massachusetts Teachers' Retirement System

<u>Fiscal Year</u>	<u>Measurement Date</u>	<u>Proportion of the Net Pension Liability</u>	<u>Proportionate Share of the Net Pension Liability</u>	<u>Commonwealth of Massachusetts' Total Proportionate Share of the Net Pension Liability Associated with the Town</u>	<u>Total Net Pension Liability Associated with the Town</u>	<u>Covered Payroll</u>	<u>Proportionate Share of the Net Pension Liability as a Percentage of Covered Payroll</u>	<u>Plan Fiduciary Net Position Percentage of the Total Pension Liability</u>
June 30, 2021	June 30, 2020	0.092453%	\$ -	\$ 26,390,483	\$ 26,390,483	\$ 7,562,572	-	50.67%
June 30, 2020	June 30, 2019	0.091337%	\$ -	\$ 23,029,746	\$ 23,029,746	\$ 7,159,323	-	53.95%
June 30, 2019	June 30, 2018	0.092036%	\$ -	\$ 21,822,869	\$ 21,822,869	\$ 6,765,909	-	54.84%
June 30, 2018	June 30, 2017	0.093014%	\$ -	\$ 21,286,632	\$ 21,286,632	\$ 6,518,035	-	54.25%
June 30, 2017	June 30, 2016	0.095524%	\$ -	\$ 21,357,123	\$ 21,357,123	\$ 6,226,940	-	51.12%
June 30, 2016	June 30, 2015	0.094803%	\$ -	\$ 19,424,725	\$ 19,424,725	\$ 6,066,283	-	55.38%
June 30, 2015	June 30, 2014	0.092382%	\$ -	\$ 14,685,326	\$ 14,685,326	\$ 5,664,397	-	61.64%

Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

See Independent Auditors' Report.

TOWN OF BOXFORD, MASSACHUSETTS

Required Supplementary Information
Schedule of Pension Contributions
(Unaudited)

Essex Regional Retirement System

Fiscal Year	Measurement Date	Contributions in Relation to the		Contribution Deficiency (Excess)	Covered Payroll	Contributions as a Percentage of Covered Payroll
		Actuarially Determined Contribution	Actuarially Determined Contribution			
June 30, 2021	December 31, 2020	\$ 1,423,044	\$ 1,423,044	\$ -	\$ 6,145,866	23.15%
June 30, 2020	December 31, 2019	\$ 1,339,233	\$ 1,339,233	\$ -	\$ 5,936,173	22.56%
June 30, 2019	December 31, 2018	\$ 1,293,521	\$ 1,293,521	\$ -	\$ 5,985,851	21.61%
June 30, 2018	December 31, 2017	\$ 1,171,226	\$ 1,171,226	\$ -	\$ 5,560,961	21.06%
June 30, 2017	December 31, 2016	\$ 1,059,806	\$ 1,059,806	\$ -	\$ 5,647,351	22.14%
June 30, 2016	December 31, 2015	\$ 1,006,232	\$ 1,006,232	\$ -	\$ 5,251,619	19.81%
June 30, 2015	December 31, 2014	\$ 936,588	\$ 936,588	\$ -	\$ 4,610,822	19.19%

Massachusetts Teachers' Retirement System

Fiscal Year	Measurement Date	Contributions in Relation to the		Contribution Deficiency (Excess)	Covered Payroll	Contributions as a Percentage of Covered Payroll
		Actuarially Determined Contribution Provided by Commonwealth	Actuarially Determined Contribution			
June 30, 2021	June 30, 2020	\$ 1,436,191	\$ 1,436,191	\$ -	\$ 8,297,688	17.31%
June 30, 2020	June 30, 2019	\$ 1,318,642	\$ 1,318,642	\$ -	\$ 7,562,572	17.44%
June 30, 2019	June 30, 2018	\$ 1,210,071	\$ 1,210,071	\$ -	\$ 7,159,323	16.90%
June 30, 2018	June 30, 2017	\$ 1,149,203	\$ 1,149,203	\$ -	\$ 6,765,909	16.99%
June 30, 2017	June 30, 2016	\$ 1,074,243	\$ 1,074,243	\$ -	\$ 6,518,035	16.48%
June 30, 2016	June 30, 2015	\$ 968,817	\$ 968,817	\$ -	\$ 6,226,940	15.56%
June 30, 2015	June 30, 2014	\$ 865,967	\$ 865,967	\$ -	\$ 6,066,283	14.28%

Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

See Independent Auditors' Report.

TOWN OF BOXFORD, MASSACHUSETTS

Required Supplementary Information
Other Post-Employment Benefits (OPEB)
Schedule of Changes in the Net OPEB Liability
(Unaudited)

	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
Total OPEB Liability					
Service cost	\$ 299,406	\$ 286,453	\$ 316,568	\$ 297,469	\$ 314,494
Interest	995,801	929,803	895,274	758,436	655,663
Differences between expected and actual experience	-	(442,134)	-	1,894,235	-
Changes of assumptions	441,137	907,664	-	(369,560)	-
Benefit payments, including refunds of member contributions	<u>(776,946)</u>	<u>(727,697)</u>	<u>(650,522)</u>	<u>(639,372)</u>	<u>(497,053)</u>
Net change in total OPEB liability	959,398	954,089	561,320	1,941,208	473,104
Total OPEB liability - beginning	<u>14,308,230</u>	<u>13,354,141</u>	<u>12,792,821</u>	<u>10,851,613</u>	<u>10,378,509</u>
Total OPEB liability - ending (a)	15,267,628	14,308,230	13,354,141	12,792,821	10,851,613
Plan Fiduciary Net Position					
Contributions - employer	1,076,946	1,027,697	1,000,522	989,372	797,053
Net investment income	958,102	58,867	143,244	173,023	187,870
Benefit payments, including refunds of member contributions	<u>(776,946)</u>	<u>(727,697)</u>	<u>(650,522)</u>	<u>(639,372)</u>	<u>(497,053)</u>
Net change in plan fiduciary net position	1,258,102	358,867	493,244	523,023	487,870
Plan fiduciary net position - beginning	<u>3,034,544</u>	<u>2,675,677</u>	<u>2,182,433</u>	<u>1,659,410</u>	<u>1,171,540</u>
Plan fiduciary net position - ending (b)	<u>4,292,646</u>	<u>3,034,544</u>	<u>2,675,677</u>	<u>2,182,433</u>	<u>1,659,410</u>
Net OPEB liability (asset) - ending (a-b)	\$ <u>10,974,982</u>	\$ <u>11,273,686</u>	\$ <u>10,678,464</u>	\$ <u>10,610,388</u>	\$ <u>9,192,203</u>

Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

See notes to the Town's financial statements for summary of significant actuarial methods and assumptions.

See Independent Auditors' Report.

TOWN OF BOXFORD, MASSACHUSETTS

Required Supplementary Information
Other Post-Employment Benefits (OPEB)
Schedules of Net OPEB Liability, Contributions, and Investment Returns
(Unaudited)

	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
Schedule of Net OPEB Liability					
Total OPEB liability	\$ 15,267,628	\$ 14,308,230	\$ 13,354,141	\$ 12,792,821	\$ 10,851,613
Plan fiduciary net position	<u>4,292,646</u>	<u>3,034,544</u>	<u>2,675,677</u>	<u>2,182,433</u>	<u>1,659,410</u>
Net OPEB liability (asset)	\$ <u>10,974,982</u>	\$ <u>11,273,686</u>	\$ <u>10,678,464</u>	\$ <u>10,610,388</u>	\$ <u>9,192,203</u>
Plan fiduciary net position as a percentage of the total OPEB liability	28.12%	21.21%	20.04%	17.06%	15.29%
Covered employee payroll	12,130,527	11,777,211	10,980,482	10,660,662	11,605,943
Net OPEB liability as a percentage of covered employee payroll	90.47%	95.72%	97.25%	99.53%	79.20%
Schedule of Contributions					
Actuarially determined contribution	\$ 885,368	\$ 1,135,524	\$ 1,120,810	\$ 989,774	\$ 992,163
Contributions in relation to the actuarially determined contribution	<u>1,076,946</u>	<u>1,027,697</u>	<u>1,000,522</u>	<u>989,372</u>	<u>797,053</u>
Contribution deficiency (excess)	\$ <u>(191,578)</u>	\$ <u>107,827</u>	\$ <u>120,288</u>	\$ <u>402</u>	\$ <u>195,110</u>
Covered employee payroll	12,130,527	11,777,211	10,980,482	10,660,662	11,605,943
Contributions as a percentage of covered employee payroll	8.88%	8.73%	9.11%	9.28%	6.87%
Schedule of Investment Returns					
Annual money weighted rate of return, net of investment expense	<u>29.70%</u>	<u>2.03%</u>	<u>5.72%</u>	<u>9.02%</u>	<u>13.49%</u>

Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

See notes to the Town's financial statements for summary of significant actuarial methods and assumptions.

See Independent Auditors' Report.



**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

INDEPENDENT AUDITORS' REPORT

To the Select Board
Town of Boxford, Massachusetts

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Boxford, Massachusetts as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements, and have issued our report thereon dated March 17, 2022.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Town's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Merrimack, New Hampshire
Andover, Massachusetts
Greenfield, Massachusetts
Ellsworth, Maine

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Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Town's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Melanson".

Andover, Massachusetts
March 17, 2022

FINANCE COMMITTEE

For the second year in a row, like the rest of the world, the Town of Boxford and the Finance Committee had to deal with the Covid epidemic. Meetings were held via Zoom. And it has become 'normal'. Sadly. But we persevere.

I am happy to report that the FinCom has added a new member whose expertise in education, especially Masco, is exceptional. Dan Volchok was appointed to fill the vacancy resulting from the resignation of Joe Callahan, whose experience in insurance, legal, and also town politics were invaluable. Also, a new Town Administrator, Matt Coogan, has brought a spark of enthusiasm as well as a fresh set of eyes to the Town and its many needs and proclivities.

It was an exciting year. The Town actually voted to build a new structure! Really! A new Community Center/Council On Aging at 10 Elm Street easily passed Town Meeting and the following town wide vote. It only took about 20+ years and an incredible amount of work by dedicated volunteers. This will give the town, after the move from the current Community Center/COA, two almost virtually empty buildings. What the future holds for these two buildings will be interesting. The current COA/Community Center, as well as 181 Washington Street, will continue to need maintenance and repairs. The buildings are valued at roughly \$1.5-\$2.0 million. The Finance Committee presented a budget of \$36,807,461 to the Town Meeting. The increases (and decreases!) of "The Big Three" (Masco, Elementary, and Town) budgets varied considerably. Our Masco budget actually went DOWN 1.71%, as our proportion of the overall student body decreased significantly, even though the Masco budget did increase. Quite serendipitous, but one has to keep in mind that the opposite could have happened (which will be addressed later). The Elementary School budget had a 2.50% increase. The Town Department Budget was proposed at 3.58%.

At Town Meeting, the 350 or so attendees, voted to increase the proposed number count of employees in both the Fire Department and the Police Department. That resulted in a further \$~90,000 budget increase, which brought the tax increase proposed by the Fin-Com from 2.04% up to 2.34%. Excluded debt remained flat, but increases such as Essex Tech (\$128K) and Essex regional Retirement Assessment (\$100K) are elements outside of town control. The Town Meeting also - almost unanimously - approved a new method of allocating the Masco budget among the three towns. There was one dissent. the methodology would eliminate the oft times wild swing in apportionment of the budget to the towns. Starting with the current year, the average enrollments over a time period of five years will be used to apportion the budget. This is welcome news for any entity trying to plan without having a serious shock. Boxford was fortunate in that the first year of this calculation is favorable to us.

The Town continues to lack a plan for the future. But...work on a newly revised Capital Budgeting scenario will, in some way, aid in setting priorities. This work is being spearheaded by Matt Coogan, ably assisted by Kathy Benevento, Finance Director and Fin-Com savior, with input from Town Dept. heads.

There are many needs in the horizon that will have to be dealt with. The two elementary school parking lots have to be dealt with (State mandated) and the cost will be in the millions. The current DPW 'building' aka 'shed' has been a hazard for many, too many, years. Boxford NEEDS a DPW garage. Again, like the COA, this need has been discussed and studied for almost 20 years now. The 'new' Masco is now 20+ years old. A 5-year-old plan to revitalize Masco has not been pursued with vigor, given Covid, plus a new Masco administration. Hopefully this year an updated plan will be put forward. It will not be surprising if the total cost of such, over a 5–10-year period, will approach \$35,000,000 for all three towns, with Boxford's share approximately 35% of that total, or \$10,000,000 or so.

Our pension and post-employment benefit (OPEB) costs are being addressed in a constructive way, more so than the vast majority of towns. Our unfunded liability continues to be concern, but is being addressed by significant yearly payments, which have increased the past several years.

Going forward, the mixture of new blood in Town Administration, and experienced FinCom members will continue to navigate the town through rising costs and, unfortunately, rising inflation to top it off. The Committee continues to strongly maintain that the Town should use recurring revenues to fund recurring expenses. It is easy enough to say such, but in these times, it is often difficult to adhere to.

In sum, Boxford town finances continue to be managed in a very conservative basis, with our bonds at AAA as an indication of such management. However, major costs loom in our future as needed facilities (DPW, parking lots, Masco) continue to deteriorate and become outmoded.

Michael E. White, Chairperson
Chris Wakeman, Vice-Chairperson
Peter Bernardin
Jeffrey Yespy
Phil McManus
Dan Volchok
Adam Bartke

BOARD OF ASSESSORS

Boxford's Fiscal Year 2022 total property valuation of \$2,100,640,717 includes \$19,406,611 in new growth that occurred during this past fiscal year. This is an increase of \$5,849,283 over the prior year. Growth is made up of a combination of new construction, additions, and miscellaneous building improvements. This year's increase was primarily attributable to both an increase in residential permits and personal property construction.

New home construction is also a major contributor to new growth. The number of new home permits has increased slightly over the prior fiscal year.

Fiscal Year	New Home Permits
2010	3
2011	2
2012	4
2013	4
2014	7
2015	7
2016	12
2017	8
2018	8
2019	3
2020	4
2021	5

After a review of home sales that occurred during 2020, the Board determined that overall property valuations increased approximately 8% from the prior year. Valuation changes varied for individual parcels according to style, condition, location, and size. The average residential property assessment for Fiscal Year 2022 is \$739,000, an increase from the Fiscal Year 2021 average residential property assessment of \$683,000. The 2022 tax rate was set at \$15.22 per thousand of assessed value, a decrease of about five percent from last year. A total of 3,062 real and personal property tax bills were issued for Fiscal Year 2022.

As in previous years, the Select Board voted a multiplier of one for all commercial and industrial properties, which results in the commercial and industrial tax rate staying the same as residential. The town relies heavily on individual homeowners for tax revenues as residential properties account for 97 percent of all properties.

The Board recognizes that the requirement to follow specific state revaluation regulations when determining property valuations creates a hardship for some residents, particularly the senior population. The assessors continue to work with the Council on Aging to ensure that all seniors are familiar with any and all tax lowering programs that are available to them.

Of the 3,069 real and personal property tax bills that were issued in Fiscal Year 2021 (prior year), there were:

- 9 abatement filings, which resulted in 6 valuation changes granted and a \$6,425 reduction in taxes
- 46 personal exemptions granted, which resulted in \$123,972 in reduced taxes to qualified homeowners based on age, financial condition, blindness or veteran's service-connected disability.
- 15 Community Preservation Surcharge exemptions granted, which resulted in \$3,282 in reduced surcharges due to age and financial status.
- 14 Senior Tax Work-Off exemptions granted, resulting in a \$5,871 reduction in taxes.

Auto excise taxes resulted in approximately \$1,656,384 in income to the town from over 9,500 vehicles. Vehicle owners should be aware that in order to receive an abatement, the vehicle must be disposed of (i.e. sold, traded, junked, etc.) as well as the plates being cancelled or transferred to another vehicle.

Data collection and maintenance of current and accurate property data is a critical element in the development of uniform, fair market property value. In accordance with the Massachusetts Department of Revenue's requirement that each property be inspected once every ten years, our office was able to resume progress of our Cyclical Inspection Program after it was temporarily curtailed in 2020 due to restrictions imposed by Covid-19. As a result of modifications made to the DOR's assessment guidelines, cyclical inspections are now being conducted both on site and virtually. Virtual inspections are conducted through the use of mapping imagery and questionnaires and will be able to be carried out year-round. Additionally, the revised role of Assistant Assessor ensures that all cyclical inspections will be able to be conducted in-house, which will prove to be more efficient and cost effective for the town. Inspections of properties that have recently sold or have been affected by building permits continue to be conducted by Kristin Hanlon, Director of Assessment.

In October, the department welcomed Heather Thifault as our new Assistant Assessor. Heather had previously been employed by the City of Peabody for the last eight years. In the short amount of time she has been here, Heather has already proven to be an invaluable addition to the department and the Board looks forward to working with her in the future.

The Board of Assessors would like to thank Kristin Hanlon, Director of Assessment, for her assistance in our ongoing efforts to maintain fair and equitable assessments. The Board members and office staff also appreciate the help and support received from other town departments and all the townspeople.

Respectfully submitted,

David F. Benson, Chairman
Diana Headrick
Mary Murphy

TREASURER/COLLECTOR OF TAXES

To the Director of Municipal Finance, Town Administrator, Selectboard, Finance Committee and Residents of the Town of Boxford:

The Treasurer is required to issue an annual report to the town that lists cash account balances, investment types, earnings and compliance with the terms of the town's Investment Policy. The attached **Report on Investments** provides that information for the \$18,938,906 held by the town on June 30, 2021. Comparative data is provided on page 2 for the previous fiscal year, including a brief explanation of significant changes.

General Fund monies are all invested as provided by state statutes in checking or money market bank accounts and the state investment pool (MMDT). Trust Funds and Community Preservation Funds are on deposit in a longer term, more diversified consolidated account invested in money markets, CDs, bonds and those equities on the Massachusetts Legal List for Public Investments. The Town's investment advisor for this portfolio is Bartholomew & Company.

The town's General Fund cash balance of \$9.2M on 6/30/21 was \$1.5M greater than on 6/30/20. General Fund earnings of \$49K were 62% less than earnings in FY 2020 due to very low interest rates.

Earnings significantly exceeded those of the previous fiscal year for Trust and Community Preservation Funds due to an accounting change recommended by the independent auditors. Cumulative unrealized gains of \$238K were recorded in FY2021. Total market value of the combined investment portfolio was \$226K greater than book value at the end of the fiscal year, 80% of which was attributable to favorable valuations of the equity positions that comprise 24% of the asset allocation. Detailed account statements, reports and analyses are available for review in the Office of the Treasurer. Interim Investment reports will be provided as of 10/31/21 and 2/28/22.

OPEB funds are appropriated by Annual Town Meeting to reduce the town's Unfunded Actuarial Accrued Liability for employees' Other Post Retirement Benefits (OPEB). In FY 2021, \$300,000 was appropriated in the budget passed by Town Meeting. The fund balance of \$4,292,646 is on deposit in the State Retiree Benefits Trust Fund within the PRIT and managed by PRIM (Pension Reserves Investment Management Board). Reported earnings were \$958,102; the annualized rate of return for FY 2021 was 30%.

The **Report of Trust, Gift and Restricted Funds** provides account activity by fund for Fiscal Year 2021.

Report on Outstanding Debt as of 6/30/21 is also included for your review.

Respectfully submitted,
Ellen S. Guerin, Treasurer

**Town of Boxford
Report on Investments
Year Ended 6/30/21**

Depository Institution	Purpose	Balance	FY 2021	Rate of	% of	Investment Policy Guideline/
		6/30/21	Earnings	Return	G/F Cash	Collateralization
General Fund (Short Term):						
				6/30/21		
Cash on Hand	Petty Cash/COA Advance Fund	\$ 2,525	\$ -	0.00%	0.0%	Minimum required; properly secured
Institution for Savings	Depository	\$ (55,438)	\$ 3,086	0.50%	-0.6%	FDIC and DIF
Institution for Savings	Money Market	\$ 4,174,940	\$ 29,412	0.50%	45.5%	FDIC and DIF
Institution for Savings	Capital Account	\$ 3,065,243	\$ 6,460	0.50%	33.4%	FDIC and DIF
Institution for Savings	Escrow Checking	\$ 5,687	\$ 29	0.50%	0.1%	FDIC and DIF
Institution for Savings	School Lunch	\$ 9,331	\$ 45	0.50%	0.1%	FDIC and DIF
Unibank	State Aid/Grant Receipts	\$ 176,858	\$ 238	0.03%	1.9%	FDIC and DIF
Unibank	On-line Tax Collections	\$ 22,160	\$ 145	0.03%	0.2%	FDIC and DIF
Unibank	Fire Department	\$ 4,422	\$ 7	0.03%	0.0%	FDIC and DIF
Unibank	Town Clerk	\$ 8,264	\$ 3	0.03%	0.1%	FDIC and DIF
Unibank	Donations	\$ 4,826	\$ 2	0.03%	0.1%	FDIC and DIF
Unibank	Trash Sticker Sales	\$ 3,527	\$ 8	0.03%	0.0%	FDIC and DIF
Century Bank	Municipal Money Market	\$ 226,894	\$ 783	0.10%	2.5%	FDIC
Century Bank	Tax Payment Lockbox	\$ 22,338	\$ 199	0.05%	0.2%	FDIC
East Boston Savings Bank	Money Market	\$ 531,776	\$ 2,381	0.24%	5.8%	FDIC and DIF
Mass Municpl Depository Trust	State Investment Pool	\$ 211,020	\$ 395	0.10%	2.3%	G.L. Ch. 29, Sec. 38A
Eastern Bank	Municipal Money Market	\$ 126,234	\$ 454	0.05%	1.4%	FDIC
Brookline Bank	Municipal Money Market	\$ 214,441	\$ 665	0.25%	2.3%	FDIC and Irrevocable Letter of Credit
Needham Bank	Municipal Money Market	\$ 208,193	\$ 1,214	0.50%	2.3%	FDIC
Commonwealth Financial	Certificates of Deposit/MM	\$ 206,091	\$ 3,191	0.01%	2.2%	FDIC & SIPIC ins. @ various banks
Total General Fund		\$ 9,169,334	\$ 48,716		100%	
Trust Funds (Long Term):						
Commonwealth Financial	Trust Funds	\$ 1,591,716	\$ 111,586	1.56%		G.L. Ch. 44, Sec. 54
Commonwealth Financial	Community Preservation Fund	\$ 3,853,763	\$ 261,805	1.56%		G.L. Ch. 44, Sec. 54
STBTF @ PRIT	OPEB Fund	\$ 4,292,646	\$ 958,102	30.01%		G.L. Ch. 32, Sec. 23(2A)
Developer's Performance Bonds:						
TD Bank	Reddington Ridge	\$ 28,009	\$ 13	0.05%		G.L. Ch. 41, Sec. 81U
Eastern Bank	Burning Bush	\$ 3,438	\$ 2	0.05%		G.L. Ch. 41, Sec. 81U
Total Cash		\$ 18,938,906	\$ 1,380,225			

Town of Boxford
Changes in Cash and Earnings
FY 2020 - 2021

	<u>Fiscal Year Ended 6/30/20</u>		<u>Fiscal Year Ended 6/30/21</u>	
	<u>Cash Balance</u>	<u>Earnings</u>	<u>Cash Balance</u>	<u>Earnings</u>
General Fund	\$ 7,642,615	\$ 129,233	\$ 9,169,334	\$ 48,716
Community Preservation Fund	\$ 3,140,290	\$ 79,032 **	\$ 3,853,763	\$ 261,805
Trust Funds	\$ 1,791,232	\$ 47,942 **	\$ 1,591,716	\$ 111,586
OPEB Trust Fund	\$ 3,034,544	\$ 58,866	\$ 4,292,646	\$ 958,102
Performance Bonds	\$ 31,431	\$ 29	\$ 31,447	\$ 15
Totals	<u>\$ 15,640,112</u>	<u>\$ 315,102</u>	<u>\$ 18,938,906</u>	<u>\$ 1,380,224</u>

Analysis of significant changes in cash balances and earnings:

**At the recommendation of independent auditors, cumulative unrealized investment gains were booked in FY 2021 (\$70K on Trust Funds; \$169K on CP Fund). FY 2020 balances were reported at book value; FY 2021 balances are reported as market value as of 6/30/21. Market value of combined CP and Trust Fund portfolio exceeds cost basis by \$226K.

--The G/F cash balance increased by \$1.5M in FY21. About \$1M was result of favorable operations; \$436K from ARPA.

--G/F earnings decreased 62% from previous year due to market driven interest rate reductions.

--C.P. Fund balance increased \$713K. Revenues from taxes \$762K, state match \$307K and earnings \$262K exceeded expenditures for debt service \$501K.

--Increase in C.P. earnings due primarily to recording unrealized gains of \$169K to book to market value of portfolio.

--Decrease of \$200K in Trust Fund balance due primarily to transfer out of \$450K Library Stabilization, recording of unrealized gain of \$70K, earnings of \$42K and Barker Trust revenue \$90K.

--Increase in Trust Fund earnings due primarily to recording of unrealized gains of \$70K to book to market value of portfolio.

--OPEB investments managed by Massachusetts PRIM Board; FY21 contribution: \$300,000; annual return was 30%.

**TOWN OF BOXFORD
TRUST, GIFT AND RESTRICTED FUNDS
Fiscal Year Ended 6/30/21**

FUND #	FUND NAME	RESPONSIBLE BOARD	BALANCE 7/1/2020	FY 2021 RECEIPTS	FY 2021 PAYMENTS	FY 2021 INTEREST	G/L BALANCE 6/30/2021
8078	Arts Cultural Council	Arts Council	\$ 6,189.36		\$ 3,471.36	\$ 239.43	\$ 2,957.43
8079	Unemployment Fund	Selectmen	\$ 38,900.84	\$ 50,000.00	\$ 39,720.56	\$ 4,079.71	\$ 53,259.99
2020	S.P.E.D. Stabilization Fund	Town Meeting	\$ 155,140.39			\$ 11,492.87	\$ 166,633.26
8083	Stabilization Fund	Town Meeting	\$ 865,883.29			\$ 64,145.23	\$ 930,028.52
8084	Conservation Fund	Conservation Comm	\$ 2,224.17	\$ 40,000.00	\$ 450.00	\$ 2,843.01	\$ 44,617.18
8085	Insurance Fund	Commission	\$ 52,833.12			\$ 3,913.93	\$ 56,747.05
8096	Library Stabilization Fund	Town Meeting	\$ 497,761.03		\$ 450,000.00	\$ 6,400.42	\$ 54,161.45
	ConsCom Development Deposits :						
2301	Walker DEP # 114-762	Conservation Comm	\$ 2,340.84			\$ 173.40	\$ 2,514.24
2306	Wildmeadow DEP # 114-1037	Conservation Comm	\$ 173.42			\$ 12.85	\$ 186.27
2299	Price Property - BOH Review	Board of Health	\$ -	\$ 5,000.00		\$ 339.46	\$ 5,339.46
2315	Pine Ridge: Construction	Conservation Comm	\$ 1,807.32		\$ 1,130.00	\$ 62.93	\$ 740.25
2317	599 Main Street	Conservation Comm	\$ 11.77			\$ 0.87	\$ 12.64
2319	Willows at Boxford	Conservation Comm	\$ -	\$ 13,000.00	\$ 10,120.00	\$ 216.90	\$ 3,096.90
	Consultants' Fees: Planning Board						
2203	Consultants: Lauren Woods	Planning Board	\$ 7,098.96			\$ 525.88	\$ 7,624.84
2212	Consultants: Weathered Walls	Planning Board	\$ 40.01			\$ 2.97	\$ 42.98
2308	Consultants: Willowdale/Decoulos Parcel A	Planning Board	\$ 768.96			\$ 56.95	\$ 825.91
2213	Consultants: Budnick Development	Planning Board	\$ 1,447.55			\$ 107.25	\$ 1,554.80
	Restricted Funds Sub-Total		\$ 1,632,621.03	\$ 108,000.00	\$ 504,891.92	\$ 94,614.06	\$ 1,330,343.17
	TRUST FUNDS:						
8214	Emma S. Cote Library Fund--Expendable	Library	\$ 131.36			\$ 83.78	\$ 215.14
8219	Emma S. Cote Library Fund--Non-Expend.	Library	\$ 1,000.00				\$ 1,000.00
8231	Barker Trust Fund	Elementary School	\$ 34,529.45	\$ 90,000.00		\$ 7,952.99	\$ 132,482.44
8401	Town School Fund--Non-Expendable	Commission	\$ 4,000.00				\$ 4,000.00
8422	Town School Fund--Expendable	Commission	\$ 9,995.73			\$ 1,036.81	\$ 11,032.54
8423	Tri-Centennial Memorial Park Fund	Commission	\$ 13,756.75			\$ 1,021.93	\$ 14,778.68
8424	Michelle Wilson Fund--Expendable	Commission	\$ 9,389.61			\$ 695.61	\$ 10,085.22
8425	COA Memorial Van Fund	Commission	\$ 18,330.71			\$ 1,357.93	\$ 19,688.64
	Trust Funds Sub-total		\$ 91,133.61	\$ 90,000.00	\$ -	\$ 12,149.05	\$ 193,282.66
	PRIVATE PURPOSE FUNDS						
8221	Scholarship Fund	Scholarship Comm.	\$ 47.61			\$ 3.53	\$ 51.14
8222	Education Fund	Scholarship Comm.	\$ 2,069.67			\$ 153.33	\$ 2,223.00
8224	Matthew E. Smith Memorial Scholarship	Commission	\$ 4,842.24			\$ 358.74	\$ 5,200.98
8232	Griffin Fund--Expendable	Elementary School	\$ 176.56		\$ 200.00	\$ 557.71	\$ 534.27
8233	Griffin Fund--Non-Expendable	Elementary School	\$ 7,500.00				\$ 7,500.00
8403	Sarah Perley Trust Fund--Non-Expendable	Commission	\$ 5,000.00				\$ 5,000.00
8411	Boxford Visiting Nurse Fund	Commission	\$ 16,528.70			\$ 1,224.47	\$ 17,753.17
8412	Perley Parkhurst Cole Fund	Commission	\$ 17,786.60	\$ 14,199.56	\$ 16,649.85	\$ 1,268.40	\$ 16,604.71
8413	Sarah Perley Trust Fund--Expendable	Commission	\$ 6,716.85			\$ 867.97	\$ 7,584.82
8414	Curtis Killam Burial Fund	Commission	\$ 5,249.13			\$ 388.88	\$ 5,638.01
	Private Purpose Funds Sub-total		\$ 65,917.36	\$ 14,199.56	\$ 16,849.85	\$ 4,823.03	\$ 68,090.10
	TOTAL FUNDS		\$ 1,789,672.00	\$ 212,199.56	\$ 521,741.77	\$ 111,586.14	\$ 1,591,715.93

**OFFICE OF THE TREASURER/COLLECTOR OF TAXES
REPORT OF OUTSTANDING DEBT
FISCAL YEAR 2021, ENDED JUNE 30, 2021**

Outstanding debts as of June 30, 2021 were as follows:

<u>Purpose</u>	<u>Principal Balance June 30, 2021</u>	<u>Rate of interest payable through remaining term</u>	<u>Year of Issue</u>	<u>Year Callable</u>	<u>Year of Maturity</u>
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Short-term (Bond Anticipation Notes):

Lockwood Bridge Repair	\$ 475,000	1.00%	2021	N/A	2022
School Site Renovations (Design I)	\$ 388,000	1.00%	2021	N/A	2022
Town Hall/Library Renovations	\$ 2,176,000	1.00%	2021	N/A	2022
Total Outstanding Principal--B.A.N.s	\$ 3,039,000				

Long-term (Bonds):

Municipal Purpose Loan # 1 (see below)	685,000	2.00%	2012	N/A	2022
Municipal Purpose Loan # 2 (see below)	1,035,000	4.125%	2008	2018	2027
Municipal Purpose Loan # 3 (see below)	490,000	2.00% - 4.00%	2015	N/A	2025
Municipal Purpose Loan # 4 (see below)	700,000	2.00% - 2.25%	2012	2023	2027
Municipal Purpose Loan # 5 (see below)	3,105,000	2.00% - 5.00%	2019	2030	2037
Total Outstanding Principal--Bonds	\$ 6,015,000				

Municipal Purpose Loan # 1

Town Hall Construction	\$ 375,000
Wunnegan Land Acquisition	295,000
Spofford Road Drainage	15,000
Total Loan # 1	685,000

Municipal Purpose Loan # 2

Haynes Land Acquisition	\$ 600,000
Lincoln Hall Renovation	210,000
Anvil Farm Land Acquisition	225,000
Total Loan # 2	\$ 1,035,000

Municipal Purpose Loan # 3

Nason Land Acquisition	\$ 41,000
Fire Station Tight Tanks and Drains	49,000
Aaron Wood School Rehabilitation	400,000
Total Loan # 3	\$ 490,000

Municipal Purpose Loan # 4

Fire Truck	\$ 230,000
Sp. School Water System	205,000
Sp. School HVAC System	155,000
DPW Dump Truck	40,000
Colby Land Acquisition	70,000
Total Loan # 4	\$ 700,000

Municipal Purpose Loan # 5

Spofford Pond School Roof & Windows	\$ 1,960,000
Boxford Common Athletic Fields	950,000
Cummings House Renovation Design	195,000
Total Loan # 5	3,105,000

Total Outstanding Debt as of 6/30/2021 **\$ 9,054,000**

BOARD OF COMMISSIONER OF TRUST FUNDS

The Board of Commissioners of Trust Funds consists of three commissioners who meet, as needed, to review requests for grants and scholarships from several trust funds.

