

Manchester-by-the-Sea

TOWN REPORT 2012



TABLE OF CONTENTS

Accountant	70
Almanac	Inside Back Cover
Animal Control Board	7
Assessors, Board of	7
Bicycle and Pedestrian Committee	7
Cable Access Corporation Representative	8
Chebacco Woods Land Management Committee	8
Coastal StreamTeam	9
Community Preservation Committee	9
Conservation Commission	10
Council On Aging	10
Cultural Council	11
Elected and Appointed Officials	2
Elections	63
Fire Department	11
Fourth of July Committee	12
Harbor Advisory Committee	13
HarborMaster	13
Health, Board of	14
Historic District Commission & Historical Commission	15
Housing Authority	15
In Memoriam	1
Inspectors' Report	16
Library Trustees	16
Manchester Energy Efficiency Programs Board	17
Manchester Essex Playing Fields Committee	18
North Shore Regional Vocational School	28
Parking Clerk	18
Parks and Recreation Committee	18
Parks and Recreation Department	18
Planning Board	19
Police Department	19
Public Works Department	21
Recapitulation	74
Registrars, Board of	22
School Department	23
Seaside No. 1 Committee	29
Selectmen, Board of	5
Tax Collector	67
Town Clerk	29
Town Meeting Minutes	32
Treasurer	68
Veterans' Services	29
Welcoming Committee	29
Winthrop Field Committee	29

ANNUAL REPORT For The Year 2012

In Memoriam

Mirdza Delviks	Tyler J.B. Gothie
Daniel J. Goodwin	Alfred F. Nataloni
Donald L. Goodwin	Mary E. Mulcahy
William H. Coburn, Jr.	Eliot Miles Herter
Herbert K. Allard	Doris Connors
Joseph Corley	John Bullock
Margaret M. Ring	

Town Report edited by Beth Heisey and Town Hall Staff

Front Cover: Inside view of the recently renovated Crowell Chapel.
Rededication ceremony was held in January 2012.
Photo courtesy of Steve Rosenthal

Back Cover: Tuck's Point Rotunda rededication ceremony May 27, 2012.
Photo courtesy of Steve Rosenthal

Community Preservation Act Funds were used for both renovation projects.

The editors are grateful to those citizens who contributed photographs to the 2012 Town Report.

MANCHESTER-BY-THE-SEA
2012-2013 ELECTED AND APPOINTED OFFICIALS
(Chairs shown in **boldface**)

1. ELECTED OFFICIALS

Assessors, Board

Timothy P. Girian	2013
Louis R. Logue	2014
Jeffrey R. McAvoy	2015

Constables

Joseph P. Aiello	2013
G. David MacDougall	2013
Stephen T. Driscoll	2013

Housing Authority

Bruce A. MacDonald	2013
Jane H. Metrano	2015
Marc A. Bliss	2016
John F. Kenney	2017
Vacant (Governor's Appointment)	

Library Trustees

Alison Anholt-White	2013
Alida L. Bryant	2014
Timothy Browne (Chair)	2015

Moderator

Alan Wilson	2013
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Planning Board

Richard N. Blau	2013
Ronald Mastrogiacom	2013
Carroll Cabot (Co-Chair)	2013
Loren G. Coons	2014
Andrea Fish	2014
Rebecca S.C. Jaques	2015
Kurt Melden (Co-Chair)	2015

School Committee

Linda Crosby	2013(M)
Susan Coviello	2013 (E)
Ann Harrison	2013 (M)
Caroline C. Weld	2014 (M)
Alva Ingaharro (Vice-Chair)	2014 (E)
Anton Giedt (Chair)	2015 (M)
Dr. Kathleen Quill	2015 (E)

Selectmen, Board of

Susan W. Thorne (Chair)	2013
Mary M. Hardwick	2013
Paul M. Barclay	2014
Margaret F. Driscoll	2014
Thomas P. Kehoe	2015

2. APPOINTED OFFICIALS

Action, Inc. Representative

Gretchen Wood	2013
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ADA Committee

Marion Hall	2013
Elizabeth Heisey	2013
Laurie Werle	2014
Lisa Bonneville	2015
Gretchen Wood	2015
Denise Samolchuk, Coordinator	2014
Town Administrator (ex officio)	

Animal Control Board

Patricia Martines	2013
Hope Watt-Bucci	2014
Dorothy Jodice	2015

Animal Inspector

Robert Steach (Board of Health Appointment)	
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Appeals, Board of

Joe Demeo	2013
Tilly Pick	2013
Bridget Murray	2013
Michael Sullivan	2013
James O'Neill	2015
James Diedrich (1st Alternate Position)	2014
Andrew Crocker (2nd Alternate Position)	2014

Bike/Pedestrian Committee

Kurt Svetaka	2013
Freddy Cicerchia	2013
Todd Clark	2014
Parker Harrison	2014
Terry Cowman	2015

Building Inspector

Paul Orlando	2013
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Cable Access Corp. Rep.

Paul Jermain	October 1, 2013
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Cape Ann Regional Planning Committee

Emergency Response Coordinator	
Thomas P. Kehoe	2014

Chebacco Woods Land (H) Hamilton

(M) Manchester Management Committee

(M) Steve Kenney (ex officio)	
(M)Ralph Smith	2013
(H)Rick Vancisin	2013
(M)Charles W. Kellogg, II	2014
(H)Virginia Cookson	2014
(H/M)Susanna McLaughlin	2015

Community Preservation

Donna Dussault (historic resources)	2013
Jane Metrano (Housing Authority)	2013
Ronald Mastrogiacom (Planning Board)	2014
Leslie Hammond (Con Com)	2014
Christopher Wood Kelly (Parks & Rec.)	2014
John F. Burke, Jr. (at large)	2015
Rebecca G. Campbell (at large)	2015
Jens Kure-Jensen (at large)	2015
Lars Swanson (Finance Committee)	2015

Conservation Commission

Steve Demeter (Co-Chair)	2013
Steven Jaworski (Co-Chair)	2013
Olga Hayes	2014
Ralph Smith	2014
Steve Gang	2015
Leslie Hammond	2015
G. Hamilton Mehlman	2015

Council on Aging

Robert Howard, DMD	2013
Linda C. Kiley	2013
Mary Ann McGovern	2013
George Nickless	2013
Su Kwedor	2014
Steven Gillespie, MD	2015

Cultural Council

Anne Cowman	2013
Karen Hatch	2013
Anna Kasabian	2013
Robert Hoff, Jr.	2014
Kathleen Kiley	3-12-15
Sondra Bialy	2015
Eyonne Blanchard	2015
Winifred Diedrich	2015

Downtown Improvements Project Committee

Carroll Cabot	2013
Andrew Harris	2013
Ben Rossi	2013

Emergency Mgmt. Dir.

Capt. Tod Biggar, Interim Director	
Thomas P. Kehoe, Assistant Interim Director	

Essex North Shore Agricultural &**Technical School District Committee**

Joseph Sabella (appt. by Town Moderator)	2013
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Finance Committee

Sarah Mellich (appt. by Town Moderator)	2013
Sam Martin	2013
Morgan Evans (appt. by Town Moderator)	2014
Sue Pick	2014
John Kenney	2014
Andy Oldeman	2014
Albert M. Creighton, III	2015
John Croft	2015
George Putnam, III (appt. by Town Moderator)	2015

Fire Chief

Glen Rogers	2015
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Gas/Plumbing Inspector

Joseph Guzzo	2013
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Harbor Advisory Committee

James Hatch, Chair	2013
Jens Kure-Jensen	2013
John Kiley	2013
Stuart Conant, Vice Chair	2014
David Crosby	2014
Greg Bialy	2015
Mike MacEachern	2015

Harbormaster

Bion Pike	2015
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Health, Board of

Beverly Melvin	2013
Leslie Nitkiewicz	2013
Peter B. Germond, M.D.	2014
William Otto, M.D.	2014
Paula Polo-Filias	2015

Historic District/Historical Commission

Donna Dussault (Historical Society)	2013
Michael Storella (resident) Chair	2013
Robert MacNeille (architect)	2014
Robert Hofeldt (resident)	2014
Nancy Winslow (realtor)	2014
Christopher Thomas (resident rep)	2015
Donald Halgren (resident)	2015

July 4th Committee

Tracy Gothie	2014 (July 31st)
Nicole Keating	2014 (July 31st)
Carole Mastendino	2014 (July 31st)
Nicole Alexis Rosmarin	2014 (July 31st)
Joe Sabella	2014 (July 31st)
Karen Snider	2014 (July 31st)
Parks and Recreation Director (ex officio)	

Manchester Coastal Stream

Katharine Culhane	2013
Michele Kulick	2013
Patricia Mitchell	2013
Lynn Atkinson	2014
Carolyn Kelly	2014
Jessica Lamothe	2014
Joan Nesbit	2014
Francie Caudill	2015
Susan Purser	2015

Memorial Day Observance

American Legion	2013
Legion Auxiliary	2013

M.A.P.C. Representative

Carroll Cabot, Planning Board	2013
Richard Blau, Planning Board (alternate)	2013

MBTA Advisory Board

Vacant

Man. Energy Efficiency Programs**Advisory Board (MEEP)**

B. Devereaux Barker, III	2014
Dennis Dixon	2014
Ben Dodge	2014
Anna Heffernan	2014
Marni Hoyle	2014
Robert A. Jermain	2014
Eric Magers	2014
Max Nesbit	2014
Sean Stallings	2014
David Walls	2014
Robert Matthias Whitson	2014
William Vachon	2014

North Shore HOME Consortium Representative

Vacant	2012
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North Shore Task Force Rep.

Andrea Fish, Planning Board	2013
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Parking Clerk

Denise Samolchuk	2013
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Parks and Recreation Committee

Robert Coyne	2013
Sara Levensohn	2013
Olga Hayes	2014
Kelly Blagden	2015
Christopher Thomas	2015

Playing Fields Committee**Manchester Appointees**

Tom Arntsen (M/E Little League)	
Greg Blagden (M/E Soccer)	
Sandy Bodmer-Turner (At Large)	
Matt Casparius (Recreation Staff)	
James Doucette (M/E Jr. Hornets)	
Tony Giedt – Co-Chair (School Committee)	
Tom Kehoe – Co-Chair (Manchester Selectman)	
Kelly Porcaro - (MERSD Athletic Director)	

Essex Appointees

Vacant (Essex)	
Jeff Jones (Essex Selectman)	
Tim O'Leary (School Bldg Com.–	
Jessica Lamothe, Alternate)	
Richard Trembowicz (At Large – Essex)	
Sue Taylor (M/E Softball)	

Police Chief

Glenn F. McKiel	2013
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Registrars, Board of					
Eileen Buckley	2013		Town Clerk		
Gary P. Giusto	2014		Denise Samolchuk	2013	
Joanne Hoff	2015		Treasurer/Collector		
Denise Samolchuk (ex officio)			Jennifer Yaskell	2014	
Safety Committee			Tree Warden		
Vacant (DPW Rep)	2013		Thomas Henderson	2013	
Allan Kirker	2013		Welcome to Manchester		
Jonathan Happel	2013		Stacey Lai	2013	
Town Administrator	2013		Jen Migonis	2013	
DPW Director	2013		Margaret Maher	2014	
Seaside One Committee			Alyson O'Regan O'Hara	2014	
Thomas Durkin	2013		Monika Congdon	2015	
Carl Anderson	2014		Ginny Germond	2015	
Merritt Miller	2015		Judy Shipman	2015	
Shade Tree Management & Pest Control			Winthrop Field Committee		
Mark Hammond	2013		Michael Chapman	2013	
Shellfish Constable			James E. Moroney	2013	
Thomas Henderson	2013		Gar Morse	2014	
Town Accountant			Richard Puchniak	2014	
Charles "Fred" Mansfield	2014		William Bonaccorso	2015	
Town Administrator			Wiring Inspector		
Wayne C. Melville	6/30/13		Joseph Novello	2013	



The Brown family of Manchester celebrated the 90th birthday of one of the town's most beloved citizens, Miss Connie Brown. The highlight of the day was the unveiling of "Connie's" Bench—a beautifully restored wooden bench in front of Crosby's Market, the former home of Brown's Supermarket. The bench has a commemorative plaque which reads - Connie's Bench: Dedicated in honor of Connie Brown on her 90th birthday September 18, 2012. Above: Connie sits on the bench with her 4 remaining brothers (left to right) Speros, George, Paul and Ted.

ANNUAL REPORTS



Members of the Board of Selectmen (left to right): Mary Hardwick, Paul Barclay, Margaret Driscoll, Tom Kehoe, and Sue Thorne.

BOARD OF SELECTMEN

At the May 2012 elections, Tom Kehoe was returned to the Board for a third term. At its first post-election meeting, Sue Thorne was named Chair and Paul Barclay, Vice Chair with Mary Hardwick and Muffin Driscoll making up the rest of the Board's members.

After serving as Manchester's Town Administrator for nearly seven years, Wayne Melville submitted to the Board his letter of retirement, effective January 4, 2013. By contract and mutual agreement, Wayne will remain serving as Interim Town Administrator until his replacement is identified. The Board has retained the services of Municipal Resources Inc. (MRI) of Meredith New Hampshire to assist in the process of finding Wayne's replacement. The Board is grateful for Wayne's guidance and leadership during his tenure. On behalf of the Town, we wish him all the best in his well-earned retirement.

On June 30, long serving Fire Chief Andy Paskalis retired. Chief Paskalis introduced many initiatives and protocols all of which

brought Manchester's Fire Department to a new and high level of professionalism. Through the services of MRI and until a new Chief was hired, the Fire Department was in the very capable hands of Wayland, MA. Retired Fire Chief Bob Loomer. The Board, with assistance from a citizen panel, interviewed several candidates and in late September the Board announced the appointment of Falmouth, MA. Deputy Fire Chief Glen Rogers. Chief Rogers assumed full leadership and duties of the Fire Department on October 28th.

In response to voter approval of the April 2012 Town Meeting Warrant Article 11, a snow emergency "no parking ban" blue-light system was implemented with lights installed at five sites in Town. The Board also made some adjustments to the long-term parking regulations in an effort to better accommodate residents who need this service.

The Department of Public Works is to be commended for its professional response to the emergency repairs that were necessitated by the collapse of the School Street culvert. Thanks

also go to the School Department and the Town of Essex, both of which were significantly impacted by the road closing during the reconstruction period.

The Board appointed a seven member Public Safety Dispatch Ad-Hoc Committee to research and study three options for 911 Dispatch: the Regional Emergency Communication Center (RECC) in Middleton, the Hamilton 911 Dispatch, and Manchester 911 dispatching protocols. Both the Police Chief and Fire Chief were involved in the process. The Committee, with the concurrence of the two Chiefs, recommended some immediate upgrades in equipment and procedures which the Board approved. The Committee will continue to monitor and report on dispatching options going forward.

The restoration work and re-opening of the Crowell Chapel has generated considerable interest and many fine programs have been offered to the Community through the efforts of the Historic Manchester Trust and the Community Preservation Committee. Thanks to them all for bringing back to life one of Manchester's historic gems.

The Town renegotiated all five collective bargaining agreements in 2012 and made significant changes to all municipal employees' health care costs. A new plan design, that includes deductibles and higher co-pays, was put in place that brought an immediate premium savings of 10%. The Town's contribution rate toward those premiums was reduced through negotiation from 85% to 82.5% effective July 1, 2012 and will be reduced further to 80% effective July 1, 2013. In addition, the Town will contribute only 70% toward the health insurance premiums of all new employees hired after July 1, 2012. We saved approximately \$180,000 in health insurance premiums for FY 2013 beginning July 1, 2012, and our actuary estimates that these changes in combination with other recent actions we have taken has reduced our Other Post Employment (OPEB) liability by 22%. An updated actuarial report is pending to confirm this estimate.

Along with the usual business that comes before the Board, we voted to adopt the local 0.75% addition to the State Meals Tax. This

new revenue source, estimated by the Department of Revenue to be about \$50,000 annually, will revert directly to the Town.

In response to a Town Meeting article, we met with representatives from the Cape Ann Transportation Authority and determined that the service being provided to our senior and disabled citizens through the Council on Aging vans was preferable and more comprehensive than that offered by CATA.

In February 2012, Police Officer Stephen Louf was issued a commendation in recognition of his life-saving actions in a fire that occurred in Beverly; and in September Police and Fire personnel were involved in two separate life-saving events and for their outstanding service beyond the call of duty, the following Police and Fire Department employees were issued commendations: Lieutenant/EMT James Doucette; Firefighter/Paramedic Joshua Butler; Firefighter/Paramedic Jonathan Happel; Firefighter/Paramedic Andrew Herendeen; Firefighter/Paramedic John McDiarmid; Firefighter/Paramedic Michael Soucy; Call Firefighter/EMT Paul Helgesen; Call Firefighter/EMT Dan Lucas; Call Firefighter Michael Cupoli; Police Sergeant Todd Fitzgerald; Officer Kevin Clary; Officer Christopher Locke; Officer Andrea Locke and Officer Ryan Machain. Manchester/Essex Regional High School Athletic Trainer Jillian Levine and civilian Paul Willis were also issued commendations for their participation in one of the events.