While there are several funds under the purview of the Board of Commissioners of Trust Funds, the only active fund continues to be the Perley Parkhurst Cole Memorial Trust Fund. Guidelines for applying are included with this report.

2021 Grants & Scholarships Awarded

Fund 8412: Perley Parkhurst Cole Memorial Trust Fund

Six \$2,000 Student Awards

Catherine DiNanno
17 Dana Road
Boxford, MA 01921

Andraya Ferraro
64 Herrick Road
Boxford, MA 01920

Michaela Ferraro
64 Herrick Road
Boxford, MA 01921

David Gaudin
31 Baldpate Road
Boxford, MA 01921

Nora Elizabeth Kelly
32 Silverbrook Road
Boxford, MA 01921

Sarah Mihalchik
27 Glen Forest Drive
Boxford, MA 01921

Student Awards \$12,000

OTHERS

Masconomet Regional Scholarship Foundation, Inc.
20 Endicott Road
Boxford, MA, 01921
Attn: Jacqueline Bolduc

Award \$3,000 (to be awarded as two \$1,500 scholarships)

Boxford Elementary Schools Trust (BEST)
Attn: Heidi Ellard, President
8 Great Pond Drive
Boxford, MA 01921

Award \$1.200

Boy Scouts of America Troop 35
Attn: Joseph J Ryan
Scoutmaster, Troop 35 Hamilton
140 Miles River Road
S Hamilton, MA 01982

Award \$449.85

Other eligible awards

\$4649.85

Total Awards for 2021

\$16,649.85

Commissioners:
Bankson C Riter, Jr, Chair
Judith A Stickney, Clerk (2021)
Kathleen Zolla
Mark Phelan

GUIDELINES FOR PERLEY-PARKHURST-COLE TRUST FUND

GENERAL GUIDELINES:

1. This fund was established by the Will of Marguerite Bond to aid the children of Boxford and Hamilton for the following purposes:
 - To provide loans and scholarships for the purpose of assisting worthy and needy young persons residing in the said Town of Boxford who have completed their high or secondary school education to attend the college, junior college, post graduate school, vocational training school or other school of advanced training of their choice.
 - To encourage and assist any program undertaken by any organization, public or private, in the Town of Boxford, for the benefit or general welfare of all children and young persons residing in the Town of Boxford.
 - To provide financial or other assistance to or for the benefit of individual needy and worthy children, and young adults residing in the Town of Boxford, for such special purposes as the Commissioners of Trust Funds may, from time to time deem necessary and proper to promote the health, education, or general welfare of such individual children or young adults.
 - To assist and encourage private or public organizations in the Towns of Boxford and Hamilton, which sponsor, encourage, and assist in the formation, operation and maintenance of Boy Scout or Girl Scout Troops in these towns. Such awards for support may be made from time to time as the Commissioner of Trust Funds of the Town of Boxford deem necessary.
2. Any organizations requesting funds must specify that the funds will benefit **ONLY** children from Boxford, or Scout Troops from **BOXFORD OR HAMILTON**. Funds may not be spent on adults at any time.
3. Applications to the PPCMTF should be in the form of a letter to the Commissioner of Trust Funds. Requests for funds will be accepted through Monday, February 28, 2022, of the award year. The Commissioners of Trust Funds will conduct interviews as necessary through June, 2022, and will notify all applicants of their award status in late March and April. Please Note: All interested applicants who are currently seniors at Masconomet should apply through the Masconomet Regional Scholarship Fund – the deadline for Masconomet Scholarship consideration is Friday, February 18, 2022. (See Page 2).

Requests received after February 28, 2022, will not be accepted, but will be considered for the next award period, providing the request is not withdrawn.

4. Any request, which, in the opinion of the Trustees or the Board of Selectmen, does not fall within the scope or intent of the Will, will be rejected and returned.
5. All requests for funds, as well as any questions, should be directed to:

PERLEY-PARKHURST-COLE MEMORIAL TRUST FUND

**Commissioner of Trust Funds
Boxford Town Hall
7A Spofford Road
Boxford, MA 01921
(978) 887-6000 ext. 111**

GUIDELINES FOR INDIVIDUALS

1. The sum of \$3,000 will be donated each year to the Masconomet Scholarship Fund to be distributed to Boxford Students according to the following formula:

\$1,500.00 scholarships distributed to (2) students

Scholarships to be paid to the student's post-secondary school in one (1) installment - at the beginning of the first year.

Any student who does not continue in his/her post-secondary education shall retain rights to his/her scholarship one year. At the end of that year, the scholarship reverses back to the Boxford Trust Fund Commission - to the Perley-Parkhurst-Cole Memorial Trust Fund.

Masconomet scholarships are to be distributed based on need and academic performance.

All applicants who are high school seniors at Masconomet must apply by February 18, 2022 directly to:

**MASCONOMET SCHOLARSHIP FUND
Masconomet Regional District High School
RFD
Topsfield, MA 01983**

2. A small sum of money will be reserved by the Commissioners of Trust Funds each year to be distributed to Boxford students graduating from private schools, and Boxford High School graduates entering or currently enrolled in the college, junior college, post graduate school or other school of advanced training and learning of their choice. The grants will be in the form of scholarships.

All individual students applying to the Commissioner of Trust Funds for a scholarship, should submit the following information:

High School Transcript (if you are in your first or second year of college).
Current College Transcripts (all years)
Breakdown of your costs for the school year
Breakdown of your income toward college costs
List of activities, within the Town of Boxford or at your school, which you have been involved in.

The Perley-Parkhurst-Cole Memorial Trust Fund is to be distributed based on need, academic performance and community service to the Town of Boxford.

GUIDELINES OF ORGANIZATIONS AND SCOUT TROOPS

1. Scout Troops are requested to provide the following information:

Leader's name, address and telephone number
Number of Scouts in troop
Number of non-Boxford resident scouts
Specific request for funds: include amount requested, detail of equipment, activity, reason, etc. and date by which funds are needed.

2. Scout Troops are requested to apply individually.
3. All organizations and Scout Troops must, before December 1 of the award year, submit an accounting of how the funds were used. A report of all purchases made should be included at this time.
4. Although the Commissioner of Trust Funds would prefer awards for capital or lasting equipment, they also recognize the need for educational trips which are required for badges and advancement. The Commissioners will take these concerns into consideration in their review of pertinent applications.

Bankson C. Riter, Chair
Commissioner of Trust Funds
Town of Boxford

PUBLIC SAFETY

COMMUNICATIONS DEPARTMENT

The Communications Department serves the residents of Boxford as the 911 and Public Safety Communications Center handling emergency and non-emergency phone calls and radio communications for the Town of Boxford Public Safety Departments. The Department is staffed 24 hours a day, 365 days a year by professional Dispatchers. The Department answers all calls for the Police Department and Animal Control Officer as well as calls for the Fire Department and Highway Department (unless the call is made directly to those department offices).

911:

Since September 2018 the Boxford Communications Department started receiving **WIRELESS DIRECT 911** Calls. This means that if a 911 call is made from a cell phone and can be located thru the cellular data system at an address within the Town of Boxford the call will be routed to Boxford first as opposed to one of 3 State wireless call centers first. This will save time on emergency responses and eliminate the need to for a wireless center to secondarily transfer the 911 call to Boxford. These types of calls are referred to as Phase 2 wireless 911 calls. Starting on June 20, 2020, Boxford started also receiving Phase 1 wireless 911 calls. Phase 1 type calls are 911 calls that cannot be pinpointed to an exact address but will route the call to the Community that it is most likely is coming from.

TEXT TO 911 has been available throughout the Commonwealth since December 14, 2018.

When a citizen sends a text message to 9-1-1, it will be routed to an emergency call center based on the location information provided by the carrier. Currently the location information received from the cell carrier may not be as precise as a voice call to 911. For this reason, when a citizen sends a Text-to-9-1-1, they should **make every effort to text the town name, address or location that they are located in.**

When Should I Use Text-to-911? Texting should only be used during an emergency when you are unable to make a voice call to 911. Making a voice call is the most efficient way to get access to emergency services. Text-to-911 will be useful for citizens who are deaf, hard of hearing, or speech impaired. Text-to-911 eliminates the need to use ancillary Teletypewriter (TTY) equipment, or third-party services to access 911.

How Do I Reach Text-to-911? When using a texting app on a device, type the numbers “911” into the “To” or “Recipient” field.

You must have a text or data plan on your mobile device to Text-to-9-1-1 and you should **avoid sending:**

- multi-media such as pictures, videos and emoticons;
- a message to more than one person as a recipient;
- messages exceeding the 160-character limit, as the messages will be broken and may be delivered out of order.

What Information Should I Give Text-to-911? You should make every effort to text the following:

- location including the address/location and town name including any details about your location such as landmarks, cross streets, or any details that may be helpful in locating you.
- what is happening (nature of the incident)

Why Didn't My Text Go Through? If you attempt to send a Text-to-911 where the service is not available, wireless carriers provide an automatic "bounce-back" message which are intended to minimize the risk that you mistakenly believe that your text was sent and received by an emergency call center. As part of the bounce-back message, you will be advised to contact emergency services by another means.

Text-to-911 is currently available throughout the Commonwealth. However, across the country, Text-to-911 may only be in certain locations. Whenever possible, you should always make a voice call to 911 during an emergency.

Remember, 911 should only be used for an emergency situation. An emergency is any situation where your call would “SAVE A LIFE, STOP A CRIME, REPORT A FIRE” or for testing purposes as described above.

For more information on the 911 system in Massachusetts please visit the State 911 Department website at <https://www.mass.gov/orgs/state-911-department> .

Equipment Replacement/Upgrades:

We have an ongoing radio replacement program for the Police Department, Fire Department and Department of Public Works where a percentage of units are replaced annually. This allows for every radio to be replaced on a rotating cycle within a period of 10 to 15 years. Thanks to the voters of Boxford, we replaced our 20-year-old radio console system in June and we are very pleased with our new Zetron Max Dispatch Console.

Training:

All Dispatchers are required to complete a minimum of 16 hours of continuing education during each fiscal year as per State requirements which include, but are not limited to, training in Emergency Medical Dispatch (EMD) and CPR. We are also members of the Massachusetts Communications Supervisors Association (MCSA) and benefit greatly from Trainings and shared experiences of Dispatchers from across the state at monthly meetings.

Emergency Notification System:

Since January 2007 we have been using an internet-based Emergency Notification System for urgent or time sensitive relaying of messages to the Citizens of Boxford. Our current vendor is OnSolve which operates the “Code Red” alert system. **If you wish to add your home or cell phone number(s) or email address(es)** please fill out the “Town Telephone Notification System” form available on the Town website or you can pick a form at the Communications Center located in the Police Station at 285 Ipswich Rd. or at Town Hall. Notifications can be done via Phone/Voice, Email and Text. In 2021 we used this system 24 times (up from 19 times last year).

Power Outages:

If you should lose power to your residence it is extremely important to notify National Grid at either **1-800-322-3223** or **1-800-465-1212**, as they prioritize their response based on the number of power outage calls received from the residents in a community. **Please keep these numbers in a handy location.** You can also download the National Grid app on your smart device from which you can report and view outages.

House Numbers:

Please **POST YOUR HOUSE NUMBER** in a manner that is visible day or night to any responding emergency units regardless of what direction they may be coming from. **This is vitally important to your safety and the safety of everyone in your house.** Please choose LARGE, reflective numbers.

Alarm Systems:

If you have a home alarm system I would encourage you to provide the Communications Department with a list of contact #'s in the event that we need to reach you regarding any emergency situation that may arise at your home. Alarm update forms can be picked up at the Communications Center on any day of the week at any time. Information provided is used solely by the Communications Department in assisting the Police, Fire and other Public Safety agencies in town during emergencies.

False Alarm Fines:

Please be aware that there is a fine of \$50 for each false alarm other than those caused by faulty telephone service, electrical storms or the town's main monitoring console. New alarm systems and new residents are allowed a two month grace period during which a penalty fine will not be assessed. This fine applies to all alarms regardless of how they come into the Communications Center.

Thank you:

I would like to thank **all** the Town Departments and their employees for their assistance and cooperation throughout the year, it is a pleasure to work with professional and dedicated public servants as we serve the residents of Boxford.

I am very proud of the work performed on a daily basis by the dedicated Communications Dispatchers who serve the residents of Boxford. At the end of January 2021 Dispatcher Tammy Broughton was promoted to being a Full Time Boxford Police Officer. In June we welcomed Madeline Pitcairn as a new Dispatcher and she completed her training at the end of October. In November we welcomed Leo DeBole as a new Dispatcher and he is in training as of January 2022. The following Dispatchers were employed during the year and are listed alphabetically below along with their date of hire: Henry Bilodeau (2019), Leo DeBole (2021), Tyler Dechene (1999), Peg Decoteau (2004), Ron Dole (1998), Jim Fernandes (2005), Kara Fitzpatrick (1996), Andrew Jakubasz (2020), Tammy Polonsky (2017), Madeline Pitcairn (2021), Lorelee Pomilla (2015), Brady Quinn (2019) and Kathleen Zolla (1988).

Respectfully submitted by
Warren Gould (1986), Director of Communications

BOXFORD POLICE DEPARTMENT

The Boxford Police Department, like all First Responders, began the New Year with the hopes of receiving the new Covid-19 vaccine. With the hard work and continued dedication of the Police Department throughout 2020, the department had a new sense of optimism. The vaccination process started for the Police Department in mid-January and was completed in early February.

As the Police Department rolled into March the ongoing priority of traffic enforcement throughout the town returned to its' pre-pandemic focus. As the schools returned to full attendance the traffic became a daily challenge for the both drop off and pick up times on a daily. The Cole and Spofford Schools were challenging and Masconomet High School was absolute grid lock. Thanks to the America Cares Act, funding for extra patrols was available together with the day shift patrol staff we worked hard to mitigate the problem for the parents, students, area residents and traveling public until the end of the school year.

On January 30, 2020 the Governor signed into law the 'Peace Officer Standards in Training' legislation. The goal of this legislation is to standardize police training, police supervision and oversight for all members of law enforcement throughout the Commonwealth. As the legislation was rolled out to the police departments there were clearly unforeseen consequences that resulted from the law. There was additional annual training along with increased training to maintain ongoing certifications resulting in unforeseen budgetary impacts to communities. The most challenging part for communities like Boxford was what will happen to our reserve police officers. The reserve police officers of Boxford, like many other small communities have always been the backbone that gives departments extra staffing when needed and fills in for unforeseen staffing emergencies. The reserve police officers help keep small departments within their budgetary constraints without the higher costs of permanent police officers' overtime.

In July of 2020 the Reserve Officer Certification Standards were rolled out by the Massachusetts Police Training Council. The Boxford Police Department was fortunate to have an experienced and dedicated core group of reserve police officers who have served the department for many years. These years of service to the Town made them viable candidates for the Bridge Academy Program; unlike other small communities who have had to discontinue using reserve officers.

The Bridge Academy consists of eighty hours of on-line training and four proctored exams, forty hours of defensive driving, forty hours of defensive tactics and forty hours of firearms training. All reserve officers must have worked 2400 of patrol shifts during the tenure. Those 2400 hours have to be completed by January 1, 2027.

The Bridge Academy training goes alphabetically. In 2021 the Boxford Police Department sponsored four reserve officers through the Bridge Academy. We are proud to announce that Reserve Officer Michael Ferraro was one of the first in the State to successfully complete the Bridge Academy.

All schools reopened for in person learning in the fall of 2021. The Police Department again was tasked with monitoring traffic at the schools during drop off and pick up, along with monitoring traffic and parking issues due full athletic schedule and family members remaining vigilant and utilizing separate vehicles due to Covid awareness at the Boxford Commons.

Continuing our focus on Community Policing, the Boxford Police Department assisted with the Masconomet Senior Parade, Masconomet Regional High School's first graduation under a tent, the Memorial Day celebration, the Fourth of July parade, the Apple Festival, the Triathlon, Boo in Boxford, the Veteran's Day Ceremony, the Menorah lighting, Winterfest, and the Grand Illumination. I would like to give a special thanks to Masconomet Middle School Assistant Principal and varsity football coach, Gavin Monagle, who took a break in his practice at Boxford Commons to allow the varsity players to attend the Veteran's Day Ceremony at Melvin Green. The Veteran's along with all in attendance were truly appreciative of their attendance.

Chief James B. Riter

Boxford Police Department Incidents by Type

Printed: 2/21/2022 10:47 am

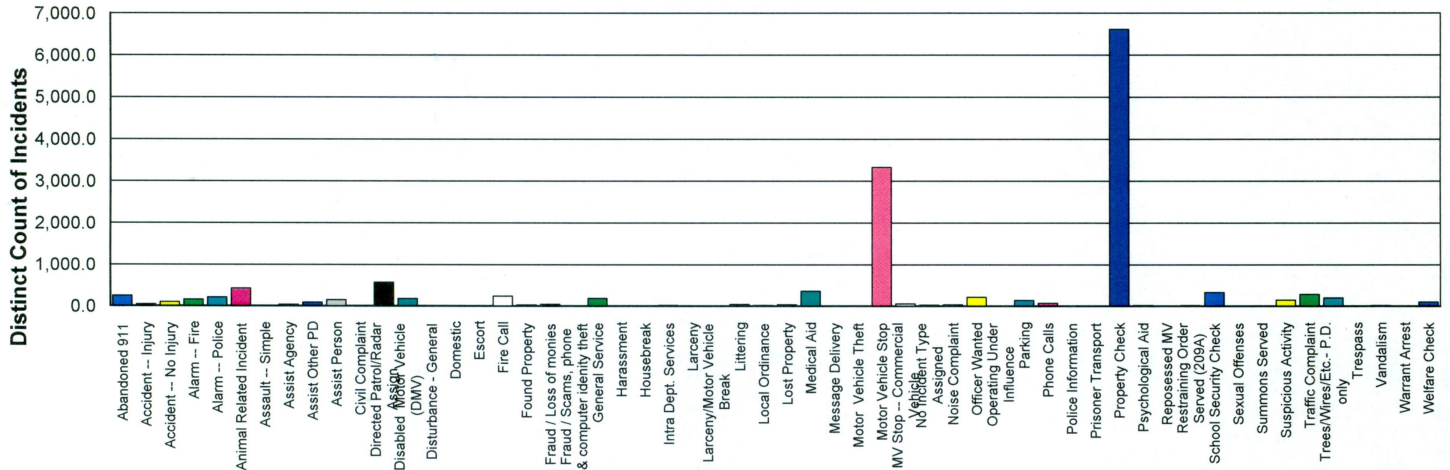
From Date:01/01/2021 to:12/31/2021

Jurisdiction: Boxford

Department: Police Department

Distinct Count of Incidents by Type

For Department: Police Department



Abandoned 911 :	252
Accident -- Injury :	40
Accident -- No Injury :	99
Alarm -- Fire :	155
Alarm -- Police :	208
Animal Related Incident :	428
Assault -- Simple :	3
Assist Agency :	36
Assist Other PD :	86
Assist Person :	151
Civil Complaint :	9
Directed Patrol/Radar Assign :	570
Disabled Motor Vehicle (DMV) :	178
Disturbance - General :	7
Domestic :	15
Escort :	4
Fire Call :	239
Found Property :	29
Fraud / Loss of monies :	44
Fraud / Scams, phone & computer identity theft :	7
General Service :	186
Harassment :	3
Housebreak :	1
Intra Dept. Services :	21
Larceny :	12
Larceny/Motor Vehicle Break :	1
Littering :	43
Local Ordinance :	20
Lost Property :	38

Boxford Police Department Incidents by Type

Printed: 2/21/2022 10:47 am

From Date:01/01/2021 to:12/31/2021

Jurisdiction: Boxford

Department: Police Department

Medical Aid :	363
Message Delivery :	1
Motor Vehicle Theft :	1
Motor Vehicle Stop :	3,327
MV Stop -- Commercial Vehicle :	59
No Incident Type Assigned :	24
Noise Complaint :	38
Officer Wanted :	217
Operating Under Influence :	1
Parking :	143
Phone Calls :	71
Police Information :	9
Prisoner Transport :	9
Property Check :	6,609
Psychological Aid :	16
Reposessed MV :	5
Restraining Order Served (209A) :	16
School Security Check :	332
Sexual Offenses :	1
Summons Served :	6
Suspicious Activity :	151
Traffic Complaint :	286
Trees/Wires/Etc.- P.D. only :	206
Trespass :	2
Vandalism :	16
Warrant Arrest :	1
Welfare Check :	101
Department: Police Department :	14,896
Jurisdiction: Boxford :	14,897
Total Incidents :	14,897

BOXFORD FIRE DEPARTMENT

The Boxford Fire Department conquered many challenges 2021. Covid continued to impact operations, specifically with the Delta variant in the late fall. Despite the ongoing pandemic, our firefighters continued to demonstrate their dedication, compassion and professionalism each and every call.

Overall, the department responded to 865 emergency calls plus an additional 816 activities. In total, the department participated in 1,681 events consisting of emergency call, public aid, and community outreach. See year-end statistics for more information.

Finally, the department created new on-duty position that provides coverage around the clock to expediate emergency response. New policies and practices have aided our response and this new EMS pilot program has further improved our organization abilities today.

Department Overview

The Boxford Fire Department is a combination of career and on call members, who respond to emergency requests 24 hours per day, seven days per week. The station is staffed Monday-Friday 6am – 6pm by the full-time firefighter and when necessary, with call firefighters. All other hours are covered by the call firefighters and new on-duty firefighter.

The career staff maintain day-to-day operations such as inspections, elementary school education, senior education, grant writing and more, the list is endless. During the week, both fire stations are staffed, however West Station usually covered from 10am-5pm and only when there are at least three firefighters on duty.

All members train two hours on Monday nights throughout the year to maintain and acquire skills and knowledge required in the fire service. Members are encouraged to attend further training such as Emergency Medical Technician Certification, Firefighter I/II, and many specialized trainings offered by the Massachusetts Fire Academy.

Special Recognition

We would like to recognize the passing of one of our former fire chiefs, David McGarr. Chief McGarr joined the department in 1967 and served as Fire Chief from 1971-1976. This past fall we had the pleasure of getting together with his family and former Boxford Fire Chiefs to honor his memory.

Accomplishments

During the past year Boxford Fire did not hire new call firefighters due to the ongoing Covid-19 pandemic, however a class of six new firefighters will start training in March of 2022.

The department did hire one new career firefighter, Calum Tilston, to replace firefighter David Blake who retired in September. Firefighter Blake retired after 4 years of full-time service. Over

the years, Firefighter Blake helped transform the operations of the full-time staff and was very successful grant writer. Firefighter Blake remains on the department as a call firefighter.

Firefighter Tilston joins the full-time staff after working the past year and half as a call firefighter. He is a certified EMT-basic and graduate of the call fire academy with certifications in Firefighter I/II and Hazmat Operational Responder.

We have had one member, Christopher Patrikas, attend the Massachusetts Call and Volunteer Academy through the Department of Fire Services. This is a five-month firefighting training program. Recruits attend two-nights per week, and every Saturday. Upon graduation, recruits are Pro-Board Certified in Firefighter I/II are HAZMAT- OLR certified and have been trained in the latest firefighting techniques.

We had four other Firefighters, Christopher Patrikas, Calum Tilston and Patrick Whelan complete an EMT-Basic course and become certify. The program is over 120 hours and requires extensive reading and practical skill assessments. Finally, firefighter Anthony Ferraro has completed the EMT-Basic course and in the process of testing.

Retirements and Resignations

We had several long-time members resign in 2021.

- Firefighter, EMT Lynne Prescott-Hopping resigned after 27 years of service.
- Firefighter, EMT Brian Hertel resigned after 16.5 years of service.
- Firefighter, EMT David Ralph resigned after 8 years of service.

In addition, Firefighters Hunter Hassam (2 years), Hannah Lilly (2 years) and Celia Xie (1 year) resigned in 2021.

Promotions

The department did not have any permanent promotions in 2021, however we do want to recognize firefighter Rich Lucius who has served as an Interim Lieutenant out of the West Station since April.

Boxford Firefighters Relief Association

The Boxford Firefighters Relief Association, Inc. is a registered 501 ©3 Federal Tax-exempt organization. Membership of the BFRA is made up of volunteers, friends and neighbors who provide continued support through fundraising, to firefighters during illness, injury or other family crises.

In addition to supporting our members, the Association sponsors Boy Scout Troop 51, Boxford Fire Department Explorer Post 911, The Matthew Smith Scholarship and other community activities throughout the year. Membership is open to any individual who is 18 years or older.

Explorer Post 911

The Boxford Fire Department Explorer Post #911 is open to high school students interested in learning both emergency medical services and firefighting skills. Explorers meet once each week

to learn and use skills practically. Open enrollment is available to any high school student at least 13 years old. Attendance and participation fulfill community service requirements at Masconomet Regional High School.