To honor their achievements to the Community, the Board of Selectmen named Parks and Recreation Director Matt Casparius as the 2012 Employee of the Year and Christopher "Woody" Kelley as the 2012 Volunteer of the Year. Chloe Gothie was awarded the Selectmen's Citizenship Award for 2012.

In December the Town was able to refinance approximately \$2.1 million in outstanding debt at a lower interest rate. The Town will save \$25,000 in FY 2014 and a total of over \$250,000 over the remaining 10 years of the loan.

None of the work that the Board of Selectmen accomplishes during the year could be done without the dedication, commitment, hard-work and humor that Beth Heisey and Pam Thorne provide. They are the best!!

ANIMAL CONTROL BOARD

The Board of Selectmen reappointed the three Animal Control Board members for one, two and three year terms. The responsibilities of the Animal Control Board are to assure that animals do not become a nuisance, that animals are treated humanely, and that the Town by-laws concerning animals are enforced. The Animal Control Board serves as an advisory group to the Board of Selectmen on matters related to Animal Control procedures, facilities, services, and programs. The Animal Control Board is also responsible for soliciting input from the community to improve animal control, to review policies, procedures, facilities; fees and signage and to make recommendations of any changes to the Board of Selectmen as needed.

The Animal Control Board will make recommendations to the Board of Selectmen in the following areas: revision of the Animal Control by-laws to comply with the new state Animal General Laws; implement the Animal Control Officer position description; revisions to the FY2014 Animal Control budget; finalize partnership with Cape Ann Animal Aid for long term boarding; recommend fee and licensing increases; and management of domestic animals in public areas.

The Animal Control Committee meets once a month.

BOARD OF ASSESSORS

The Board of Assessors has established as of January 1, 2012, for Fiscal Year 2013, which begins on July 1, 2012 and ends on June 30, 2013 the following assessed values for the Town, as required by law.

FY2013 - Real Estate & Personal Property

Residential Property –	
2129 parcels -	\$1,951,832,430
Commercial Property –	
106 parcels -	84,294,302
Industrial Property -	
14 parcels -	6,689,600
Personal Property –	
145 accounts -	46,798,640
Total Taxable –	
2394 par/acc. -	2,089,614,972

Exempt Property –	
352 parcels -	175,472,900
Tax Rate per \$1,000 of value -	\$10.51
Total Taxes Raised -	\$21,961,853.36

FY2012

Real Estate & Personal Property

Exemptions approved	
(elderly,veterans,blind,etc.) -	32
Abatement applications filed -	18
Personal Property apps. approved -	0
Personal Property apps. Denied -	1
Real Estate apps. approved -	9
Real Estate applications denied –	3
Withdrawn –	0
Deemed Denied –	5
Late Filing -	0

Motor Vehicle & Boat Excise

2012 Motor Vehicle Excise abatements -	207
FY12 Boat Excise abatements -	83

We would like to remind taxpayers, if they have any questions about Motor Vehicle Excise, Boat Excise, Real Estate or Personal Property assessments to call our office at 978-526-2010 or visit our web site at www.manchester.ma.us. We have our maps and assessment records on-line. They can be accessed through the web site.

Thank you for your assistance and cooperation throughout the year.

Louis R. Logue, Chairman

BICYCLE AND PEDESTRIAN COMMITTEE

This Committee promotes walking and bicycling within Manchester. The physical and financial well-being of our citizens is directly related to the per capita miles we are self-propelled. Given our special location and unique attributes, Manchester is an inviting destination and rest-stop for people to explore on foot or bicycle year-round.

The activities of our Committee fall mainly into three broad and intertwined areas: promotion, safety, and access. We actively solicit input from our fellow townspeople and we rely upon our public officials at the municipal and state levels for their expertise in issues related to

these three areas. In addition, we work in a variety of ways with local and state groups whose agendas overlap ours.

New to the Committee this year are Parker Harrison and Freddy Cicerchia, who join Todd Clark, Kurt Svetaka and Terry Cowman.

Due to lack of a suitable venue, the traditional Bike Rodeo and Races were not held this year. In discussions with the administration of Memorial School, we are seeking to develop a new educational and support structure for biking and walking to school in 2013. Feedback has been that short term efforts do not significantly alter student behavior over the bulk of the school year.

Advancing from an assessment in 2009, the state and national *Safe Routes to School Program* has selected Manchester as a proposed site for development. Following a survey within a mile radius of Memorial School, several critical safety issues have been identified and put forward for engineering design proposal. Principal amongst the areas designated for engineering is the Lincoln/Summer Streets intersection. This is part of a federally funded and state directed infrastructure safety program that works in conjunction with our Town departments. Responding to a proposal which benefited from Town input, the project was given the endorsement of the Board of Selectmen and the School Committee. The proposal now awaits review from the State Department of Transportation for prioritization and funding.

This Committee was instrumental in all phases of this application and especially in the past year in communicating design reviews, explaining the changes requested by the Town, and gathering the support of the project from abutters and the School Committee. We thank all those who participated as well as the Board of Selectmen for making this proposal a reality.

During the course of the year, the Committee reported several safety issues to the Department of Public Works, all of which were quickly addressed and resolved. This included missing and damaged signage, misplaced grates on road surfaces, potholes, and various hazards to cyclists and pedestrians.

Manchester Bicycle Pedestrian Committee

CABLE ACCESS CORPORATION REPRESENTATIVE

Cape Ann TV is a non-profit, membership-based organization dedicated to producing community and institutional programming, and to providing public access for the free exchange of information and ideas which reflect the talents, skills, interests, concerns and diversity of the Cape Ann community

Cape Ann TV (CATV) serves the City of Gloucester, and the Towns of Essex, Rockport, and Manchester-by-the-Sea, on Comcast Cable Channels 12, 20 & 67.

The organization offers a three-camera studio, portable field equipment, and editing suites, with a choice of systems: Final Cut Pro, Prestige, and Avid. Membership and training are pre-requisites for equipment and facility use which are available on a first-come, first-served, basis.

Significant events during the 2012 calendar year include: upgrade to Telvue digital playback system enabling simultaneous digital broadcast on all three CATV channels; acquisition of a camera kit for exclusive use of Manchester residents; implementation of new underwriting policies; and a measurable increase in CATV interns, volunteers, and members. CATV covered many important Manchester events and continued to produce an average of over twenty new original hours of programming each week.

Paul Jermain, CATV Board President - Manchester Representative

CHEBACCO WOODS LAND MANAGEMENT COMMITTEE

The Committee sponsored spring and fall cleanups with most of the time spent on Chebacco Road which receives most of the trash and other debris. To protect Manchester's water supply, as per DPW instructions, horses and dogs have been prohibited from the trails that surround Round and Gravelly Ponds. Letters in this regard have been sent to the local papers. Signs have been ordered and received and will be installed later in the spring. A new sign for the main entrance has been installed. Sue McLaughlin continues to empty the trash barrel at the main entrance and replaces maps and dog waste bags regularly. One of the two

land swaps to rectify the land encroachments has been completed. The office of the Administrator of the Town of Hamilton continues to work on the second problem. Members of the Committee will miss the contributions of Rick Vancisin, who has moved to San Diego. We are currently looking for his replacement.

MANCHESTER COASTAL STREAM TEAM

The Manchester Coastal Stream Team is a Town Committee which serves as the local task force for Salem Sound Coastwatch. We focus our efforts on maintaining and improving the water quality and habitats of Manchester's coastal waterways through various projects and educational outreach.

In the spring of 2012 we ran a series of articles in the Cricket set up in a question and answer format entitled "Dear Waste Wizard". The focus of the articles was to help residents better understand the do's and don'ts of getting rid of rubbish.

Over the summer our group worked in collaboration with Salem Sound Coastwatch to continue monitoring the intertidal areas of Black and White Beaches for marine invasive species. We also conducted water collections biweekly in three locations that flow into Kettle Cove in order to gather information regarding possible sources of bacterial contamination. Several members of our group also participated in Salem Sound Coastwatch's Adopt-A-Beach program at various beaches in Town.

We continued to work on issues of mutual interest with the Board of Health including the bacterial counts in the marshes and mosquito control.

We continued our 14 year cooperation with the DPW to open the tide gate in the spring to encourage smelt runs in Sawmill Brook; joined the Community Center on their Town-wide clean-up effort with a focus at Black and White Beaches; and cleared the invasive purple loosestrife at Dexter Pond to allow native species to flourish.

We always welcome new members. Our meeting dates can be found on the Town calendar.

COMMUNITY PRESERVATION COMMITTEE

The Community Preservation Committee (CPC) had another very successful year focusing, as always, on its core responsibilities of historic preservation of Town assets, open spaces, community housing and recreational lands. With the change last year of the State CPA guidelines, parks and play areas have been added to the previous list of possible projects.

The CPC continues to focus on the iconic landmarks in Town; specifically the Crowell Chapel, Tuck's Point, the various cemeteries, as well as the WWI Doughboy statue, and finishing the restoration of the Morss Pier shelter, with a new shingle roof, paint and 3 new replacement ladders, accomplished at considerable cost savings and expertise by the Harbor-master Bion Pike.

Crowell Chapel has had a successful first year hosting numerous concert performances, from opera to classical to holiday pops, all of which confirms what a vital asset this chamber is. Since last year, a new chandelier has been installed, windows have been removed and reglazed and cushions have been ordered and will be on site for everyone's enjoyment. CPC is planning to make the front entrance walkway ADA accessible and revise the front path. However, CPC continues to try to establish an annual care & maintenance program by the Town DPW. In the meantime, CPC continues to support the efforts of the newly formed Historic Manchester Trust, to provide oversight for care & maintenance, and particularly to manage the Crowell Chapel concert series throughout the year.

The grand opening of the newly restored Tuck's Point was a wonderful community success – including a cannon salute and boat parade. But there is still work to be done. Already the wooden walkways and handrails show signs of wear from its numerous visitors. The CPC hopes that funds are approved for consistent annual care. At the same time, the Committee requests that funding be approved for improved walkways from the Rotunda deck to the end of the existing granite border as well the installation of two bollards on granite posts to block vehicle access.

The Cemetery CPC projects were begun and will continue in the spring. The Kettle Cove Burial ground was cleared of major fallen trees. The CPC plans to name the burial ground on a sign, and likely re-establish a front gate with roses, as in the Manchester history. We will then enquire with a cemetery archaeologist, before any more work is done.

Additionally, the CPC has engaged the services of an expert in non-profit organizations to conduct an abbreviated study regarding overall Town support for historic preservation and the funding of those activities on a long-term basis.

Finally, the CPC is proud to report that it has submitted thorough and complete historical surveys of Crowell Chapel, Tuck's Point Park, the Rotunda, the Chowder House, and Rosedale Cemetery to the Massachusetts Historical Commission.

CONSERVATION COMMISSION

The Manchester-by-the-Sea Conservation Commission conducted 23 meetings and continued its regulatory and non-regulatory activities in the year 2012. The Commission experienced an increase in wetlands applications in 2012 which are reviewed under the Massachusetts Wetlands Protection Act and the Town Wetlands Bylaw. The Commission issued 22 Determinations of Applicability, 25 Order of Conditions under the State Wetlands Protection Act and local wetlands by-law, 14 Certificates of Compliance, 8 Enforcement Orders, 1 DeMinimis Change letter and 4 Emergency Certifications.

In June of 2012, Commission member Frank Marangell did not seek reappointment and left the board. Stephen Gang of 46 Norwood Avenue joined the Commission in July, filling out the board to seven members. The Commission wishes to thank Mr. Marangell for his service and welcomes Mr. Gang to the Commission.

In July of 2012, Michele Daly was hired to work in the Conservation Office for six hours a week to assist the Conservation Administrator, Mary Reilly, with clerical duties including conservation database entry and accounting activities. The Conservation Office had been without an Administrative Assistant since Barbara

Lane's retirement in 2011 and is grateful to have Ms. Daly's help.

The Commission members and its Administrator participate on other committees, work cooperatively with other boards, and regularly attend informational workshops and conferences to keep up with current regulations, procedures, and strategies for effective resource and conservation area management.

The Commission continued to work on revising Manchester's wetland by-law regulations in 2012 and is close to having a final draft version. We expect that the Commission will vote to adopt the new regulations in the spring of 2013.

The Commission has also been involved in updating the Open Space and Recreation Plan. Although a fair amount of work was accomplished at the beginning of the year, including help from a number of volunteers from the Open Space and Recreation Plan Committee, the effort has been put on hold due to the increase of wetlands applications. It is clearly a goal of the Commission to complete the plan in 2013.

Steve Demeter and Steve Jaworski, Co-Chairs

COUNCIL ON AGING

Manchester has a senior population of approximately 1644; this breaks down to approximately one out of every three people in the community being over 60 years. The focus of this department continues to be a mission of developing more far-reaching programs to meet and serve the ever-increasing needs of our senior citizens.

The following are some of the highlights of the services provided in 2012:

- Held monthly catered "Lunch of the Month" for 35-40 senior citizens.
- Provided 960 units (unduplicated) of transportation to senior and disabled citizens.
- Provided 278 units of outreach service to senior and disabled citizens.
- Delivered (by volunteers) approximately 2,275 "Meals on Wheels" to homebound seniors.

- Sponsored several health and wellness seminars.
- Held monthly Low Vision Support Group.
- Held weekly yoga programs funded by the Friends of the Council on Aging.
- Held StrongWoman exercise program twice weekly with 55 to 60 participants for each 12 week session.
- Held weekly Zumba Gold Class.
- Held the annual Chicken & Rib BBQ at Tuck's Point.
- Held the summer cookout at Tuck's Point funded in part by The Friends of the COA.
- Held the annual Holiday Luncheon & Party at the American Legion Post 113.
- Distributed the COA newsletter to more than 900 senior citizens each month. The Friends of the Council on Aging fund the mailing and volunteers fold and label the newsletters.
- Provided Tax-Aide in a partnership with AARP and SeniorCare to approximately 70 senior and disabled citizens.
- Provided SHINE (Serving Health Information Needs of Elders) counseling.
- Collected and delivered approximately 1,500 pounds of food to local food pantries.
- Collected and shipped approximately 35 boxes of food and other miscellaneous items to our overseas Military.
- Developed several TRIAD programs for senior citizens.

A very big part of the COA growth and success goes to approximately 72 active volunteers who donated thousands of hours in 2012. It is because of their many acts of kindness and their caring attitude that the COA is able to reach a greater than ever number of senior citizens in need.

Nancy Hammond

Director of Senior Services/Council on Aging

CULTURAL COUNCIL

The Manchester Cultural Council continues to fulfill its mission of supporting projects that provide cultural enrichment and creative and educational opportunities to Town residents of all ages. For Fiscal Year 2012, the Manchester Cultural Council received approximately

\$4,000 from the Massachusetts Cultural Council and, in turn, awarded grants to nine individuals and organizations, six of which were Manchester-based. Projects funded by these grants included an interactive program on Arab and Muslim culture at the Manchester Memorial School, a lecture at the Seaside Garden Club, theatrical performances for the Manchester Women's Club and the Council on Aging, a musical presentation on the songs and dances of 18th century New England at the Manchester Historical Society, an interactive storytelling program for children and a program on popular American Music, both at the Manchester Public Library, and field trips for Girl Scout Troop 65284 and Cub Scouts Pack 30.

The Cultural Council continued to support local artists through its rotating, bimonthly exhibits at the Town Hall. The Council encourages artists of all ages to consider showing their work and invites Manchester-area schools to participate in these exhibits, providing talented students with an opportunity to showcase artwork that might not otherwise be seen.

The Cultural Council extended thanks to outgoing member Katarina Gates and welcomed new members Evonne Blanchard and Kathy Kiley. Other members include Sondra Bialy, Anne Cowman, Karen Hatch, and Anna Kasabian. We are always pleased to hear from anyone who might be interested in joining the Council and welcome feedback on programs, suggestions, and other input at any time.

Winifred Diedrich, Chair

FIRE DEPARTMENT

2012 was a transition year for the Manchester-by-the-Sea Fire Rescue Department. Chief Andrew Paskalis retired at the end of June after serving the Community for 10 years. Chief Paskalis, or "Andy" as he was known throughout the Town, was a progressive leader who brought many positive changes to the Department in his tenure. He led the Department and the Community to support the Fire Department in becoming the primary ambulance provider; upgrading emergency medical services to the Advanced Life Support Level via new equipment and the addition of paramedics. Chief "Andy" also saved the Community many hun-

dreds of thousands of tax dollars through aggressive grant funding. The personnel of the Department wish Chief Paskalis a happy and healthy retirement.

Chief Robert Loomer, retired from the Wayland Fire Department, became the Interim Fire Chief upon Chief Paskalis' retirement. Chief Loomer served through the end of October. Chief Loomer ensured that the "business" end of the Fire Department was processed through the interim period. He also successfully upgraded the second ambulance, Rescue 2, to the Advanced Life Support Level. This advancement greatly aided the citizens of the Community in emergency medical services.

Chief Glen Rogers was selected by the Community to become Fire Rescue Chief. Chief Rogers "took the helm" at the end of October. An official "swearing in" was held at the firehouse for Chief Rogers as well as all the career and call personnel. The event was well attended by many local dignitaries and area fire chiefs.

Chief Rogers' first day on the job was ushered in by Tropical Storm Sandy. This storm brought significant wind and some moderate flooding due to high tides. Luckily there were no fires or medical emergencies during the storm. The firefighters were kept hopping with over 15 calls for downed wires throughout Town.

Your Fire Rescue Department is deeply committed to working 24/7/365 to reduce your risk of loss due to fire and to increase the quantity and quality of your life through emergency medical services and education. We are well on our way together in reducing fire losses. We are able to accomplish this goal through fire prevention activities specifically permits, inspections and education. The Department provides Student Awareness of Fire Education (SAFE) in the schools. We also performed 1,117 permits and inspections bringing \$11,480 in fees to the general fund. The overall goal for the fire service is to accomplish a greater number of fire prevention activities than the number of fires. This community is a superior example for the rest of the country in fire prevention.

There were two significant fires in 2012. The first occurred on January 4th at 3:15 PM at

36 Masconomo Street. A two car garage was fully involved upon arrival. Firefighters were able to confine the fire to the building of origin. The other fire occurred on March 9th at 12:54 PM at 1 Powder House Lane. A unit sustained significant smoke and fire damage from a stove top fire.

The Emergency Medical Services to the Community was increased to provide for increased quality and quantity of life. The Community has two ambulances equipped to the Advanced Life Support Level. We appreciate the support of all those involved in supporting this level of service. Both ambulances have seen plenty of calls. There has been an increase in double calls within a short period of time requiring ALS service from our paramedics. There were 400 EMS related calls this year accounting for nearly 45% of the emergency runs. The EMS ambulances also generated over \$149,928 to the general fund.

The grand totals of the Department were 1,117 permits and inspections, and 891 emergency calls. A total of \$161,408 (16.1% of the Fire Department budget) was generated to the Town's General Fund. We will continue to focus on decreasing fire losses, increasing our abilities to enhance your quality and quantity of life and most of all be there for you in emergency and non-emergency ways every hour of every day.

As always, stay safe! And don't forget to stop by the firehouse any time you would like.

Glen Rogers, Fire Rescue Chief

FOURTH OF JULY COMMITTEE

The Fourth of July Committee is comprised of a small but dedicated group of residents whose goal is to provide enjoyable festivities for all residents. This Committee coordinates the Annual 4th of July Parade as well as the Bi-Annual Fireworks display on Singing Beach. The Committee begins meeting in September each year and meets monthly throughout the winter and spring to coordinate this annual Town event. If you have yet to share in this event, make sure to mark your calendar for Thursday, July 4th, 2013 for this year's annual parade! To make a donation or for more information on this year's festivities, please contact the Manchester

Parks & Recreation Dept at 978-526-2019 or email us at fourthofjuly@manchester.ma.us.

HARBOR ADVISORY COMMITTEE (HAC)

2012 was a busy year for the HAC. On January 17th we welcomed Bion Pike, the Town's first full-time civilian harbormaster in decades. The HAC held 14 meetings throughout the year and worked very closely with the new Harbormaster. The Harbormaster attended almost all HAC meetings and provided invaluable suggestions for managing and reorganizing the office of Harbormaster.

Our initial focus was to support the Harbormaster and help him become acclimated to Manchester, the harbor, and the current status of harbor records. Based on the recommendation of the Harbormaster, we agreed to discontinue the use of On-Line Mooring for managing harbor data and replace it with a Microsoft Access based system developed by the Harbormaster. The new system has proved to be an excellent solution for the Town's harbor record management needs. The elimination of On-line Mooring saved the Town approximately \$4,000 in 2012.

Our focus quickly turned to mooring and waitlist renewals as well as cleaning up all harbor data. This, of course, was the responsibility of the Harbormaster. The HAC played a consultative role while monitoring the on-going mooring assignment and wait list activity. For the first time in years, approximately 20 moorings were assigned to individuals on the mooring "change list" and 50 more were assigned to individuals on the mooring "wait list".

Throughout the year the HAC worked with the Harbormaster on other topics including: the acquisition of a new Harbormaster vessel and subsequent sale of the existing antiquated vessel; management of the Morss Pier hoist and hoist replacement; development of a temporary mooring program; revision of waterway permit fees; Massport's offer for replacement moorings; and significant revisions to the Manchester Harbor regulations which govern activities related to the harbor.

2012 was a very productive and formative year and the HAC looks forward to providing continued assistance in 2013.

James Hatch, Chair

Stuart Conant, Vice-Chair

HARBORMASTER

Assistant Harbormaster Tom Aldrich and I enjoyed seeing so many of you on the water this past summer. We were blessed with a beautiful boating season and we will hope for the same again next summer.

The Harbor Advisory Committee and Harbor Department are working to update the Waterway Rules & Regulations and to develop a comprehensive 5-year capital plan for the harbor.

Boats:

A 2003 24' Eastern center console with a 130 horse Honda engine, (119 hours on the engine), was purchased in May to replace the large Boston Whaler as the main patrol boat for the harbor. The Town paid \$24,000 for boat, motor and trailer. Funding for the new boat came from existing funds set aside to repair and upgrade the Boston Whaler. The balance of the upgrade funds were set aside to complete much needed infrastructure repairs around the harbor.

The smaller boat received repairs to the electrical system, fresh paint and an engine tune-up before the beginning of the boating season.

Infrastructure:

Two waterfront projects unrelated to the Harbormaster were completed this year. The Tuck's Point rotunda has been restored to former glory and the shelter at Morss Pier received new shingles and a fresh coat of paint. Thank you Community Preservation Committee.

- Morss Pier received upgrades to failing water and electrical service. The dilapidated fishermen's crane will be replaced this winter with a new galvanized crane. An annual fee of \$100.00 paid by fishermen and other commercial operators will defray much of the cost of the new crane.
- The addition of treads to the Tuck's Point access ramp dramatically reduced the number of slips and falls at low tide.
- Reed Park Pier is scheduled to receive a new deck before the 2013 boating season. The current deck is covered with rotten plywood.
- Some new floats will be constructed and put into service for 2013 while several existing floats will receive a facelift.
- The dredging project for Areas B&C moves forward, slowly. The hope is to see work begin by the fall of 2014.

Funds and Revenue:

Mooring & Waitlist Revenue 2012 –

Total: \$125,074

Boat Excise Revenue 2012 –

Total: \$17,797

Dredge Fund Balance 2012 –

Total: \$222,131

Waterway Fund Balance 2012 –

Total: \$54,513

Waterway permit fees increased from \$6.50 /FT to \$10/FT for the 2013 boating season. The purpose of the increase lies in the need for dredging. The \$222,131 currently in the dredge fund will not be enough to meet the Town's share of the upcoming planned dredge project, not to mention other looming dredging needs in Manchester Harbor. An additional \$50,000 will be placed in the dredge fund over and above the current \$20,000 already placed in this fund. This level of funding will mean future dredging projects can be pursued without placing undue burden on the tax payers of Manchester. The balance of any new revenue will be placed in the waterway fund for other waterfront needs.

Records:

Archival records going back ten years are on file in the Harbormaster's office. Files are available for inspection during office hours. No appointment is necessary.

Moorings & Waitlists:

Waitlists - As of November 23, 2012 there are 411 names on the mooring waitlist, 117 of the names have been added since January. The mooring-change list has 43 names and the dinghy waitlist stands at 72.

Moorings - Approximately 70 moorings changed hands in 2012. It is expected 2013 will be a busy mooring reassignment year as well.

Mooring and waitlist payments may now be done by credit card or electronic check online and at the Harbormaster's office. Cash is still accepted at the Harbormaster's office. Mooring and waitlist records, including the waitlist ledgers, may be accessed during office hours. No appointment is necessary.

MASSPORT has been in contact with the Harbormaster Department regarding a potential offer of free helix type, environmentally friendly moorings for installation in the eel grass beds of Manchester Bay. At this time MASSPORT is

conducting a survey of the eel grass beds to identify the total acreage in Manchester. A similar survey is being conducted in Beverly. It will be used to help MASSPORT determine whether Manchester is a suitable candidate for the replacement mooring program. This survey in no way obligates Manchester to do, or agree to, anything.

MASSPORT is currently studying two different plans to protect eel grass habitat in Manchester from damage caused by traditional moorings and boat anchors.

- Replace all existing traditional block and chain moorings in Area G and part of Area F with helix style moorings that have little or no impact on eel grass. Purchase and installation costs of these moorings would be paid for by MASSPORT. The benefit to mooring holders in these areas is clear since all new or replacement tackle in these areas must be of the low impact helix type.
- Install a number of day use recreational moorings in the area near Long Beach and the Ram Islands. Many of you will have noticed the increased number of boats anchored on weekends in this area of the harbor; so many in fact that the Harbormaster has been forced to curtail some water-skiing and tubing activity due to safety issues, an unfortunate situation. Well planned placement of these moorings would ensure broader recreational use, such as water-skiing, of this wonderful boating area traditionally enjoyed by Manchester residents.

I look forward to seeing and serving all those who use the Manchester waterfront in the coming year. As always I welcome the opportunity to answer any and all of your questions.

Bion Pike, Harbormaster

BOARD OF HEALTH

The mission of the Manchester-by-the-Sea Board of Health is to protect the public health of the citizens of Manchester through enforcement of health codes and regulations while promoting a healthy community through the use of innovative programs. The Board continued this focus in 2012.

A major health concern in 2012 was the

threat from West Nile Virus and Eastern Equine Encephalitis from infected mosquitoes. The Mosquito Control Board provided treatment in the catch basins and monitoring. Such monitoring resulted in the Board having to resort to ground targeted spraying in the areas where infected mosquitoes were discovered.

As a result of several high coliform bacteria counts over the summer in the areas of both West Manchester Beach and the marsh near Black and White beaches, the Board continued to try to determine the source(s) of pollution in both areas. So far the exact source has yet to be positively identified, but more and more septic systems have been upgraded which is always a step in the right direction. The Board was also involved in trying to help the DPW, Board of Selectmen, and the Conservation Commission to resolve the problem of the pervasive Japanese seaweed that was primarily invading West Manchester Beach and White Beach. The source was never uncovered and the clean up was determined to be ineffective in resolving the aggressive and pungent problem the Japanese seaweed created.

The Board of Health had some changes in personnel in 2012. The Board was sad to see Public Health Nurse Betty Benn retire after over 30 years of service to the Town. The Board welcomed Pam Ciccone, RN, who is a local resident, to fill the position of Public Health Nurse. She quickly and efficiently jumped into her new role with the busy Flu Clinics. The Clinics were run smoothly and efficiently and were again offered to Town residents, School Teachers, Town Employees, and Fire and Police personnel. Thank you to all the Town residents who provided volunteer nursing and clerical services to the Board and assisted Pam with the Clinics. A special thank you goes to Ellen Lufkin, Assistant to the Board of Health, for her continued service and commitment to the Board and the residents, as well as her tireless efforts in keeping the office running efficiently and smoothly.

In concert with the DPW, the Board continued our commitment to the Town of Manchester to provide a safe environment for disposal of hazardous waste at its annual collection event. As in prior years, approval of subsurface

sewage disposal systems remains the primary source of activity and revenue for the Board of Health. The Board wishes you all the best of health in 2013.

Leslie R. Nitkiewicz, Chairperson

HISTORIC DISTRICT COMMISSION AND HISTORICAL COMMISSION

Town Meeting 1975 gave the Historic District Commission all the powers and duties of a Historical Commission. The Commission continued to work toward surveying the Town to see what properties should be on the National Register and after a public hearing compiled a list of Town-owned properties which they determined to be historically significant. Work continues on the repair and restoration of the Tuck's Point Rotunda and Crowell Chapel in Rosedale Cemetery, funded by money from the Community Preservation Commission and through matching grants. Work also continues on the education and preparation of why a Town-wide Demolition Delay By-law should be considered by the citizens of Manchester-by-the-Sea for the protection of historical properties.

Certificates of Appropriateness were granted in 2012 to the Library at 15 Union Street; 41 Central Street; 10 Washington Street; 26 Central Street; 12 Washington Street; 12 Bennett Street; 39 Central; 0 Elm Street/27 Central Street; 38 Central Street; 50 Central Street; and 58 Union Street.

Certificates of Appropriateness for Signs were granted to 26 Central Street for Surfari and Foreign Affairs and to 38 Union Street.

Historic District Commission and Historical Commission members are Donna Dussault, Don Halgren, Robert Hofeldt, Rob MacNeille, Chairman Mike Storella, Chris Thomas, and Nannie Winslow.

HOUSING AUTHORITY

The Manchester Housing Authority consist of 80 elderly/handicapped housing units, located at Newport Park (constructed in 1963) and The Plains (constructed in 1974) as well as a 4-family housing unit located on Loading Place Road (constructed in 1989).

MHA's focus this year was to insure that the public housing resources were utilized to their

maximum capacity. Our goal was to provide safe, sanitary, affordable housing. This year we experienced a 9% turnover of our elderly/handicapped and family units.

The Authority receives an operating subsidy from the Department of Housing and Community Development (DHCD) which comes from an annual appropriation in the State Budget. We used this subsidy to effectively manage and administrate the Town’s 84 affordable State units. Along with subsidy, to help meet operating expenses for our program needs, DHCD also contributes funding for capital improvements. This formula funding is project-specific and restricted for the sole use on capital projects. Included in this year’s Capital Improvements Plans were replacement of load center electric panels and installation of alarms for a hearing impaired unit at The Plains. Also scheduled are exterior envelope work, roof surface replacement, and replacement of exterior stairs and railings at Newport Park and roof replacement at Loading Place Road.

Although we do not receive any funds from the Town of Manchester’s budget (funds raised through local taxation) the Town’s Community Preservation Act Committee granted MHA \$22,500 to replace the sinks and faucets in the Newport Park apartments. The project was completed successfully. We want to thank the Town for its generosity and contribution in helping us provide adequate and affordable housing for its residents and giving them the opportunity to reside in a suitable living environment.

Senator Bruce Tarr and Representative Brad Hill continue to support legislation for the modernization and upgrading of public housing.

Mr. Marc Bliss continues to serve as chairman of the MHA Board. We await an appointment by the Governor to fill the fifth position.

We would like to commend our staff, new Executive Director Irene Frontiero; Maintenance Mechanics Chris Rodier and Allen C. McCoy; and Secretary Carol Powers; for their diligence and professionalism.

Allen C. McCoy continues to serve on the statewide Maintenance Professional Association of Maintenance Supervisors as Past President.

Ms. Laura Carreiro, Asset Management Specialist; Bruce McCarrier, Facilities Manager; Bob Watt, Office of Construction Service; and Avalon McLaren, Project Manager; have provided great oversight and technical assistance from DHCD during 2012. We thank all the Town boards for their assistance.

Manchester Housing Authority Board of Commissioners

Marc Bliss, Chairman; Bruce MacDonald, Jane Metrano and John Kenney

INSPECTORS

Information below is for the calendar year 1/1/12-12/31/12

Building Inspector

Permits Issued	259
Fees Collected	\$141,349

Plumbing/Gas Inspector

Plumbing Permits Issued	172
Fees Collected	\$ 9,343
Gas Permits Issued	152
Fees Collected	\$ 6,051

Wiring Inspector

Permits Issued	158
Fees Collected	\$ 52,897

LIBRARY TRUSTEES

2012 marked the 125th anniversary of the McKim building. The Library Trustees conducted a capital campaign to renovate the Children’s Room and construct a handicap access ramp and a drive-up book return at the Church Street entrance. Townspeople gave over \$152,000 for the project. The Children’s Room was originally built in 1962 thanks to the work of the Friends of the Library. Frances Quincy Ervin founded the Friends for the express purpose of adding a place for children. The original addition cost \$25,000. This project is the first major update to the Children’s Room in 50 years.

The Library held two programs that highlighted the capital campaign. Bill Cross presented *Of Love, Death, and Liberty*, a photo-lecture on the personal lives of T. J. Coolidge and Charles F. McKim, including a history of the art and architecture of the Library. In October the Trustees held a birthday party for the Town’s children to celebrate the 125th

anniversary. The summer reading statewide theme was “Dream Big @ Your Library.” The Manchester Community Reads book was *The Immortal Life of Henrietta Lacks* by Rebecca Skloot. The Library partnered with Manchester Historical Museum to present The Gravestone Girls, who researched local cemeteries then gave a program on the art of gravestones and the transition from burial ground to modern cemetery. The Library held six monthly reading groups for all ages, puppet shows and poet teas. There was a moon party on the lawn and a fresh food fair at the Community Center. The Library hosted these authors: Gary Braver, Natalie Dykstra, Katherine Arthur, Betsy Williams, and Margi Flint. The Library received grants from the Manchester Cultural Council and the Hooper Fund which supplemented programming. The Manchester Mothers’ Group gave 45 books this year to honor newborn and adoptees to the Town. Teen program highlights in 2012 include *Cooking* with Anna Tourkakis, Teen Money Management with Leanne Christopher, and *Writing the Infamous College Essay* with Bill Caskey.