2021 BOXFORD FIRE DEPARTMENT PERSONNEL

Chief Brian Geiger

East Officers

Captain: Holland, Peter
Lieutenant: Aghoian, Tamara
Lieutenant: Gould, Warren
Lieutenant: Philbin, John

West Officers

Deputy Chief: Madden, Michael
Lieutenant: Bissell, Alfred
Acting Lieutenant: Lucius, Richard

Career Firefighters

Lieutenant: Soltys, Michael
Lieutenant: Brown, Tyler
Firefighter: Colangelo, Kaitlyn
Firefighter: Blake, David (*Retired and returned to call firefighter in September*)
Firefighter: Tilston, Calum (*hired November 1, 2021*)

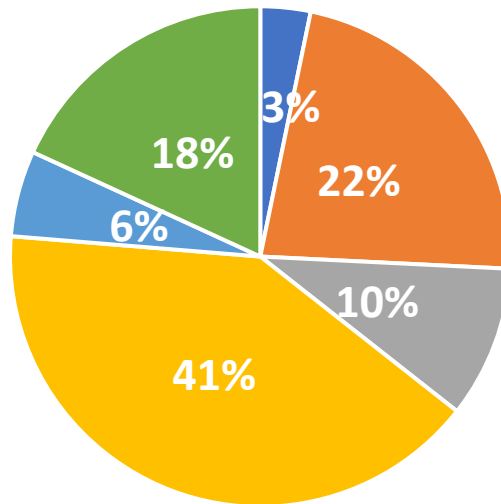
East Firefighters

Burke, Carrie
Dechene, Tyler
Denomey, Matthew
Ferraro, Anthony (*Hired January*)
Ferraro, Michael
Foster, Kevin
Foster, Laura
Francis, Ross
Gallagher, Patrick
Hanson, Thomas
Howard, Peter
Nee, Thomas
Patrikas, Christopher
Ralph, David (*Resigned December*)
Riter, Ashley
Sternner, Robert
Whelan, Patrick
Xie, Celia (*Resigned November*)

West Firefighters

Clark, Mira
DeSantis, Salvatore
Fitch, Ian
Hassam, Hunter (*Resigned August*)
Hertel, Brian (*Resigned September*)
Kilmer, Jason
Lilly, Hannah (*Resigned January*)
Madden, Benjamin
Madden, Wendy
Micalizzi, Anthony
Prescott-Hopping, Lynne (*Resigned December*)
Pyburn, Dennis
Yako, Michael

2021 YEAR END CALL STATISTICS



- FIRES "HOUSE, CAR, WOODS" ■ ALARM ACTIVATIONS
- VEHICLE ACCIDENTS ■ MEDICAL AID
- HAZARDOUS CONDITION ■ MISCELLANEOUS

TYPE OF ALARM	# OF ALARMS	% OF ALARMS
STRUCTURE FIRES	5	0.58%
BRUSH, GRASS, WOODS	12	1.39%
VEHICLE FIRES	3	0.35%
OTHER FIRES	8	0.92%
MEDICAL AID	352	40.69%
VEHICLE ACCIDENT	85	9.83%
OTHER MEDICAL INCIDENTS	18	2.08%
HAZARDOUS CONDITION	48	5.55%
ALARM ACTIVATION	195	22.54%
MISCELLANEOUS	139	16.07%
TOTAL CALL VOLUME	865	100.00%

Fire Prevention

The Fire Prevention Office is open Monday through Friday 7:00am to 5:00pm; it is best to call in advance to schedule an appointment. Fire Prevention can assist you with questions regarding oil burner installations, propane storage, plan reviews, smoke and carbon monoxide detectors or any other general question you may have to enhance fire and life safety efforts. The office also issues resale certificates needed in the sale of any residential property. Any permit can be purchased online, through the town’s website. If you have questions, please call 978-887-5725 and ask for Fire Prevention.

Over the course of 2021, the Boxford Fire Department Fire Prevention Office conducted a total of 428 safety and code enforcement inspections.

Number and Type of Inspections Performed:

1. Oil Burner and Oil Tank	54
2. Propane Tank	38
3. Smoke/Heat Detector Permit (New, Remodel or Resale)	132

Other Inspections and Safety:

1. Safety, Tank Truck, Other	186
2. Child Safety Seat	18

Fees Collected:

1. Burning Permit	\$13,660
2. All Other issued Permits	\$14,533

Total Fees Collected: \$28,193

Grants

The Boxford Fire Department was awarded \$11,575 in 2021 to support our efforts in keeping the Town of Boxford and its First Responders safe.

Firefighter Kaitlyn Colangelo and Lieutenant Tyler Brown applied and received the Student and Senior Awareness and Fire Education grant (S.A.F.E.) amounting to \$7,172. The grant is split between two programs that focus on educating senior and student groups. This grant has been extremely beneficial in educating our community and having a presence in our schools, and working with the Council on Aging.

Lieutenant Michael Soltys applied and received the Assistance to Firefighters Grant (AFG) in the amount of \$4,403 through the Department of Conservation and Recreation. This grant has provided the department with funds which were expended to replace the gas motor on our rescue boat to an electric motor, add portable scene lighting to our fleet, and purchase an electric chain saw.

Boxford Firefighters Gift Fund

The Boxford Firefighters Gift Fund has received many memorial gifts throughout the years. These funds, along with other generous gifts donated allow us to purchase lifesaving medical and firefighting equipment, not typically covered by the annual budget. Donations to the Boxford Firefighters Gift Fund are always welcomed and appreciated, as the ultimate beneficiary is our community in Boxford.

Boxford Residents

As always, the Boxford Fire Department is always looking for new members. If you are over the age of 18 and interested in joining the department, please contact Chief Geiger at 978-887-5725.

The Fire Department appreciates the support of all Citizens, Town Boards, Communications, Inspectional, Police and Department of Public Works. I especially want to thank the firefighters, and the officers of our department, for their endless dedication.

In conclusion, I would like to express my sincere gratitude and appreciation to the wives, husbands and families for their support and understanding throughout the year. Your support helps make the Boxford Fire Department one of the best fire departments in the area. Many thanks!

Respectfully submitted,
Chief Brian Geiger

EDUCATION REPORTS

BOXFORD TOWN LIBRARY

The Boxford Town Library is a resource for residents of all ages. The Library supports emergent and developing literacy; promotes lifelong learning; encourages all ages to engage in recreational reading; bridges the technology knowledge and access gap; and provides a space for the community to interact and exchange ideas.

The Boxford Town Library is governed by an elected board of seven trustees known as The Library Board of Trustees. The Library Board of Trustees is a town agency, established by vote of a special town meeting on December 17, 1965. It is governed by Massachusetts General Law Chapter 78 and other pertinent statutes. Staff and Trustees are committed to providing personal and professional attention to each person using library services.

Facilities and Operations

In 2021, The Boxford Town Library continues to utilize the east and west wings of the first floor of Town Hall to its fullest potential. To provide the greatest extent of services and programming in the Town Hall / Library building, the Library utilizes both meeting rooms and the second-floor conference rooms. This year the Library expanded and reconfigured it's space within Town Hall adding comfortable seating options and dedicated PC's for Children. Even with the expanded space the Library is still unable to offer spaces for small group work and tutoring, art displays, adequate comfortable seating, and access to the entire collection for physical browsing by both children and adults.

Since the Library moved into Town Hall in March 2015, the Trustees engaged in finding a solution for the Library facility needs. Beginning in the Spring of 2016, the Library had been actively involved in the Municipal Facilities Feasibility Planning Taskforce efforts to develop a roadmap to guide the Town in the best use of existing buildings for use by the Town's services. As a result of the feedback from the January 2017 Open Forum, the taskforce narrowed its focus to the concept of renovating and expanding the existing Town Hall / Library facility at 7A Spofford Road. Continuing in 2018, the Library remained active in the planning and support of the One Town One Plan proposal for the Special Fall Town Meeting in October of 2018. Following the defeat of the One Town One Plan proposal, the Library Trustees began looking for potential solutions again. In June 2019, the Library Trustees contracted with M.E.D. Design to develop a conceptual drawing to begin a conversation about a library space reconfiguration within our existing footprint in Town Hall. The primary goal of the reconfiguration was to make the Library space more efficient and effective for providing library services. After meetings with our various stakeholders, a final concept was developed, and the project was formally introduced to the Permanent Building Committee. By year's end, the Permanent Building Committee voted to roll the Library Reconfiguration project into the Town Hall HVAC/Envelope repair project. The Permanent Building Committee and the Library Trustees worked collaboratively to present the combined project at the September 2020 Town Meeting. Following a successful vote at the Annual Town

Meeting held in September, the Library moved out of Town Hall and into its temporary location in Lincoln Hall. By the end of the year, the demolition portion of the renovation was completed. Throughout the winter and spring of 2021, the library space took shape. The end result met and exceeded the primary goal of the reconfiguration. The first floor looks and feels more like a library than it had before. The newly renovated space opened to the public on August 2, 2021.

2021 began with a continuation of the contactless service offered at Lincoln Hall. The Library Staff continued to offer remote programming and reference services as well as exchanging physical items through the Curbside Pick-Up service through the beginning of June. The Library resumed operations in the newly renovated space on the first floor of Town Hall on August 2, 2021.

While operating from Lincoln Hall during the renovation, the Library was in operation 6 days, and 42 hours a week. Beginning in early September, normal operating hours returned to 6 days, and 50 hours per week. Being in the Town Hall building continues to be a positive experience for the Library with circulation and patron count numbers increasing each successive year. The meeting rooms in Town Hall are great spaces for library programming.

The Library still utilizes the Former West Library at 188 Washington Street, as a Book Storage Facility. After this year's expansion and reconfiguration, completed in August, the percentage of books in storage fell from 66% to just around 35% of the overall collection. Boxford residents and consortium patrons continued to access the stored materials through the requests process.

The Library relinquished care and custody to the former East Library at 10 Elm Street to the Town. Following a vote of the Library Board of Trustees and approved by a majority vote at the May 2018 Annual Town Meeting, care and custody of the buildings that housed the Boxford Town Library, at 10 Elm Street, was transferred to the Board of Selectmen.

Throughout 2021, the Boxford Town Library was under the leadership of Kevin Bourque, Library Director, Josh Kennedy, Children's Librarian, Beth Safford, Head of Reference, and Robyn Luna, Head of Circulation. The library operated with reduced staffing through the end of August due to the departure of one of the full-time Library Assistants in 2020. Despite this vacancy, the Library Staff have been able to meet the needs of residents throughout the Pandemic. Beginning the first full week of September, the Library resumed serving the public again with a full complement of staff.

Library Services and Programs

In 2021, the Boxford Library continued to offer children's programs via Zoom, implemented by Children's Librarian Josh Kennedy. These ranged from craft programs to storytellers to character portrayals. The monthly Lego building club for older children resumed in November, in-person. The Boxford Cultural Council generously supported a few of these events. Due to the pandemic, all in-person programming for Preschoolers was suspended as well as seasonal events such as the

Spring Egg Hunt and the Halloween Party. The library expects to bring these programs back in-person once it is safe to do so.

The Annual Summer Reading program for Children featured the theme, “Tails & Tales.” There were 83 participants who were entered into a drawing to win Amazon Gift Cards, and free books for meeting their reading goals in the summer. In addition, the Library hosted special summer youth events virtually and in-person including, Diane Edgecombe’s “Animal Tales for Summer Reading,” via Zoom, Hands on Nature presented, “Fascinating Animal Tails,” via Zoom, and Magician Scott Jameson performed on the back lawn behind Town Hall.

Adult programs and events are planned and implemented by Head of Reference, Beth Safford, and complemented by offerings from outside presenters supported by funding from the Friends of the Library and the Boxford Cultural Council. The Cookbook Club dined “al-fresco” under the tent behind Town Hall in the fall and in Meeting Room One through the end of the year. The Poetry Circle continues to meet monthly on every third Tuesday. Wednesday Night, and Wednesday Morning Book Discussion Group returned meeting virtually through Zoom throughout the year.

Beginning with the Fiscal 2022 budget, the Library incorporated funding for programming into its operating budget. This will ensure that this core service will have continued consistent funding. The Library continues to supplement the programming budget with grant opportunities and donated funds. The Boxford Cultural Council is a strong supporter of Library programming.

The Library continued its commitment to technology for patron use. We expanded our collection of Playaway tablets, with more offerings for older children. The number of Kindle titles continues to grow on a quarterly basis. We offer two Verizon Jetpack Wi-fi Hotspots for borrowing that have become very popular. The Children’s Room has equal access to the internet and Office software with the addition of three dedicated PC’s. The Library continues to subscribe and has access to a variety of online electronic resources purchased locally and through membership in both Massachusetts Library System and Merrimac Valley Library Consortium. Locally, the Library renewed its subscriptions to 5 online resources including Ancestry.Com, and MorningStar

In 2021, and over the next 5-10 years, we look forward to even greater stability and an expanded program of service, resulting from, a more efficient and effective reconfiguration of the space encompassing the first floor of Town Hall, a consistent schedule, open 4 nights with hours on Fridays and Saturdays, and a full complement of staff.

The Library could not offer its range of programming and services without the dedication of staff and Trustees, and support from the Boxford Cultural Council, Barbara Perley Scholarship Fund, and members of the Boxford community. Many thanks to all!

Statistical Summary

41,400 digital and print holdings*
43050 items borrowed
23,941 items downloaded / streamed from MVLC Electronic Collections
2517 Curbside Bags prepared for residents
8564 visits to the library (August through December)
6,833 registered borrowers
27 children's programs; 349 attendance
83 children participated in the Summer Reading Program
59 adult programs; 459 attendance
50 hours open on average per week (42 hours per week while working out of Lincoln Hall)

Submitted by,

Kevin J. Bourque, Library Director

Library Trustees:

John Paul Ryan, Chair, Jayne Smallman, Vice-Chair, Glendon Ayer, Amanda LaMantia, Rachel Pelley, Dena Ramos-Pachucki, and Antigoni Woodland.

*Statistics as reported in the FY22 Annual Report Information Survey prepared for the Massachusetts Board of Library Commissioners (MBLC)

BOXFORD ELEMENTARY SCHOOL COMMITTEE

Committee Goals 2018-2021 (*adopted 2018*)

- The School Committee will strengthen our partnership with the Boxford community by articulating our mission and vision in order to continually improve the educational experience of our students.
- The School Committee will exercise fiduciary responsibility while enhancing our educational programs and facilities and communicating future capital needs.
- The School Committee will focus on the development of the non-cognitive skills our students will need to be successful in the 21st century. We will prioritize social and emotional learning, including resilience, empathy, social intelligence and self-awareness. Through our actions, words, and financial decisions, we will support our administration, teachers, and staff in leading and innovating.
- The School Committee will communicate its goals and activities through a variety of channels to raise community awareness of what is happening in our schools.
- During the 2021-2022 school year, the Boxford School Committee is revising these goals for another 3 year period.

Committee Operation

The Boxford School Committee typically meets on the second and fourth Thursdays of the month at 7:00 PM at the Harry Lee Cole Elementary School. However, during the course of the Covid-19 pandemic, the majority of meetings were remotely held via Zoom. All meetings and Zoom links are posted online at the [TriTown School Union website](#), the Boxford Town calendar, or at Boxford Town Hall, and are open to the public as described in the Commonwealth of Massachusetts' Open Meeting Law. Individuals and groups wishing to address the School Committee at a meeting may do so as part of the agenda under "Remarks from the Public" or by contacting the chairperson in advance. The Boxford School Committee also meets jointly with the Middleton and Topsfield School Committees as part of the Tri-Town School Union, approximately every other month.

The School Committee has all the powers conferred to it by state law and must perform those duties mandated by the state. Its responsibilities are varied but relate primarily to policy determination. Some of the duties of the School Committee include:

- Employment of the Superintendent of Schools
- Preparation of an annual budget
- Program evaluations
- Approval of curriculum and materials
- Planning school services
- Collective bargaining
- Public relations

While the School Committee acts directly as the policymaking body relative to general educational policy, it does not wish to operate in a vacuum. The School Committee actively seeks the counsel and support of the administration, faculty, staff, parents/guardians, School Councils, and the community, including the Parent Teacher Organization (PTO), Boxford Elementary Schools Trust (BEST), and the Special Education Parent Advisory Council (SEPAC). The Boxford School Committee is committed to working closely with

other town boards and committees including the Board of Health, Selectboard and the Finance Committee.

Registered voters from the Town of Boxford are encouraged to run for a position on the School Committee. One or two seats are up for election each spring. Individuals wishing to obtain more information about the work of the School Committee may contact the chairperson or superintendent. Additional information about the committee and its operation as well as the Cole and Spofford Pond Schools can be found at www.tritownschoolunion.com.

Response to Covid-19 Pandemic

In response to directives released from DESE in late summer regarding the 2020/2021 school year the Boxford School Committee voted to reopen schools in a phased hybrid model. The majority of students started in a remote model, on September 20, after a State-mandated period of professional development. Once meeting the state guidance for ventilation and air filtration, working in partnership with Boxford Board of Health to vote for 6 foot distancing in schools and a mask mandate, the schools reopened for hybrid in-person classes in October 2020. A Covid-19 response team was created, composed of local public health representatives, town nurses, town administration, school superintendents, school nursing staff, building principals and school committee members. This team met or communicated in response to each positive Covid-19 case within the school community, to determine contact tracing and further protocols on a case-by-case basis. While staff-related quarantine measures caused Spofford Pond School to move to fully remote learning for one week, these joint measures allowed Boxford schools to largely remain open for hybrid learning.

As the pandemic continued into 2021, The Boxford School Committee and the Superintendent revisited the hybrid model that employed the simultaneous use of a Zoom platform with in-person teaching. This model allowed students and staff to flexibly attend school, even if home for a 14-day quarantine. By February, it became apparent that this model was no longer serving the needs of students and school community. Working with Public Health, the Boxford Teachers' Association, and the School Administration, the Boxford School Committee voted to move to a 5-day, in-person model. Students who wished to remain in a remote model had the option to do so but new, fully-remote classes were established. A large majority of students returned to 5-day, in-person instruction in March of 2021. Masks were required, but a strict 6 foot distancing requirement was relaxed in order to accommodate the number of students returning to in-person instruction. In the Fall of 2021, all students returned to school for full, 5-day, in-person instruction. The DESE masking guidance remained in effect until lifted at the end of February 2022.

The Boxford School Committee would like to acknowledge and express gratitude to the multiple departments within the town of Boxford for their continued partnership in ensuring the health, safety and continued learning of our students. The Committee also thanks the entire school community for their continued patience and support while navigating these ever-changing times.

School Management

Ms. Tracey Mara (Harry Lee Cole School) and Principal Dr. Kathryn Castonguay (Spofford Pond School) are responsible for the daily operation of their respective schools,

under the direction of Dr. Scott Morrison, Superintendent of the Tri-Town School Union. Ms. Mara replaced Interim Principal Ms. Lisa Salisbury in July 2021, who filled this role for the 2020-2021 school year.

The responsibilities of the principals include curriculum implementation, instruction, personnel matters, student issues, and the physical plant. Each school has a Site Council, composed of the Principal, teachers (elected), parents (appointed), and a community member (appointed), and whose role is to advise the Principal on areas of school improvement. All Site Council meetings are posted at Town Hall and are open to the public.

The Superintendent (PK-6) is appointed by the Tri-Town School Union Committee (Superintendency Union 58), which jointly employs the Superintendent, Assistant Superintendent of Operations, Assistant Superintendent of Student Services, Director of Curriculum, Director of Educational Technology, Director of Facilities, Director of Human Resources, and ESL coordinator as well as the secretarial and bookkeeping staff of the Tri-Town School Union central office and other specialist roles. The Superintendent acts as the chief executive officer of the School Committee in the operation of the schools.

School Enrollment, February 10, 2022

	PK	K	1	2	3	4	5	6	Total
Harry Lee Cole School	41	96	107	105	-	-	-	-	349
Spofford Pond School	-	-	-	-	91	96	99	111	399
Total PK-6 Enrollment	41	96	107	105	91	96	99	111	748

Staff Anniversaries and New Staff Appointments 2021-2022

Twenty-one staff members are celebrating work anniversaries in the Boxford schools at the end of the 2021-2022 school year: Five-year services pins were presented to Karyn Pierog and Amy Vera. Ten-year service pin was presented to Leigh Farmer. Fifteen-year service pins were presented to Deborah Bates, Wendy Burns, Stephen Duffy, Lori Martin and Alison Salerno. Twenty-year service pins were presented to Colleen Castagna, Kathleen Colangelo, Shannon Estella, Jessica Fuller and Mojgan Olia. Twenty-five year service pins were presented to Deborah Connery, Susan Konaires, Lisa Salisbury and Lisa Simmons.

Harry Lee Cole School has welcomed the following new staff members for 2021-2022: Tracey Mara – Principal; Abigail Curcuru – Special Education Teacher; Keri Layne and Doreen Burliss – Preschool Aides; Michele Lescarbeau – Grade 2 Teacher; Yoonjin Lee and Samantha Stevens – School Building Permanent Subs; Nicole DiCarlo and Jessica Flinn – Instructional Assistants.; Craig Boucher – Custodian; and Shawnette Lancaster – Behavior Specialist.

Spofford Pond School has welcomed the following new staff members for 2021-2022:

Hilary Gordon – L/T Adj. Counselor Substitute; Rachael Novello – School Secretary; John Spinale and Michael O’Shea – Custodians; Madeline Doble and Kathryn Mills Special Education Teachers.

The following new staff member works at both Cole and Spofford Pond Schools: Jane Roth.

District Status and State Testing

The Department of Elementary and Secondary Education (DESE) resumed administration of the MCAS in the spring of 2021 following a one-year hiatus due to the pandemic. For information regarding assessment and accountability data for the Boxford Public Schools, please visit the Massachusetts Department of Education website at https://profiles.doe.mass.edu/mcas/achievement_level.aspx?linkid=32&orgcode=00380000&orgtypecode=5&.

Response to Intervention

Teachers and staff at both the Harry Lee Cole School and Spofford Pond School continue to support students through the Response to Intervention (RTI) process in Reading, Writing, and Mathematics. The RTI program uses district and state assessments, AIMS Web, and teacher recommendations and observations, to identify struggling learners. We support students with identified needs through additional targeted math and language arts intervention either by a math coach or reading/literacy specialist or writing coach in addition to instruction from the classroom teacher. Math, reading and writing specialists meet with classroom teachers at regular intervals throughout the year to discuss progress and revise student goals and plans.

At the Cole School, the “What I Need” (WIN) Block is a 30-minute period each day in which students receive Differentiated Instruction in the core areas of English Language Arts and Mathematics. Differentiation is a mindset or philosophy in which the teacher knows the curriculum and standards, has an understanding of the uniqueness of his or her learners, and then—using an array of instructional approaches and assessment tools—plans with precision and flexibility to enable students to be successful (Gregory, Gayle What Principals Need to Know About Differentiated Instruction, 2012). During this 30-minute block, our staff members strive for rigor and relevance for all students. The students in need of extra support in these content areas receive direct instruction from RTI Interventionists. Other students are flexibly grouped within their classroom based on clear objectives based on their current academic and social needs. The Writing Coach works with students and teachers to strengthen the writing process in our young students.

At the Spofford Pond School, Response to Intervention (RTI) services are delivered during RTI blocks. Students in need of additional academic support have been identified using data collected from: previous MCAS results, universal screenings (AIMS Web), writing prompt performance, Fountas & Pinnell Reading assessments, Math In Focus assessments, and any additional classroom information that is pertinent. The students are provided with additional writing, math and language arts instruction based on their identified needs from

the data. Each grade level team of teachers convenes to analyze the student data, discuss intervention strategies and plan for intervention groupings. Students who are not receiving RTI intervention during the RTI block are in their classrooms working on identified skills and concepts as an opportunity to provide additional reinforcement, practice or challenge. The principle behind this schedule is to have additional time in the school day to differentiate for student learning without taking away from the core curriculum instructional time. No new instruction is presented during the RTI block at each grade level. Other students who are not identified as needing RTI support are flexibly grouped within their classroom based on objectives on current academic and social needs. Teachers team with one another to differentiate the support that these students need and will change the support accordingly.

Extended Learning Opportunities

Due to the pandemic, many in-person extended learning activities have had to be delivered in different ways or postponed. The Math League was open to all Grade 2 students at Cole School who like a fun math challenge. During the 2021-2022 school year, participating students had the added opportunity to attend six extra sessions to learn math games, along with attending three practice sessions and three test sessions. **This year Cole had 25 second graders participate in the full 12 weeks.** At Spofford Pond School, participation and achievement have been outstanding in the Online Math League program (grades 3-6) which reached 38 students. There is also excellent participation with stimulating mental activities in our Math Olympiad Teams (grades 4-6). Students also have the opportunity to join our before school physical fitness program BOKS. Students at both Cole and Spofford Pond were also able to participate in the Tri-Town Council's Horizons program throughout the school year. This year's offerings included: Chess Club, Tastebuds Test Kitchen, and Get Outside Adventure. These programs change each season and are well-attended by students at both schools. Additionally, students at Spofford Pond School have had access to a homework club two days a week. This was funded through Title One funds.

For the 2021-2022 school year, students in the Boxford schools have also continued to enjoy and learn from curriculum enrichment activities provided by funds from the Parent-Teacher Organization (PTO) and the Boxford Educational Schools Trust (BEST). For additional information about PTO and BEST, and the programs they support, please see the Boxford Learning Community Support Organizations section below.

Student Services/Special Education

As of December 1, 2021, there were 173 students in the Boxford Elementary Schools (PK-6) identified as eligible for special education services. Over the past five years, the December 1 eligibility numbers have ranged between 134 and 173 students.

As a district, we have made the commitment to prepare our students both as learners and as citizens. We continue to support current programming and develop new programming to support all students develop competencies in the area of Social Awareness, Self Efficacy, Growth Mindset and Self Management. With the overall goal of providing all students an educational environment that supports and allows them to reach their full potential, the

student services department continues to solidify and grow the service delivery model that is in place in each of our buildings. This includes extensive professional development, increased behavioral and social/emotional support for students, and program development based on the best practices for students with low incidence disabilities. Over the course of the past several years, the district has been able to support students with a range of needs by adapting and developing programming.

The Special Education PAC continues to be a strong committee across the Tri-Town School Union. The Special Education PAC Board is composed of a parent from each of our three towns and from across grades PK-12. The elementary and Masconomet SEPACs merged several years ago and have offered programs to interest parents from all grade levels. The TTSEPAC has its own website: www.tritownSEPAC.org. In addition to open meetings throughout the year, the SEPAC board meets with district administrators throughout the year as well to serve in an advisory capacity. SEPAC has continued a grant program for teachers and staff, and continued to bring in speakers and run programs to help support the parents in the Tri-Town School Union.

Educational Technology

The Boxford Public Schools and Tri-Town School Union are preparing our students for their future, a global world and society, and jobs that have not yet been created. In the classroom, technology is now integrated as part of regular learning and teaching in the classrooms; we work to provide equitable access to students within the classroom, so that teachers may seize teachable moments, utilize technology when it makes pedagogical sense, and provide tools so that students may create new meaning and knowledge. Over the course of the last year, the pandemic quickly forced learners and educators to transition their in-person learning and teaching to remote and digital learning and teaching, with little time to prepare, Boxford educators adapted and transitioned effectively, and blended in-person and remote learning. These changes to the learning environment resulted in teachers continuing to design innovative instructional techniques. Teachers regularly integrate technology, both in order to leverage students' critical thinking and learning, as well as to design effective instruction in various learning models. Students regularly learn and develop their digital literacy, communication and collaboration skills with the assistance of technology and instruction of our skilled educators. Technology does not replace effective teaching, but rather is integrated into teaching and learning with mindfulness, fidelity, and purpose to enhance and elevate effective teaching practices, increase student learning and creation of knowledge, and promote innovative thinking and creativity.

Since 2017, the School Committee, Town of Boxford Finance Committee, and town residents have supported the inclusion of an annual technology budget line into the operating budget, in order to build an effective replacement cycle: doing so allows the school department to have consistent costs, ensure continuity of equipment, and provide the digital tools that teachers and students need to learn effectively. Annually, investments are made in replacing interactive SMARTboards, building device inventory towards equitable access for end-user technology for students and staff, and document cameras. The School Committee views technology as a regular utility that must work effectively and reliably; as a result, regular financial investment in technology occurs in order to ensure smooth operations, predictable budgeting, and effective classroom teaching and learning.

The districtTherefore, there is continued investment in the infrastructure of both Spofford Pond and Harry Lee Cole, so the equipment is able to work at its maximum capacity. Connectivity problems are rare and are addressed as they arise; planning for replacement and addition of wireless access points to ensure that infrastructure can handle the need of learning and teaching devices. The utilization of digital devices continues to increase as the reliability of the fleet of devices, technical support, and network infrastructure has improved. All of this investment has been invaluable during the Covid pandemic. This has been critical during the remote and hybrid learning environments during the Covid pandemic.

The Boxford Public Schools and all schools across Tri-Town School Union are effectively using the Google Suite of email, calendar, storage, and word processing as the primary means of communication and productivity tools. These files can be accessed wherever there is Internet access and on any device: computer, tablet, or smartphone. The District uses Google Suite to collaborate, communicate and teach students digital citizenship, and prepare them for a global society in which interconnectedness is part of everyday life as citizens and employees. Google Suite continues to provide efficiencies for staff and students alike, and has provided the ability for students to track their work and start developing an electronic portfolio of work.

Curriculum and Professional Development

The Boxford Elementary Schools maintain a website that contains detailed information about our ongoing initiatives in curriculum, instruction and professional development: <https://www.tritownschoolunion.com/central-office/curriculum>. This year, the district expanded the implementation of the Heggerty Phonemic Awareness curriculum to include the core curriculum in Pre-K and Grade 1, a 12-week extension curriculum in Grade 2, and the Bridge the Gap intervention curriculum for Grades 2 and above. The district also upgraded to the new Math in Focus 2020 curriculum.

The district continues to focus efforts on achieving the district's vision: *The Tri-Town School Union believes in nurturing a dynamic learning environment where creative thinkers and innovative problem-solvers develop the empathy, resilience, perseverance, self-management, and kindness needed to positively impact the world.* The primary focus continues to be on the three pillars: exploring innovative teaching practices such as project-based learning as an instructional approach, incorporating instruction related to the social-emotional learning competencies (growth mindset, self-efficacy, social awareness, and self-management), and improving inclusive practices for all Boxford students.

Professional Development

Professional development is an investment in our educators to help give them the skills and tools to deliver the best service possible to our students. Educators participated in a variety of professional development courses during the year. Below is a list of the in-district courses offered.