In all, over 50,000 people visited the Library last year despite the Children’s Room closing in August for four months. There were 4,726 registered borrowers. The Library circulated 67,300 items, of which 14,000 were borrowed from other MVLC libraries. Manchester Library lent 17,250 items to other MVLC libraries. Library staff answered 2,400 reference questions, held 240 programs with over 5,000 in attendance. The Library owns 53,700 hard copy items and provides online access to thousands more titles. This year the Library added a part time Young Adult Librarian to its staff, Anne Cowman. The Adult Services Librarian, Rachael Theriault, received her Masters of Library Science degree from Simmons in 2012.

The Friends of the Library is a private organization that raises funds through membership and book sales to supplement the Library’s programs and services. Income from the Friends allows the Library to offer extras such as museum memberships (passes went out 585 times), programs such as the Summer Reading Program, refreshments, holiday wreaths, and

microfilming of the Manchester Cricket. The Friends sponsor digital content for our eReaders, and online services such as Freegal and Mango. The Friends annual summer book sale is a major event drawing hundreds of people. The guest speaker at the Friends annual meeting was Lawrence M. Vincent, author of *In Search of Motif No. 1: the history of a fish shack*.

Volunteers continue to supplement the Library staff by performing the many tasks necessary for day-to-day operations. Sixty-two volunteers helped by processing books, inputting data, weeding the collection, and most importantly, shelving returned books. This year the volunteer force was supplemented by many one-time helpers who first packed up the Children’s Room in August, then unpacked the books in January. Volunteer hours totaled over 1,350, an average of 26 hours per week.

Board of Library Trustees

Tim Browne, Alison Anholt-White, Alida Bryant

MANCHESTER ENERGY EFFICIENCY PROGRAMS (MEEP) ADVISORY BOARD

The MEEP Board was established by the Board of Selectmen in October of 2012. Members of the Board are Marni Hoyle (Chairperson), Eric Stallings (Secretary), Eric Magers (representative from MERSD), Dev Barker, Dennis Dixon, Robert Jermain, Bill Vachon, and David Walls.

As its first initiative, the MEEP moved to pursue MA Green Community designation for the Town. Board members initiated work with Town Counsel, the Planning Board, and the Selectmen to meet the deadline of January 31, 2013 for amendment language for 1) the Zoning By-laws related to As-of-Right Permitting for Solar in the Limited Commercial District, and 2) language for the General By-laws related to the Adoption of the MA Building Stretch Code. These two changes to the Town’s By-laws are required by the State in order to meet the Green Community Criteria.

Going forward, the MEEP will further pursue the adoption of these two By-law amendments at Town Meeting in 2013, along with preparation of other materials required by the

Green Communities Program. The Town's submission to the State for designation as a Green Community must be completed by the annual October 2013 State deadline. Upon designation as a Green Community, the Town will be immediately granted at least \$125,000 from the State for use in energy efficiency programs in Manchester.

**MANCHESTER ESSEX PLAYING
FIELDS COMMITTEE**

During 2012, the Manchester-Essex Playing Fields Committee (MEPFC) continued to pursue additional field space for a full-sized baseball field and full-sized multi-purpose field surrounded by an official 400 meter track. Some available lands at the Manchester Athletic Club were investigated, with input provided by representatives of the High School athletic teams. The Community Preservation Committee (CPC) has been very supportive during the search for additional field space and has also been exploring land acquisition funding options.

We would like to note that the High School (Hyland Field) and Brook Street (Coach Ed Field Playground) artificial turf fields at the are proving their worth, as numerous School and Town sports programs take advantage of the excellent playing surface which is resistance to wear and available during inclement weather.

One of the highlights in 2012 was the concession stand at Sweeney Park which was completed in time for Manchester-Essex Little League's Opening Day Parade on April 28th. During that event, the concession stand was dedicated in memory of Bill Burgess, a long time supporter of youth sports programs in Town.

Tom Arntsen and Greg Blagden
Co-Chairs MEPFC

PARKING CLERK

Fees collected in 2012:

Beach Stickers	\$61,346.00
Parking Fines	39,992.95
Walk-on Passes	590.00
Business/Boater Placards	2,165.00
TOTAL	\$104,093.95

3689 beach and resident stickers were issued during the year.

C. Denise Samolchuk, Parking Clerk

PARKS & RECREATION COMMITTEE

Our five-member Committee oversees some of our Town's greatest natural resources including Singing Beach, Masconomo Park and Tuck's Point. We are the sole advisory group to the Board of Selectmen on matters related to Parks & Recreation programs, services, and facilities; and work closely with the Director of Parks & Recreation to manage those areas. We look for input from our community on ways to improve these services; review facility policies and procedures; review signage and fees and make recommendations to the Board of Selectmen as needed.

**PARKS AND RECREATION
DEPARTMENT**

Bringing families and the community together!

It has been another busy year for the Parks & Recreation Department. Despite the tough economic conditions over the past few years, participation in Parks & Recreation Department programs has continued to increase every year particularly in the *Hornets After School Program & the Summer Playground Program*.

The Parks & Recreation Department offers over 250 different activities geared towards all ages and abilities each season and new schedules are released 3 times per year; in April, August, and December, so come and see what recreational opportunities we can provide for you. The Parks & Recreation Department has a page on Facebook and can also be found on the web at www.manchester.ma.us/recreation.

If you were one of the participants who made leisure and recreation a part of your life in Manchester-by-the-Sea by playing a sport, swimming at the beach, attending summer playground, playing tennis, practicing dance, getting fit, having a cookout at Tuck's Point, or simply attending a concert, we thank you for your participation and we hope to see you again in 2013!

However, that's not all we do. The Parks & Recreation Department manages some of the Town's greatest natural resources including Singing Beach, Tuck's Point, Masconomo Park, Sweeney Park and Coach Field among others.

We hope you have also enjoyed the *Music in*

Masconomo Summer Concert Series which takes place on Tuesday nights at Masconomo Park from 6:00 – 8:00 pm during July and August. This annual concert series will be entering into its 11th year in 2013 so join us this coming summer with your dinner, blankets or chairs, and your family and friends! These concerts are free and are made possible through generous donations by individuals and local organizations and businesses. Many thanks go out to them for their support!

The Parks & Recreation Department will continue to create new recreational opportunities for Manchester residents in the coming year. If you have any suggestions for activities, special events, or programs that you would like to see offered, please feel free to contact us at 978-526-2019 or visit us in room #7 at Town Hall.

Participate in what we do best: provide spaces and places, activities and events for you and your family to grow, laugh, play, and relax. Parks and Recreation...it's where the benefits are endless...

PLANNING BOARD

The Planning Board consists of seven elected volunteers. The Planning Board makes decisions pertaining to division of land, issues special permits for site development, and proposes Town planning policies and amendments to the Town's Zoning By-Law. The Board meets at least twice monthly and conducts visits to sites subject to permits.

In 2012, the Planning Board sponsored a warrant article to amend the Zoning By-Law. The article contained the changes required for the Town to comply with the National Flood Insurance Program. We issued an extensive Special Permit for a Residential Conservation Cluster Subdivision at 601 Summer St. The Special Permit allows 12 clustered houses, leaves more than half the land under a conservation restriction, and creates three affordable rental units offsite. We issued a Special Permit for a wireless facility upgrade to 4G service. We conducted one site plan review for a condominium and granted one Special Permit under Chapter 91 Licensing (docks and piers). We extended one existing Special Permit and

amended one existing Special Permit.

In the past year the Board endorsed one Approval Not Required [ANR] for minor transfers of land between abutters or for new lots and issued six "Driveway/Curb Cuts".

We thank all members for their effort: Richard Blau, Carroll Cabot, Loren Coons, Andrea Fish, and Ron Mastrogiacono and we are ever appreciative of the wise and able assistance from Administrative Assistant, Helene Shaw-Kwasie.

Becky Jaques and Kurt Melden, Co-Chairmen

POLICE DEPARTMENT

I am pleased to offer the citizens of Manchester-by-the-Sea this annual report on the activities and accomplishments of your Police Department for 2012. The goal of this Department remains consistent – to protect and serve our citizens and all those who visit in the most effective and efficient manner. This is a not only a mission but a mandate that continues to guide us. We are pleased that as a result of embracing and fostering this mandate that we are one of the safest and most service oriented communities in the Commonwealth. The challenges facing all aspects of community safety, and security are significant and rapidly changing and we will continue to do all we can to deliver service in a manner that is fair, consistent, safety focused and cost effective. It remains an honor to lead a group of motivated and dedicated officers and civilians who are committed to excellence and the ideals of service and safety.

In 2012 the following personnel changes took place: Officer William Davidson retired and the testing and evaluation process to replace him is ongoing. Former Sergeant David Metrano, who served as a per-diem dispatcher after his retirement from police service, retired from his dispatching position. We thank both of these men for their service to the Community. The following were appointed to Reserve Officer positions: Stephen Meola, Ryan Machain, and Stephen Driscoll. Officer Meola came to us very well trained and prepared from our Auxiliary Officer Program. Officers Machain and Driscoll returned to the Department and we are glad to have them back in service.

I was pleased to offer Official Commendations to officers for some very heroic actions. In January Officer Stephen Louf was off duty at his home when he discovered a fire in a neighboring structure. Without regard for his own safety he entered the building to notify and assist in the evacuation of sleeping residents and a pet. In August Parking Enforcement /Auxiliary Officer Timothy Migneault rescued a man who had fallen into the Harbor and was in severe distress. Officer Migneault calmly radioed for help and without regard for his own safety affected the rescue. In September several officers were involved in the successful resuscitation of an individual who had suffered a medical emergency while playing basketball. Awarded commendations for their actions in this case were Sergeant Todd Fitzgerald, Officers Kevin Clary, Christopher Locke, Andrea Richardson and Ryan Machain.

Our Police Department patrol duties, traffic enforcement, and investigations remain as our core police function. We also understand and value our Community Policing initiatives which keep us working collaboratively with our citizens. In April we hosted our first Departmental open house. This event gave our citizens an opportunity to meet all members of our Department and to see some of the police capabilities that we have. This was a great event and we hope to do it again. We are pleased to continue our affiliation with the elder service TRIAD program. This is a productive and collaborative partnership between our senior citizens, representatives of the Essex County Sheriff's Department, Essex County District Attorney's Office, the Manchester Council on Aging and the public safety agencies of our Community. We are working on programs that will keep seniors safe in their homes, on the roads, protect their identity, as well as in the information and social media era. In 2012 we continued our partnership with education by continuing with our Community Collaborative Initiative. This program is in cooperation with the District Attorney's Office and the Manchester Essex Regional School District and involves juvenile diversion programs and safety presentations in the schools. In 2012, we continued with our highly successful and visible motorcy-

cle patrol, bicycle patrol program, and A.T.V. beach patrol. We continue to be an active member and participant in the Cape Ann Regional Response Team. This team works not only on tactical situations in the region, but also on search and rescue missions and ensures public safety at many different events. Members of this team from our Department include Sergeant Todd Fitzgerald and Officers McCoy and Lewis. An important program that helps ensure our adequate training ground for new police officers is our highly successful Auxiliary Officer program. Under the direction of Officer Christopher Locke, individuals who have an interest in the police profession, many of who are working toward a degree in Criminal Justice, get valuable training and experience. These volunteers attend training, which is the first step in advancing to a part-time police position. These dedicated individuals work many of the events including the Memorial Day Parade and Fourth of July parade and fireworks amongst other community events. In 2012 these officers contributed nearly 700 hours of volunteer service to the community.

Like all communities in the Commonwealth our municipal fiscal challenges are apparent. As a result of these limitations it is important that we actively seek grant funding where and when available. I am pleased that we were able to receive funding grants that allowed us to obtain equipment outside of the Town's budget. The Department applied for and was awarded a Commonwealth of Massachusetts Executive Office of Public Safety and Security E-911 Grant that allowed for an update to our dispatching radio operations. This state-of-the-art equipment replaced a system that was over 25 years old and had failed. The Department also received an E-911 Dispatch Training grant that will keep our personnel on the cutting edge of preparedness. Our dispatch function remains of the highest quality and is served by dedicated and professional individuals who offer superior service at the local level. As our fiscal challenges continue, I renew my pledge to be proactive in seeking out all funding opportunities that are available.

Continued and relevant training of our police officers remains central to the effective

delivery of quality service to our citizens. As such, officers completed annual in-service and emergency medical training as well as firearms re-qualifications. There were many specialized training classes officers attended including classes in homeland security, advanced investigative and police techniques, school safety, and technology advancements in policing, and investigative techniques and technologies. We continue to expand and develop our expertise in the areas of identity theft and cyber related crimes such as those that are perpetrated using social media sources.

In 2012 the Manchester-by-the-Sea Police Department logged 11,061 calls for service which included 142 arrests, 864 calls for follow up/investigation, investigated 56 motor vehicle crashes and issued 579 traffic citations. The overall call volume is up 18% over 2011. As with previous years the trend toward cyber-crime, social media related issues and identity theft continue to be the largest areas in growth of criminal activity we are experiencing. We have investigated several of these crimes and we anticipate this trend will continue. The best advice crime prevention we can offer it to take all steps possible to protect your personal information and identity. I again urge our citizens to destroy personal papers and documents before discarding. We also ask that citizens lock their homes and cars, and to report all suspicious persons and vehicles immediately.

We remain committed to our partnership with the Community, Town Officials and all Town Departments. We will continue to function with a strong commitment to service and safety and in a fiscally responsible manner. I again thank you for allowing me the opportunity to continue to serve Manchester-by-the-Sea.

Glenn F. McKiel, Chief of Police

Animal Control

In 2012 Animal Control Officer Steach responded to a total of 345 calls for service. This included: 151 dog calls and 194 calls classified as other animals. These responses reflected a 10% increase in call volume as compared to calendar year 2011. Calls for service are handled 24 hours a day, 7 days per week and officers of the Police Department assist in this

function when A.C.O. Steach is unavailable. Messages can be left via voice mail for A.C.O. Steach at the Police Department or he can be reached by e-mail. Again in 2012 many of the calls dealt with missing or injured pets. We urge you to help maintain your pet's safety by keeping it on a leash and keeping it secure in your home, on your property, or while traveling, in your vehicle. Many lost pets came to us without identification or without being properly licensed. Additionally, having a pet I.D. tag will help us to return your pet quickly and safely to you. We again remind pet owners that the Animal Control Officer has a hand-held microchip scanner available to check lost pets for implanted identification. We are pleased to offer service to the many responsible pet owners in our community, and we remind you that in addition to licensing, all dogs must be under control via voice control or on a leash.

Chief Glenn F. McKiel on behalf of A.C.O. Steach

PUBLIC WORKS

Public Works Division

Through the use of Town funds and Chapter 90 funding, we were able to reclaim, pave and replace sidewalks and install curbing, where warranted, on Brook Street and Putnam Court; put down a base coat on Mill Street; and partially pave the Singing Beach parking lot. We also installed new guardrails along upper School Street and Mill Street.

We had to deal with an emergency situation when a large culvert, located by the Essex Town line on School Street, collapsed. This would have normally caused the street to be shut down but with some innovative ideas from the DPW and cooperation between the Board of Selectman, MERSD, Police Dept., and Fire Dept., and with help from Mass Highway, we were able to keep the road open until the actual construction /replacement started.

Along with other routine road maintenance tasks, the Public Works personnel are also busy maintaining all Town beaches and beach infrastructure, collecting Town generated refuse, repairing catch basins, maintaining parks and cemeteries, caring for Town trees and managing and operating the Transfer Station and Compost facilities.

These tasks keep us very busy throughout the year. As our staff numbers shrink and the tasks before us increase it is becoming more difficult to maintain the level of services our citizens have become familiar with. The Town tree population is maturing and we are in need of more and more contractual work in maintaining them. This year we had a horrible red seaweed infestation on some of our beaches and were not able to keep certain beaches clean because of lack of disposal sites, manpower, and funding. We did try several experimental ways for dealing with the problem and have some ideas on how to better manage the problem, should it occur next year.

Efforts to get a handle on the escalating costs of sanitation handling, and to more fairly distribute them across the taxpaying population by charging additional fees to users, seem to be working. Our trash disposal tonnage keeps going down each year for the last four consecutive years. Trash tonnage in 2012 decreased by 149 tons against 2011 figures. This was a financial reduction of \$10,430.00 from last year. Though the Town has decreased its recycling tonnage by 52 tons from last year's tonnage, our trash figures did not go up; this just shows better purchasing choices or other forms of recycling/reuse. Our yearly recycle tonnage was 735 tons. By diverting this amount of recyclables it reduces our trash tonnage dramatically. This saves the Town a lot of money in disposal costs and represents 26% of our direct household waste stream.

Water Division

The contracted services for operations of the Water Treatment Facility continue to move forward in a favorable motion.

Our pumpage was 265,000,000 gallons last year; this is a decrease of only 3 million less than last year. This decrease in usage helps us toward keeping our per capita usage below the State's DEP threshold of 65 gallons per day per person. As a community we are at 97 gallons per day/per person. Outdoor watering and leaky toilets are the biggest cause of wasted water and increased water bills. Given the new regulations being handed down from the Mass. Department of Environmental Protection we will be mandated to start addressing more efficient ways

our customers use our water resources including water bans if necessary.

Converting our old style of reading meters with a new radio-read system is still ongoing. The process has been slow due to manpower constraints but we hope to have it completed by the end of next year. To keep costs down we are using in-house labor to install new readers on all our customers' homes, replacing the old ones. We have installed approximately 800 thus far.

Along with meter reading, the Water Department employees continue their maintenance and repairs of the water distribution system's hydrants, valves and pipes.

Wastewater Division

The Wastewater Plant saw a lot of maintenance last year that had been deferred for several years. We performed several small but meaningful repairs on manholes in the downtown area and several minor repairs throughout the collection system to reduce I & I (Inflow & Infiltration) to limit the flow of groundwater into the plant. The plant processed and cleaned 128,000,000 gallons of water last year, down 78,000,000 gallons from last year. Though our population has little change throughout the year, our treatment is down. The flow into the plant ranged from an average low of about 208,000 per day to an average high of over 1.8 million gallons per day. This is due mainly to groundwater and surface water making its way into the collection system. This problem has been, and remains, one of the biggest issues in running the plant efficiently to meet the Department of Environmental Protection guidelines and to allow us to tie more customers into the system.

BOARD OF REGISTRARS

Voter registration totals as of December 31, 2012:

Democrat	870
Republican	814
Unenrolled	2,303
Constitution	1
Inter 3rd Party	1
Green Party USA	1
Green Rainbow	6
Libertarian	8
Socialist	1
TOTAL	4,005

The total population figure, gathered from the Town census is 5,790.

The required registration sessions were held before the March Presidential Primary, April Town Meeting, May Town Election, September State Primary and November Presidential Election. 419 new voters registered in 2012.

Eileen Buckley, Chairman

C. Denise Samolchuk, Town Clerk

MANCHESTER ESSEX REGIONAL SCHOOL DISTRICT

The Manchester Essex Regional School District is a high achieving community committed to educating all students, inspiring passion, instilling a love of learning, and developing local and global citizenship. In the fall of 2012, MERSD completed a multi-year planning process with the launch its Strategic Plan. The Strategic Plan consists of a district Mission, Vision and Core Values and forms the construct for the development of the District and School-based improvement plans and, ultimately, the framework for the development of teacher goals and objectives. This will be a key element in the implementation of new State mandated teacher evaluation model.

The District remains committed to a collaborative approach to budget planning, working cooperatively with the Boards of Selectmen and Finance in both Essex and Manchester in order to provide one another with on-going progress reports of our planning process and working to mutually find solutions. Growing enrollment continues to be a challenge for the District. Although Chapter 70 funding has increased in recognition of the District's growth, the effort to maintain record low growth continues to make budgeting a challenge. Factoring in the current planned FY14 budgetary assessment to the two Towns, the average increase has been 2.2% per year over the past three years. This is below the 2.5% annual guideline of the Massachusetts Proposition 2½ law, and also 50% lower than the average annual increase for the prior four-year period from FY08 through FY11. Total spending increases, which include amounts funded by taxpayers and State Aid have averaged 3.25% per year over the past three years, as MERSD has invested increased

State Aid into programs for students.

The District continues to receive accolades for student performance in academics, the arts and athletics. MERSD students performed strongly on state and national assessments. Our NCLB accountability report cards can be viewed on our website – www.mersd.org. I invite you to visit our website and the student run electronic magazine *The Memo* to view the many accomplishments of our students and faculty.

In July of 2012, the MERSD administrative team welcomed two interim members Sharon Maguire, Principal of the High School and Cate Cullinane, Principal of the Middle School. Taking a proactive team approach, the MERSD team of administrators and faculty works to educate each child from his/her own readiness level in order to facilitate the intellectual, social and emotional growth process. We look at the whole child when determining student academic, social, and emotional needs. There are many measures of success, and we are committed to helping each individual child achieve his/her potential.

The success of the Manchester Essex Regional School District is a community effort! On behalf of the faculty and staff of MERSD, I extend my sincere appreciation to the residents of the communities of Manchester and Essex for their unwavering support of our student and our schools.

Pamela Beaudoin, Superintendent of Schools

DISTRICT CURRICULUM AND TECHNOLOGY OFFICE

The District Curriculum and Technology Office works collaboratively with each individual school and each District office to provide leadership and support in the following major areas: curriculum, technology, professional development, training, licensing, federal and state grants, homeschooling, civil rights, re-accreditation, new teacher induction, mentoring, and as the liaison to State and local educational agencies.

From a curriculum standpoint, the transition to the Common Core State Standards (CCSS) for language arts and mathematics has continued this year with the implementation of the *WriteSteps Writing Program and Everyday*

Mathematics program at the elementary level, along with the alignment of course materials and objectives at the secondary level. The CCSS reflect national educational standards and has been under development since 2009 when the Council of Chief State School Officers and the National Governors Association began a multi-state standards development project called the Common Core State Standards initiative. With that process underway, the District Curriculum and Technology Office is now focused on the possible implementation of the Next Generation Science Standards (NGSS). Since 2011, the National Research Council, the National Science Teachers Association, the American Association for the Advancement of Science, and (non-profit organization) Achieve have embarked on a process to develop the *Next Generation Science Standards*. If adopted by MA Dept. of Education, the implementation of and alignment to these national science standards would begin early next school year.

The professional development opportunities offered through the District Curriculum and Technology Office continue to expand as a partnership with Endicott College, having recently enabled the launch of an exciting new initiative titled MERSD-U (Manchester Essex Regional School District University). In concert with our partners at Endicott College, MERSD-U will provide the opportunity for District staff to teach graduate level courses on our MERSD campus and for other District staff to enroll in those courses for a very reasonable fee. This onsite professional development promises to be a rewarding experience for all involved, as the first few classes will be offered this spring. Also, on January 2, 2013, the Director of Student Services and Director of Curriculum and Technology collaborated to produce a full-day of professional development workshops for staff. This “by teachers-for teachers” event was a resounding success and is sure to be replicated in future years.

The implementation of technology teaching tools continues to grow as was evidenced by an “I-Pads in the Classroom” session which was offered on the January 2nd professional development day. That session was oversubscribed, with 38 participants attending the AM work-

shop and 23 participants attending the PM workshop. With the recent addition of an I-Pad cart at each building, teachers are becoming more facile with this technology and are learning how to integrate it into their classrooms in meaningful ways. Finally, our conversion to our Student Management System (Aspen), a state-of-the-art data platform, is almost complete as the District will be opening the parent portal at the secondary level in order for parents to view student’s assignment and grades.

Scott Morrison, Director of Curriculum & Technology

ESSEX ELEMENTARY SCHOOL

Essex Elementary School enrolled 273 students in kindergarten through grade 5. The preschool was moved to the Manchester Memorial School. The K-5 classrooms average nearly 21 students per class. EES maintains a wide range of support services including reading, math, guidance, special education and health services. Beyond the academics, elementary students receive instruction in art, music, physical education, computer applications, and Spanish. EES continues to support and utilize a modern, up-to-date library and integrates technology into instruction throughout the building each and every day. The computer lab is used on a daily basis and there are two wireless mobile computer labs and classroom based projectors. The total number of interactive white boards is 15 including the Smartboard™ in the computer lab and library. Funding for this technology came from District funds, the Spaulding Foundation, and the Enrichment Fund. The Activboards™ are located in each classroom and are used throughout the entire school day. These Activboards™ are also equipped with an Activote™ system. Students use a remote to give instant feedback to the classroom teacher, and this assessment system provides immediate information for the teacher to adjust the lesson as needed.

The School Council developed and presented a school improvement plan that follows a new format to demonstrate consistency between Manchester Memorial Elementary School and Essex Elementary School. The two Schools have been working to arrive at a con-

sistent academic and social experience to prepare their students for a common middle school experience. The School Councils and administration have been working toward goals that align with the overall district plan, while reflecting the different personalities and needs of each School community. Some of the recent goals of the Essex Elementary School Improvement Plan focus on using student performance data to make educational decisions, continuing to implement the Response to Intervention model to support students, coordinating opportunities for parent volunteerism, working to improve the climate of recess, and continuing to improve upon our safety protocols.

Student safety is a top priority for the District. Essex Elementary School has developed a lockdown procedure to ensure safety for students and staff should a dangerous situation arise during the school day. All staff have been trained in this procedure, and practice drills are held annually. The District has also purchased a security system for the front door. This provides a secure access so that School personnel can monitor who is in the building at all times. The Safety Team will continue to review safety protocols and revise our practices as needed. We thank Chief Silva and Chief Doucette for working closely with the School administration on maintaining a safe school.

The 2012 MCAS results show that proficiency (and higher) in all grades/subjects was greater than the State average. Some specific performance levels by grade/subject were below the State average. This causes us to take a deeper look at the data and develop strategies for improvement in these areas. I am happy to report that our daily interventions through Response to Intervention (RTI) are having a positive effect on MCAS scores. In looking at specific students who participated in small group instruction through RTI, we noticed that their scores on MCAS showed improvement. As a School, we look at MCAS data as one aspect of a larger picture. Students participate in daily classroom assessments, AIMSweb tests (skill-based tests that are compared to State norms), and Fountas and Pinnell Benchmark Assessments (reading comprehension and fluency). These assessments, as well as daily

teacher observations help us to better know each child as a learner.

In closing, the sense of community that exists at Essex Elementary School is second to none. The PTO does an outstanding job in raising monies for our School. The Spaulding Education Fund has contributed as well by providing awards for our Guided Reading Books and a grant for a visit from the renowned author, Brian Lies. The School meetings we hold reinforce the School's core values of caring, respect, responsibility, honesty, and achievement that carry beyond School walls into the community. Special important experiences for our fifth grade students including Project Adventure and ballroom dancing and a trip to Merrowvista, NH help to make their final year at EES one to be remembered. EES provides an excellent quality of education for our students.

Jennifer M. Roberts, Principal Essex Elementary School

MEMORIAL ELEMENTARY SCHOOL

Manchester Memorial Elementary School (MMES) has 460 students enrolled in preschool through grade 5 this school year. The K-5 classrooms average roughly 22 students per class. MMES offers all of its students a wide range of activities and academics in our effort to educate the "whole" child. These activities include foreign language instruction, ballroom dancing, instrumental music, and a number of enrichment programs that are sponsored by our PTO. New to MMES this school year is a mathematics team, which meets after school and participates in competitions against students from all over the country.

The 2012-2013 school year is one that has been marked by many changes in the area of curriculum, instruction, and assessment. Memorial School is working to implement a Response to Intervention (RTI) model for supporting students. Part of this is periodic reading data collection and analysis using AIMSweb assessments. These individually administered assessments give teachers valuable information regarding students' area of strengths and weaknesses in their reading skills. In addition to RTI, MMES has developed a specialized program

for students who have intensive reading and written language disabilities. New curriculum initiatives include a transition to *Everyday Mathematics – Common Core Edition and Write Steps* writing program to align our curriculum materials with the Common Core State Standards.

Our budget funds, combined with the generosity of Spaulding Trust, MMPTO, grant funds, and private donors, have allowed us to be able to infuse 21st Century learning tools into our classrooms. All classrooms PK-5 now have interactive whiteboards and K-5 classrooms all are equipped with sound field systems. These two tools combine to help make our teachers instruction efficient, effective, and dynamic.

Many improvements were made to the physical plant and grounds at MMES through a combination of grant and budget funds. Due to our growing enrollment and programmatic needs, we find ourselves running short on space. We completely renovated a clerical room and two locker rooms to make room for student service delivery spaces (Occupational Therapy, Physical Therapy, Intensive Reading and Written Language, and Instrumental Music). We were also able to install a state-of-the-art fire alert system along with a number of much needed renovations to a handful of our classroom spaces. The most obvious improvement is the newly paved driveway that was desperately in need of repair.

The School Council developed and presented a school improvement plan that follows a new format to demonstrate consistency between Manchester Memorial Elementary School and Essex Elementary School. The two Schools have been working to arrive at a consistent academic and social experience to prepare their students for a common middle school experience. The School Councils and the Administration will be working towards goals that align with the overall district plan while reflecting the different personalities and needs of each School community.

Finally, Memorial School is very fortunate to have a high level of supportive, parent involvement in our School. The PTO has branched out and developed a “Dad’s Club”

concept where fathers have the opportunity to get involved in making our School even better than it already is. As a result of PTO support and efforts, we have maintained many Memorial School traditions and have raised money that contributes to the enrichment of our School.

John Willis, Principal Memorial Elementary School

MANCHESTER ESSEX MIDDLE SCHOOL

The Middle School budget preserves the team structure, which comprises the single most critical priority in delivering a strong middle school experience. Our middle school experience addresses the academic, physical, social and emotional growth of young adolescents, while fostering strong communication between home and school. Teachers are able to develop and implement interdisciplinary curriculum.

Enrollment data indicates that the student population at the Middle School will be 355 students for the 2011-2012 school year. Traditionally, new students move into and out of the Manchester/Essex area during the summer months, some students enter from private schools and some students decide to attend a private school. All of these factors have an impact on the enrollment at the Middle School.

The Middle School will continue to provide five sections in each of the core subjects per grade. Literacy in Grade 6 and Foreign Language in Grade 7 and 8 are core subjects. The grade 6 Exploratory Subjects of Foreign Language, Band and Chorus will run all year every other day. Art, Health, and Physical Education will be trimester courses. The grades 7 and 8 Exploratory Subjects of Physical Education, Band and Chorus will run all year every other day. Art, Health, and Engineering will be trimester courses.

The Middle School is on a trimester reporting schedule. Exploratory courses are currently offered as quarter courses. The exploratory classes will change next year from quarter courses to trimester courses. The exploratory classes will now align with our trimester reporting schedule. The art program continues to flourish and integrates new technology while

continuing to engage students with interdisciplinary projects. The music program also continues to thrive. Students can take band or chorus. The Middle School offers French and Spanish as Foreign Language options for 6th, 7th, and 8th grade students. We will continue to offer our students these Foreign Language choices.

The Middle School offers after school programs. This is an opportunity for students to pursue an activity they enjoy or try something new, such as chess, password, math team, journalism, etc. The Homework Club meets two days a week (Monday and Tuesday). Many students take advantage of this resource if they need help with homework or if they need to make up work due to absences from school. The Student Council has become a School-wide program reaching out to many local charitable organizations. Our eighth graders will be going to Washington D.C. in April.

The Middle School values and encourages a close partnership with parents. The Parents of Manchester Essex Middle School is an organization of parents that meets monthly to support the staff and students through fundraising and the organization of activities. These activities are in addition to what the budget can support. Parents play an integral role on the School Council as well.

The Manchester Essex Middle School continues to work tirelessly to improve and maintain a high-quality curriculum, providing the best education possible to our students. The students from the two communities come to us with a variety of backgrounds and learning styles and our goal is to provide all students with the opportunity to acquire a core of knowledge, skills, and attitudes critical to intellectual and personal growth.

Catherine Cullinane, Principal Manchester Essex Middle School

MANCHESTER ESSEX HIGH SCHOOL

In keeping with the core values of our School District and of the High School, it is imperative that our students are the recipients of a well-balanced 21st century curriculum, staffed by 21st century educated teachers and support staff. Chairs of each academic depart-

ment now have the responsibility to oversee our 6-12 staff. This year, department meetings included faculty members from both Middle and High School as they worked on vertical articulation.

The trend in enrollment data indicates that the population of the High School will be nearing 500 students for the 2012-2013 school years. Manchester Essex has a proud tradition of sending close to 100% of their students off to post-secondary education. In order for our students to receive the guidance needed throughout their high school years a close trust and relationship must be shared between student and counselor. Counselors are our student's advisors to their academic course planning; student exploration in careers and interest pathways; and ultimately help students define their post-secondary plans. Today's college acceptance is at its most competitive level, therefore, the Department strives for the college research and application process at MERHS to be maintained as an individual designed process for our students.

Strengthening our math and science program is a priority as we prepare our students for an increasingly technological world. This has been a planning year to review the ability to offer AP Computer Science and AP Statistics courses which are in line with STEM initiatives for the upcoming year. As the Science Department moves towards creating pathways for our students, the alignment of course offerings have been under review this year. The number of students who are requesting to double up on science courses is on the rise. This year we had the need to offer an additional Chemistry class so that interested students could double up in their sophomore year allowing them to pursue course work in our ASR program. The Green Scholars program is now a pathway in the Science Department, and the Science Department will be piloting a concentration in environmental sciences as a specialized diploma program for the upcoming academic year. First Robotics sponsored a career symposium for girls at UNH in order to stimulate interest in both Robotics and in engineering careers. MERHS participated for the first time as 25+ young women took advantage of this opportunity. In an effort

to infuse the curriculum with pockets of research-based lab work, our 10th graders took part in a NSF funded research project on DNA labs. As part of the research component of ASR, one of our students was recognized, receiving an Intel Science Talent Search Research Award. This student completed their ASR internship at the Harvard Center for Astrophysics.

Writing across the curriculum continues to be a goal for the Middle and High School. This year the Middle School has incorporated the comprehensive reading and writing program called *Keys to Literacy* into their curriculum. A 6-12 program, teachers of grades nine and ten will be trained in the program next year with students building on their skills through the use of a common language and writing program.