Courses:

- Creating the Trauma-Informed Classroom

- English Learners and the Common Core
- HILL for Literacy Science of Reading course for all K-3 teachers
- PBL 101 (Buck Institute)
- RETELL SEI Teacher Endorsement
- *Shifting the Balance* online book group
- Tech-Gagement: Leveraging Innovative Technology Practices to Maximize Student Engagement

In addition to courses, teachers have been engaged in various workshops and projects to improve and enhance their professional skills, ultimately improving outcomes and experiences for students. The following describes many of the key workshops aligned to the district vision offered during the past year.

Workshops/Projects:

INNOVATIVE TEACHING

- Bar Model Boot Camp
- Connecting Science and Literacy
- Design to Learn
- Flipgrid
- Fluency Tutor
- Google Arts and Culture
- Integrating Google My Maps Across Your Curriculum
- Lumio/SMART Learning Suite
- Math Fact Fluency
- Navigating the Digital World: Is It the World Wide Web or the Wild, Wild West?
- Pear Deck
- Student-Led Conferences
- Tech Tips and Tricks That Will Engage Students
- “The Writing Revolution” Introduction

SOCIAL EMOTIONAL LEARNING

- Early Learner Skills and Behavior 101
- Mindful Flow
- Onward: How to Cultivate Resilience in Yourself
- Safety Care Basics
- Teaching Coping Skills to Students

INCLUSIVE PRACTICES

- DBIE: Practices to Empower All Learners

- Differentiating Instruction in Science and Social Studies
- Diversity and Inclusion in the Primary Classroom
- Heggerty Phonemic Awareness Curriculum Training
- How to Use Aimsweb Reading Assessment Data to Guide Your Instruction in K-2
- IEP Writing/Ed A&B
- Question-Answer Relationship

Finance and Operations

The chart below details the actual expenditures and approved elementary school budgets for Fiscal Years 2019 - 2022.

Approved Operating Budget								
Fiscal Year: 2021 - 2022								
School District: Boxford Elementary Schools								
Budget Summary	Actual Expense, Approved Budgets, & Proposed Budget							
	FY19 Approved Budget	FY19 Actual (after Applied Income)	FY20 Approved Budget	FY20 Actual (after Applied Income)	FY21 Approved Budget	FY22 Approved Budget	\$ Increase	% Increase
Expenses								
Salaries	9,036,638	8,304,956	9,346,638	8,719,751	9,471,404	9,705,098	233,694	2.47%
Professional Development	168,620	176,026	139,173	125,875	127,649	129,062	1,413	1.11%
Admin, Educational, & Support								
Supplies/Materials/Equipment/Services	492,847	526,917	509,898	624,995	520,295	479,740	(40,555)	-7.79%
In District Special Education Services (Non Salary - DW Only)	77,480	59,428	86,755	49,446	78,260	66,782	(11,478)	-14.67%
Transportation (Regular & Sp. Ed.)	495,547	482,326	544,869	419,474	518,443	657,170	138,727	26.76%
Utilities	222,855	218,678	182,968	198,732	187,256	199,631	12,375	6.61%
Facilities	293,557	321,293	330,477	326,942	261,117	258,143	(2,974)	-1.14%
Insurance (Beneficial & Non-Beneficial)	1,706,641	1,497,645	1,716,034	1,597,762	1,855,791	1,859,374	3,583	0.19%
Special Education Out of District Tuition	460,198	370,972	476,799	450,441	635,008	642,162	7,154	1.13%
Total Operating Budget	12,954,383	11,958,241	13,333,610	12,513,418	13,655,224	13,997,162	341,939	2.50%
Less: Applied Income	735,790		811,545		852,945	875,040	22,095	
Total Local Appropriation Expenses	12,218,593	11,958,241	12,522,065	12,513,418	12,802,278	13,122,122	319,844	2.50%

Harry Lee Cole and Spofford Pond Campus Projects

In FY20, the BSC approved funding for an ADA site feasibility study. Later that school year, the Boxford School Department received information and feedback from the State Architectural Access Board that the exterior campus of Cole School was not meeting ADA code requirements.

As a result, the school department has contracted with Weston and Sampson to engage in site design and engineering for both elementary school campuses. Tasks to be completed include: existing conditions investigations and previous study review; schematic design; design development; development of construction documents; and to bring the project through to a bidding process. This work began in September 2020, immediately after a delayed Annual Town Meeting.

In 2021, Weston and Sampson continued work on the design of the Site Renovation Projects at both Cole and Spofford Schools. Existing conditions investigations revealed the presence of DEP reportable levels of arsenic in the soils at several locations at Cole. Further study and analysis found that while reportable, the levels of arsenic did not pose a health risk to our students or users of the school property. This finding, along with the delay associated with Covid significantly impacted the timeline of the design completion. Throughout 2021, and into 2022, the site plans sought approval of the Boxford Zoning

Board of Appeals, the Planning Board and the Conservation Commission. Once final regulatory approval is complete, cost estimation and a final bid package will enable the project to go out to bid, and to be presented to the voters of Boxford.

Throughout this process, the Boxford Schools have remained in contact and good standing with the Massachusetts Architectural Access Board by filing required quarterly reports on the project progress. The MAAB has been notified that there has been a delay in the project's completion and the request of the MAAB executive director, the Boxford Schools will reapply for a new time-relief variance once the design is completed.

Student Health, Wellness, and Safety

The Boxford School Committee is committed to supporting student health, wellness, and safety. This is reflected in ongoing investment in social and emotional learning, curriculum development, and extended learning opportunities.

The Boxford School Committee is committed to providing a school nutrition program that delivers fresh produce, in-house or scratch cooking, and reflects the educational mission of the Boxford elementary schools. Boxford and the other TTU districts renewed their contract with Whitsons Culinary Group for school nutrition management services. Whitsons provides management, marketing, professional development, procurement, accounting services, and staff who work in school kitchens and serve students. Throughout 2021, work continued to serve nutritional and enjoyable meals to students while informing families about the quality, nutritional value, and benefits of the school nutrition program. As a result of federal funding for the Covid pandemic, school lunch has been offered to students for the entire 2020-2021 school year at no charge.

Boxford Learning Community Support Organizations

Boxford Parent Teacher Organization (PTO)

The objective of the Boxford PTO is “to provide a vehicle whereby parents and teachers can work cooperatively to bring a closer relationship between the home and school, thus enhancing the educational process of the children enrolled in Boxford, Massachusetts Elementary Schools.” The PTO has provided tens of thousands of dollars worth of support to our schools over the years, for which the schools are extremely grateful. During the 2020-2021 school year, the PTO adapted to the challenges of the Covid Pandemic, and was still able to provide support for curriculum enrichment, academic resources, and learning support. Community events were impacted by the pandemic, but some were adapted to the times, such as Boo in Boxford. In the fall of 2021, the Boxford PTO hosted a successful community-wide fundraiser. The Boxford School Committee encourages elementary school families and the wider community to support the PTO and its mission to enhance the educational experience of our children. For more information please visit the PTO website at www.boxfordpto.org, see their updates on Facebook, or email the Co-Presidents at: boxfordpto@gmail.com.

Boxford Elementary Schools Trust (BEST)

BEST is an all-volunteer, non-profit organization dedicated to fostering excellence in the Boxford district by raising private funds to supplement longer-term elementary school initiatives and innovative teaching tools, technology and teacher training. Over the past 15 years, BEST has provided significant funds to support our schools. BEST grants are disbursed via teacher-driven proposals and are designed to support and encourage innovation. In 2020, faced with the extreme challenges of the pandemic, BEST was forced to pivot how funds were raised and distributed. Annual fundraising events, such as the Apple Fest, Valentine Coffeegrams and One Day Climb were shifted to be run virtually. Despite these challenges BEST was able to secure over \$18,000 in funding for future grants and distribution back into the Boxford Elementary Schools. During the 2020-2021 school year, BEST experienced a light grant cycle resulting in two awarded grants: The “Dash” Coding Robots which provided \$1,200 to Dr. Joyce Rains for seven new coding robots at the Spofford Pond School; and the Wired For Greatness program received \$465 for student grant recipients who made goods to sell in the virtual school store run in May 2021.

The Boxford School Committee is grateful to BEST for their partnership and for the valuable support the organization provides to our school community. This support differentiates the Boxford schools from those in surrounding towns. The School Committee encourages families and other members of our community to support BEST.

Closing Statement

The Boxford School Committee strongly supports our administration, teachers, and staff in their efforts to learn, teach, collaborate, grow, and help our children to thrive. The current Pandemic has required an evolution of operating practices, including a focus on updated remote learning and planning. Our goals reflect a commitment to ensuring that in addition to traditional, cognitive skills, our students will have the critical thinking, reasoning, and interpersonal skills they will require to succeed in the innovation economy of the 21st century. Ongoing support from community organizations including the PTO, BEST, Boxford Trails Association/Boxford Land Trust, and the Jonathan Tyler Barker Fund, among others, enables the School Committee to accomplish more than we could within our budget alone. The Boxford Elementary Schools continue to collaborate with the Boxford Board of Health, Public Safety Organizations, and the community to adjust and adapt to the ongoing Covid-19 Pandemic. We are grateful to all residents of Boxford for their support of our schools and the people that make them a special place.

Respectfully submitted,

Carol Hubbard, Chair, term expires 2024
Elizabeth Palmer, Vice Chair, term expires 2022
Julianne Flynn, term expires 2023
Kim Nguyen, term expires 2022
Briana Erickson, term expires 2022

MASCONOMET REGIONAL SCHOOL COMMITTEE

MISSION

The Masconomet community believes that learning enables us all to achieve ambitious personal goals, develop fine minds, and build strong character. Therefore, we foster the acquisition of attitudes, skills, and knowledge necessary for life-long learners to think critically in order to participate in a global society.

VISION

- Student learning is highly interdisciplinary and connects students to solving real-world problems.
- Students feel safe, happy, emotionally secure, and physically well. They are builders of a culture of respect and kindness.
- Curriculum and instruction is learner-centered: All students are achieving the same standards in multiple ways and can demonstrate their learning through a variety of different assessments.
- Instruction is personalized to the individual learning styles and unique needs and interests of ALL students.
- Our students are culturally sensitive, globally aware through their study and experiential learning, and they act confidently with an understanding of their impact on the world.

DISTRICT SNAPSHOT

Enrollment in the District by town as of October 1, 2020:

Boxford	622
Middleton	604
Topsfield	436
Other	15
Total	1727

Enrollment in the District by grade level (all Towns):

Grade 7	319
Grade 8	267
Grade 9	268
Grade 10	288
Grade 11	283
Grade 12	288
Beyond 12	14
Total	1727

Annual Operating Budget: \$36.7 million

282 seniors graduated, with an outdoor ceremony under a tent on the stadium field, and 87.3% went to a 2 or 4 year college. This dip in the percentage of students attending college upon

graduation was due to the pandemic, as reported by the students. They were concerned about the possibility of going to college using a “remote learning” model. As a result, those students opted for other schooling, employment, or other, in hopes of attending college after restrictions due to the pandemic were relaxed.

SCHOOL COMMITTEE

School Committee Goals - The School Committee had one goal for 2020-2021, given the context of the Covid-19 pandemic and its impacts on public education nationwide: to implement uninterrupted teaching and learning programs, including a safe option for in-person learning as well as virtual or remote platforms, keeping our schools open to the greatest extent possible within the Covid-19 guidelines set forth by the state.

The Committee shaped a FY22 budget, with the administration’s recommendations, that was designed to meet the heightened student needs of this unique time for pandemic recovery. The Committee also proposed specific improvements to our regional district agreement, which will incorporate a multi-year average for apportionment calculations between the three member towns, and will have a long term benefit to all member towns. We are grateful to our member towns for approving those items at Town Meeting.

Other notable actions taken by the Committee included voting to approve a phased reopening of schools, hosting listening sessions for the community throughout the year, hosting a “reopening forum” that addressed FAQs collected by the committee through a community-wide survey, including student representation at our meetings, voting to run a modified fall athletics season (unusual circumstances required a vote for fall sports), initiating contract negotiations with the Masconomet Teachers Union, approving a limited number of school-choice openings for grade 9, introducing a “Small Town Hero Award” collaborative project with the student council, adopting an Anti-Racism Resolution in November, 2020, and voting to create an Inclusion, Diversity, Equity, and Anti-Racism Policy for the district in June, 2021.

COVID-19 PANDEMIC

Masconomet joined the broader community in doing our part to limit community transmission of Covid-19 in 2020-2021. The district spent the year responding to and balancing needs in a pandemic: student engagement, safety protocols, access and equity, modified academic and co-curricular programming, physical and mental health, etc. Due to the challenges of achieving this balance, schools across the nation had to design and implement new teaching and learning models. Masconomet opened using a phased approach. The state delayed the start of school by ten days, during which faculty worked to prepare and transfer their curriculum onto platforms that could easily adapt for remote or in person teaching and learning. School started in September with four weeks on a fully remote platform, to then transition mid-October into a hybrid model with four cohorts of students: two cohorts alternating daily between in-person and remote learning by cohort, a third cohort that chose to be fully remote, and a fourth cohort to be fully in person based on individualized needs, with our faculty in-person five days a week throughout. In the spring, several Covid-19 guidelines changed, allowing the district to shift away from the hybrid model and finish the year with only two cohorts based on choice: fully in-person or fully remote. This shift was possible because of numerous factors, including changes to DESE’s regional transportation social distancing requirements, evolution of data on Covid-19, updates to CDC

guidance, access to vaccinations for teachers and staff, consultation with local Public Health departments and nursing team, local trend of declining virus transmission (had seen an incline after the winter holiday), and consistent practices established on campus for other key mitigation strategies including masks, hand hygiene, and contact tracing.

A theme all year was how to support the wellbeing of students and families, emotionally as well as physically. Partnering with the TriTown Council, the Community Assistance Program brought tangible resources to the doorsteps of families impacted by Covid-19 when needed. Throughout the year, there was concern about the degree of isolation students and teachers were experiencing. The importance of relationships became more apparent than ever before. The hybrid model also shined a light on the significance of Executive Functioning skills. A Pandemic Impact Transition Team for students and support groups for parents were introduced by the Student Services department. The Middle School also started MASCO Connect “bringing the fun back” to foster a sense of community in school in late winter when everyone needed a boost after many difficult months in hybrid learning.

All departments this year evolved their programs for the hybrid model of teaching and learning. The Information Technology (IT)/Digital Learning team built strong partnerships with staff and worked hard to provide training on new tools and tech support as quickly as possible. Faculty participated in a wide range of Professional Development (PD) with adaptive models in mind. When possible, faculty scheduled Professional Learning Communities (PLC) to discuss curriculum, instruction and assessment, sharing ideas and best practices for hybrid teaching. Among the programs that had to adapt, the Senior Internship program was substituted with Senior Workshops, with professionals in a variety of fields.

Overall, the district overcame challenges. Our schools had to implement significantly more technological strategies, with a variety of digital learning applications, and consistent online access to classwork and assignments through BlackBoard. Many of these tools have been very successful and will continue to be used in the future as curriculum has now been created around them. Some of these include: jamboard, flipgrid, google assignments, edpuzzle, quizlet, music making apps, science lab simulation apps, and we-video. Another adaptive practice that students and teachers would like to see continued after the pandemic was the “flex” block (WIN, or “What I Need”) in the daily class schedule.

NEW HIGH SCHOOL PRINCIPAL

In February, 2021 - Dr. Mary Jo Carabatsos was hired as Masconomet Regional High School’s new Principal. Dr. Carabatsos distinguished herself as a school leader who is visionary, data-focused, thoughtful, and engaged in the lives of her students and faculty. We are excited that she joined our team on July 1, 2021.

RETIREMENTS

Our gratitude goes to our retiring Principal, Peter Delani, who dedicated 29 years to Masconomet in the roles of Social Studies teacher, Baseball and Football coach, “High School Dean of Students,” Assistant Principal, and finally Principal in his final years with the district. We wish him all the best in his retirement, and will do our best to keep his legacy alive as we make Masconomet, “Masco.” Math Department Head, Denise Tenanty, also retired after 31 years at

Masconomet, and the impact of her tireless capacity to give all she had will be felt for years to come. We also wish to recognize the retirements of Maripaul McGinn after 10 years , Christina Stohl after 11 years, and Elizabeth Thomas after 9 years of service. Masconomet is grateful to them and wishes them well.

HIGHLIGHTS

Student Council:

Student Council was involved in a variety of “open projects” with a goal of engaging students, faculty and the community over the course of the year. Some highlights included: The *Learning to Lead Series*, a Black History Month assembly featuring Dr. Thadeus Miles, Director of Community Service for MassHousing and author of the blog Black Joy, and the first annual *Tri-Town Small Town Hero Awards*. With over 60 student clubs at Masconomet, the student council often collaborates with other groups as they engage the student body and broader community in various ways.

School Counseling:

The School Counseling Department currently delivers the program, *Metacognition: Learning How to Think* to all students in the Middle School. Topics include organization, note-taking, study strategies, time-management, flexible thinking, prioritizing and active listening. A 6 part PD Series resulted in an expansion of programming to include a social-emotional learning component that bridges executive functioning and metacognition with SEL, with lessons on empathy, decision-making, social awareness, and relationship building.

School counselors assisted students to create strategies and plans to meet their academic, executive functioning, and extracurricular needs. They helped students develop coping strategies to manage stress and anxiety, stay engaged with the subject matter and with classmates, as well as advise students about their course selections. For College/Career Counseling: online BlackBoard resources were created to virtually assist students with post-secondary planning as well as provide outreach programs to families. Masconomet offered 19 College Board Advanced Placement courses. In 2021, 207 students took 339 exams; 84% scored a 3 or higher.

Health Services Department

Our Health Offices in both schools were very busy with COVID 19 tracking, oversight and providing support and resources to students, families, and staff. This intensive process involved daily communications, frequent planning meetings, attendance tracking and follow-up with parents. The challenge to keep current with ever changing guidelines and direction from DPH, CDC, DESE continued throughout the year. There was also an increase of virtual Student Meetings, Re-entry, 504, IEP or General Education Meetings, as well as an increase in the Holiday Assistance Program due to Pandemic.

School Health Advisory Council (SHAC)

The Masconomet School Health Advisory Council (SHAC) works to promote and protect the health, wellness, and safety of all students. The Council works in collaboration with Tri-Town Council, Tri-Town School Union, our families and our communities to collect and analyze data. Based on the conclusions drawn, SHAC advises all interested shareholders by providing information, making recommendations for new or revised policies, and suggesting additional programming in order to enhance existing school curricula and services. SHAC worked

partnerships with community organizations to disseminate resources and opportunities available to students and families during the pandemic.

Art:

The Art Department achieved outstanding results at the Massachusetts 2021 Scholastic Art & Writing Awards competition. The high school received a total of 47 awards (11 Gold Key, 14 Silver Key, and 22 Honorable Mentions)—this is the second highest total of any high school in the state—public or private. Two seniors received the Second Prize Award and an Honorable Mention at the Annual 6th Congressional District Art Show. Once again, the AP Studio Arts students created portraits of young women from Afghanistan for the Memory Project, which is a non-profit organization that invites art teachers and their students to create portraits for youth around the world who have faced substantial challenges, such as neglect, abuse, loss of parents, and extreme poverty.

Performing Arts:

All in-person performances were suspended through June 2021 due to the pandemic. The High School Band and Chorus returned to perform live at the 2021 graduation. All trips and in-person music festivals were also suspended during the spring semester of 2021. Twelve workshops, involving students enrolled for High School Concert Band for Honors Credit, High School Percussion Ensemble, and Chamber Singers, were facilitated by the non-profit Teach to Learn and focused on world cultures as well as world music. The students communicated via Skype with professional musicians from various international locations.

Wellness

The High School Wellness Department offered elective classes in Emergency Medical Technician (EMT - Honors), Emergency Medical Response (EMR), Intro to Medicine, Yoga (I and II), Team Sports, Freshman Seminar, Project Adventure, and Fundamental Fitness. These courses have been very popular for students of all levels of high school. Comprehensive Health, a semester-long course, is required for all students at Masconomet.

Business & Technology

The AP Computer Science Principles, the 8th grade Intro to Coding, and the All Girls Computer Science courses have all had growing student interest. Over 70 DECA students qualified for the state competition this year. The Virtual Credit For Life Fair was conducted virtually over 100 students from Masco participating.

The IT department trained over 40 teachers in Formative, an online web-based assessment tool integrated with our information system. They successfully migrated to Gallery View in Blackboard Collaborate in order to allow video feed for up to 25 students, and created multiple opportunities for virtual school-wide assemblies with the district & community. These included: Parent's Night, Parent Conferences, Course Selection Night as well as creating opportunities for Senior Workshop guests to present from anywhere in the country (ie. Sea World Orlando, on the set of Days of our Lives, etc)

English:

Poetry Out Loud annual competition took place in January, with the 1st place winner going on to represent Masco at the statewide competition in Boston. Five Honorable Mentions and one Silver Key for the Scholastic Arts and Writing Awards were won by one Masco junior this year.

Morning Update and Chieftain Chronicle adapted to on-going changes with new, innovative methods for relaying school news in our Media Communications class, collaborating across disciplines with Digital Learning. Poetry Club, GSA, ACE Club, and Debate Club were all actively engaged all year, with advisors helping these student-led initiatives grow and thrive. The department is continuously seeking to improve strategies with PD.

Math:

Twenty-six high school students were members of the math team, which participated in meets virtually as part of the Massachusetts Mathematics League. During the pandemic, the Mathematical Decision Making was an example of innovative instruction to adapt, spending class time outside (in school or at home) to measure distances and angles to items such as treetops, flagpoles, rooflines etc. by applying trigonometry. Other applied learning opportunities included students presenting administrators with statistical summaries relative to data such as student enrollment trends, using quadratic functions to determine who could hit over the Green Monster, investigating piecewise functions to discuss taxes and look at the impact of filing individually or as a couple. There were also interdisciplinary opportunities with geometry and art (ie. scaled drawings). PD courses supported preparations to teach Intro to Calculus with Applications.

Social Studies:

Teachers continued to develop and revise the core content curriculum sequence to align with the revised Massachusetts Frameworks and Standards for Social Sciences, now in the third year of implementing the revised curriculum. New curriculum includes Global Cultures, United States and Massachusetts Government and Civic Life, World History, US History, and Modern US and World History. Teachers worked to make the curriculum more diverse and incorporated more student-centered lessons using simulations and discussions. Teachers participated in various professional development offerings through Primary Source, Teachers as Scholars (offered through the district), Essex History seminars, and Ditch That Textbook, and others.

Science Department

Five students sat for the The American Chemical Society's Ashdown Exam, the state qualifying exam for the National Chemistry Olympiad was given online in March. Throughout the spring of 2021, science educators elevated their use of digital platforms to help all students learn. For example, chemistry teachers used high quality PHET simulations to help students conceptually understand scientific phenomena. The department often collaborated with the art department on interdisciplinary and applied learning experiences. For example, the course Art of Anatomy was developed to allow students to express content mastery through a variety of art-based projects, and students in "computer aided modeling" collaborated with students in "Innovative Design" to create 3D prototypes of art designs. During the spring of 2021, students participated in a citizen science project, USAnts, coordinated by the DNA Learning Center at Cold Spring Harbor Laboratory, and their work was presented at a virtual conference. Biotechnology students participated in the BioBuilder Accelerator Project, a three-week experiential learning project collaborating with an MIT professor, where student teams worked on generating a design of new biotechnologies that can better our world. The Masconomet Science Team competed virtually, and attended seminars with a wide range of STEM professionals.

World Language:

In 2021, 5 students graduated having earned the Global Competency Diploma. 18 students were inducted into the French Honor Society, Société Honoraire de Français, 25 students into the Spanish Honor Society, Sociedad Honoraria Hispánica, and 2 students into the Chinese Honor Society. 4 Masco students in French IV won 1st place prizes in the national video contest sponsored by the American Association of Teachers of French. A student in French III won the 3rd place prize, and another student in French III earned an honorable mention.

Due to the pandemic, we were unable to offer exchanges with Spain, France and China. In place of physical travel, many students participated in pen pal exchanges with students from Senegal, Buenos Aires, Argentina; Chinandega, Nicaragua; Cusco, Perú; and Huesca, España.

In November 2020, French students celebrated National French Week with virtual speakers and cooking authentic recipes at home. In March 2021, French students participated in Manie Musicale (Music Madness) with thousands of other French students from across the U.S. and abroad. Students discovered new Francophone music and voted on the best song of the year. They interacted with other students virtually on Flipgrid, and some participated in a video competition. One Masco student won the prize for the best singing in an original music video!

Athletics

Fall 2020 - In August of 2020, the school committee voted to have a fall interscholastic sports season. Masconomet was the first school in the Northeastern Conference to allow regular season competition. Eventually, eight other NEC schools would follow. The NEC fall season included field hockey, cross country, soccer, and golf and began on September 18, 2020. The MIAA sports committees made safety modifications to account for the COVID-19 Pandemic (football, volleyball, and cheerleading were moved to the fall-2 season from the end of February through April 25th). The field hockey team completed its inaugural season in the NEC and finished undefeated at 10-0. The boys' soccer team finished undefeated with only one tie, while the girls' soccer team finished 7-1-1. The golf team was also undefeated at 7-0 in the NEC. Due to the COVID-19 Pandemic, only regular season competition was held in the fall 2020 and all MIAA tournaments were canceled.

Winter 2020(1) - Although the MIAA didn't hold state tournaments because of COVID concerns in the winter of 2021, we were able to compete in a modified league schedule in the Northeastern Conference (NEC). The gymnastics team continued its amazing string of success by finishing undefeated. The boys' ice hockey team shared first place in the NEC. Our girls' ski team was undefeated and finished first in the interscholastic race. Our boys' ski team also completed a successful season and finished fourth in the interscholastic race. Our girls' ice hockey team competed for the first time in school history as a stand-alone program as we look forward to continued growth of the program. The girls' basketball team finished the season with only one loss, while the boys finished the season on a high note, finishing 7-5 and winning our last

Fall-2, 2021 - The indoor track teams competed in the "fall-2" season that ran from the end of February through April 25, 2021. Meets were held outdoors on our local school tracks and events were modified so students could have the opportunity to participate. The volleyball team also competed in the NEC during the fall-2 season.

Spring 2021 - The spring teams welcomed a full state tournament after the season was canceled in 2020. The girls' lacrosse team finished 1st in the NEC and eventually lost to Chelmsford in the

Division I North finals. The baseball team also had a magical run of its own, winning three state tournament games before eventually falling to state champion St. Mary's in the Division Two North finals. The girls' tennis team finished undefeated in the NEC and eventually lost to state champion Winchester in the Division Two North semifinals. In spring track and field, the girls' team finished 24th overall in Division I while the boys finished 26th.

SUPPORT ORGANIZATIONS

In addition to the operating budget, there are numerous organizations and individuals that support the district's academic program and physical plant through grants and gifts as well as through complementary programming. This year, they all had to adjust their work to the pandemic, putting many of their usual offerings on hold, and in many cases filling different kinds of needs for this unusual year.

We are grateful for these relationships and the generosity that benefits Masconomet. These include TriTown Council, Booster groups for sports teams, TurfUp Masco, and others who generously and consistently support Masconomet. Below is information from four 501(c)3 organizations that are run by parent volunteers and structured to specifically support the Masco community: MEF, MMPA, PAC, and SEPAC.

Masconomet Education Foundation (MEF)

The goal of the MEF is to enrich the educational experience for students by funding projects that enhance the resources available to educators, improve technology in the classroom and provide unique learning opportunities for our students. In 2020-2021 MEF's mission was tested with a school year during the Covid-19 pandemic. MEF awarded 2 grants to Masconomet for \$2,900. One grant funded the installation of 2 HUDL cameras on the football field and in the gym so that games could be filmed as fans watched from home. The other granted funded a middle school weather station for the 8th grade science classes so they could gather real-time data and collaborate with other schools in the area utilizing the same data. In any given year, MEF funds from 10-20 grants funding up to \$75,000 per year, but 2020-2021 was a year of very little fundraising and funding. Instead, we shifted our focus and looked to supporting and lifting up the educators, administrators and volunteers who were working hard for the Masco students who needed support. There were a lot of Zoom meetings and phone calls to check in and offer smiles, virtual hugs and an ear to listen. We closed out the year and joined with PAC, TTC and SEPAC to put on an appreciation breakfast for the Masco faculty and cheer them on to finish the year strong, and provided banners for graduations and moving on ceremonies, where so excited students had their day to celebrate. We are very grateful to have such great organizations supporting Masconomet and we know we have to continue to support each other so we can all thrive and meet our missions, and that is the true measure of a community's spirit. Find out more at: <https://masconometeducationfoundation.org/>

Masconomet Music Parents Association (MMPA)

The MMPA's primary focus is to promote and support Music Education within the Masconomet Regional School District. Due to the severe covid restrictions during the 2020-2021 school year, we focused on bringing in a program called Teach To Learn which exposes students to professional musicians all around the world. The kids learn about culture and music. It is a program that could be done over Zoom which was important when half of the school was remote. To learn more about the program please see their website. <https://www.teachtolearn.life/>

Two of our three major fundraisers were able to continue during the pandemic. We run an annual electronics recycling event which is open to the public during October. We also run a paper shredding event which is open to the public during the month of April. Trinity Church in Topsfield was extremely gracious and let us hold our fundraisers on their property. Music Department students as well as their parents (MMPA members) work these events. It provided a much needed sense of community during a very difficult year. Our normal community connections such as concerts, programs with COA etc were not able to happen due to covid restrictions. Learn more at: mascomusic.org

Masconomet Parent Activities Committee (PAC)

PAC is the high school and middle school's parent organization designed to sponsor activities and events that will enhance the educational, extra-curricular and social needs of our students, to promote school spirit by encouraging friendship, support and cooperation between students, faculty and administration; and to plan, execute and pay for intracurricular and extracurricular events sponsored by PAC for our students during the academic year. Everything we do is based on Parent Volunteers and donations. Every year, to include the past year, PAC has provided many traditional activities, such as providing community-sponsored PAC t-shirts to the incoming 7th graders during orientation, flowers for the 8th grade Moving On Ceremony, organizing the Sr. Parade and Sr. Breakfast. Due to COVID restrictions we were unable to provide our full array of activities which also include various events such as pizza parties, BBQs, dances, movie nights, guest speakers, scholarships, parent night out. PAC is always looking for volunteers, including class representatives and leadership members. Find out more at <https://mascopac.org/>

Tri-Town Special Education Parents Advisory Council (SEPAC)

The mission of the Tri-Town SEPAC is to provide information, support and assistance to parents of children with disabilities in the communities of Boxford, Middleton and Topsfield. To that end, the Tri-Town SEPAC promotes "parent to parent" forums, advises administrators and school committees, provides educational forums, collaborates on state-wide advocacy work, and encourages understanding, acceptance and inclusion of children with disabilities. In 2020-2021, the SEPAC helped fund clear masks for both the Tri-Town School Union and Masconomet. We also made a donation to MEF for their staff appreciation in the spring. The SEPAC is committed to ensuring that best practice and science guides policy/procedure/programming in our community to ensure equitable education for all children. Education as it has always been should never be the goal; we greatly appreciate the willingness to hear our perspective and honor our guidance from our town partner organizations and from the Masconomet School Committee and Administration, and we hope that Town Administration is as committed to that outcome as we are. Learn more at: Tritownsepac.org

COMMUNICATION

We want to keep our community informed! The School Committee has established a blog and Facebook page for announcements and summaries of meetings. You will also find options for sharing your voice with the School Committee posted there. The Superintendent has a blog with regular updates (about every two weeks), and the principals post weekly updates on the district website. Please enjoy learning more about what is happening at Masconomet through any of these. Go to www.masconomet.org to find them all.