The Global Studies course numbers have increased yearly. As part of its curriculum, students participate in a project named "The Gardner Project" which aims to create global citizens with an understanding and drive to help better the world. This is a student led experience; students choose a global issue and cooperatively make all decisions, organize their research and activities, to raise awareness of their project. Last year's class chose to raise money to build a fresh water well for a school in Haiti. This year's class has taken on the issue of human slave trade, and is raising the awareness of this issue with our students through various projects held at the School.

MERHS students continue to score exceedingly well in their Social Studies Advanced Placement exams. Now offering four AP courses, we had 95 students participate. 57.4% of students nationally received a grade of 3 and above on the exams. The MERHS average rate for the scoring of 3 and above was at 93.3%. MERHS students clearly outdistanced the national grade average in the Advanced Placement program

The foreign language numbers are on the rise as more students opt to take MERHS's recommended four years of language to be competitive in the college application process. MERHS is currently forming a committee of

teachers to discuss adding a foreign language component to our graduation requirements.

Thanks to the very generous aid of the Spaulding Fund, the Manchester Public Library, and our Humanities Fund, our Humanities program continues to grow. This year we have five authors and one musical performance scheduled for our students. Our teachers are able to weave these opportunities into their curriculum for a more complete educational experience.

Concerned with the social emotional development of our students, MERHS has piloted two initiatives involving good decision making around "at risk" behavior. An online drug and alcohol awareness survey for both students and their parents was held during a "no-homework, talk with your child" weekend. A follow up for both parents and students is scheduled. A second program called "Save a Life Tour"; a multimedia program, discussion time, and a multi-screen simulator that allows students to experience the effects of driving under the influence of alcohol or drugs, is scheduled to be shown to our students in March.

To improve home/school communication, in addition to our School Council, an informal parent drop-in is held monthly with the Principal. A variety of topics ranging from teacher instruction, curriculum, student support and parental involvement have been on the agenda. This group is growing as we recently have had several Middle School parents join the group. In addition, with the start of the second semester, students and parents will be able to go on line to see their grades and assignments through the Aspen family portal program.

The High School sports, co-curricular programs, and clubs, continue to grow as the School reaches out to the diverse interests of our students.

Sharon Maguire, Principal Manchester Essex High School

NORTH SHORE REGIONAL VOCATIONAL SCHOOL

Construction of our new school is underway and a fall 2014 opening is currently on target.

With the merger of Essex-Agricultural School and the North Shore Technical High School, enrollment is expected to reach 1,400 students. The School will offer 4 career academies and 22 programs.

Many sponsors are stepping forward to offer their services and equipment so students will be trained on the latest state-of-the-art equipment. As each graduate enters the workforce he/she will be skilled in using the sponsor's most up-to-date equipment and technology and which they will most likely be using in their new careers.

Joe Sabella, N.S. Regional Vocational School District Rep.

SEASIDE ONE COMMITTEE

The Seaside 1 Committee, comprised of Merritt Miller, Stan Magnuson, Carl

A. Anderson, Jr. and Thomas Durkin, is pleased to report that we enjoyed an

increase in the use of the building by community organizations in 2012. The building remains in good condition and we will continue with general, ongoing maintenance in 2013.

TOWN CLERK

The following monies were collected by this office in 2012.

Marriage Licenses	\$ 680.00
Vital certificates	3,056.00
By-Laws	90.00
Map/Copies	157.93
Street Lists	862.00
Dog Licenses	19,158.00
Dog Fines	3,000.00
Business Certificates	1,730.00
Miscellaneous	866.04
Court Fines	0.00
Harbor Fines	0.00
Smoking Fines	0.00
Marijuana Fines	800.00
TOTAL	\$30,399.97

There were 940 dog licenses issued in 2012.

VITAL CERTIFICATES RECORDED IN 2012

Births	26 (14 male, 12 female)
Deaths	28
Marriages	20

C. Denise Samolchuk, Town Clerk

VETERANS' SERVICE OFFICER

Paul O'Brien, Veterans' Service Officer, works part-time each weekday from 9:00 to 11:00 a.m., and is available for office visits at Room 7 in Town Hall or home visits by appointment. His telephone number is (978) 526-2014. Paul assists in providing a variety of state and federal government benefits and services for veterans and their spouses. Some services are: pension and disability claims, a very attractive prescription drug plan, military records, medal replacement, Veteran's Hospital Services, and financial assistance.

WELCOMING COMMITTEE

The Manchester-by-the-Sea Welcoming Committee is comprised of volunteers who welcome new property owners to Town by hosting "Welcome Receptions" where they can meet other new homeowners and Town officials. New residents are also given a Welcome Package that includes information about the Town, schools, churches, and organizations as well as retail coupons offering discounts and gifts from local merchants.

For more information, please visit us at www.manchester.ma.us under "Boards & Committees/Welcome Committee."

Margaret Maher- Sheahan, Chair

WINTHROP FIELD COMMITTEE

The Winthrop Field Committee is an advisory committee to the Selectmen in the preservation and management of Winthrop Field in accordance with the restrictions applicable to it.

The Committee met each month and, with the assistance of its Advisors, completed several projects in 2012.

In August, the field was mowed and the hay was baled in accordance with the Audubon Society's guidelines for the conservation of the habitats of grassland birds. Rotary mowing of the field was done in November this year to return mulch to the soil. Also in November, the Committee cleared brush around the trees in the field and the bushes planted near the pond. During the year, planning took place for a project to restore the wetlands area adjacent to Jersey Lane. This project is planned for completion in 2013 subject to approval.

Based on Committee observation, Winthrop Field was used by Town residents in 2012 for activities such as dog walking, kite flying, remote controlled airplane flying, model rocket launching, and bird watching.

All projects completed in 2012 were funded by donations from the Clara Winthrop Charitable Trust and the members of the Winthrop Field Committee.



Twenty-nine middle and high school students from Manchester/Essex attended a conference at Tsongas Arena in Lowell, MA. Stand Up 2012, a one-day program, attracted 5,500 students from around the state to recognize and to stand up to all forms of bullying.



The Friends of Manchester Trees appointed new Officers and Directors for 2012. From left: Ray Biggar, Treasurer; David Kahle, new Director; George Smith, President; Alexander Westerhoff, Vice President; Gail Gang, Secretary; Mimi McDougal, Memorial Trees. Not pictured is Bill Cross, new Director.



The students in Mrs. Decker's kindergarten class at Memorial School all donned Cat in the Hat hats all made by Mrs. Decker herself in honor of the 108th anniversary of Dr. Seuss's birthday!



Mrs. Fleming's third graders at Memorial School pose for a photo with Manchester natives Tom Kehoe, Georgia Hersey, Dolly Herrick and Clara O'Malley after conducting interviews to learn about their lives, past and present, here in Manchester.

ANNUAL TOWN MEETING

The Annual Town Meeting of the Town of Manchester-by-the-Sea was held on Monday, April 2, 2012 in the Manchester Memorial School on Lincoln Street, pursuant to the warrant being duly posted and the return of the Constable being received. Registrars Eileen Buckley, Gary Guisto and Joanne Hoff were in charge of the check-in tables. They were assisted at the front and on the floor in the Auditorium by Cyndie Manos, Nancy Hammond, Linda Wheelock, Robert Hoff, Kathy Ryan Beth Heisey, Pamela Thorne, Lee Simonds, Paul Clark and Carole Shephard. Two Hundred Seventy-Two voters checked in for the meeting. A quorum was reached at 6:50 PM, and the meeting was called to order at 7:00 PM. Moderator Alan Wilson asked that the meeting rise for the invocation given by Pastor David Forsythe from the First Baptist Church, followed by the Pledge of Allegiance to the flag. Moderator Wilson then proceeded to the usual preliminaries consisting of the Memorial Resolution honoring deceased Town officials and employees, and the election of traditional honorary officers.

The annual report recorded the loss of thirteen former Town employees and officials in 2011. The following Memorial Resolution is submitted:

RESOLUTION

Whereas the citizens of the Town of Manchester-by-the-Sea note with profound regret the deaths of several of their friends and neighbors during the past year, and seek to recognize and acknowledge their varied contributions to the Town's commonwealth and welfare and our mutual sense of community,

Said citizens hereby salute the departed, acknowledge our common indebtedness to them, extend the sympathy of the Town to their intimates and survivors, and declare that this resolution be entered in the Town archives, and a true copy sent the appropriate survivor.

The persons so memorialized and their achievements are hereby proclaimed.

IN MEMORIAM

— * —

CARL A. O'BRIEN

Shop Teacher,
Manchester High School
North Shore Regional Vocational School Representative

— * —

JOHN C. HAMOR

Election Worker

— * —

LINCOLN T. RICHARDSON

Library Building Committee

— * —

JANE T. O'BRIEN

Music Teacher,
Memorial School

— * —

VIRGINIA CAMPBELL

Secretary, Principal's Office,
Manchester High School

— * —

JOHN HARRISON

Chairman, Harbor Committee

— * —

WILLARD A. OLSON

Finance Committee

— * —

JEREMIAH J. NOONAN, JR.

Town Government
Study Committee
Park Commissioner
Chairman, Finance Committee
Chairman, Board of Assessors

— * —

JOANNE H. GRAVES

Director, Manchester
Housing Authority

BEVERLY R. COX

Manchester School Committee
Treasurer & Town Clerk's
Offices under RSVP

— * —

BERNICE THOMPSON

Secretary, Zoning Board of
Appeals

— * —

GEORGEANNE TAYLOR

Substitute Teacher

— * —

DR. CURTIS PROUT

Board of Health

Selectman Kehoe moved the Memorial Resolution as read, Selectman Hardwick seconded the motion and it was unanimously adopted. The meeting rose for a moment of silence in memory of our former Town citizens.

Moderator Wilson then opened the nominations for the Town’s traditional and honorary offices. The following were elected by unanimous vote:

Traditional and Honorary Offices			
Pound Keeper	Cornelia Adams	Measurers of Lumber	Charles Kellogg
Fence Viewers	Eric Wilson		Garlan Morse
	Heidi Barclay		Adele Q. Ervin
	Gretchen Wood	Measurers of Wood	
	Linda Crosby	and Bark	Edward Conway
	Sue Pick		Ann Andrews
Field Drivers	Kirk Hoysradt		Camilla Blair
	John Graves		
	Austin O’Keeffe		

The Moderator read the usual list of procedural points and announced that yellow voting cards would be used for this meeting. He thanked the volunteers who were assisting in conduct of the meeting. Chairman of the Board of Selectmen Tom Kehoe presented opening remarks. Chairman of the Finance Committee George Putnam, III presented comments on the Town’s finances.



The cast of Manchester Memorial School’s annual fifth grade play Treasure Island poses for a photo.



The members of the Manchester Cultural Council top row (L to R): Karen Hatch, Winifred Diedrich (Chair), Evonne Blanchard (Treasurer). Bottom row (L to R): Sondra Bialy, Kathy Kiley (Secretary), Anne Cowman (Vice Chair) and Anna Kasabian.



The 2012 Manchester Essex Boys' and Girls' Varsity Cross Country teams stop for a photo after wrapping up their regular season against Ipswich High School.

COMMONWEALTH OF MASSACHUSETTS TOWN OF MANCHESTER-BY-THE-SEA



ANNUAL TOWN MEETING WARRANT

Essex, ss.

To any of the Constables of the Town of Manchester-by-the-Sea:

Greetings:

In the name of the Commonwealth of Massachusetts you are hereby required to notify and warn the inhabitants of the Town of Manchester-by-the-Sea qualified to vote in elections, to meet in the Memorial School, on Lincoln Street, in Manchester-by-the-Sea, on Monday, the second day of April, two thousand and twelve AD, at seven o'clock in the evening, for the purpose, to wit:

ARTICLE 1. To see if the Town will vote to receive and place on file the reports of the Town boards and committees appearing in the Annual Report, or take any other action relative thereto.

Per petition of the Board of Selectmen

Selectman Tom Kehoe moved the article as printed. Selectman Paul Barclay seconded the motion. The Board of Selectmen and Finance Committee recommended approval.

THE MOTION UNDER ARTICLE 1 WAS APPROVED WITH A UNANIMOUS VOTE.

ARTICLE 2. To see if the Town will vote to fix the 12-month fiscal year salary and compensation of all elective officers of the Town as provided in Section 108 of Chapter 41, as amended, as follows:

Moderator	\$0.00
Chairman, Selectmen	\$0.00
Other four Selectmen	\$0.00
Chairman, Assessors	\$0.00
Other two Assessors (each)	\$0.00

Per petition of the Board of Selectmen

Selectman Sue Thorne moved the article as written. Selectman Margaret Driscoll seconded the motion. The Board of Selectmen and Finance Committee recommended approval.

THE MOTION UNDER ARTICLE 2 WAS APPROVED WITH A UNANIMOUS VOTE.

ARTICLE 3. To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money as the Town's share of the North Shore Regional Vocational School District, or take any other action relative thereto.

Per petition of the Board of Selectmen

Selectman Mary Hardwick moved that the Town raise and appropriate \$60,061 and that it be funded by taxation, for the purpose stated in the article. Selectman Sue Thorne seconded the motion. The Board of Selectmen and Finance Committee recommended approval.

THE MOTION UNDER ARTICLE 3 WAS APPROVED WITH A UNANIMOUS VOTE.

ARTICLE 4. To see what sums of money the Town will raise by taxation or otherwise to pay Town debts and charges for the ensuing 12 months, effective July 1, 2012 and appropriate the same.

Per petition of the Board of Selectmen

The Board of Selectmen and Finance Committee recommended approval, and that they be funded as indicated in the “funding source” column.

DEPARTMENTAL REQUESTS AND FINANCE COMMITTEE RECOMMENDATIONS

Item No.		Appropriations FY '12	Requests FY '13	Recommendations FY '13	Funding Sources
GENERAL GOVERNMENT					
31.35% OF ARTICLE 4					
SELECTMEN'S DEPARTMENT					
1	Salaries	182,657.00	185,375.00	185,375.00	TAXATION
2	Expenses	13,200.00	23,200.00	23,200.00	TAXATION
3	Audit	25,000.00	25,000.00	25,000.00	TAXATION
4	Information Technology	75,000.00	75,000.00	75,000.00	TAXATION
MODERATOR					
5	Expenses	0.00	50.00	50.00	TAXATION
FINANCE COMMITTEE					
6	Salaries	1,481.00	1,518.00	1,518.00	TAXATION
7	Expenses	480.00	480.00	480.00	TAXATION
8	Reserve Fund	150,000.00	175,000.00	175,000.00	TAXATION
OVERLAY SURPLUS					50,000.00 125,000.00
ELECTION & REGISTRATION					
9	Salaries	3,100.00	3,800.00	3,800.00	TAXATION
10	Expenses	10,875.00	11,675.00	11,675.00	TAXATION
11	Town Reports	11,500.00	11,500.00	11,500.00	TAXATION
ACCOUNTING					
12	Salaries	120,134.00	115,360.00	115,360.00	TAXATION
13	Expenses	2,000.00	4,400.00	4,400.00	TAXATION
ASSESSORS					
14	Salaries	118,795.00	125,136.00	125,136.00	TAXATION
15	Expenses	24,950.00	24,950.00	24,950.00	TAXATION
TREASURER/COLLECTOR					
16	Salaries	137,667.00	142,326.00	142,326.00	TAXATION
17	Expenses	29,870.00	29,518.00	29,518.00	TAXATION
TOWN CLERK					
18	Salaries	70,506.00	74,324.00	74,324.00	TAXATION
19	Expenses	3,700.00	2,900.00	2,900.00	TAXATION
LAW					
20	Expenses	90,000.00	100,000.00	100,000.00	TAXATION
APPEALS BOARD					
21	Salaries	10,000.00	10,000.00	10,000.00	TAXATION
22	Expenses	9,900.00	9,250.00	9,250.00	TAXATION
PLANNING BOARD					
23	Salaries	15,824.00	16,220.00	16,220.00	TAXATION
24	Expenses	2,820.00	2,820.00	2,820.00	TAXATION
25	Professional Services	8,000.00	8,000.00	8,000.00	TAXATION
TOWN HALL & COMMON					
26	Expenses	64,400.00	65,400.00	65,400.00	TAXATION
27	Seaside One	2,000.00	2,000.00	2,000.00	TAXATION

PENSIONS

28	Contributory	655,109.00	797,320.00	797,320.00	TAXATION	706,320.00
					SEWER RATES	49,000.00
					WATER RATES	42,000.00
29	Non-Contributory	3,100.00	3,100.00	3,100.00	TAXATION	

INSURANCE

30	Group Health Insurance	1,760,000.00	1,780,000.00	1,780,000.00	TAXATION	1,630,000.00
					SEWER RATES	100,000.00
					WATER RATES	50,000.00
31	Workers' Compensation	67,000.00	70,000.00	70,000.00	TAXATION	54,500.00
					SEWER RATES	7,000.00
					WATER RATES	8,500.00
32	Fire/Auto/Liability	93,000.00	95,000.00	95,000.00	TAXATION	76,000.00
					SEWER RATES	8,000.00
					WATER RATES	11,000.00
33	Unemployment Compensation	5,000.00	10,000.00	10,000.00	TAXATION	
34	FICA-Medicare	70,000.00	70,000.00	70,000.00	TAXATION	63,400.00
					SEWER RATES	3,600.00
					WATER RATES	3,000.00

Total General Government	3,837,118.00	4,070,622.00	4,070,622.00			
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**PUBLIC SAFETY
22.00% OF ARTICLE 4**

POLICE

35	Salaries	1,394,975.00	1,392,885.00	1,392,885.00	TAXATION	
36	Expenses	99,535.00	72,850.00	72,850.00	TAXATION	

PARKING CLERK/RESIDENT PARKING

37	Salaries	7,435.00	7,369.00	7,369.00	TAXATION	
38	Expenses	8,760.00	9,610.00	9,610.00	TAXATION	

FIRE

39	Salaries	946,511.00	949,384.00	949,384.00	TAXATION	
40	Expenses	67,815.00	69,310.00	69,310.00	TAXATION	
41	Ambulance Billing Expenses	18,000.00	18,000.00	18,000.00	TAXATION	

HARBOR MASTER

42	Salaries	48,831.00	80,000.00	80,000.00	MOORING/FLOAT FEES	
43	Expenses	14,850.00	14,850.00	14,850.00	MOORING/FLOAT FEES	
44	Care of Floats	6,500.00	6,500.00	6,500.00	MOORING/FLOAT FEES	

BUILDING DEPARTMENT

45	BUILDING INSPECTOR	18,486.00	18,949.00	18,949.00	TAXATION	
46	GAS/PLUMBING INSPECTOR	10,915.00	11,188.00	11,188.00	TAXATION	
47	SEALER OF WGHTS & MEASURES	3,152.00	3,152.00	3,152.00	TAXATION	
48	ELECTRICAL INSPECTOR	10,915.00	11,188.00	11,188.00	TAXATION	
49	INSPECTORS' EXPENSES	4,900.00	4,900.00	4,900.00	TAXATION	

EMERGENCY MANAGEMENT

50	Salaries	9,000.00	9,000.00	9,000.00	TAXATION	
51	Expenses	500.00	500.00	500.00	TAXATION	
52	Emergency Notification	4,500.00	4,500.00	4,500.00	TAXATION	

ANIMAL CONTROL

53	Salaries	12,986.00	12,986.00	12,986.00	TAXATION	
54	Expenses	4,400.00	4,600.00	4,600.00	TAXATION	

Total Public Safety	2,692,966.00	2,701,721.00	2,701,721.00			
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DEPARTMENT OF PUBLIC WORKS
12.37% OF ARTICLE 4

DEPARTMENT OF PUBLIC WORKS

55	Salaries	612,556.00	609,299.00	609,299.00	TAXATION	
56	Expenses	128,000.00	197,000.00	197,000.00	TAXATION	
57	Park/Beach Maintenance	25,000.00	30,000.00	30,000.00	TAXATION	20,000.00
					BEACH FEES	10,000.00
58	Maintenance	60,000.00	60,000.00	60,000.00	TAXATION	
59	Trees	15,000.00	15,000.00	15,000.00	TAXATION	

SNOW REMOVAL

60	Salaries	30,000.00	30,000.00	30,000.00	TAXATION	
61	Expenses	100,000.00	120,000.00	120,000.00	TAXATION	

62	STREET LIGHTING	81,000.00	90,000.00	90,000.00	TAXATION	
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SANITATION/COMPOSTING/RECYCLING

63	Salaries	20,000.00	22,000.00	22,000.00	TAXATION	
64	Expenses	65,000.00	65,000.00	65,000.00	TAXATION	
65	Rubbish Collection/ Recycling	258,118.00	270,062.00	270,062.00	TAXATION	225,062.00
					TRASH FEES	45,000.00
66	Disposal	120,000.00	125,000.00	125,000.00	TRASH FEES	

Total Dept. of Public Works		1,514,674.00	1,633,361.00	1,633,361.00		
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OTHER ENVIRONMENTAL
.45% OF ARTICLE 4

HISTORIC DISTRICT COMMISSION

67	Salaries	2,000.00	2,050.00	2,050.00	TAXATION	
68	Expenses	1,200.00	1,200.00	1,200.00	TAXATION	

CONSERVATION COMMISSION

69	Salaries	48,528.00	49,742.00	49,742.00	TAXATION	37,742.00
					WETLANDS FUND	12,000.00
70	Expenses	2,958.00	2,850.00	2,850.00	TAXATION	
71	CHEBACCO WOODS	800.00	800.00	800.00	TAXATION	

Total Other Environmental		55,486.00	56,642.00	56,642.00		
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HUMAN SERVICES
2.09% OF ARTICLE 4

HEALTH

72	Salaries	49,773.00	50,961.00	50,961.00	TAXATION	
73	Expenses	57,530.00	57,030.00	57,030.00	TAXATION	
74	Household Hazardous Waste Collection/Disposal	4,000.00	4,500.00	4,500.00	TAXATION	

VETERANS' SERVICES

75	Veterans' Agent	11,355.00	11,639.00	11,639.00	TAXATION	
76	Expenses	750.00	750.00	750.00	TAXATION	
77	Veterans' Benefits	3,000.00	4,500.00	4,500.00	TAXATION	

COUNCIL ON AGING

78	Salaries	116,010.00	121,687.00	121,687.00	TAXATION	
79	Expenses	13,600.00	7,800.00	7,800.00	TAXATION	

Total Human Services		256,018.00	258,867.00	258,867.00		
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CULTURE AND INFORMATIONAL SERVICES
3.16% OF ARTICLE 4

LIBRARY

80	Salaries	246,248.00	260,552.00	260,552.00	TAXATION
81	Expenses	140,708.00	145,708.00	142,708.00	TAXATION
Total Culture and Informational Services		386,956.00	406,260.00	403,260.00	

RECREATION
2.29% OF ARTICLE 4

PARKS & RECREATION

82	Salaries	102,480.00	110,152.00	110,152.00	TAXATION	47,152.00
					BEACH FEES	30,000.00
					PROGRAM FEES	33,000.00
83	Expenses	9,635.00	4,815.00	4,815.00	TAXATION	2,815.00
					BEACH FEES	2,000.00

SINGING BEACH OPERATIONS

84	Salaries	59,023.00	68,114.00	68,114.00	BEACH FEES
85	Expenses	12,635.00	11,525.00	11,525.00	BEACH FEES

LIFEGUARDS

86	Salaries	46,375.00	47,188.00	47,188.00	BEACH FEES
87	Expenses	3,400.00	3,400.00	3,400.00	BEACH FEES

TUCK'S POINT

88	Salaries	2,000.00	4,000.00	4,000.00	TAXATION
89	Expenses	10,600.00	13,800.00	13,800.00	TAXATION
90	ATHLETIC FIELD MAINTENANCE	25,000.00	25,000.00	25,000.00	TAXATION
91	MEMORIAL DAY	1,500.00	1,500.00	1,500.00	TAXATION
92	FOURTH OF JULY	8,000.00	9,000.00	9,000.00	TAXATION
Total Recreation		280,648.00	298,494.00	298,494.00	

DEBT SERVICE
15.54% OF ARTICLE 4

PRINCIPAL ON BONDS	1,381,276.00	1,396,927.00	1,396,927.00
INTEREST ON BONDS	515,524.00	424,717.00	424,717.00
TEMPORARY LOANS/ INTEREST	-		
WPAT ADMINISTRATION FEES	5,700.00	3,921.00	3,921.00

93	Total Debt Service	1,902,500.00	1,825,565.00	1,825,565.00	TAXATION	1,528,355.00
					SEWER RATES	297,210.00

ENTERPRISE FUNDS
10.72% OF ARTICLE 4

SEWER FUND

94	Salaries	232,576.00	231,113.00	231,113.00	SEWER RATES
95	Expenses	269,500.00	271,000.00	271,000.00	SEWER RATES
96	Maintenance	30,000.00	30,000.00	30,000.00	SEWER RATES

WATER FUND

97	Salaries	208,063.00	224,500.00	224,500.00	WATER RATES
98	Distribution Expenses	65,000.00	67,500.00	67,500.00	WATER RATES
99	Treatment Expenses	472,434.00	500,532.00	500,532.00	WATER RATES
100	Maintenance	35,000.00	35,000.00	35,000.00	WATER RATES

Total Enterprise Funds	1,312,573.00	1,359,645.00	1,359,645.00
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TOTAL ARTICLE 4	12,238,939.00	12,611,177.00	12,608,177.00
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ARTICLE 4 SUMMARY

	Appropriations FY '12	Requests FY '13	Recommendations FY '13
GENERAL GOVERNMENT	3,837,118.00	4,070,622.00	4,070,622.00
PUBLIC SAFETY	2,692,966.00	2,701,721.00	2,701,721.00
DEPARTMENT OF PUBLIC WORKS	1,514,674.00	1,633,361.00	1,633,361.00
OTHER ENVIRONMENTAL	55,486.00	56,642.00	56,642.00
HUMAN SERVICES	256,018.00	258,867.00	258,867.00
CULTURE AND INFORMATIONAL SERVICES	386,956.00	406,260.00	403,260.00
PARKS & RECREATION	280,648.00	298,494.00	298,494.00
DEBT SERVICE	1,902,500.00	1,825,565.00	1,825,565.00
ENTERPRISE FUNDS	1,312,573.00	1,359,645.00	1,359,645.00
TOTAL	<u>12,238,939.00</u>	<u>12,611,177.00</u>	<u>12,608,177.00</u>

WE RECOMMEND APPROVAL AS INDICATED IN THE “RECOMMENDATIONS COLUMN” AND FUNDING AS INDICATED IN THE “FUNDING SOURCE” COLUMN.

The Board of Selectmen will make their recommendation on the Town Meeting Floor.

Motion #1

Selectman Tom Kehoe moved Article 4 as printed in the Finance Committee report, to be funded as indicated in the funding column FY13, funding to be as stated in the column Funding Sources. George Putnam III seconded the motion. The Selectmen and Finance Committee recommended approval.

MOTION #1 MADE BY SELECTMAN TOM KEHOE, SECONDED BY GEORGE PUTNAM, WITH THE EXCEPTION OF HOLD ITEMS 30, 44, 56 AND 65 WAS APPROVED BY A UNANIMOUS VOTE, TO BE FUNDED AS INDICATED IN THE ARTICLE.

Motion #2

Selectman Tom Kehoe moved to fund Item 30, Group Health Insurance for \$1,730,000 with \$1,580,000 from Taxation, \$100,000 funded by sewer rates and \$50,000 funded by water rates.

George Putnam III seconded the motion. The Selectmen and the Finance Committee recommended approval.

MOTION #2 MADE BY SELECTMAN TOM KEHOE, SECONDED BY GEORGE PUTNAM, WAS APPROVED BY A UNANIMOUS VOTE.

Motion #3

Selectman Paul Barclay moved to fund Item 44, Care of Floats, by appropriation of \$6,500 from Mooring and Float Fees and in addition to transfer \$20,436.94 from the following available funds: \$1,162 from the appropriation under Article 5 of the April 2010 Annual Town Meeting, Harbormaster Boat Outboard Engines; \$8,800 from the appropriation under Article 5 of the 2010 Annual Town

Meeting, Boat Electronics Upgrade; and \$10,474.94 from insurance proceeds related to engine and boat damage currently held in account 2600-32357 Boat Insurance Proceeds, for the total appropriation under Item 44, Care of Floats, of \$26,936.94. Selectman Mary Hardwick seconded the motion. The Selectmen and Finance Committee recommended approval.

MOTION #3 MADE BY SELECTMAN PAUL BARCLAY, SECONDED BY SELECTMAN MARY HARDWICK, WAS APPROVED BY A UNANIMOUS VOTE.

Motion #4

Selectman Tom Kehoe moved to appropriate \$197,000 from taxation for Item 56, DPW Expenses and \$225,062 from taxation and \$45,000 from Trash Fees for Item 65 Rubbish Collection/Recycling. George Putnam III seconded the motion.

MOTION #4 MADE BY SELECTMAN TOM KEHOE, AND SECONDED BY GEORGE PUTNAM III, WAS APPROVED BY A UNANIMOUS VOTE.

ARTICLE 5. To see if the Town will vote to raise and appropriate the sums of money called for under the following items, or any other sums, for the purposes indicated, and to determine whether the money shall be provided by taxation, by appropriation from available funds in the Treasury, or by borrowing, or take any other action relative thereto.

Per petition of the Board of Selectmen

<u>Dept.</u>	<u>Item</u>	<u>Requested</u>	<u>Recommended</u>
1 Water	General Plant Upgrades	\$20,000	\$ 20,000
2 Water	Valve / Hydrant Replacement	\$10,000	\$ 10,000
3 Water	Clean Lincoln Street Well	\$40,000	\$ 40,000
4 Wastewater	Cat Walkway and Safety Railings	\$25,000	\$ 25,000
5 Wastewater	Grinder Pump	\$21,000	\$ 50,000
6 Wastewater	Upgrade PLC, Electrical Controls	\$20,000	\$ 20,000
7 Wastewater	Replace Grit Pump	\$3,500	\$ 3,500
8 Wastewater	Rockwood Heights Lift Station	\$7,000	\$ 7,000
9 DPW	Water Pick-Up Truck	\$30,000	\$ 30,000
10 Police	Police Cruiser	\$33,831	\$ 33,831
11 DPW	Large Dump Truck	\$70,000	\$ 70,000
12 DPW	Small Dump Truck	\$30,000	\$ 30,000
13 Police	Replace 2003 Ford Expedition	\$32,300	\$ 32,300
14 Fire	12-Lead Heart Monitor	\$32,000	\$ 32,000
15 DPW	Walk Behind Mower	\$7,000	\$ 7,000
16 Recreation	Kayak Rack	\$1,500	\$ 1,500
17 Fire	Fire Overhead Doors	\$17,000	\$ 17,000
18 Selectmen	Town Hall Roof	\$31,678	\$ 31,678
19 DPW	Road Improvements	\$100,000	\$100,000
20 Harbor	Dredging	\$40,000	\$ 40,000
		<hr/>	<hr/>
		\$571,809	\$600,809

Per Petition of the Board of Selectmen

The Finance Committee recommended approval as indicated in the “Recommended” column, and Items 1-3 and 9 be funded by Water Rates; Items 4, 6, 10-12, 14 and 16-19 be funded by Taxation; Item 13 be funded with \$24,000 from the prisoner fund and \$8,300 by taxation; Item 15 be funded with perpetual care funds; and Item 20 be funded with waterway funds.

The Board of Selectmen recommended approval.

Motion #1

Selectman Tom Kehoe moved to approve the amounts in the “Recommended” column on all of the non-hold items to be funded as recommend by the Finance Committee. Selectman Sue Thorne seconded the motion.

MOTION #1, WITH THE EXCEPTION OF HOLD ITEMS 1, 5, 7, 8, 16, AND 19 WAS APPROVED WITH A UNANIMOUS VOTE.

Motion #2

Selectman Tom Kehoe moved to appropriate \$20,000 for Item 1, General Plant Upgrade, and to be funded by water rates. Selectman Sue Thorne seconded the motion.

MOTION #2 WAS APPROVED WITH A UNANIMOUS VOTE.

Motion #3

Selectman Tom Kehoe, moved to approve the following amounts for Items 5, 7, and 8, to be funded by sewer rates. Selectman Sue Thorne seconded the motion.

Item 5	Grinder Pump	\$21,000
Item 7	Replace Grit Pump	\$ 3,500
Item 8	Rockwood Hgts. Lift Station	<u>\$ 7,000</u>
		\$31,500

MOTION #3 WAS APPROVED WITH A UNANIMOUS VOTE.

Motion #4

Selectman Tom Kehoe moved to raise and appropriate \$1,500 for Item 16, Kayak Rack, to be funded by taxation. Selectman Sue Thorne seconded the motion.

MOTION #4 WAS APPROVED WITH A UNANIMOUS VOTE.

Motion #5

Selectman Tom Kehoe moved to raise and appropriate \$100,000 for Item 19 Road Improvements to be funded by taxation. Selectman Sue Thorne seconded the motion.

MOTION #5 WAS APPROVED WITH A UNANIMOUS VOTE

ARTICLE 6. To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for the Town’s assessment from the District for the Gross Operating and Maintenance Budget of the Manchester-Essex Regional School District including debt service - said sum to be calculated solely in accordance with the "Agreement Between the Towns of Essex and Manchester-by-the-Sea, Massachusetts with Respect to the Formation of a Regional School District", as most recently amended, by invoking and approving the provision found in paragraph four of G.L. c. 71, § 16B allowing District members "to reallocate the sum of their required local contributions to the District in accordance with the regional agreement", for the fiscal year beginning July first, two thousand eleven; or take any other action relating thereto.

Per petition of the Manchester-Essex Regional School Committee

Motion #1

Ann Harrison of the Manchester Essex Regional School Committee moved that the Town approve the assessment calculation in accordance with the “Agreement Between the Towns of Essex and Manchester-by-the-Sea, Massachusetts with Respect to the Formation of a Regional School District”, by invoking and approving the provision found in paragraph four of G.L. c. 71, § 16B allowing District members “to reallocate the sum of their required local contributions to the district in accordance with the regional agreement”, for the fiscal year beginning July first, two thousand twelve. School Committee member Linda Crosby seconded the motion. The Finance Committee and the Board of Selectmen recommended approval.