CONCLUSION

In Dr. Harvey's words: "job number one is to do what's in the best interest of our students." This is only possible with the support of the residents in our community. Thank you for your interest in and support of the Masconomet Regional School District. We often emphasize the importance of relationships for student learning and success. Likewise, Masconomet's relationship with the broader community is important for the district's overall success. We encourage you to attend some of our students' exhibitions, performances, athletic events, etc. We hope you can enjoy our students' success and overall wellbeing as a positive reflection on our community as a whole!

Respectfully Submitted,

Zillie Theodorou Bhujju, Chair, *Masconomet Regional School Committee*

MASCONOMET REGIONAL SCHOOL COMMITTEE MEMBERS:

Boxford Members

Patricia Bernheart
Joseph McLean
Carolyn Miller (*FY21 Chair*)
Terri Teleen

Middleton Members

Domenic Casamassima
Joseph Ciampa
Tasha Cooper
Kosta Prentakis

Topsfield Members

Zillie Bhujju (*FY22 Chair*)
William Hodges
Melissa Ogden



BOXFORD

Heidi T. Riccio, Ed.D., Superintendent-Director
Paul Worth, Representative

Essex North Shore Agricultural and Technical School (ENSATS) is Massachusetts' premier regional technical and agricultural high school, serving 17 member communities on the North Shore and 38 surrounding communities. Our mission is to **create** a culture of excellence, **encourage** continuous growth, and **promote** professionalism and citizenship for all students, as they **develop** into architects, artisans, and authors of the 21st century community.

Twenty-four career, technical, and agricultural programs are available to students from member communities whereas students from surrounding communities select from 7 agricultural areas. Enrollment at ENSATS is 1,655 for the 2021-2022 school year. Moreover, over 1,384 students applied for 450 openings in our current 9th grade. Our school was designed for 1,500 students and is currently organized into two academies.



BOXFORD *at a glance*

*As of October 15, 2021
25 Total Student Population*

Grade	9 – 5
Grade	10 – 8
Grade	11 – 4
Grade	12 – 8

Future Videographer, Sedona Ruck, Grade 10 from Boxford

East Academy

Advanced Manufacturing, Arboriculture, Companion Animals, Design & Media Communications, Engineering Technology, Information Technology Services, Natural & Environmental Science, Equine Studies, Landscaping, Sustainable Horticulture, Veterinary Science

West Academy

Automotive Collision-Repair & Refinishing, Automotive Technology, Biotechnology, Carpentry, Cosmetology, Construction Craft Laborer, Culinary Arts, Dental Assisting, Electrical, Health Assisting, HVAC-R, Masonry, Plumbing

CREATE.

ENCOURAGE.

PROMOTE.

DEVELOP.

As with all schools in the Commonwealth, we had to adjust our practice due to a worldwide pandemic. Opening this school year, 100% of our students attend school in person. Mask and distancing protocols remain in place. We continue to work with community leaders in reducing the spread of the virus.

We create opportunities for students throughout our region to have access to high quality career technical and agricultural education. Partnering with our districts, we have enrolled 68 additional students in our CTE/After Dark Partnership Program into high demand career areas as a model for Governor Baker's Career Technical Initiative. These students are from Beverly, Salem, Swampscott, Peabody and Marblehead.

Our Cooperative Education Program places upperclassmen in positions where they work among professionals in their field. These opportunities often lead to full-time employment upon graduation as we continue to work with our industry leaders to meet the needs of the current workforce and strengthen the economic pathways for our students. There are currently 3 students from Boxford participating in our Cooperative Education Program. Our graduates enter the workforce with industry recognized credentials and hours toward professional licensure, which gives them an advantage and adds to future readiness. Business, industry, and labor representatives serve on our Program Advisory Committees to ensure that we meet all industry standards.

Over 70% of our students enroll in 2- or 4-year institutions with many earning articulated credit at state community colleges. The remaining 30% of students enroll in approved apprenticeship programs or directly enter the workforce upon graduation.

Several of our programs offer valued services to the residents of our communities, including the Maple Street Bistro and Café, the Salon, Pet Grooming, Automotive and Auto Collision Repair, and Blooming Designs & More. Angell at Essex provides veterinary services on our campus.

Essex Tech provides students with extracurricular activities including MIAA competitive sports, intramural athletics, and various clubs and service groups, including SkillsUSA, FFA, and DECA organizations that encourage students to explore and develop additional employability skills across their career and technical disciplines.

We continue to expand our NightHawks Adult Education Program offering industry training with credentialing including Advanced Manufacturing, HVAC, Carpentry, Construction Craft Laborer, Electrical, Plumbing, and Welding to meet the needs of a high demand workforce. As part of the Baker-Polito's Career Technical Institute (CTI) initiative, we received nearly \$1M in competitive grant funding to develop and implement these programs. We work in collaboration with our MassHire Career Centers to provide Career Readiness and our employers to hire these highly skilled candidates.



ESSEX NORTH SHORE
AGRICULTURAL & TECHNICAL SCHOOL

PUBLIC WORKS

DEPARTMENT OF PUBLIC WORKS

Prepared By: Chris Olbrot, Superintendent and Town Engineer

2021 Roadway Improvements

In 2021, the town entered into a new Paving contract with EJ Paving, to repave almost 34,200 sq. yards of pavement. This translates to roughly 3,000 tons of hot mix asphalt. The town paved Crooked Pond Dr., Moonpenny Dr. Harris Rd. and Roberts Rd. The remaining funds for the 2021 paving season will be utilized in the late spring or early summer of 2022 to pave a portion of Main St. (133 to Glendale Rd.) and Middleton Rd. (Burning Bush to Endicott St.) Main Street had a drainage repair completed, but due to timing, the paving was pushed off until 2022. Further, we expect to be able to add another significant portion of the roadway network to the 2021 program, due to a favorable bid price by EJ Paving. The portions of road currently contemplated are: portions of Willow Rd (Main to Georgetown Town line), portions of Killam Hill Rd. (Georgetown Town line to Rte. 95), Ipswich Rd. (Georgetown road to Valley Rd.) and possibly others. The bid prices are good for an additional 2 years, so it is expected that the list of roadways to be paved in 2022 and 2023 will only increase.

Lastly, the DPW completed a pavement condition assessment on the town-wide network. Utilizing state-of-the-art technology, the roadway network was scanned and surveyed for pavement conditions based on deformations. The deformations along roadway segments were then aggregated to compile a Pavement Condition Index or “PCI” for each roadway. PCIs will be utilized in order to generate a 5-year capital improvement plan in conjunction with other assets such as closed drainage systems and culverts in 2022.

2021 Drainage Improvements

The DPW provided emergency repairs to several drainage assets in 2021. In addition to typical catch basin and drainage manhole repairs throughout the town, the DPW completed a complete culvert replacement on Lockwood Lane and a catch-basin and outfall replacement on Main Street. These projects were permitted through the Conservation Commission Emergency certification process and State’s DEP Notice of Intent permit. These improvements were completed by DPW staff in conjunction with a contractor.

The culvert failure on Lockwood Lane in July was a result of beaver activity and an antiquated culvert that failed. Once the culvert failed, the water quickly collapsed half of the roadway. Luckily, the DPW was able to mitigate the damage and restore flow until the culvert could be repaired.

Lastly, the town made substantial strides in 2021 with respect to the EPA's issued Municipal Separate Storm Sewer System (MS4 Permit). The MS4 Permit is a federally mandated permit that requires the town to complete various Best Management Practices under six minimum control measures to be permitted to discharge stormwater into the waters of the U.S. The six minimum control measures are: Public Education, Public Participation, Illicit Detection, and Elimination, Construction Storm



1 Lockwood Lane Culvert Failure

Water Control, Post Construction Stormwater Control and Good House Keeping. The town collaborated with the local Merrimack Valley Planning Corporation or MVPC, and others in order to ensure permit compliance and improve the town method of tracking, mapping, and documentation with the 'Collector App' introduced in 2019. Mobile technology allows the DPW to map and edit the town's closed drainage system, document catch basin cleaning, and outfall testing, as well as other critical components to the permit. In the coming years, this mobile service will also help with other town assets such as guard rails and signs.

Athletic Fields

The DPW solicited quotations and secured two vendors to begin two critical maintenance programs. The first was to have a contractor set up a grooming and maintenance program for the synthetic field at the commons. In addition to maintenance, Gmax testing would be performed to ensure the field is in conformance with impact safety requirements. The second contract was to have a contractor on board to perform top dressing of the natural fields in town. Both programs are expected to be annual contracts to improve the overall playing experience in town. Due to the pandemic, these facilities were not utilized as expected in 2021 however, it was much-needed maintenance and will serve the town's facilities well in the years to come.

In addition to this annual maintenance, the town contracted with a turf specialty company to reconstruct two infields in town. One at the Cole School and the other at the Spofford Pond School. Both infields had substantial grading and turf improvements that provide a safer and more pleasant playing experience.

**HEALTH &
INSPECTIONS**

ANIMAL INSPECTOR

The Commonwealth of Massachusetts, Bureau of Animal Health, requires that each town appoint an Inspector who shall make regular and thorough inspection of each premise on which there are domestic animals, in accordance with M.G.L. Chapter 129 section 19. Such inspections are necessary to insure humane and proper care of all livestock and poultry, to guard against outbreaks of contagious disease, and to provide a census of animals in the state.

Summary of the 2021 inspections: Over 150 properties were visited with 143 having livestock or poultry currently in residence. The following numbers were recorded: 154 horses, 32 ponies, 16 miniature horses, 21 donkeys, 1 mule, 76 goats, 57 sheep, 19 head of beef cattle, 2 llamas, 1 alpaca, 4 pet pigs, and 97 flocks of poultry comprised of chickens, ducks, geese, turkeys, peacocks, and/or guinea fowl.

The Town of Boxford requires Barn Licenses for residents who keep livestock on their property. Regulations and applications are available at the office of the Health Agent.

Under Massachusetts state law, all bites, whether caused by wild or domestic animals must be reported to the Animal Inspector. In 2021, 21 incidents involving domestic animals biting/scratching humans or domestic animals were reported. Ten-day quarantines were completed without complication in all 21 cases.

Animal Inspectors are required to investigate and issue quarantines in cases concerning possible rabies exposure to domestic animals. Eleven such cases were reported involving pet contact with a confirmed rabid animal, wounds of unknown origin, or exposure by proximity. All quarantines were completed without incident.

Owners, please keep all pets current on rabies vaccinations – it is very important for the safety of your pet and your family.

Animal Rescue League requested that I accompany their agent to investigate an animal neglect complaint in March 2021. (There were no inspections in 2020). The situation has been rectified.

2021 Inspections revealed a different situation in which I needed to request the involvement of the Animal Rescue League to correct poor large animal husbandry. That situation is being addressed by the owner and is being monitored by myself and the Animal Rescue League.

Because barn inspections are carried out in the winter months some livestock, principally horses which winter at boarding facilities, are not included in the count. The information gathered during the annual barn inspections is important for emergency contact and planning. If you did not get a pink barn inspection form and keep horses or other livestock on your property during the summer months, please contact Animal

Inspector Allison Hayes. Anyone with concerns about livestock health or welfare or questions concerning rabies and quarantine procedures, please contact Allison Hayes.

The able assistance of Alternate Animal Inspector, Ruth Zarach has been greatly appreciated when timely issue or release of a quarantine has been impossible for me to attend to.

Allison Hayes, Animal Inspector

INSPECTOR OF BUILDINGS

The year 2021 was a difficult year full of struggles, losses and new beginnings.

The struggles were dealing with Covid-19 and all of the rules and regulations that were being imposed on us. The town offices were functioning remotely and interaction of staff was through zoom, which we all became very proficient at. Ultimately, the town hall was back open to the public on July 19th and the public was able to conduct business in person again.

The losses we endured began with the building Administrator Assistant Kirsten Stickney leaving for another job in Wenham. This huge void was filled with the help of Joan Gordon and Dawn Seymour job sharing. The two of them kept the office running, functioning and organized. Then our beloved Building Bob Aldenberg developed an illness and passed in December creating an information void.

The new beginning began when Peter Delaney began transitioning to building inspector in mid-October. Peter participated with Susan Inman and Paula Fitzsimmons interviewing potential candidates for the Administrative Assistant. Stacey Wright accepted and jumped right into the job in mid-January.

To all the dedicated associates who kept everything running smoothly and efficiently during this very difficult year, we appreciate your perseverance and dedication.

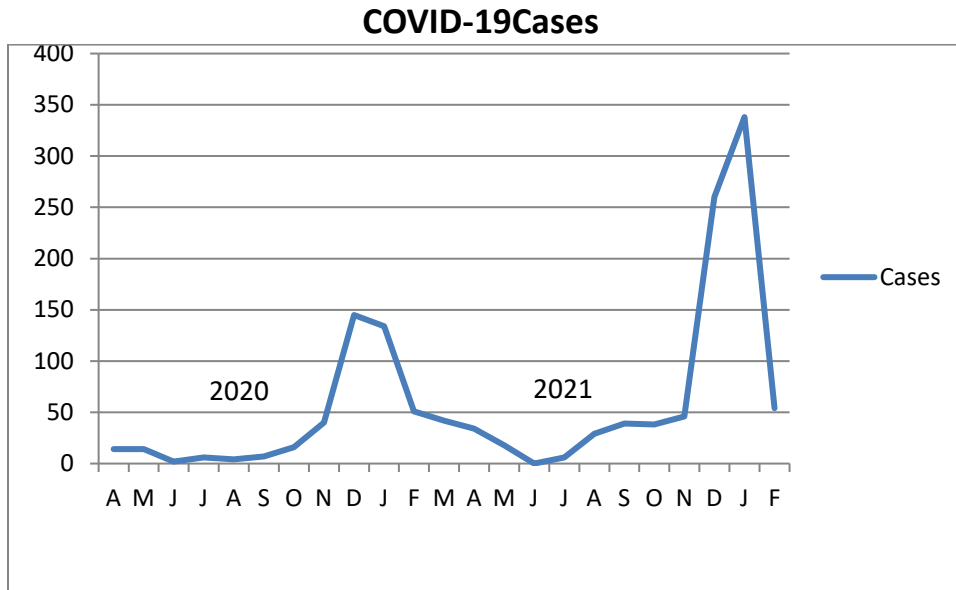
Bob Aldenberg C.B.O Building Inspector (in memorium passed in December)
Alternate Building Inspector ----- David Harris
Electrical Inspector ----- Douglas Small
Plumbing/Gas Inspector ----- Richard Danforth
Administrative Assistant----- Kirsten Stickney (moved on in September)
Secretary Assistance-----Joan Gordon & Dawn Seymour

Respectfully Submitted,
Peter Delaney Conditional Building Inspector
Inspector of Buildings and Zoning Enforcement Officer

BOARD OF HEALTH

COVID-19

As we entered 2021, Boxford was at its first peak of Covid-19 cases, paralleling most of the country. As cases decreased, we actually reached zero cases in June, 2021. The emergence of first the Delta variant and then the Omicron variant began a new surge that reached a peak of 338 cases in January 2022. As this report is written, the second surge is over and we can hope that another surge will not happen as new variants emerge.



Total Boxford COVID-19 Cases by Month, 2020-2021

To date, Covid-19 has caused 9 deaths in Boxford spread over the 2+ years of the pandemic. The average age at death was 80.4 with a range of 56 to 89 years. As with other respiratory diseases such as flu, our Seniors are the most susceptible to serious illness and death.

Boxford had a lower incidence of total Covid-19 cases (15.8% of our population) compared to Essex County: Covid-19 cases were reported in 25% of the total population. Covid-19 deaths in Boxford represented 0.69% of our population and 1.5% of the population of Essex County.

A Board of Health Order requiring masks indoors at public and commercial buildings was lifted in the spring of 2021 as the first surge waned. The Board had acted on the masking Order in late 2020 based on overwhelming evidence from credible, peer-reviewed scientific and clinical studies that proved masks could reduce the chance of contracting or transmitting Covid-19 by as much as 85%. A new masking Order requiring indoor masking was set in place in September 2021 as the second surge started and was not lifted until the end of February 2022.

LBOH Count - Events Per Disease and Classification in Jurisdiction

Classification: confirmed, contact, probable, revoked, suspect

Event Dates from 01/01/2021 to 12/31/2021

Jurisdiction(s) selected: BOXFORD

Jurisdiction(s) used for report: BOXFORD

The report contains confidential information. The data are current as of 03/07/2022 and are subject to change.

Disease	Status	Num of Cases
Botulism	DISEASE_STATUS_REVOKED	1
Campylobacteriosis	DISEASE_STATUS_CONFIRMED	1
Dengue Fever	DISEASE_STATUS_REVOKED	1
Giardiasis	DISEASE_STATUS_CONFIRMED	1
Hepatitis B	DISEASE_STATUS_PROBABLE	1
Hepatitis C	DISEASE_STATUS_PROBABLE	2
Hepatitis C	DISEASE_STATUS_REVOKED	3
Human Granulocytic Anaplasmosis	DISEASE_STATUS_CONFIRMED	2
Human Granulocytic Anaplasmosis	DISEASE_STATUS_SUSPECT	3
Influenza	DISEASE_STATUS_CONFIRMED	7
Legionellosis	DISEASE_STATUS_REVOKED	1
Lyme Disease	DISEASE_STATUS_SUSPECT	26
Mumps	DISEASE_STATUS_SUSPECT	1
Novel Coronavirus (SARS, MERS, etc)	DISEASE_STATUS_CONFIRMED	679
Novel Coronavirus (SARS, MERS, etc)	DISEASE_STATUS_CONTACT	96
Novel Coronavirus (SARS, MERS, etc)	DISEASE_STATUS_PROBABLE	49
Novel Coronavirus (SARS, MERS, etc)	DISEASE_STATUS_REVOKED	6
Novel Coronavirus (SARS, MERS, etc)	DISEASE_STATUS_SUSPECT	61
Salmonellosis	DISEASE_STATUS_CONFIRMED	1
Tuberculosis	DISEASE_STATUS_CONFIRMED	1
Tuberculosis	DISEASE_STATUS_SUSPECT	2
Yersiniosis	DISEASE_STATUS_CONFIRMED	1

	Title 5 review	Soils	Install renew	Hauler renew	Food Renew	Stable renew	Rec. Camps renewals	Well permit	DSCP (new)	DSCP (repair)	Trench Permits	Food Re-insp	copies	Tick Tubes	Tick Tubes	Totals
January	\$ 525.00		\$ 1,400.00	\$ 600.00	\$ 300.00					\$ 50.00						\$ 2,875.00
February		\$450.00	\$1,200.00	\$1,200.00	\$300.00	\$40.00				\$200.00	\$100.00					\$ 3,490.00
March	\$600.00	\$150.00	\$100.00		\$300.00			\$100.00	\$400.00	\$350.00	\$50.00					\$ 2,050.00
April	\$600.00	\$525.00	\$200.00		\$150.00		\$225.00			\$400.00	\$250.00					\$ 2,350.00
May	\$975.00	\$150.00	\$300.00	\$ 100.00	\$150.00					\$250.00	\$250.00					\$ 2,175.00
June	\$1,200.00	\$525.00			\$75.00		\$75.00	\$500.00		\$750.00	\$50.00					\$ 3,175.00
July	\$975.00	\$150.00								\$850.00	\$150.00					\$ 2,125.00
August	\$1,050.00	\$300.00	\$100.00		\$50.00			\$100.00		\$250.00	\$100.00					\$ 1,950.00
September	\$900.00	\$75.00								\$350.00	\$100.00					\$ 1,425.00
October	\$600.00	\$150.00		\$100.00						\$250.00	\$100.00			\$41.25		\$ 1,241.25
November	\$225.00	\$450.00			\$50.00	\$10.00			\$1,200.00	\$350.00	\$100.00					\$ 2,385.00
December	\$750.00		\$3,100.00	\$1,300.00	\$75.00			\$200.00		\$175.00	\$100.00					\$ 5,700.00
TOTAL																\$ 30,941.25



2021 Annual Report to the Boxford Board of Health

Overview

VNA Care provided public health nursing services for the Boxford Board of Health. Service delivery in 2021 included these elements:

1. Elder Health Clinics
2. Communicable Disease follow up
3. Publicity
4. COVID clinics
5. Influenza clinics
6. Flu and COVID vaccines to homebound residents
7. Boxford schools-COVID issues
8. Group homes and Daycares-COVID issues

Elder Health Clinics

These clinics are free and open to residents age 60 and over. The clinics are run by VNA Care community health nurses, clinic services include health assessments; blood pressure screening; blood glucose testing; weight, pulse, heart and lung monitoring; medication, diet, preventative health and disease management teaching; Vitamin B-12 injections and referrals to providers and community resources. Appointments may be made by calling VNA Care at 1-888-663-3688 extension 1326. The clinics are funded in part by the Boxford Board of Health, client donations, VNA Care funds and in-kind donations. Clinics are held three times monthly as follows:

4 Mile Village (Box Top)	1 st Wednesday every month	9:00am-11:00 am
4 Mile Village	3 rd Wednesday every month	9:00am-11:00 am
Council on Aging	3 rd Thursday every month	11:15 am -12:15 pm

2021 Boxford Elder Health Clinic Attendance

Clinics	Participants
4-mile village	110
Council on Aging	76
Total clinic attendance	186

2021 Influenza Vaccine Administration

VNA Care provided influenza clinics at the Council on Aging, Spofford Pond and Harry Lee Cole Schools. Influenza vaccine was also provided at the Keep well clinics when requested by participants.

Beverly Salate and Joan Fitzpatrick attended numerous updates in relation to vaccine management.

2021 Boxford Communicable Disease Follow-Up

Boxford Board of Health staff and VNA Care nurses use MDPH's MAVEN (Massachusetts Virtual Epidemiological Network) a secure web-based surveillance system for infectious disease investigation, case management and follow-up.

Please see MAVEN listing of communicable diseases for 2021. (sent previously).

Joan Fitzpatrick and Beverly Salate attended numerous updates from DPH, in regards to communicable disease. (and COVID)

Joan worked closely with Julia Lobel RN in relation to COVID in the schools.

2021 COVID Vaccine Administration

COVID Vaccine booster clinic was held at four-mile

COVID vaccine administered to homebound residents.

Publicity

Information is dispersed at Health Fairs and in internal publications such as patient admission folders, which allows for additional referral sources. Flyers are also posted at individual clinic sites. Clinic schedules are listed on VNA agency web site **www.vnacare.org**.

Submitted on 03/04/2022 by:

Beverly Salate, RN BSN

Director of Wellness VNA Care

PLANNING AND
ENVIRONMENTAL
PROTECTION

BOXFORD AGRICULTURAL COMMISSION

The Boxford Agricultural Commission is composed of five members. These members are recommended by the Commission for appointment by the Board of Selectmen. Membership consists of two commercial agricultural enterprise operators (landowner or lessee) or individuals from related professions and industries, with the primary goal of promoting commercial agriculture. One of the remaining positions are appointed at-large. The Commission must represent diversity of farming within the Town of Boxford. The terms are staggered three-year appointments. The right to recommend further members of the Agricultural Commission is reserved by the Commission with the intent to be representative of the diversity and scale of agriculture within the Town of Boxford. In addition, up to five nonvoting associate members shall be selected by the Commission for a term of one year to represent Town Boards and farming interests.

The Commission resurrected the antique tractor parade within Boxford's Fourth of July parade and the annual cookout to benefit the Boxford Fireman's Relief Fund and the Boxford Council on Aging. Further, the Commission fundraised for the Historic District Commission by serving food during the Apple Festival to benefit the Holyoke French House. Thank you to Dole and Bailey, Harrows Chicken Pies and Chris' Farm Stand for sharing their products with us.

The Boxford Agricultural Commission continued to fulfill its mission by educating the public and assist in resolution of animal agricultural issues. Due to Covid-19, the Commission had only four formal meetings this year. At the beginning of last year, we ended a series of meetings with several regulatory boards and lawyers regarding a horse farm. The remainder of the year dealt with a rise in rooster complaints. Most of these were easily resolved. However, one complaint turned out to be quite an exception. As is Commission protocol, commissioners went to a location on a site visit. The party with the animals had roosters, and various other poultry. We heard little in the way of crowing from the roosters. However, the family had a gray parrot in a cage on their deck. The Commission had found the culprit.

The Commission members continue to hold leadership positions on the Massachusetts Association of Agricultural Commissions, serving as President and Treasurer.

Respectfully Submitted

Randolph Johnson, Chair
Laura Sapienza-Grabski, Vice Chair
Frank Di Luna, Esq
Louis Athanas
Charles Kornely

Associate Members

Carol Johnson
Todd Hirshon

THE COMMUNITY PRESERVATION COMMITTEE

The Community Preservation Act (CPA) allows communities in Massachusetts to establish a fund that may be spent for certain open space, recreational, historic resource and affordable housing purposes, and to establish a committee to administer the program. CPA funds are raised through a local property tax surcharge coupled with matching funds from the state. In May 2001, the voters of Boxford adopted the CPA, approving a 3% surcharge on most property taxes paid by town residents. Moderate income Senior Citizens and low-income households in Boxford may be eligible for an exemption from their Community Preservation Act tax surcharge, if they meet certain criteria. Persons interested in finding out if they are eligible for this exemption should contact the Boxford Assessors' office.

In the fall of 2021, Boxford received matching funds from the state totaling \$433,502. This payment represented a match of approximately 56% of the \$768,973 collected locally in Fiscal Year 2021 through the 3% CPA surcharge.

At the Annual Town Meeting held June 2021, the town appropriated \$604,566 from the CPA Undesignated Fund Reserve and authorized the Treasurer to issue a bond to be repaid with CPA funds in the amount of 1,000,000 for the purpose of historic rehabilitation of the Cummings House as part of the Center at 10 Elm Community Center/Council on Aging project. The Town also appropriated \$28,000 to fund the preparation of construction plans and drawings for the historic rehabilitation of the Little Red School house, and \$25,000 to be placed in the Conservation Fund for future use on CPA eligible projects.

The CPA Committee (CPC) continued to monitor and approve payment on invoices for various ongoing projects during 2021. The CPC also continued payments on bonds used to fund historic rehabilitation projects at Lincoln Hall and the Aaron Woods School building, purchase of open space at Wunnegen, Cargill Fields and Boxford Common, and the development of recreational fields at Boxford Common.

The Committee: All CPC members serve for terms of one year, expiring the end of June. At Large members are appointed by the Select Board. Representative members are appointed by their respective Boards.

Natasha Grigg, Chair and Conservation Commission representative
James Barnes, Boxford Housing Partnership Committee representative
Virginia Havey, Historic Districts Commission representative
Angela Steadman, Planning Board representative
Vacancy, Recreation Committee representative
Barbara Jessel, At Large member
Steve Merriam, At Large member
F. Richard Shaw, At Large member
Tiffany Bartke, At Large member
Staff: Ross Povenmire, CPC Administrator
Phaedra Doucette, Minutes Secretary

CONSERVATION COMMISSION

The Boxford Conservation Commission is composed of seven volunteer members appointed by the Select Board for renewable three-year terms, and is supported by a full-time Director, a shared clerical staff and a Minutes Secretary.

The Commission holds public meetings on the first and third Thursday of each month, or as otherwise announced. Meetings normally begin at 7:00 p.m. The Conservation Commission office was temporarily relocated during the pandemic of 2020 from Town Hall to the Boxford Police Station. Public communication with the Conservation Office is now conducted primarily by emailing the Conservation Agent, Ross Povenmire, at: rpovenmire@town.boxford.ma.us

The Conservation Commission administers several types of permit review processes under the Massachusetts Wetlands Protection Act and the Town of Boxford Wetlands Protection Bylaw. Policies have been adopted under the Bylaw for administrative disposition of routine, minor matters such as limited tree removal and soil testing.

Activities in 2021

The Commission continued its review of the Willows at Boxford project begun in 2020, and ultimately approved an Order of Conditions for the project on October 10, 2021. This project provides for 66 duplex units, restricted to ages 55 and older, on 117.6 acres. A Conservation Restriction will protect 90.8 of the acres while providing access to the public for the use of trails within the restricted area. Trailhead parking, kiosks, and signage will help facilitate proper public use of the trail system.

The Commission also reviewed and approved parking lot improvement projects for the Cole School and Spofford School. The parking lot improvements at both schools will improve access for handicapped persons as required.

Two sets of amendments to the Boxford Stormwater Management Regulations were adopted in 2021. The first set of amendments, adopted on February 18, inserted updated rainfall data to be used in various storm water calculations required by the regulations. The second set of amendments, adopted on June 17, made a number of changes to the regulations deemed necessary to maintain compliance with federal requirements. Four Stormwater Management Permits were issued in 2021, a significant increase from prior years.

The Commission engaged in discussions over multiple meetings with National Grid and the Boxford DPW concerning best management practices to be routinely employed for utility maintenance and improvement work in Boxford. This effort to provide closer coordination on utility projects was triggered by unsatisfactory control of erosion by National Grid at various locations on Pye Brook Lane during the replacement of buried cable. While the Pye Brook Lane work has been completed, the effort to achieve closer coordination on utility projects continues.

The Conservation Commission is directly responsible for the management of 866 acres of Town-owned conservation land in Boxford, as well as an additional 70 acres of privately owned land

upon which the Town holds conservation restrictions. The Commission manages these open spaces and conservation properties with significant volunteer assistance from BTA/BOLT, Inc., for which the Conservation Commission is very grateful.

The management of selected conservation areas as agricultural land continued on parcels known as Haynes Field, Peabody Field, Mill Brook Farm Field, Hovey's Pond Meadow, Cargill Fields, Nason Conservation Land Field and Witch Hollow Farm Field. Licenses were issued in 2016 to selected individuals for agricultural use of these fields. A license was also issued for agricultural use of Anvil Farm field in 2019. All these licenses will expire on December 31, 2025.

The Conservation Commission worked with and provided assistance to other Town Boards and Committees, including the Planning Board, the Land Committee, and the Stormwater Advisory Committee.

Conservation Commissioners and Staff

Commission members devote numerous volunteer hours in the review of proposed projects, site visits, meetings, training, and attendance at conferences, including the fall and spring MACC Conferences. Several Commission members also have joint appointments on other Town committees. Joint appointments include Natasha Grigg on the Community Preservation Committee and Land Advisory Committee, Frank Di Luna on the Agriculture Committee, Kerri Lummus on the Invasive Species Committee, and David Smallman on the Boxford Town Forest Committee.

The Conservation Commission staff consists of Ross Povenmire as Director of Conservation, and Judi Stickney as the Commission's Recording Secretary. Leanne Mihalchik provides clerical assistance on a shared basis with other departments.

In 2021 members Mark Mitch and Peter Delaney both resigned from the Commission. Peter Delaney was subsequently appointed to the position of Building Inspector. These vacancies were promptly filled by Greg Kokorda and Doug Hamilton, respectively.

Conservation Commission members (term ends): David Smallman, Chair (6-30-23); Frank Di Luna (6-30-23), Natasha Grigg (6-30-22), Alan Fowler (6-30-22), Kerri Lummus (6-30-24), Doug Hamilton (6-30-2022), and Greg Kokorda (6-30-2023).

PERMANENT BUILDING COMMITTEE

The PBC is currently charged with several initiatives related to maintenance and improvement of Town building and facilities. The current status of each of these is summarized below:

Town Hall/Library HVAC System Replacement and Building Envelope Repairs

The 2019 Town meeting approved funding for design phase services to make repairs to the building envelope and HVAC system. Gienapp Architects was selected to prepare construction documents for the work. Following the decision by the Library Trustees to use \$450,000 in available funds from the Library stabilization account to make modifications to interior partitions on the first floor of the building to improve space utilization and enhance the user experience for library patrons, it was determined that incorporating the Library work into the building envelope & HVAC project offered an opportunity for cost and schedule savings.

Through the efforts of the Sustainability Committee, the Town received a Massachusetts DOER reimbursable grant of \$195,000 which partially offset the cost of the HVAC improvements.

At the September 2020 Town Meeting, voters approved \$2,800,000 for construction funding. Classic Construction was the successful bidder and completed the work in July, 2021 ahead of schedule and under budget.

The Center at 10 Elm

Construction funding for this project was approved at the June 2021 Town Meeting and the subsequent Town election. The project includes a historic rehabilitation of the Cummings House. The completed building will consist of approximately 5,000 square feet; and will provide accessible space for programs offered by the Council on Aging, youth programs, and community groups. Multipurpose meeting rooms and kitchen facilities will serve a variety of activities.

This project has received partial funding from the Community Preservation Committee. The 10 Elm Foundation has raised more than \$550,000 in support of this project.

Existing Community Center at 4 Middleton Road

Several building maintenance items have been or are being addressed:

- Installation of new wood flooring on the second floor has been completed.
- Replacement of the accessible lift was completed with funding received from a state grant.

- Exterior painting and miscellaneous siding and trim repairs is expected to be completed in 2022
- Reconstruction of the accessible ramp adjacent to the parking lot was completed in the spring of 2021 with funding received from a state grant.

West Fire Station

The kitchen upgrade and floor repairs have been completed.

East Fire Station

Women’s Showers need to be added. The scope of this project is being reassessed in collaboration with the Sustainability Committee to potentially take advantage of current Green Community grants and National Grid incentives

Department of Public Works

Leaks in the DPW building roof have been repaired by the original contractor under the terms of the warranty.

Voters at the 2020 Town Meeting approved \$250,000 to design, furnish and construct a metal truss fabric building to protect DPW vehicles and equipment. Discussions about the building layout are ongoing and procurement is expected in 2022.

Cole and Spofford Pond Schools Massachusetts Architectural Access Board Accessibility Improvements

The Tri Town School Union selected Weston and Sampson as design consultants for this project, which was approved at the September 2020 Town meeting. The PBC will provide oversight as the design and construction proceed.

Little Red School House

The Little Red School House (LRSH) project received funding from the Community Preservation Committee which as approved at the 2021 Town Meeting for the development of design documents for the historic rehabilitation of the building.

The PBC's oversight of this project includes the review and sign off of a design that meets this project's programmatic goal of restoring the character of this historical building while also transforming the space to house educational programming for the students of Boxford. The PBC will procure the services of a Construction Manager who, under the direction of the PBC, will be responsible for the coordination and oversight of all aspects of the construction including the scheduling and coordination of work performed by construction contractors and the Construction

Academy students. The Construction Manager will have experience working as, or for, a general contractor and/or trained as an architect, engineer or building designer. The Construction Manager will be expected to possess the experience and skill to accurately identify and minimize key areas of risk to construction projects, such as ensuring that the project is completed within the project budget and timeline.

The Little Red School House Committee and the PBC requested \$300,000 in funding from the Community Preservation Committee to fund the services of the Construction Manager and pay for actual construction costs. The \$300,000 amount assumes that all required work will be performed by contractors following state procurement rules. With Essex North Shore Agricultural and Technical School accepting the LRSB as one of its Construction Academy projects, the labor cost for this project will be offset by the work that will be performed by the students.

Members

Margaret Chow-Menzer, Chair

Robert Hazelwood, Clerk

Scott Novack

Tom Duval

Richard O'Brien, Vice Chair

Antigoni Woodland (Library representative)

John Paul Ryan (Library representative)

Judy Anderson (COA representative)

Rick Shaw (COA representative)

Virginia Havey (Friends of the LRSB representative)

Laurie Rowan (Friends of the LRSB representative)

PLANNING BOARD

Recommendations to the Zoning Board of Appeals

The Town's Zoning Bylaw requires that the Planning Board make a recommendation to the Zoning Board of Appeals (ZBA) for each appeal, application, or petition that comes before them. The Planning Board appointed Pat Canonica to act as a liaison between the Planning Board and the ZBA. In this capacity, Mr. Canonica attends ZBA hearings and facilitates communication between the ZBA and the Planning Board.

The Planning Board made recommendations on nine ZBA cases in 2021, including site plan review of large projects at the Willows at Boxford elderly housing project, the Cole School and Spofford School parking lot projects, and the Center at 10 Elm Community Center/Council on Aging project. In an appeal from a decision of the Building Inspector to grant a building permit at 34 Brookview Road, the Board voted to recommend the ZBA sustain the Building Inspector's decision. In another appeal involving a dispute over a common pasture boundary at 67C Topsfield Road, the Board found that the case presented questions of fact and law for which insufficient information was presented and therefore declined to offer a recommendation to the ZBA. Special permits for construction on non-conforming lots were granted in two cases, and for garage space in excess of three spaces in one case.

Approvals Not Required

The ANR process allows for the creation of lots with sufficient frontage on existing roads, and which meet other conditions under the Zoning Bylaws, to be approved without having to go through the subdivision approval process. The Planning Board approved three ANR plans in 2021, including a plan with several lots divided between the towns of Georgetown and Boxford.

Subdivision Activity

There were no new subdivision applications received in 2021. The Planning Board released bond funds for the Village Estates subdivision (Hickory Land and Ashland Road).

Driveway Permits

In 2008 a Bylaw was adopted to regulate the installation, construction and relocation of driveways. Normal maintenance, repair and repaving are exempt from the Bylaw. In 2021, four driveway applications were reviewed and approved by the Planning Board.

Scenic Roads Act Hearings

All roads in Boxford except state numbered routes are designated "scenic roads" under M.G.L.Ch.40 s. 15C. A hearing and permit is required, with limited exceptions, for removal of trees or disturbance of stone walls along scenic roads. In 2021 a Scenic Roads Act hearing was held for the removal of fourteen trees on Oak Ridge Road and four trees on Middleton Road. After extensive discussion over several meetings, including a report from a licensed arborist, it was agreed to only remove four of the trees on Oak Ridge Road and to prune the rest. The trees on Middleton Road were approved to be removed. Scenic Road Act hearings were also held for 41 Putney Road and 146 Georgetown Road, with approvals granted in both cases for the removal of trees.

Other Activities

The Board held discussions to consider amending the Zoning Bylaw to prohibit commercial kennels from eligibility for special permit within an R/A district while preserving personal kennels. This effort was tabled after some discussion to allow further research. The Board also heard from Chris Olbrot, the Public Works Superintendent, that MassDOT guardrail specifications were poised to become stricter, and as a result wood or Corten steel would not be acceptable materials for guardrails in the near future.

Board Membership

The members of the Planning Board are elected to five year overlapping terms of office as follows (term expires as indicated).

Bob Gore	Chair, Land Committee Representative (May 2025)
Chris Wise	Clerk (May 2025)
Ellen Nestervich	(May 2026)
Angela Steadman	Community Preservation Committee Rep. (May 2026)
Holly Langer	(May 2022)
Pat Canonica	ZBA liaison (May 2022)
John Adams	(May 2024)

SUSTAINABILITY COMMITTEE

In 2021, the Sustainability Committee generated the documentation and reports required by DOER to receive the energy savings grant payments that we had previously been awarded through the Green Community competitive grant program. The Town of Boxford received grants of \$5000 to buy a hybrid Police cruiser and \$195,000 for the new HVAC system that was installed in the Town Hall/Library. In addition to the Green Community grants, we applied for and received incentive payments of over \$10,000 from the Mass Save program for the energy savings from the Town Hall/Library project.

The Sustainability Committee also worked toward establishing Municipal Electrical Aggregation for Boxford. We worked with Good Energy, the selected Energy Broker for Boxford, to create an aggregation plan. This plan, approved by the Select Board, now must be approved by the State before we can move forward. This is a long-term project, and electricity options are expected to remain unchanged for at least another year.

The Boxford Solar Array that the Sustainability Committee helped to create has continued to provide clean energy and save money for Boxford. Because the Solar Array generates more power than is consumed by the Town, Boxford has been building up net metering credits. This year, Sustainability Committee member Keith Sampson successfully worked to reach an agreement between Masco and the Town of Boxford. Masco has agreed to pay Boxford for our accumulated credits, which is a good deal for both Masco and Boxford. Boxford is now turning the credits into cash, and Masco is paying Boxford at the same rate that Boxford originally paid the Solar Array owner for the electricity generated by the Solar field. This has been a little less than \$0.13/kWh, much less than National Grid's standard rate.

The Sustainability Committee also started working with National Grid in a program to begin transitioning Boxford's gas and diesel vehicles to electric. This is a long-term project, and National Grid will be providing semi-annual reports. These reports document available electric vehicles that have a lower cost of ownership than competitive fossil fuel vehicles. As vehicles are retired, they will be replaced with electric vehicles where it makes sense.

Gary Martin, Chair

Members: Marc Aronson, Pat Canonica, Holly Langer, Keith Sampson

BOXFORD TREE WARDEN REPORT



Boxford has been certified as a Tree City USA by the Arbor Day Foundation and the Massachusetts Department of Conservation and Recreation for 15 years.

In addition to the routine maintenance of the town's trees, a notable achievement in 2021 was the successful completion of DPW staff members to complete the 64 hour Massachusetts Qualified Tree Warden certification. The superintendent and DPW staffer whose primary role is tree management throughout the year completed this course in the fall of 2021. The certification was extremely important in understanding the MA laws and tree risk assessment.

COVID prohibited the town from its annual Arbor Day activities, we hope these will resume in 2022.

Respectfully submitted,
Chris Olbrot, PE
Tree Warden

ZONING BOARD OF APPEALS

Operations of the 2021 Zoning Board of Appeals continued to be impacted by the worldwide COVID-19 pandemic in so far as all meetings were held via video conference. Due to the complexity of several of the applications before the Board, the Board met 19 times in 2021 rather than the typical once per month.

During the course of 2021 the Zoning Board of Appeals heard twelve cases, five (5) requests for special permits, three (3) appeals of a decision of the Inspector of Building, three (3) site plan reviews, and the ZBA's first application under the elderly housing provision of the by-laws. Four cases were withdrawn by the applicant, three (3) special permits were issued, one decision of the Inspector of Buildings was decided in favor of the Inspector of Buildings, the two (2) remaining appeals of the Inspector of Buildings were withdrawn, two (2) requests for special permits were withdrawn and three (3) cases were continued into 2022.

The three (3) site plan review applications were for town-sponsored projects. The special permit/site plan review for the Community Center at 10 Elm Street was granted. The remaining two special permit/site plan review cases were continued into 2022

Ralph Nay and Steve Merriam continue to serve as full-time voting members of the Board. Steve Merriam serves as vice-chair and Ralph Nay as clerk. David Valzania continues to serve as the Board's alternate.

Under the Zoning By-law the Planning Board provides a recommendation on each appeal, application or petition before the Zoning Board. In 2021, the Planning Board provided a recommendation for each case for which the Zoning Board rendered a decision.

The Board meets at 7:00 p.m. the fourth Thursday of each month and at other times as necessary.

The Board has one case on appeal, both in the Massachusetts Land Court.

William R. Dery Trustee of the William R. Dery Trust v. Town of Boxford Zoning Board of Appeals, et al. The Plaintiff is challenging the denial of a special permit to construct garage space for more than three vehicles.

Finally, the Board lost an integral part of its team with the passing of the Town's long-time Inspector of Buildings and Zoning Enforcement Officer, Robert Aldenberg. Bob's knowledge of building and zoning and dedication to his work was unmatched. An while his depth of knowledge and dedication were remarkable, it is his quick wit and kindness that will truly be missed.

Respectfully Submitted,

Paula Lia Fitzsimmons, Chair
Steve Merriam, Vice Chair
Ralph Nay, Clerk
David Valzania, Alternate

COMMUNITY SERVICES

BOXFORD BORDER TO BOSTON (B2B) TRAIL COMMITTEE

Very little new to report again this year. Rail Trail work is a very long, slow process. As in past years were still waiting for MASS DOT to construct a paved trail within the three towns of Boxford, Georgetown, and Newbury and waiting for the drafting and signing of a 99-year lease from National Grid to permit these three towns and MASS DOT to move forward on the B2B trail project. For example, a public meeting by MA DOT was again not held for the past four years. The next section MASS DOT plans to build is from Georgetown Road, Boxford north into Georgetown. We still hope this will be completed in the next few years if there are not more delays.

While waiting for MASS DOT and National Grid, the Boxford B2B trail committee has continued to maintain the rail bed: cutting brush, mowing, and placing more signs for a parallel on road route. National Grid did extensive cutting from Georgetown Road south on the trail last year. For now, the Boxford B2B Trail is open and usable by walkers, runners, and mountain bikers as a rough, dirt, single-track trail and road bikers can follow the signed on-road route. The Kelsey Arboretum perimeter trail is also open, except during snow cover. Three years ago, we got a \$20k grant from Boxford's CPA funds to improve the trail south of Pye Brook Lane to the Topsfield town line. We expect our DPW will add stone dust to that section of trail this Spring. It will then be possible to ride over 10 miles off road from Pye Brook Lane to Peabody and virtually all the way to the North Shore Mall off road. We hope this connection to completed trail in towns south of us leads to more usage of our trail in Boxford. Many towns on the way to Boston have made progress on their sections of trail over the years while we have not.

Respectively submitted by Al Nierenberg, Tony Brogna, Carole and Steve Davis, Mark Phelan, and David King.

CULTURAL ARTS COUNCIL

The Boxford Cultural Council is a community organization supported through funding from the Massachusetts Cultural Council. The BCC is made up of community members who vet and vote on grant applications submitted to us on an annual basis.

We believe that a strong presence of the arts, sciences and humanities is essential to build a strong community and a thriving educational system. Our primary objective is to develop and fund projects that weave these elements into the fabric of our community. The BCC actively encourages local artisans, musicians, teachers, and school organizations to submit grants for consideration to the Cultural Council.

The grant cycle timeline was again extended for 2022 due to Covid-related delay in finalizing the state budget. We received 16 grant applications, and the following seven projects were awarded funding for 2022:

Project Title	Applicant
Lights, Camera, Action! Rethinking Literacy	Toni Shickolovich
Ed the Wizard's Alchemy Laboratory	Edward L. Cope, Jr.
Nature in your neighborhood - All about birds	Scott Santino
Cycle of Memory	Alex Leff
The Jellyfish: How to Pastel Paint	Gregory Maichack
Youth Orchestra Training & Concerts	Terri L. Murphy
Songs and Stories - The Highwaymen	Matt York

In addition, four 2021 grant programs requested Covid-related extensions and will reschedule their programs in 2022: *From Boxford to Broadway* concert with Christine Dwyer and Matt DeAngelis, and three theatric programs provided by the Delvina Theatre.

In 2022 the Boxford Cultural Council is planning a community event celebrating and showcasing local artists. Artwork will be exhibited, and music will be performed for the enjoyment of the whole community. There are many “home grown” artists in our community and the goal of this event is to enhance awareness of the rich variety of visual art being created by community members.

Boxford Cultural Council Members:

Stephanie Meegan, Chair
Kathleen Zolla, Treasurer (until November 15)
Sue McCraine, Treasure (from November 15 on)
Caren Taggart, Secretary
Carole Davis, Member
Sidney Love, Member
Marya DeCarlen, Member

COUNCIL ON AGING

2021 was a year of hope, recovery, hard work, and gratitude. The Council on Aging had two lofty objectives this year: to keep our seniors happy, healthy, and safe through the unrelenting threat of Covid and to work tirelessly to have a new Senior Center approved at the June Town Meeting. The two goals were mobilizing and gave the staff, volunteers, and COA board the inspiration they needed to get through another tough year.

Pam and her staff became adept at staying ahead of the Covid curve. In 2021, they were focused on saving our seniors through vaccination, prevention, and education. The COA was the command center for older adults in Boxford. It became a distribution center for masks, gloves, covid test kits, and information.

When the vaccine was approved in early 2021, the Council on Aging oversaw the monumental task of getting our seniors their shots. The early weeks of the initiative were chaotic to say the least; many seniors just did not have the tech skills and necessary experience with increasingly frustrating online interfaces to be able to navigate the murky waters of vaccine distribution. This is where Pam and her staff shone – they learned the system, spending hours on the phone, the computer, their iPhones, and iPads to score those coveted spots at local vaccination sites.

From January to April, they were tireless in their quest to ensure their constituents had received their first and second shots and then in the fall of 2021, they began all over again with the booster vaccines. The results spoke for themselves. Boxford has one of the highest vaccination rates for its senior population.

Following CDC and local BOH guidelines the COA worked outside the box (and under a tent!) to be able to continue to provide the same stellar services, programs, and activities that our seniors have been accustomed to. When the world shut down the COA took to ZOOM, BCATV and the great outdoors. The COA, with strict protocols, were able to offer yoga, strength training, News & Views, the Grief and Loss Support group, Wellness clinics, health insurance counseling and weekly grocery shopping – all while keeping our seniors safe.

When the building reopened in August, Pam and her staff didn't miss a beat with a hybrid offering of indoor and outdoor activities. In June, 2021, the COA was able to host its first cookout in over a year. This beloved tradition continued throughout the summer months and extended well into the fall. On October 27, the Council combined the last BBQ with a flu clinic which was well-received by our seniors.

In tandem with the day-to-day challenges of running a senior center during Covid-19 the COA had another challenge in 2021: to raise awareness and backing for the new Center at 10 Elm. The Council on Aging would like to recognize the support of the PBC board members as we worked towards the common goal of building a community center in Boxford. The 10 Elm project passed by an overwhelming 2/3 majority at the June Town Meeting; the groundbreaking for this historic building took place in July. The whole town has watched with excitement as this building has risen in the middle of the village. The COA would like to thank Senator Bruce Tarr, State Reps. Ngyuen

and Mirra, all the local boards and committees and our seniors, past and present, who worked for 15 years to make this dream a reality. The Board of the Council on Aging commends Pam, Lisa, Elaine, Cindy, and the countless dedicated volunteers who, once again, served our seniors with respect, selflessness, good humor, and generosity. Thank you.

Respectfully Submitted,

The Council on Aging Board

Elizabeth Murphy, Chairman
Richard Shaw, Vice Chairman
Judith Andersen, Secretary
Alicia Caron
Suzanne Cox (to June 2021)
Christina Eckert
Steve Harvey
John Shirley

Staff

Pam Blaquiere, Director
Lisa Giugliano, Secretary
Elaine Gould, Outreach
Cindy Comeau, Van Driver

HISTORIC DISTRICTS COMMISSION

The Boxford Historic Districts Commission (HDC) was established in 1971. Our jurisdiction is the Boxford Village Historic District and the Howe Village Historic District. We follow the Massachusetts General Law C.40C, the purpose of which is to promote the distinctive characteristics of buildings and historic places, as they relate to and profile the history of the cities and towns of the Commonwealth.

In the Commission's continuing effort to make it easier for applicants to apply and go through the process of being granted a Certificate of Appropriateness, a Certificate of Non-Applicability or a Certificate of Hardship, copies of the current Design Guidelines (revision/updated December 2021) at the Town Clerk's office and on the Town of Boxford website. They have also been sent to the real estate offices in Boxford / Topsfield area and in the major markets surrounding the town. Applications can also be found on the town website. They must be received by the HDC two weeks prior to each meeting. Note: There is no longer a fee for an application for a Certificate of Appropriateness.

In 2021 we had a diverse range of hearings – mostly on Zoom -: from temporary signs for various community projects, a variety of restoration and renovation projects in both the Boxford Village Historic District and the Howe Village Historic District, additional updating at Cleaveland Farm and the Lillooet Cheesery and the final approval of plans for The Center at 10 Elm (Community Center and Council on Aging headquarters) The Historic District Commission met for several months with both the Permanent Building Committee and the Council on Aging to review the various plans for this new project in the heart of the Boxford Village Historic District

We recently welcomed our newest member, Fred Johnson, who fills the Architect's position on the Commission. Fred lives in the Boxford Village Historic District, and we are looking forward working with him.

The Historic Districts Commission meets on the fourth Wednesday of every month starting at 7:00 PM, at the Community Center on Elm Street or during the pandemic on Zoom. For the agenda and Zoom link, go to the Town of Boxford website and find in the Calendar. The purpose of the meetings is to hear and act on requests for Certificates of Appropriateness, Certificates of Non-Applicability or Certificates of Hardship. We encourage and welcome all interested residents and guests to attend.

Respectfully Submitted,

Wendy Perkins
Chairman

Members:

Wendy Perkins, Chairman
Andrew Gori, Vice Chairman
Virginia Havey, Clerk
Heather Barry
Chris Barenfeld
Fred Johnson
Vaughn Miller

BOXFORD HISTORICAL COMMISSION

The Boxford Historical Commission is responsible for overseeing community-wide preservation planning and the overall care of the town's historic assets. The following are some of the 2021 projects that have been completed and new proposals that are planned for 2022:

Little Red School House

The Friends of the Little Red Schoolhouse continue to work diligently to renovate and restore the Little Red Schoolhouse. They have completed the window restoration and new doors and new siding on the exterior are planned for the near future. They have hired an architect to draw plans for the completion and to apply for grants and CPC funds. In the meantime they are looking for donations, as during the pandemic they have not been able to have any fundraising events.. If you would like to join this exciting effort, please notify Laurie Rowan at Rowan.Laurie@gmail.com.

It is the hope of the Commission that Little Red Schoolhouse will become a “window” into school life in the 1860s. It is their mission to have the school be used in the way the Haynes family envisioned when they gave Boxford's last remaining one-room schoolhouse for the use of the children of the town.

Community Preservation Committee.

Virginia Havey represents the Commission on the Community Preservation Committee (CPC). Hopefully, at least one project on the Historical Commission agenda will be presented to the CPC in 2022, to ask for funding to hire a Preservation Specialist to complete a full inventory of the historic assets and dwellings in the town.

Inventory of Historic Properties

It is the hope of the Commission in 2022 to have the support of the community to send out another Request for Proposal for a Preservation Specialist to inventory our historic properties. In order for homeowners, that do not reside in either of the historic districts, to be listed in the National Register of Historic Places, the property must be listed in a current Massachusetts Historical Commission inventory. Since Boxford's inventory is outdated, homeowners are prevented from being listed in the register and, more importantly, are restricted from applying for restoration grants and placement on the National Registry of Historic Places. It is the hope of the Commission to obtain CPC funds for this long overdue project.

Cleveland Farm and Eagle's Nest

The Boxford Historic Districts Commission holds the preservation restriction on Cleveland Farm and the Boxford Historical Commission holds the preservation restriction on Eagle's Nest. The properties are visited and/ or reviewed on an annual basis and any changes in the exteriors must be approved by the commissions.

Respectfully submitted,

Wendy Perkins
Chairman

Members:

Wendy Perkins, Chairman
Andrew Gori, Vice Chairman
Virginia Havey, Clerk
Heather Barry
Chris Barenfeld
Fred Johnson
Vaughn Miller

RECREATION COMMITTEE

BOXFORD PARK PROGRAM

The Boxford Park Program is run by the Town of Boxford, supervised by the Recreation Committee. For the summer of 2021, the Park Program ran 3 hours per day 9:30am-12:30pm, on Tuesdays, Wednesdays, and Thursdays, June 22-July 29, at Cole Elementary School in Boxford.

In the summer of 2021 the Park Program ran again, after not running in summer of 2020 due to the pandemic.

Camper Information

- 475 Campers registered in total, approximately 200 campers on any given day

Staff Information

Adult staff includes:

- Nancy Coughlin-Certified teacher and Boxford resident continued as the Park Director, since 2013
- Jessica Fuller-Certified teacher returned as Assistant Director
- Patti Maffeo-Paraprofessional at Cole school, returned as Assistant Director
- Nell Criscione-Boxford resident and former Lead Counselor at the Boxford Park Program worked as an Assistant Director
- Briana Posanka-Cole School Nurse and Boxford resident and Jen Herald-North Andover resident and Hill View Montessori School Nurse shared the Nurse position.
- Nikki Meader and Michele Delfino, both Boxford residents, continued as Arts and Crafts coordinators.

Young adult staff includes:

- 49 Counselors-(entering grade 11 and older)
- 48 Volunteer Interns (students entering grades 9 and 10 in the fall)
- 69 CIT (counselor-in-training) Program (students entering grades 7 and 8 in the fall)

Activities/Events for program participants:

- Training Program/Orientation for employees, including speakers about First Aid, Social Skills, Legal Issues, and Intruder Safety.
- Boxford community connections include DARE officer visits, library visits, fire dept visits.
- Themed weeks-including: Nature week, Patriotic week, Superhero week, Star Wars week, Olympic Week, and Disney week
- Mentoring and peer building for staff
- Extensive Arts and Crafts Department, including specialized themed crafts, as well as face painting, fuse bead creations, and gimp/hemp/bead necklaces
- Sport programs, including soccer, kick/teni ball, baseball
- Daily interactive field and water games
- Bike Day, includes a bike ride from Cole School through the Townsend Farms loop and back, coordinated with the Boxford Police to keep the campers safe

- Boxford Fire Department visit-activities include campers competing in relay races connecting the fire hoses, cooling down the campers with water from fire trucks, and creating a field of foam for the campers to play in
- Tie-Dye Day, during which the kids were able to dye their own T-shirts
- Inflatable soccer day
- Character visits-including Superheroes, Disney characters, and more
- Guest comedian
- Multiple days with inflatables, including water slides, jousting, bouncy house
- In past years Boxford Public Library attended to read books to campers and also to allow the campers to play with Legos. Essex sheriff's Department police K9 Presentation

Participating families pay a nominal amount to join the Park Program; this income goes to pay the local high school/college students who work as counselors as well as the adult staff. In addition, the income pays for sports equipment, arts and crafts supplies, medical supplies, entertainment, staff t-shirts, and more. The Park Program stayed within budget in 2021 and maintains a positive balance going into 2022.

CAMP SACAJAWEA/ STEPPING STONE

Since there was no Camp Steppingstone tenant activity at Camp Sacajawea in 2020 or 2021 due to the pandemic, the only item to report is on the condition of the property. The previous year's report included degradation of several buildings and a need for cleanup of storm debris and overgrowth of vegetation. These conditions have worsened. Our tenant usually dealt directly with minor repairs and maintenance. A walk through by our committee with DPW representation is recommended. Although not usually involved, someone from the Permanent Building Committee might also be invited.

PARADES

The Town Budget provides funds to the Recreation Committee to hold the Memorial Day and July 4th parades. The Memorial Day Parade is coordinated by the James L. Melvin Post #379 American Legion. Ron Holmgren planned the event and was assisted by other members of the Post. The Spofford Pond School Band provided music for the parade and ceremony. Members of the Boxford Fire Dept. march in the Memorial Day Parade, along with the Board of Selectmen, Boy Scout, Cub Scout and Girl Scout troops. Ceremonies alternate between East and West Villages year to year.

John Rowen and the BAA (Boxford Athletic Association) organize the Annual July 4th Parade and the Jennifer Tinney Road Race.

RECYCLING COMMITTEE

Our comprehensive Recycling Program in Boxford continues to flourish. In 2021 our town recycled approximately 50% of our trash. The charts on the following pages show what items can be recycled, how to prepare them, whether they are collected at the curb or at the Drop-Off Center and any fees. Vendors are demanding zero contamination from collected recyclables. Absolutely **NO** plastic bags, **NO** Styrofoam and **NO** liquids or food can be accepted in recycling bins. All cardboard must be flattened and fit into bins.

There is no direct cost to residents for the curbside collection of recyclables; the trash sticker fee covers this expense. However, there is a charge for some of the items at the Drop-Off Center, 7 Spofford Road. Residents are encouraged to pay any fee at the Drop-Off Center by checks made out to the Town of Boxford. We remind residents that they may **ONLY** drop off recycling items on **Saturdays from 8 AM to 3:30 PM** when an attendant is present to supervise and collect fees.

Residents can drop off their used motor oil which will be hauled away and recycled. Motor oil and oil filters may only be dropped off on the **first Saturday of every month between 8 AM and Noon for a fee of \$2 per gallon or oil filter**. Due to increased recycling and testing costs, we have had to increase fees.

Our Town applied for and received a recycling grant from DEP for \$8,400 which the Recycling Committee will be deciding what projects can be funded within the grant guidelines.

This year we continued collecting and disposing of unwanted prescription medications. Residents can drop off capped bottles of prescription medications 24 hours/day, seven days a week in the lobby of the Boxford Police Station. No syringes, needles or sharps can be accepted at this drop off, but needles can be dropped off in the red bin outside at the East Boxford Fire Station, 6 Middleton Rd., at all times 24/7.

Despite the COVID pandemic we were able to hold our usual Paper Shredding and Earth Day events this past year and we did hold our thirty-fifth annual Household Hazardous Waste collection day with the towns of Topsfield and Middleton in October. **Our 2022 HHW collection will be held Sat Oct 22**. Residents are urged to take advantage of this opportunity to properly dispose of any household toxic product.

Through an agreement with the Town of Topsfield's Road Commissioners, Boxford residents continue to have access to Topsfield's composting site. For a **\$10** fee per visit payable by first purchasing a compost ticket in Boxford, residents can drop-off brush and yard waste at Topsfield's Highway Facility, 267 Boston St., between April 1 and Nov. 15 from 9 AM to 1 PM on Saturdays.

Please note that our vendor, *Helpsy*, will pay our town for collecting acceptable textile items in their bin at the Drop-Off Center. Items accepted include: clothing, textiles, shoes and bedding which just needs to be clean and dry.

Discover Books will pay our town for collected books in their blue bins at the Drop-off Center.

Volunteers are the lifeblood of our town. The Recycling Committee is extremely gratified by the volunteer efforts of neighborhood groups, Scout troops, families and individuals who normally pick up litter and recyclables from roadways on Earth Day; and by community residents and League of Women Voters members who helped out on Household Hazardous Waste Day.

For easy access to timely recycling information residents can visit the Town’s website's recycling pages at www.town.boxford.ma.us. Check out www.freecycle.org. Remember to “Buy Recycled”: buying recycled products is critical to making recycling cost-effective for our town by creating markets for the materials we collect.

Please find below the total amount of materials recycled in Boxford during calendar year 2021

MATERIALS	TONS	UNITS
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Single Stream: Mixed Paper & Cardboard & Commingled

Rigid Plastic Containers #1, #2, #3, #4, #5, #6 #7; Glass; Aluminum cans; Tin cans

TOTAL CURBSIDE	1060		
Corrugated Cardboard	90	Tires	138 car
Scrap Metal & Appliances	72	Auto Batteries	25
Computers/TV	11	Motor Oil	1250 gallons
Books	6	Oil Filters	1 (55-gal)
Textiles	27		
Salvation Army bins	5	Propane Tanks	24(20#) 38 (1#)
EST. DROP-OFF	211		
Combined Tons Diverted(Recycled)	1271		
Disposed Trash	1999		
Estimated Diversion Rate	50%		

Karen Sheridan, Chair
 Georgia Cameron
 Joanna Daniel
 Laura Dike
 Linda Shea

QUICK FEE SCHEDULE

DROP-OFF RECYCLING CENTER

Residents must check in with Recycling Attendant who will determine and collect fees. Checks made out to the Town of Boxford are encouraged.

APPLIANCES & METAL ITEMS

Air Conditioners	\$15.00
Refrigerators	\$25.00
Dishwashers	\$15.00
Washers/Dryers	\$15.00
Humidifiers/ Dehumidifiers	\$15.00
Oven/Stoves	\$20.00
Water Tanks	\$15.00
Microwave Ovens	\$ 10.00
Gas Grills	\$ 10.00
Lawnmowers	\$ 10.00
Propane Tanks (20lb)	\$ 5.00
Propane Tanks (30lb)	\$20.00
Bicycles	\$2.00

LARGE BULKY ITEMS

Mattress or Box Spring	
Single/double	\$20.00
Queen/king	\$25.00
Sofas	\$35.00
Sleep Sofas	\$40.00
Stuffed Chairs	\$25.00
Recliners	\$30.00

Mercury & Fluorescents

Mercury Items	\$2.00
Bulbs under 8 ft.	\$2.00

Bulbs 8 ft. & over	\$3.00
Broken glass bulbs	\$3.00

CONSTRUCTION &

DEMOLITION

Depending on volume ranges from:

\$10.00 per 32-gallon barrel
\$30.00 per car trunk
\$35.00 per cubic yard
\$75.00 per 1/2 ton pick up truck
\$100.00 per pick-up truck load,

Includes: wood furniture, shingles, piping, tiles, brush, plumbing fixtures, plate glass, doors, windows, sheet rock

TIRES

Car Tires	\$5.00
Truck Tires	\$20.00
Auto Batteries	\$ 5.00

TELEVISIONS & COMPUTER MONITORS

Up to 31 inches	\$30.00
32- 46 inches	\$40.00
47 & over, Console	\$50.00
Monitors	\$10.00
CPUs	\$ 5.00
Printers	\$10.00

Motor Oil & Oil Filters

Oil filter	\$1.00
Each gallon	\$2.00

Drop-Off Recycling Center

Located behind DPW Garage, 7 B Spofford Road

Open Saturdays from 8:00 A.M. to 3:30 P.M.

Checks made payable to

Town of Boxford


Material	What To Recycle	Preparation	Do Not Include
Aluminum	Pans, foil	Rinse clean.	
Batteries Motor Vehicle *Fee \$5 Button Ni-Cd Rechargeable	Car, truck, motorcycle, open cell Small buttons used in watches, hearing aids, pacemakers, cameras Batteries in power tools, computers, camcorders	Place in marked bin. Place in marked container. Place in marked container.	No alkaline household batteries.
Books	Books Only	Put in <i>Discover</i> Books Bin	No Magazines, Newspapers
Bulky Items *Fee based on volume	Mattresses, sofas, rugs	Place in marked bin.	
C&D-Construction&Demolition Debris Wood *Fee based on volume	Wood, lumber, doors, windows, plate glass, mirrors, plaster, plumbing fixtures, tiles-ceramic, linoleum, shingles, cabinetry, brush	Place in marked bin.	No bricks, mortar, cement, blocks, stones, rubble, hazardous wastes: lead, asbestos, toxic chemicals.
Corrugated Cardboard	Heavy cardboard, usually brown with ridged layer sandwiched between two flat sheets	Must be flattened. Keep dry.	No cereal or gift boxes, frozen food boxes, milk or juice boxes, other types of cardboard.
Textiles	Clothing, textiles, shoes, linens, towels, pillows, hats, costumes	Place in <i>Helpsy</i> container	No Magazines, catalogs, directories
Metal Appliances Large Appliances *Fee based on volume	Washers, dryers, stoves Refrigerators, freezers, air conditioners, dehumidifiers	Doors off.	No TVs, wood, cement, tires, plastic parts.
Mercury-bearing Items *Fee: \$2 most items \$3- 8 ft. bulbs, broken bulbs	Fluorescent bulbs, thermometers, thermostats	Place in shed.	
Salvation Army Items Large item pick-up, call (617) 231-0803	Clothes, shoes, blankets, sheets Small appliances Household items, Toys	Clean, reusable. Boxed or bagged, must fit in container.	No soiled, torn, broken, unusable, or items too big to fit in bins.
Scrap Metal *Fee based on volume	Pipes, wire, cast iron, mixed heavy metals, light iron, scrap aluminum	Place in metal bin. Containers must be empty & free of residue.	No closed containers.
Televisions & Computer Monitors, Printers *Fee: \$30 – up to 31 inch \$40 – 32- 46 inch \$50- 47 in +, console	TVs, Computers, Monitors, CPUs, VCRs, DVDs, Stereos, Scanners, Fax Machines, Printers	Place in CRT marked bin	
Tires *Fee: \$5.00 each car tire \$20.00 each truck tire	Small truck or car	Rims okay.	
Waste Motor Oil & Oil Filters: \$2 per gallon/filter 1st Saturdays of Month Only 8 AM to Noon	Crank case oil, diesel oil, transmission fluid	Capped containers.	No gasoline, anti-freeze, brake fluid, PCBs, etc. Anything other than what is specifically allowed.

12/31/2021



CURBSIDE RECYCLING

Preparing Recyclables

MATERIAL	WHAT TO RECYCLE	PREPARATION	DO NOT INCLUDE
ALUMINUM	Only pure aluminum cans.	Rinse clean.	No cans with paper or plastic parts.
GLASS	Bottles and jars that have been used for food or drink.	Rinse clean, O.K. to leave caps and paper labels on.	No broken glass, dishes, ceramics, mirrors, plate glass, light bulbs, metallic coverings.
METAL CANS	Steel or tin & mixed metal tin cans.	Rinse clean.	No cans with paper parts No paint cans. No automotive product cans. No scrap metal.
NEWSPAPER and CORRUGATED CARDBOARD	Newspaper, corrugated cardboard, brown paper bags, magazines, catalogs, telephone books, junk mail, paperboard (i.e., cereal & tissue boxes)	Place in paper bags or tie with string. Cardboard needs to be in 2' x 2' squares or smaller and can be commingled with mixed paper and paperboard. Remove cereal box liners.	No waxed/coated paper. No plastic bags.
PLASTIC 	Only rigid containers marked: #1 – PETE, #2 – HDPE, #3 – PVC, #4 – LDPE, #5 – PP, #6 – PS, or #7 – OTHER	Rinse clean.	No item that is not marked with the numbers listed inside the recycling logo. No Styrofoam No plastic bags No containers of motor oil, paint, aerosol or hazardous materials No food or liquids
<i>Use it up, wear it out, make it do, or do without.</i> New England Proverb			

These items can only be recycled at curbside, **NOT** drop-off.
The reverse holds true for the drop-off items, only drop-off **NOT** curbside.

12/31/2021

VETERANS' SERVICES

MISSION STATEMENT

To keep the promise of President Abraham Lincoln: To care for the Veteran, his widow and his orphan. The Veterans Services Department is to advocate on behalf of all the Commonwealth's Veterans and their family members in providing them with quality support services and to manage an emergency, as well as a static financial assistance program for those Veterans and their dependents that are in need of benefits and services as outlined in the provisions of Chapter 115 of the General Laws.

SIGNIFICANT CHANGES

The Veterans Services Director became licensed Clinical Social Worker. The licensure adds the ability to supervise Bachelors, and Masters level student interns.

The latest census number have North Andover at 30,915 people, including 1,218 Veterans. Boxford population is 8,203 to include 360 Veterans. Both population and Veteran numbers have increased.

PRIOR YEAR ACCOMPLISHMENTS

- To maintain at least a 75% reimbursement rate on all MGL c115 benefits expended through June 30th, 2021.
- Recognized by proclamation, the Town of Boxford as a Purple Heart community. Signage was hung throughout the Town at entry and exit points as well, acknowledging this recognition to the towns combat wounded Veterans.
- In 2021, \$80,663.46 was awarded per month for an average of \$1,416.90 to 57 Boxford recipients. This is an increase in approximately \$10,000 per month from the year prior. This is money being used to pay mortgages, rents, taxes, and other bills. These numbers do not include those we have enrolled in the Veterans Health Care Administration VHA, which are much higher. More has been put on our office with the disappearing of National Veterans Organizations, which in the past had National Service Offices assisting Veterans and their families with these claims.
- The Exchange Club of Lawrence and the Andover's conducts philanthropy through causes in the towns of North Andover, Andover, and the City of Lawrence. The collaboration with the Lawrence Exchange Club North Andover hosted the "Field of Honor" in the Old Common. Family members of the surrounding community were able to purchase large flags, which were placed in the Old Common with the name of the family member being honored. After a week, the massive display ended in a culminating ceremony, which was attended by hundreds. The Exchange Club has decided to hold this event annually in North

Andover. This past event was the third held in North Andover. The Exchange Club has asked North Andover to sponsor the site for a fourth year this summer.

- The office began to supervise Bachelors, and Masters, level Social Work interns through an agreement with Salem State University. The use of interns increases our oversight on those clients that are more vulnerable and in need of additional services.

FY 23 GOALS

- The latest census number have North Andover at 30,915 people, including 1,218 Veterans. Boxford population is 8,203 to include 360 Veterans. The population in our district is now 39,118 people. Both population and Veteran numbers have increased. MGL Chapter 115 requires 2 full time staff when the District meets or exceeds 35,000. Our department goal would be to bring our part time administrative assists hours up to full time status, and compliant with Massachusetts General Law 115 for this coming year.
- Veterans Services in collaboration with Boxford Select Board Member Maryanne Naye will submit a warrant article an Act Relative to Housing, Operations, Military Service, and Enrichment. The following is a brief excerpt from Massachusetts Chapter 141:
“SECTION 12. Said chapter 60 is hereby further amended by inserting after section 3E the following section:- Section 3F. A city, town or district that accepts this section may designate a place on its municipal property tax bills or motor vehicle excise bills or mail with such bills a separate form whereby taxpayers of the city, town or district may voluntarily check off, donate and pledge an amount of money which shall increase the amount already due to establish and fund a municipal veterans assistance fund which shall be under the supervision of the local veterans agent, the board or officer in charge of the collection of the municipal charge, fee or fine or the town collector of taxes.
- The office was granted 10 graves (cost 2000.00) from Ridgewood Cemetery. We were offered and additional 30 at a discount of %20 per (1600.00). There has been 2,000.00 in Veterans services budget for at least 4 years, which has not been used. Our goal is to come into an agreement to purchase the other 30 graves from Ridgewood by June 30, 2023.

VETERANS' GRAVE OFFICER

All Veterans' Graves were decorated for 2021 with a flag before Memorial Day. The graves were inspected and are all in good order. The number of Veterans' Cemetery lots for 2021 are as follows:

Boxford Village Cemetery	134	Brookside Cemetery	76
Georgetown Road		Main Street	
East Boxford Village		West Boxford Village	
Harmony Cemetery	43	Mt. Vernon Cemetery	125
Ipswich Road		Mt. Vernon Road	

Flags were replaced at all Veterans' Monuments this year: (3) at The Melvin Green Monument, (1) at the Fireman's Monument in the East Village, (1) at the Veteran's Morse-Parker House Memorial Park Monument on Washington Street, (1) at The Ancient Cemetery, (1) at The Camp Curtis Guild at Round Top Memorial Site, (1) at Jacob Perkins Grave/Lot Behind 99 Great pond Road, (3) at The Civil War Monument at the corner of Main Street and Washington Street, (4) at Killam / Curtis Cemetery behind Masconomet Ball fields and (1) at Col. Thomas Knowlton Memorial at West Boxford Historical Society Building.

Javier G. Morales
Veterans' Graves Officer
03/02/2022

INDEPENDENT
SERVICES FOR THE
TOWN OF BOXFORD

BOXFORD CABLE ACCESS TELEVISION (BCATv)

501(c)(3) non-Profit
www.BoxfordCableTv.com

Boxford Cable Access Television Corporation, Inc (BCATv) is a registered 501(c)(3) non-Profit public charity, which currently operates 3 local cable television stations accessible by Boxford cable subscribers:

- Public Access Comcast: Ch 8 Verizon: Ch 45
- Government Access Comcast: Ch 22 Verizon: Ch 39
- Educational Access Comcast: Ch 99 Verizon: Ch 40

During 2021 we entered our second year of COVID protocols which continued to influence how our organization stepped up to support the residents of Boxford (and Topsfield). Our studio at 256 Georgetown Rd remained closed throughout 2021 except for occasional equipment pickup and drop off. However, our website at www.BoxfordCableTv.com provided updated information on our operations including Video On Demand, TV Schedules, Upcoming Events, and links to multiple resources available for Boxford residents.

In early 2020 before the COVID pandemic shut down most everything, our BCATv Board of Directors had committed to provide a Technology Grant to Boxford Elementary Schools. When COVID restrictions relaxed in the Summer of 2021, BCATv ordered and delivered approximately \$50,000 in Chromebooks, iPads, and charging stations for use by students at Cole and Spofford elementary schools. This technology grant is in harmony with our mission statement “to provide Boxford residents and organizations with the tools and training needed to effectively communicate with one another and with our schools ...”.

On the Government Access side of BCATv Lance Cluster continued to record Zoom meetings several times a week – sometimes as many as 3 at the same time using multiple platforms. Our Topsfield student, Noah Demers, continued to record the Topsfield Select Board and other meetings when possible. Starting in late Summer 2021 Jonathan Rivers, who schedules the Topsfield CASTUS playback system, also created two platforms to record most other Topsfield Zoom meetings not historically covered in the past.

Masconomet Winter 2021 indoor sports had very limited public attendance allowed per MIAA protocols. We livestreamed all home Varsity Hockey games, most home Basketball games, and several Gymnastics and Swimming events. We had upwards of 110 live viewers per event with an average of about 45 viewers. We also replayed these games on our Educational Access channel.

Due to limited spectator attendance at Masco games in the Spring, we livestreamed as many home field events as we could, including Baseball, Softball, Lacrosse and Outdoor Track events.

As COVID restrictions eased, we were able to have students video youth sports again in the Spring.

Our Public Access channel had considerable activity in 2021. During the Summer, BAA Men's Softball games were very popular and our mostly student crew videoed over 80 games. We livestreamed 38 of them from Johnson field where we had cell phone hotspot coverage. We were also able to video the traditional Memorial Day Remembrance, July 4th Parade, and Veteran's Day Observance.

Summer concerts in Georgetown were scheduled again, so we recorded several including the *2120 South Michigan Avenue* blues band from Boxford. In early Fall we recorded the live music at the Boxford Apple Festival and several events from the Topsfield Fair, including livestreaming the giant pumpkin weigh-in, recording a concert by Boxford's Andrew Marshall and a concert by Boxford's Colin Jamieson.

Also in the Fall, we recorded and livestreamed almost 50 Masco sporting events, plus we recorded several youth sporting events. In December, COVID protocols loosened enough that live concerts were again scheduled at Masco. We livestreamed 2 Masco concerts and 2 Spofford Pond concerts from the Masco auditorium.

The Town of Topsfield renewed our contract to manage the Topsfield Cable Access Media (TCAM) station through June 30, 2022. This arrangement has been ongoing since July 2013. BCATv has been providing 24/7 programming in Topsfield as well as live coverage for most Topsfield Zoom government meetings in the second half of 2021. All additional costs related to this contract are paid for by Topsfield cable subscribers. Topsfield also shares approximately half of the cost of BCATv produced Masco events.

Below are statistics on the events that we broadcast in Boxford from 1/1/2021 thru 12/31/2021:

	Public Access	Government	Educational	Total
BCATv Produced	233	281	190	704
Third Party	582	212	0	794
Total	815	493	190	1,498

Respectfully submitted,

Brad Sweet, General Manager and Controller

Boxford Cable Access Television Board of Directors:

Melissa Scheirey, President

Rick Rivers, Secretary

Doug Dillon, Treasurer

**BOXFORD TRAILS ASSOCIATION
BOXFORD OPEN LAND TRUST
(BTA/BOLT, INC.)**

BTA/BOLT, INC. had a productive year despite the continuing challenges presented by Covid-19.

We have noted the continued increase in use of all the trails and open space in town and have had additional volunteer and financial support from a wide swath of the North Shore community. We have heard from people that keeping all our properties open has been greatly appreciated. There may be a more informed public regarding town owned lands, BTA/BOLT owned lands, and who is responsible for maintaining Boxford's trails.

We have continued with lots of trail upkeep, our annual monitoring and have a great group of active, enthusiastic volunteers. We have some conservation project which are currently in discussion.

We have begun a wildflower meadow in the Davis Field off Main Street to attract and support native insects.

We continued our annual scholarship for a Masconomet Senior and had a modified pumpkin hunt at Boxford Common to accommodate Covid-19 restrictions. We collaborated with IRWA and had performances to educated people on rivers, fish and watershed issues in Lockwood Forest. Our newsletter, The Acorn, also enabled us to maintain our presence and we had our annual Winter Speaker, John Forti, whose talk was very well attended. We are looking forward to this summer's BTA/BOLT Dog Show and then in the fall our Trail Run.

We remain an all-volunteer, 501c3 organization, and are successfully maintaining and monitoring 16 "owned in fee" properties, 10 CRs and 18 other parcels. We have had financial stability and wonderful support from our community this year despite the ongoing pandemic.

Respectfully submitted by,

Jessica Grigg, President,

Jeffrey Hixon-Vice President, Catherine Wallace-Treasurer, Jennie Bridge-Secretary, Alison Chase, Steve Davis, Chris Delaney, Bruce Eaton, Judy Gore, Nancy Merrill, Dennis Pyburn, Angela Steadman, Richard Tomczyk, Priscilla Welch

BOXFORD HISTORIC DOCUMENT CENTER

The Document Center has been a very active place in 2021. People contacted us in person as well as via telephone, email, Facebook, Instagram, and our website. Among the questions we received this year were inquiries about genealogy, house histories, land histories for more recent neighborhoods, the history of Native Americans in Boxford, the mills in town, and Harlan Kelsey's plant nursery. We also welcomed a number of visitors who just stopped by to explore the collection and chat about Boxford history, which we always encourage! Thank you to everyone who came to see us at the Apple Festival and during Winterfest. It was wonderful to meet so many residents who share our love of Boxford History.

The Document Center's website, www.boxfordhistory.org, has been updated this year to include a Memoirs and Oral History module, and our Documents module has been updated with sections for the records of First Church, Second Church, and the town. Our general interest files have also been updated to include the full breadth of the Boxford Historical Society Collection, which is on deposit here. Future updates will include our map and oversized collections.

One of the highlights of 2021 was the creation of a google map of Historic Boxford, which was made possible by a grant from the Boxford Cultural Council. This map is available on our website and includes photographs from our collection as well as some interesting information about various historic sites throughout the town. Eagle Scout Liam Quinlan's podcast of the Boxford Historical Bicycle Trail is also now live on our website and offers three scenic routes through town that can be biked or driven. Another new offering this year are our self-guided walking tours for the East and West Village centers, which can be picked up at the Document Center during our open hours.

In the fall, we hosted a lecture by Board Member Charles Killam at Lincoln Hall. The presentation was titled "On The Farm" and was about Charlie's experience growing up on one of Boxford's last big family farms in the 1940s. The lecture is available to view at www.boxfordcabletv.com.

We are always looking to acquire new collections. Materials do not need to be "old" or "valuable" as long as they document the history of the town and its people. Among the donations we enthusiastically accept are photographs and postcards of buildings or town events, memorabilia and records of local organizations, schools, and churches, newspaper articles, scrapbooks, and files recording personal involvement in town government.

The Boxford Historic Document Center is open for researchers and visitors on Wednesdays, from 9 to 4, the first two Saturdays of each month from 10 to 3, and by appointment. Please boxforddocs@gmail.com with any questions. We also welcome volunteers and interns, and we can provide projects in-house or remotely.

Respectfully submitted,

Robin Siegel, Archivist
Boxford Historic Document Center Board Members:

David Kress, Chairman / Finance Committee
David M. Myers Jr., President
Sandra Pinkham, Secretary
David Kettner, Treasurer / Finance Committee
Charles Killam, Board Member
Richard Shaw, Board Member
Ron Holmgren, Board Member
Carolyn Bellefeuille, Board Member
Norman Maguire, Board Member



Board of Selectmen
7A Spofford Rd.
Boxford, MA 01921

Dear Boxford Selectboard,

We are pleased to enclose a summary of programs, services and initiatives undertaken by Tri-Town Council during Fiscal Year 2021. Tri-Town Council is proud to have served the communities of Topsfield, Middleton and Boxford for more than five decades and work with thousands of youth, parents, educators and vested community members providing parent education, youth programs, professional development, prevention services, after-school enrichment and various types of family and community support. TTC, established in 1968 and originally called the *Tri-Town Council on Drugs*, was organized by concerned citizens to address youth drug and alcohol abuse. While our service delivery model has adapted to account for changing times and needs, this focus continues to be foundational in our work.

As a result of *your* support, TTC continues to be a community mainstay actively working with the Masconomet Regional School District, Tri-Town Elementary Schools (TTSU), law enforcement, public health and many community partners. We are laser focused on strengthening youth social and emotional well-being; working with our partners to build the important assets that all youth need to support and empower their healthy choices, self-esteem and resiliency through childhood, adolescence, growing into responsible, caring, and resilient adults.

As the report illustrates, in the midst of the global pandemic, Tri-Town Council reached hundreds of parents and youth with a multitude of programs and workshops. TTC will continue to be a trusted partner and resource during these unprecedented times, supporting our youth and community through innovative and proactive programming in a variety of forms. Because of the cooperation and collaboration with our schools, parents, youth, law enforcement, public health, community organizations, legislators and many local and regional resources, Tri-Town Council is able to support and adapt to the evolving needs, concerns and priorities of the community and its stakeholders.

We deeply appreciate the support from the Town of Boxford whose residents voted to provide Tri-Town Council with \$29,614 in FY21. Municipal Funding contributions from Boxford, Topsfield and Middleton represent a significant portion of Tri-Town Council’s annual operating budget. This funding is vital to the financial health and organizational stability of Tri-Town Council. This support buoys us as we press forward in our 54th year of service.

With Gratitude,

Stacie Bloxham
President, Board of Directors

Meredith Shaw
Executive Director

TRI-TOWN COUNCIL ANNUAL REPORT - FY 2021

Celebrating 53 years (and counting) supporting Tri-Town Youth and Families!

***Our Vision:** A community where all youth have the relationships, supports and skills necessary to grow and develop into resilient, healthy, thriving adults.*

***Our Mission:** To intentionally strengthen the social and emotional well-being of Tri-Town Youth and to reduce and prevent at-risk behavior by growing and fostering healthy youth behaviors.*

WHO WE ARE: Serving and supporting youth and families for five decades and counting, Tri-Town Council (TTC) continues our commitment to *support and empower youth* to make healthy and safe decisions and to provide parents/guardians, educators and community members the tools and strategies needed to support youth in effective, positive and impactful ways. **We are a 501c3 not-for profit organization proudly serving the communities of Boxford, Middleton and Topsfield, Massachusetts.**

Each year we offer a variety of mission-driven programs grounded in positive youth development and prevention including: youth leadership, parent/caregiver education, professional development, prevention resources, after-school enrichment and various types of family and community support. Established in 1968 and originally named the *Tri-Town Council on Drugs*, TTC was organized by concerned citizens to address underage youth drug and alcohol use. This grassroots effort has evolved over the years to become a vibrant community mainstay centered on *positive youth development*.



Our work is guided by the **Developmental Assets Framework**, **Developmental Relationships** and **Positive Community Norms (PCN)** using [The Science of the Positive \(SOTP\)](#). **Developmental Assets** are 40 research-based, positive experiences, structures, opportunities, values and qualities that influence young people's healthy development, helping them become caring, responsible, and resilient adults. Grounded in the tenets of positive youth development and rooted in prevention research, the [Developmental Assets Framework](#) is widely used in the United States and, increasingly, around the world in support of the health and well-being of youth. [Developmental Relationships](#) identify 5 elements and 20 specific actions of these healthy, close connections with important people in their lives that help youth discover who they are, cultivate abilities to shape their own lives, and learn how to engage with and contribute to the world around them. It is within the context of these Developmental

Relationships that youth Assets are built, and every healthy caring adult in our community has a role to play in building Assets. In the words of the late Dr. Peter Benson, “All kids are our kids.”

The Positive Community Norms approach to improving community health is founded on the [Science of the Positive](#). Science of the Positive focuses on growing the healthy, positive, protective factors that already exist in our community. It is based on the core assumption that the positive is real, measurable, and is worth growing – in ourselves, our families, our workplaces, and our communities (Linkenbach, 2007).



HOW WE DO OUR WORK: We achieve our annual programming goals as a result of strategic collaborations with a host of community partners including Masconomet Regional School District, Tri-Town Elementary School Union, health departments, police departments, faith-based organizations, local legislators and mental health professionals among others to provide social/emotional wellness, service-learning, leadership, enrichment and recreational programs for youth; parent/guardian education, workshops and family support; and professional development opportunities for our educators and partners. *It is as a result of these partnerships that TTC, whose small staff of employees 3 FTEs), is able to accomplish our ambitious goals each year reaching thousands across the Tri-Town community.*

TTC is powered by financial support from the Towns of Boxford, Middleton and Topsfield along with hundreds of individual donors, community and family foundations, and corporate and institutional grants which together make our work possible.

OUR IMPACT: In FY21, despite the continued challenges of the global pandemic, TTC’s efforts reached **hundreds** of children, youth, parents and community members with a variety of primarily virtual programs and workshops. Much of our focus in FY21 was supporting mental health, self-care, and resilience and innovating new ways to bring youth together to connect, engage and serve. The Lisa G. Teichner speaker series, named after our former Executive Director, hosted teen expert Jon Mattleman for **The Secret Life of Teens** and child psychologist Linda Price for **Parenting with Intention: Building Resilience for K-5 Youth**. In addition, other parent/caregiver and family workshops focused on self-care, mindfulness, substance use prevention, and self-regulation..

TRI-TOWN COUNCIL
working together for kids

The Lisa G. Teichner Speaker Series Presents:

The Secret Life of Tweens and Teens
2 part webinar series
Presented by Jon Mattleman, MS

Part 1: Secrets, Communication, & 8 Things for You to Know
Thursday, October 15th 7 - 8PM [Register here](#)

Part 2: Teen/Tween Brain, Risky Behavior and Tips for Parents and Caregivers
Thursday, October 22nd 7 - 8PM [Register here](#)

Join us for one or both sessions in this 2 part series to explore what teens and tweens want and need from those who care most about them. Adolescence is a time of rapid development. What's going on in their brains? And how can we support mental health and prevent risky behaviors? We'll talk about all this and much MORE. In addition to sharing his knowledge, experience, and parenting tips, presenter Jon Mattleman will be answering YOUR questions!

Jon Mattleman, MS, brings warmth, understanding, and patience... plus a healthy dose of humor in his over 25 years of experience as a therapist and presenter; clients have not commented by his ability to acknowledge that the challenges they face are complex - and often downright exhausting! In acknowledgment of this, his work is grounded in delivering tools that can be implemented in real time. Jon served as Director of the Shaugnessy, MA Youth Commission from 1983 to 1993, and as Director of Haverhill, MA Youth Services from 1993 to June 2017. Since 1993, alongside his full-time work, Jon has operated his practice to offer presentations, consultations, and consulting services. He is now the Clinical Director of Mindful Your Mind's Massachusetts office.

This webinar series is generously funded by KYLECARES
The Kids' Best Friend

COLLABORATIONS: Working with existing and new community partners was a critical aspect of the breadth of programming we were able to offer this year. A Young Adult and Single



Parenting Coping Group was offered through MassSupport. A [Family Mindfulness Video series](#) was created for families to access on-demand through our partnership with Sally Palmer of Revive Mindfulness. Zen Center North Shore partnered with us to host virtual Teen Guided Meditation groups from January through May for middle and high school aged youth where youth could experience guided meditation and learn some techniques to build their own skills and share them with others. When vaccines started to become available, TTC partnered with the Middleton Council on

Aging on an Intergenerational Digitizing Photos service opportunity where middle and high school youth volunteered to digitize older adults' precious family memories.

Masconomet's National Honor Society (NHS) was looking for a meaningful service project and worked with us to develop the [Virtual Reader Program](#) - where a NHS student was paired with a child in Kindergarten through 3rd grade to meet virtually with on a weekly basis for 5 weeks. Children and youth engaged in reading quality books through a virtual platform and built a connection.



CORE PROGRAMS



The Coalition - established in 2010, [The Coalition](#) continues to expand its activities and reach. This TTC program is a community-wide partnership which includes our schools, law enforcement, public health, mental health professionals, faith-based, civic organizations, youth and parents. The Coalition is TTC's directed focus on reducing and preventing substance use among Tri-Town youth. *The Coalition* provides local coordination, collaboration, education and advocacy towards the ultimate goal of preventing and reducing youth substance use ensuring and sustaining a healthy Tri-Town community for all. Activities include data collection and dissemination, substance-free youth social activities, information/education campaigns, positive community norms promotion, youth engagement and advocacy.

Coalition initiatives: Building on the work of Masconomet's graphic design students and the non-use norms from the 2018 YRBS data, the Coalition planned and executed over FY21's summer a community wide Positive Community Norms campaign using Boxford student and Class of 2020 Masco grad [Rheanna Murray's graphic design](#). Postcards promoting the healthy

MORE GOOD NEWS! More than 8 out of 10 Masco HS youth choose NOT to use marijuana regularly. And 90% of them also said their parents would feel it is wrong/very wrong for them to use it.

What do we KNOW about teens and risky behaviors?

- Youth whose parents talk to them about drug and alcohol use are much less likely to use.
- Teens and adults tend to overestimate teen marijuana use, which can lead to the inaccurate perception that "everyone is doing it," even though data shows that's NOT using.
- Why does that matter? Misperceptions can be powerful influences – especially when teens are considering risky behavior. Let's correct those misperceptions and spread the good news that "NOT everyone is doing it!"

Together, if we can change perceptions, we can change behavior!
KNOW THE WORDS & CHANGE THE CHATTER.

What else do we KNOW about youth and marijuana?

- Rapid brain development in adolescence makes teen brains most vulnerable to addiction.
- Almost half of 10-12 year high school youth don't think marijuana use is risky.
- Today's marijuana is not the same old pot. THC concentrations are significantly higher than they were "back in the day".
- Marijuana edibles – sweets, candy and beverages – have very small portion sizes and delayed effects which could lead to overconsumption.

Information from: American Psychological Association
 Massachusetts Dept. of Health
 Massachusetts Dept. of Education

Just because something is legal, doesn't make it safe. For more resources for talking with teens about marijuana and substance use, go to www.mass.gov

THE COALITION
 Connect. Communicate. Prevent.
 a Tri-Town Council Resource

THE TOWN COUNCIL
 Tri-Town Youth, June 2021
 Topsheld, MA 01088

norms along with other communication strategies worked to correct misperceptions held by Tri-Town youth and adults regarding youth substance use rates. (Information on why perceptions matter [HERE.](#))

Internally, and building on the framework of the Science of the Positive, Coalition members focused on exploring the Seven Core Principles. These principles provide a concrete process that helps Coalition members frame, execute, and evaluate our work in a way that increases our effectiveness in our organizations and our communities.

With Covid postponing the YRBS administration until November 2021, the Coalition focused on gathering data about how COVID-19 may be impacting the Tri-Town community. The [2021 Tri-Town Community Covid-19 survey](#) was developed and administered in March 2021 to gather data about health indicators, community members' understanding and perceptions of mental health, and to gain an idea of whether they are aware of and able to access the resources that may be available. The goal was to obtain a snapshot of how our community members were coping, one year into the pandemic. The results were used to inform Tri-Town Council, The Coalition and its partners in planning programs and resources.

Horizons After-School & Summer Enrichment - Horizons is available to K-6 elementary school children in Topsfield and Boxford during the academic school year and to all Tri-Town K-6 residents during the summer. Classes taught by experienced adults may include art, science, chess, yoga, cooking, physical activity, Lego Engineering, sewing, drama and nature workshops.



Horizons is offered in multi-week sessions during the fall, winter and spring; weekly during the summer; and includes a 6-week ski program for Boxford youth in grades 3-6 at Bradford Ski. Programs are held at the elementary schools immediately after dismissal during the school year along with before school. Community service opportunities are available for high school youth to assist in Horizons classes to make programs accessible for students who may need additional support.

While some classes were offered in person, most classes were virtual for the 2020-21 school year and included STEM based skills: like technical drawing, Lego Robotics, video game programming; life skills: babysitting training, home alone safety; and yoga and creative arts. TTC worked with a Masconomet sophomore and geography enthusiast

who offered Earth Science - a virtual program that explored different aspects of geography, earth science and habitats.



Youth Action Advisory Board (YAAB) – This dynamic and dedicated group of Tri-Town high school youth serves under the umbrella of **The Coalition** and works with community leaders and peers to address issues that matter most to teens. YAAB is about speaking up, speaking out and making a difference in the community. YAAB is coordinated by TTC’s Executive Director and Youth Program Coordinator. YAAB met virtually for the 20-21 school year, recruiting several new members to join the group.



Activities included: recruiting new members; supporting the development of a Guided Meditation group for middle and high school youth; advocating for youth mental health by participating in a Peer Comeback stories workshop with the [The Nan Project](#); co-hosting with The Coalition a parent/caregiver workshop *Understanding Marijuana Today*; and created, coordinated and promoted an inspirational bookmark contest, inviting youth to color or [create a bookmark with positive messages](#). Over 500 bookmarks were distributed to Tri-Town and Masconomet libraries.

All-Night Graduation Party - Tri-Town Council sponsors and coordinates this annual event with the input and support from parents of Masco Seniors. This event, run since our inception in 1968, takes place the night of graduation with approximately 80% of seniors participating and is chaperoned by parents of underclassmen and TTC staff.

Because of the pandemic the graduation party was cancelled again this year. As in the previous year, TTC sponsored banners to hang in each town congratulating the Class of 2021 as well as promoted and participated in the Class of 2021’s rolling rally occurring on June 1st that was coordinated by a small group of senior parents.

Tri-Town Council Scholarship Program- Scholarships are awarded to three graduating Masconomet Seniors, one from each of the Tri-Towns, recognized for their community service and being role models to peers during their high school years. **The 2021 recipients were Katie Bernard, Bianca Paiva, and Nicole Messih.** FY21 marks the 11th year these scholarships have been awarded, and in FY21 TTC awarded \$500 to each recipient. In addition, TTC awarded YAAB member and Masconomet graduate Justin Crosby the inaugural [Youth Asset Builder Award](#) and a \$500 scholarship for his exemplary service to his school and community.

Project Safety Net 24/7 Helpline – TTC continued to provide 24/7, via telephone and text, access to a licensed mental health counselor. **Project Safety Net** is used by both parents/guardians seeking advice or guidance regarding issues with their children, youth in need

of someone to talk to, as well as concerned community members looking for information, and/or mental health resources. As the pandemic continued, TTC heavily promoted the Project Safety Net Helpline as a community resource. In addition, TTC provides a list of mental health resources and a list of local and regional mental health practitioners on our [website](#).



Community Assistance Program - TTC and the Masconomet -School Health Advisory Council (SHAC) provide a comprehensive list of local resources, regional and state resources that include mental health, substance use/abuse, food/fuel assistance, safety and more. This resource list ([Community Resource Guide](#)) updated in August of 2019 is accessible on-line and in print. TTC also works with schools and local agencies to facilitate support for Tri-Town families in particular need during the November/December holiday season. This support includes non-perishable food items plus a gift card to a local grocery store provided by Christian Angel Smile Foundation at Thanksgiving and Christmas. TTC hosted a Kindness Friday event the day after Thanksgiving, with a special performance by the Tri Town Rock Band, where community members were invited to donate gift cards to support local families during the holidays and beyond. The event collected over \$2000 in gift cards that were distributed to local families in need.



Knowing that many families continued to need support, in mid-January, TTC, in collaboration with Masconomet partners expanded the Holiday Assistance Program to the Community Assistance Program in order to meet the needs of families facing hardship/isolation due to Covid19. Working with the (3) Boards of Health in Boxford, Topsfield and Middleton, and the schools, several families were identified as needing support. Using grant funding provided by a local business, TTC provided groceries, fuel assistance, clothing necessities, baby equipment and related items to families in Boxford, Middleton and Topsfield. For families temporarily in quarantine due to Covid, TTC [coordinated over a dozen volunteers](#) to grocery shop and do errands. Additionally, 24 Covid Cheer bags, containing games, activities and well wishes were delivered to families in quarantine.



Youth Risk Behavior Survey (YRBS) – The YRBS is a data collection tool which focuses on measuring risk behaviors that threaten the health and safety of young people as well as the protective factors, resistance strategies, and peer, adult, and community supports youth have in their lives. This tool is used across the state and nationally to assess youth behaviors and perceptions. Administered

biennially to Masconomet middle and high school youth since 2010, the anonymous survey includes questions about alcohol, tobacco, vaping, marijuana and other drug use; youth's perceptions of their peers' behaviors; bullying; mental health; sexual behaviors; dietary behaviors, physical activity; screen time; protective factors; and behaviors associated with intentional or unintentional injuries. Data from the survey provides accurate estimates of the prevalence of risk behaviors and perceptions of use among Masconomet middle and high school youth. This information is used to inform health education and risk prevention programs within the schools and community. The survey data is used to inform TTC programming, in particular our Positive Community Norms initiative, and is shared and used by Masconomet, public health, and others. Due to the pandemic, 2020 administration was postponed until November 2021.

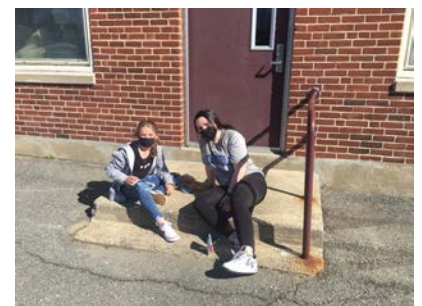
Adult Perception Survey (APS) – This survey is conducted biennially since 2011 and implemented by TTC with the support of our Coalition partners. This survey asks Tri-Town adults (parents, teachers, administrators, law enforcement, clergy, business owners as well as any other adult vested in the local community) for feedback on issues youth face or will face in making safe, healthy choices as they grow and mature. Participation is open to all Tri-Town adults who parent, educate and care for and about Tri-Town youth. Due to the pandemic, the APS was not administered this year. In its place The Coalition administered the [Tri-Town Community Covid 19](#) survey in March of 2021.

ENRICHMENT PROGRAMS & WORKSHOPS

Youth Workshops/Activities

This year many of the youth workshops and activities were virtual until the Spring. We were happy to explore new partnerships and innovate programming so we could offer our youth opportunities to engage, connect, serve and find joy.

Girls 4 Girls Mentoring Program – completing its sixth year, the mentoring program is run at Howe-Manning School, Spofford Pond School and Proctor School. This impactful program matches girls in grades 5-6 with Masconomet High School girls grades 10-12 who meet regularly October-June to develop relationships, serve as a mentor, role model and help with the transition to middle school. TTC works collaboratively with Howe-Manning, Proctor and Spofford School staff in program design and delivery. During the 2020-21 school year there were over 50 participants among the three communities. The program was run virtually culminating in spring-time outdoor in person meetings.





Boys Mentoring Program – Building on the success of the Girls 4 Girls Mentoring program, TTC initiated a boys mentoring program matching high school youth with boys in grades 5 & 6. The boys meet typically meet during TTC’s Saturday Open Gym nights at Masconomet but this year meetings were virtual culminating in an in-person meet up in May.. The mentors and mentees actively engage with one another in myriad activities that include sports, games, partner activities and science and building challenges. This year 10 youth were served in this program.

Virtual Tutoring Program: With concern mounting about learning gaps due to remote learning, in the summer of 2020, TTC piloted a [virtual tutoring program](#). Matching trained Tri-Town high school aged tutors with youth in grades 5 and up, the program grew to serve 120 youth in 3 sessions - summer, fall and spring.

Guided Meditation: In partnership with Zen Center North Shore (ZCNS), TTC hosted virtual guided meditation for middle and high school youth on Sundays in January through April. Under the tutelage of a ZCNS practitioner, youth were guided through different meditations and learned about different meditation techniques.

Middle School Girls’ Virtual Writing Group: This new program was developed under the direction and guidance of TTC’s youth coordinator. The group met weekly Sunday evenings for 60 - 90 minutes and used writing as the medium for middle school girls to explore, connect with each other, express themselves, and dig deeper into who they are and who they want to become.



[Virtual Parent, Caregiver, Caring Adult and Community Presentations & Workshops](#)

Lisa G. Teichner Speaker Series: In honor of our former Executive Director Lisa Teichner’s service to the Tri-Town community, we created the *Lisa G. Teichner Speaker Series* in September of 2019. The series will bring experts and programs to the Tri-Town that support community education, awareness, social-emotional health and well-being, and positive youth development in homage to Lisa Teichner’s dedication to our youth and the Tri-Town community. During the 2020-21 school year the series hosted virtual presentations of **The Secret Life of Teens** with Jon Mattleman and child psychologist Linda Price for **Parenting with**

Intention: Building Resilience for K-5 Youth. Coupled with the live attendance and view counts of the recordings, these 2 programs served over 200 parents, caregivers, and caring adults.

Stress, Resilience and Self-Care: Windi Bowditch, licensed mental health counselor and Director of Clinical Training and Consultation at Northshore Education Consortium presented on how the many factors of the current world can contribute to toxic stress amongst adults and the impact it can have on the brain and functioning. Participants discussed the importance of self care and resilience strategies to navigate through these difficult times, while considering the challenges of raising children in a pandemic and otherwise stressful world.

Understanding Teen Depression: Families for Depression Awareness presented this workshop on understanding teen depression, what to do if you suspect a teen you care about is suffering and the resources available to support teens and their families get the care they need to get well.

Self Regulation Strategies for K-5 Youth and Youth in Grades 6 - 12 TTC experimented with a virtual “Lunch and Learn” series over the lunch hour with these 2 presentations on supporting youth in developing strategies to self-regulate. Presenter Noelle Colbert shared an approach to help youth identify and process feelings to lead to developing strategies to cope with difficult situations.

Understanding Marijuana Today: With marijuana legalization and the industry burgeoning, young people's perceptions of the risk of harm marijuana use can cause a developing brain have plummeted over the past decade. Prevention Specialist Cory Mashburn, M.Ed presented this workshop for parents, caregivers, guardians and caring adults to learn about the impacts of the new marijuana industry on youth and what adults can do to relay a clear, consistent message about this drug to youth. YAAB members kicked off the workshop, sharing information about the prevention work they were doing and introduced the workshop and presenter.

Virtual Yoga Classes for Education Partners: TTC, working with our Horizons Enrichment yoga instructor and with the support of a local bank, offered 4 weeks of virtual yoga classes to Tri-Town School Union and Masconomet educators and staff. Over 50 staff participated in the virtual sessions.

COMMUNITY OUTREACH

TTC is a trusted resource for children and families in the Tri-Town area. TTC works to expand its community engagement by participating whenever possible in community events and occasionally attends meetings of town and school boards to share our work. Due to Covid, outreach at community events was limited during the 2020-21 school year.

- Programming information sent bi-weekly via TTC’s digital newsletter to over 2500 email addresses
- Social media presence including TTC Facebook page, Instagram, and Twitter

AFFILIATED ORGANIZATIONS

Tri-Town Council has affiliated organizations (referred to as “sponsored programs”) which benefit from our non-profit status, administrative support and fiscal sponsorship affording them the opportunity to serve the Tri-Town community including:

Tri-Town Rock Band - Tri-Town Rock Band is an inclusive performing pop-rock ensemble and is comprised of Tri Town students with disabilities in grades 6–12 who are interested in learning and playing pop & rock music appropriate for advancing musical skills. Participants work with youth mentors who possess strong musical and mentoring skills. Since its inception in 2016, the band has learned 14 songs and publicly performs at least four times a year. This program is under the direction of Andrea Monty, retired director of Spofford Pond Band.



Disability Awareness Starts Here (DASH) Since 1994, D.A.S.H. has provided an innovative, hands-on sensitivity awareness experience for elementary school students in Boxford, Topsfield and Middleton. This parent-led program relying on many volunteers annually is embraced by the elementary school district, emphasizes **abilities** rather than disabilities; encourages empathy and understanding; fosters an atmosphere of mutual respect and friendship; and strives to eliminate fear and misunderstanding. Each year all youth in second through fifth grade participate in this program; first grade youth participate in an abbreviated program. D.A.S.H. presents four unique curriculums which utilize hands-on activities designed to simulate what it is like to live with a disability. Children are encouraged to explore their feelings, think creatively, and discuss alternatives and solutions to the challenges created by a disability. Each program concludes with a guest speaker where the children are invited to ask questions and share their new perspectives. **The grade level curriculums are Visual Impairments - Grade 2; Hearing Impairments - Grade 3; Invisible Disabilities - Grade 4; Physical Disabilities- Grade 5.** Due to Covid, the DASH program did not run during the 2020-21 school year.



Sponsor-A-Child – a Boxford-based program run at Cole and Spofford Pond Elementary Schools since 1980, provides a tangible and meaningful way for elementary school children to be part of a community service activity along with their classmates and family. This program raises awareness about children, close to home, who are underprivileged and in need, and how others,

both individuals and a community, can help. Due to Covid the Sponsor-A-Child program did not run during the 2020-21 school year.

TRI-TOWN COUNCIL LEADERSHIP

Tri-Town Council Board of Directors provides leadership, governance, fiscal oversight and long-term strategic planning in support of the organizational mission. Led by an Executive Board consisting of a President, Treasurer and Secretary, and sub-committees, the Tri-Town Council Board is engaged in the vital and on-going process of identifying and achieving the goals and objectives of the organization. [2021-2024 Strategic Plan](#)

Tri-Town Council employs a full-time Executive Director who is responsible for the development and implementation of programs and services, provides organizational leadership and management; and several part-time professional staff members who assist with program implementation, communications, youth activities and business functions.

TTC's professional work space is located at 7 Grove Street, Topsfield. In addition to the primary space on the second floor, TTC has a dedicated program space in the basement of this building where we host Coalition and YAAB meetings and enrichment classes as well as a variety of other programs.

OUR FUNDING

Municipal funding contributions from Boxford, Middleton and Topsfield represent a significant portion of Tri-Town Council's annual operating budget. The balance of our income comes as a result of private donations, corporate donations, foundation contributions, grants, fee for service programs and fundraising events. This funding is vital to the financial health and organizational stability of Tri-Town Council.

IN SUMMARY

Through our educational, enrichment, mentoring and leadership programs, sponsored programs and organizational affiliations, Tri-Town Council proactively provides support and addresses current and emerging concerns of the Tri-Town community. We collaborate with schools, parents, youth, law enforcement, community organizations, legislators and area resources to insure the highest impact and most cost effective delivery of our programs and services. We maintain high visibility in the community through our website: www.tritowncouncil.org, weekly E-news to more than 2200 subscribers within our in-house database and through school newsletters and blogs, in local media resources such as the Tri-Town Transcript, the Salem Evening News, PTO communications, and other organizational websites including Masconomet and the Tri-Town School Union.

We also connect with parents/caregivers, youth and community members via [Facebook](#) (almost 900 page likes and page follows) [Instagram](#) and [Twitter](#), providing important programming information as well as resources pertaining to various youth & family issues, social and emotional challenges and guidance in raising children of all ages. Our website, E-news and social media posts contain timely information for parents/guardians, educators and youth on topics such as resilience, Asset building, bullying and cyberbullying, social media and Internet safety, mental health, stress/anxiety management, and alcohol, marijuana, vaping, prescription drug and other forms of youth substance use as well as updates regarding Tri-Town Council events and activities. Our social media and e-news platforms continue to be critical in our efforts to support the community with resources, opportunities, and connections..

Tri-Town Council actively participates in and collaborates with several Tri-Town committees including the Masconomet School Health Advisory Council (SHAC) whose mission is to promote youth health, wellness and safety; the K-12 Umbrella Group which consists of local volunteer leadership and school superintendents meeting monthly to share projects and ideas; the elementary school Parent-Teacher Organizations; public libraries; and faith-based institutions. TTC maintains connections with regional and professional groups including Community Anti-Drug Coalitions of America (CADCA), MassTapp, Bolster Collaborative, Search Institute and the Massachusetts Non-Profit Network. We work with local and regional organizations and agencies sharing ideas, co-sponsoring programs and events to both broaden our impact as well as sharing the costs whenever possible and appropriate.

The Tri-Town Council is grateful for and depends on the continued support we receive from our funders - because of Municipal, Corporate, Foundation, Individual and community support and involvement we are able to continue our mission educating youth, parents and educators and providing proactive solutions which support, engage and empower Tri-Town youth to make informed, healthy, safe and compassionate decisions while strengthening their social and emotional well-being.

TRI-TOWN COUNCIL BOARD OF DIRECTORS

FY21

Stacie Bloxham, President
Susie Read, Treasurer
Beth Beringer, Secretary
Randi Brown
Hilary LaMotte Burke
Preeti Deshpande
Sue Duval
Emily Esolen

Megan Pietropaolo

Jessica Schoonmaker

FY22

Stacie Bloxham, President
Cari Donovan, Treasurer
Beth Beringer, Secretary
Randi Brown
Christine Dean
Sue Duval

Emily Esolen
Julie Fine

Megan Pietropaolo
Jessica Schoonmaker

TRI-TOWN COUNCIL STAFF FY22

Nicole Gregoire-Allis, Coalition Coordinator; Bonnie Collins, Accounting Manager; Gretchen Rehak, Communications/Development Manager; Dawn Seymour, Youth Programs; Meredith Shaw, Executive Director; Beth Whalley, Horizons Program Coordinator

Respectfully submitted,

Meredith Shaw

Executive Director

mshaw@tritowncouncil.org (978) 887-6512

Fed EIN #23-7130785



TTC Programs & Partnerships

OUR COMMUNITY. YOUR IMPACT.

OPEN GYM



- Saturday nights during winter for Tri-Town Youth
- Special welcome event for incoming 7th graders



PROJECT Safety Net

when times are tough
call or text **978.771.4619**
24/7 for help it's anonymous

THE COALITION

Connect. Communicate. Prevent.
A TRI-TOWN COUNCIL PROGRAM

Community Partnership

- Promoting healthy youth behaviors and norms
- Fostering an environment where youth choose to be substance free

Community Education

- Data Collection
- Positive Community Norms Campaign
- Youth Health and Safety Guide
- Substance Use Prevention Education Advocacy & Resources

Convening

- Tri-Town Community Leaders
- Partners
- Stakeholders

DEVELOPMENTAL ASSETS

Building blocks for healthy, resilient, empowered youth



YOUTH RISK BEHAVIOR SURVEY (YRBS)

Biennial surveys with **1,600** Masco youth participating

TEEN PROGRAMS

- Youth Action Advisory Board (YAAB)
- Youth nights
- Youth Artisan Fair
- Boys 4 Boys mentoring program
- Girls 4 Girls mentoring program
- Volunteer opportunities
- Photovoice
- And MORE!



MASCO SENIORS

\$17,000 in scholarships over the past 11 years!

ALL-NIGHT GRADUATION PARTY

An annual tradition providing fun and safe activities for graduates with **85%** class participation!



Camp Invention®

HORIZONS PROGRAMS

Active and creative enrichment classes serving K-6 children - STEM, creative arts, yoga, outdoor exploration and more!



PARENT/CAREGIVER WORKSHOPS



- Resilience, Self-Care & Coping
- Social/Emotional Skill Development
- Youth Mental Health
- Technology Use
- Substance Use Prevention and Education
- Supporting Parents & Caregivers



COMMUNITY ASSISTANCE PROGRAM (CAP)

Resources and confidential referrals for families in need.



SPONSORED PROGRAMS

- Tri Town Rock Band
- DASH (Disability Awareness Starts Here)
- Holiday Assistance & Partnerships with local agencies
- Sponsor-a-Child (Boxford)



tritowncouncil.org



@TriTownCouncil

BOXFORD TELEPHONE NUMBERS

COMMUNITY SERVICES

Council on Aging	978-887-3591
Town Beach at Stiles Pond-Emergency Only	978-352-7033
Historic Document Center	978-352-2733
Sealer of Weights & Measures	978-887-4101
HAWC (Help for Abused Women & Children)	978-744-8552
Tri-town Council on Youth and Family Services	978-887-6512
Veteran's Agent	978-688-9525

DEPARTMENT OF PUBLIC WORKS (Fax: 352-5558)

Highway Garage	978-352-6555
24 hour contact via the Communications Dept	978-887-8135

EMERGENCY (Police and Fire) 911

PUBLIC SAFETY (Fax: 978-887-8138)

Animal Control Officer	978-887-8136
Communications Department	978-887-8136
Fire Department	978-887-5725
Police Department	978-887-8135

LIBRARY (Fax: 978-887-6352)

Boxford Town Library at Town Hall	978-887-7323
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POST OFFICES

East Boxford Village (01921)	978-887-0837
West Boxford Village (01885)	978-352-6632

TOWN HALL OFFICES 978-887-6000

Office of the Selectmen/Town Administrator (Fax: 978-887-5361)	978-887-6740
Accounting/Finance Director (Fax: 978-887-3151)	978-647-6950
Assessor's Office (Fax 978-887-3546)	978-887-6692
Town Clerk (Fax: 978-887-3546)	978-887-0710
Treasurer/Tax Collector (Fax: 978-887-3546)	978-887-3674
Building Inspector (Fax: 978-887-1236)	978-887-6401
Electrical Inspector	978-887-6740
Plumbing Inspector	978-887-6740
Conservation Commission (Fax: 978-887-3466)	978-887-3482
Board of Health (Fax: 978-887-3466)	978-887-2875
Planning Board (Fax: 978-887-3466)	978-887-3482
Animal Inspector (Fax: 978-352-5238)	978-352-6336

SCHOOL DEPARTMENT

Tri-Town School Union (Fax: 978-887-8042)	978-887-0771
Harry Lee Cole School (Fax: 978-887-0703)	978-887-2856
Spofford Pond School (Fax: 978-352-7855)	978-352-8616
Masconomet Regional Middle/High School (Fax: 978-887-3573)	978-887-2323
Superintendent – Masconomet (Fax: 978-887-3573)	978-887-2323
Essex North Shore Agricultural & Technical School	978-304-4700