MOTION #1 WAS APPROVED WITH A UNANIMOUS VOTE

Motion #2

Ann Harrison of the School Committee moved that the Town raise and appropriate \$10,906,880, to fund the Town's assessment from the Manchester Essex Regional School District for the fiscal year beginning July first, two thousand twelve. School Committee member Caroline Weld seconded the motion. The Finance Committee and the Board of Selectmen recommended approval.

MOTION #2 WAS APPROVED WITH A UNANIMOUS VOTE

Motion #3

Ann Harrison of the School Committee moved that the Town raise and appropriate \$1,772,822 to fund the Town's assessment from the Manchester Essex Regional School District to cover the long and short term debt for the fiscal year beginning July first, two thousand twelve. School Committee member Linda Crosby seconded the motion. The Finance Committee and Board of Selectmen recommended approval.

MOTION #3 WAS APPROVED WITH A UNANIMOUS VOTE.

ARTICLE 7. To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2013 Community Preservation budget and to appropriate from the Community Preservation Fund estimated annual revenues a sum of money to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for Fiscal Year 2013; and further to reserve for future appropriation a sum of money from the Community Preservation Fund estimated annual revenues for open space, historic resources, and community housing purposes, as well as a sum of money to be placed in the 2013 Budgeted Reserve for general Community Preservation Act purposes; and further to appropriate from the Community Preservation Fund a sum or sums of money for Community Preservation projects or purposes as recommended by the Community Preservation Committee; or take any other action in relation thereto.

Motion 1

- Item 1: \$22,500 from the Community Preservation Fund FY 2013 estimated annual revenues for Affordable Housing, to purchase and install 30 replacement kitchen sinks and faucets at Newport Park Apartments.
- Item 2: \$1,000 from the Community Preservation Fund FY 2013 estimated annual revenues for Open Spaces to purchase and install signage prohibiting dogs and horses from the trails immediately surrounding Gravely and Round Ponds in Hamilton.
- Item 3: \$60,000 from the Community Preservation Fund FY2013 estimated annual revenues for Historical Preservation for Cemetery Restoration Phase 1 at 1661, Union, Rosedale and the newly found cemetery on Magnolia Avenue (Old Burial Ground): Work to include tree work, headstone cleaning and repair, iron and welding work, fence painting and project management oversight.
- Item 4: \$10,000 from the Community Preservation Fund FY 2013 estimated annual revenues for Historical Preservation to restore the center roof of the Singing Beach Bathhouse.
- Item 5: \$10,000 from the Community Preservation Fund FY 2013 estimated annual revenues for Historic Preservation to restore the Word War I/Doughboy Statue at Masconomo Park. Work to include repair and stabilization of cement and granite bases, cleaning and stabilization of statue and granite column and project management costs.
- Item 6: \$1,000 from the Community Preservation Fund FY 2013 estimated annual revenues for Historic Preservation to restore the Town Fountain at Town Common to include stabilizing granite slabs, repointing with appropriate mortar and cleaning.
- Item 7: \$10,000 from the Community Preservation Fund FY 2013 estimated annual revenues Historic Preservation to install professional shelving in the Archives at Town Hall to alleviate overcrowding and enhance preservation of documents.

- Item 8: \$10,000 from the Community Preservation Fund FY2013 estimated annual revenues for Historic Preservation to replace 2 pilings to support the dinghy ramp walkway at Tuck's Point Rotunda.
- Item 9: \$35,000 from the Community Preservation Fund FY 2013 estimated annual revenues for Historic Preservation for the Crowell Chapel Phase 5 restoration: Work to include ongoing roof repair, ongoing interior woodwork and stained glass restoration, bathroom venting, ADA access ramp, basement cleanup and project management costs.
- Item 10: \$16,500 from the Community Preservation Fund FY 2013 estimated annual revenues for administrative costs to include: secretary search and pay, historical surveys and historical consultant, payment of CPA Coalition annual dues, Form B cemetery and historical asset surveys, and grant project management including assembly of all prior project construction files and documents.
- Item 11: \$33,000 from the Community Preservation Fund FY 2013 estimated annual revenues to be deposited into the Community Preservation Act Open Space Reserve Fund.
- Item 12: \$10,500 from the Community Preservation Fund FY 2013 estimated annual revenues to be deposited into the Community Preservation Act Affordable Housing Reserve Fund.
- Item 13: \$113,500 from the Community Preservation Fund FY 2013 estimated annual revenues to be deposited into the Community Preservation Act Undesignated Fund.

Motion 2

Christopher Kelly of the Community Preservation Committee moved that the Town appropriate \$25,000 from the Community Preservation Fund FY 2012 unrestricted reserve funds pursuant to the provisions of the Community Preservation Act for the purpose of Crowell Chapel roof repair. Work includes: chancel and knave, all 4 rakes and gables including the ridge cap.

Per petition of the Community Preservation Committee

The Board of Selectmen and the Finance Committee recommended approval.

MOTION #1, MADE BY CHRISTOPHER KELLY AND SECONDED BY JACK BURKE, WAS APPROVED WITH A UNANIMOUS VOTE.

MOTION #2, MADE BY CHRISTOPHER KELLY AND SECONDED BY JACK BURKE, WAS APPROVED WITH A UNANIMOUS VOTE.

ARTICLE 8. To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to replenish the Finance Committee Reserve Fund for the fiscal year beginning July 1, 2011, or take any other action relative thereto.

Per petition of the Board of Selectmen

George Putnam moved to transfer \$70,000 from Free Cash to the Reserve Fund. Selectman Tom Kehoe seconded the motion.

The Board of Selectmen and the Finance Committee recommended approval

THE MOTION UNDER ARTICLE 8 WAS APPROVED WITH A UNANIMOUS VOTE

ARTICLE 9. To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to pay for preliminary engineering, testing, design and legal expenses related to the cleanup of the parcels of land identified as follows:

156 Pine Street, approximately 1.313 acres, further identified as Parcel 59 on Assessors Map 32;
 158 Pine Street, approximately .607 acres, further identified as Parcel 58 on Assessors Map 32;
 160 Pine Street, approximately .86 acres, further identified as Parcel 57 on Assessors Map 32;
 and any related property as ordered by the Department of Environmental Protection, or take any

other action relative thereto.

Per petition of the Board of Selectmen

Selectman Tom Kehoe moved to approve \$93,000 for the purpose stated in the article. Selectman Sue Thorne seconded the motion. The Finance Committee and the Board of Selectmen recommended approval.

THE MOTION UNDER ARTICLE 9 WAS APPROVED WITH A UNANIMOUS VOTE

ARTICLE 10. To see if the Town will vote to accept the provisions of G.L. c. 64L, section 2(a) authorizing the imposition of a local excise tax in the statutory amount of .75% on the sale of restaurant meals originating within the town; or take any other action relative thereto.

Per petition of the Board of Selectmen

Selectman Sue Thorne moved to accept the provisions of G.L. c. 64L, section 2(a). Selectman Paul Barclay seconded the motion. The Finance Committee and the Board of Selectmen recommended approval.

THE MOTION UNDER ARTICLE 10 WAS APPROVED, THE MOTION PREVIALED BY A MAJORITY

ARTICLE 11. To see if the Town will vote to amend Article X of the Town's General Bylaws by adding the following new Section 39:

“SECTION 39. Snow Emergency Parking Ban

A. The Chief of Police, in consultation with the Director of Public Works, is authorized to declare a Snow Emergency Parking Ban when he or she determines, in his or her discretion, that the likelihood of snow, ice or other forms of precipitation will cause overnight, on-street parking to threaten or impair public safety.

B. When the Chief of Police declares a Snow Emergency Parking Ban, residents and other motorists shall be notified of the ban through the activation by the Police Department of Blue Lights located at (1) the intersection of Pine and Pleasant Streets; (2) the intersection of School and Pleasant Streets; (3) Summer Street, near Sweeney Park; (4) Bridge Street, near the intersection with Bridge Street; and (5) the Police Station on Central Street. Information concerning a Snow Emergency Parking Ban shall also be posted on the Town website.

C. While a Snow Emergency Parking Ban is in effect, it shall be a violation of this Bylaw to park any vehicle on any Town street between the hours of 12:00 p.m. and 6:00 a.m., punishable by a non-criminal disposition with a fine of \$25, payable by the registered owner of the vehicle. Each night during which a vehicle remains so parked shall constitute a separate violation.

D. This Section shall be enforced by Police officers.

and to see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to install a “Blue Light System” at the following five (5) locations:

1. The intersection of Pine and Pleasant Streets
2. The intersection of School and Pleasant Streets
3. Summer Street near Sweeney Park
4. Bridge street near the Harbor Street intersection
5. The Police Station, Central Street

or take any other action relating thereto.

Per petition of Gretchen Wood, et al.

Gretchen Wood moved the article as printed in the warrant, with two corrections:

In the fifth line of paragraph B of the proposed By-law amendment, change it to read “Bridge Street near the intersection with Harbor Street”, and in paragraph C change 12:00 PM to 12:00AM” and to raise and appropriate \$8,000 to install the Blue Light System at the five locations stated in the article.

The Finance Committee and the Board of Selectmen recommended approval.

THE MOTION UNDER ARTICLE 11 WAS APPROVED, THE MOTION PREVAILED.

ARTICLE 12. To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sufficient sum of money to fund and implement new contracts between the Town of Manchester-by-the-Sea and the American Federation of State, County, and Municipal Employees, AFL-CIO, Local 687, State Council 93, Dept of Public Works Employees, or take any other action relative thereto.

Per petition of the Board of Selectmen

Selectman Sue Thorne moved that \$49,052 be raised and appropriated and \$26,121 be transferred from Free Cash to fund and implement the cost items of the collective bargaining agreements between the Town and the DPW Union covering the period July 1, 2010-June 30, 2011, and July 1, 2011 – June 30, 2014, including payment of salaries retroactive to July 1, 2010.

Selectman Margaret Driscoll seconded the motion. The Finance Committee and the Board of Selectmen recommended approval.

THE MOTION UNDER ARTICLE 12 WAS APPROVED, THE MOTION PREVAILED.

ARTICLE 13. To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sufficient sum of money to fund and implement the new contract between the Town of Manchester-by-the-Sea and the American Federation of State, County, and Municipal Employees, AFL-CIO, Local 687, State Council 93, Clerical Employees, or take any other action relative thereto.

Per petition of the Board of Selectmen

Selectman Tom Kehoe moved that \$37,850 be raised and appropriated and \$8,264 be transferred from Free Cash to fund and implement the cost items of the collective bargaining agreement between the Town and the Clerical Union covering the period July 1, 2011-June 30, 2014, including payment of salaries retroactive to July 1, 2011. Selectman Margaret Driscoll seconded the motion. The Finance Committee and the Board of Selectmen recommended approval.

THE MOTION UNDER ARTICLE 13 WAS APPROVED, THE MOTION PREVAILED.

ARTICLE 14. To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to fund and implement new contracts between the Town of Manchester-by-the-Sea and the Manchester-by-the-Sea Firefighters, Local 2912, or to take any other action relative thereto.

Per petition of the Board of Selectmen

Selectman Mary Hardwick moved that \$50,158 be raised and appropriated and \$27,361 be transferred from Free Cash to fund and implement the cost items of the collective bargaining agreement between the Town and the Firefighters Union covering the period July 1, 2010-June 30, 2011, and July 1, 2011 – June 30, 2014 including payment of salaries retroactive to July 1, 2010. Selectman Paul Barclay seconded the motion. The Finance Committee and the Board of Selectmen recommended approval.

THE MOTION UNDER ARTICLE 14 WAS APPROVED, THE MOTION PREVAILED.

ARTICLE 15. To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to fund and implement the new contract between the Town of Man-

chester-by-the-Sea and the International Brotherhood of Teamsters Local 42 for Manchester Police Officers, or take any other action relative thereto.

Per petition of the Board of Selectmen

Selectman Mary Hardwick moved that \$37,482 be raised and appropriated and \$10,971 be transferred from Free Cash to fund and implement the cost items of the collective bargaining agreement between the Town and the Police Patrol Union covering the period July 1, 2011-June 30, 2014, including payment of salaries retroactive to July 1, 2011. Selectman Sue Thorne seconded the motion. The Finance Committee and the Board of Selectmen recommended approval.

THE MOTION UNDER ARTICLE 15 WAS APPROVED, THE MOTION PREVAILED.

ARTICLE 16. To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to fund and implement the new contract between the Town of Manchester-by-the-Sea and the Manchester Superior Police Officers Association, or take any other action relative thereto.

Per petition of the Board of Selectmen

Selectman Tom Kehoe moved that \$17, 476 be raised and appropriated and \$4,822 be transferred from Free Cash to fund and implement the cost items of the collective bargaining agreement between the Town and the Police Superior Officers Union covering the period July 1, 2011-June 30, 2014, including payment of salaries retroactive to July 1, 2011. Selectman Paul Barclay seconded the motion. The Finance Committee and the Board of Selectmen recommended approval.

THE MOTION UNDER ARTICLE 16 WAS APPROVED, THE MOTION PREVAILED.

ARTICLE 17. To see if the Town will vote to amend the General By-laws by adding a Demolition Delay By-law. This By-law is enacted for the purpose of preserving and protecting significant buildings within the Town, which constitute or reflect distinctive features of the architectural, cultural, economic, political or social history of the town and to limit the detrimental effect of demolition on the character of the town.

Chapter ___ Demolition Delay

Section 1. Intent and Purpose.

This by-law is enacted for the purpose of preserving and protecting significant buildings within the Town, which constitute or reflect distinctive features of the architectural, cultural, economic, political or social history of the town and to limit the detrimental effect of demolition on the character of the town. Through this by-law, owners of preferably preserved buildings are encouraged to seek out alternative options that will preserve, rehabilitate or restore such buildings and residents of the town are alerted to impending demolitions of significant buildings. By preserving and protecting significant buildings, streetscapes and neighborhoods, this by-law promotes the public welfare by making the town a more attractive and desirable place in which to live and work. To achieve these purposes the Historic Commission is authorized to advise the Building Inspector with respect to demolition permit applications. The issuance of demolition permits is regulated as provided by this by-law.

Section 2. Definitions.

APPLICANT – Any person or entity that files an application for a demolition permit. If the applicant is not the owner of the premises upon which the building is situated, the owner must indicate on or with the application his/her assent to the filing of the application.

APPLICATION – An application for the demolition of a building.

BUILDING – Any combination of materials forming a shelter for persons, animals, or property.

BUILDING INSPECTOR - The person occupying the office of Building Inspector or otherwise authorized to issue demolition permits.

COMMISSION – The Manchester-by-the-Sea Historic Commission or its designee.

DEMOLITION – Any act of pulling down, destroying, removing, dismantling or razing a building or commencing the work of total or substantial destruction with the intent of completing the same.

DEMOLITION PERMIT – The building permit issued by the Building Inspector for a demolition of a building, excluding a building permit issued solely for the demolition of the interior of a building.

PREFERABLY PRESERVED – Any significant building, which the Commission determines, following a public hearing that it is in the public interest to be preserved rather than demolished. A preferably preserved building is subject to the nine (9) month demolition delay period of this by-law.

SIGNIFICANT BUILDING – Any building within the town which is in whole or in part at least seventy-five (75) years old and/or which has been previously determined by the Commission or its designee to be significant based on any of the following criteria:

- a. The Building is listed on, or is within an area listed on, the National Register of Historic Places; or
- b. The Building has been found eligible for the National Register of Historic Places; or
- c. The Building is importantly associated with one or more historic persons or events, or with the broad architectural, cultural, political, economic or social history of the Town or the Commonwealth; or
- d. The Building is historically or architecturally important (in terms of period, style, method of building construction or association with a recognized architect or builder) either by itself or in the context of a group of buildings.

Section 3. Procedures.

No demolition permit for a significant building shall be issued without following the provisions of this by-law. If it cannot be determined with reasonable certainty that the building or any part thereof is less than seventy-five (75) years old, it shall be presumed that the building is at least seventy-five (75) years old for the purpose of this by-law.

An applicant proposing to demolish a building subject to this by-law shall file with the Building Inspector an application in duplicate containing the following information:

- a. The address of the building to be demolished.
- b. The owner's name, address and telephone number.
- c. A description of the building, including the known date or dates of construction.
- d. The reason for requesting a demolition permit.
- e. A brief description of the proposed reuse, reconstruction or replacement.
- f. A photograph or photographs of the building.

The Building Inspector shall within seven (7) days forward a copy of the application to the Commission. The Commission shall within thirty (30) days after receipt of the application, make a written determination of whether the building is historically significant.

Upon determination by the Commission that the building is not historically significant, the Commission shall so notify the Building Inspector and applicant in writing. The Building Inspector may then issue the demolition permit.

Upon determination by the Commission that the building is historically significant, the Commission shall so notify the Building Inspector and the applicant in writing. No demolition permit may be issued at this time. If the Commission does not notify the Building Inspector within thirty (30) days of receipt of the application, the Building Inspector may proceed to issue the demolition permit.

If the Commission finds that the building is historically significant, it shall hold a public hearing within thirty (30) days of the written notification to the Building Inspector. Public notice of the time, place and purpose of the hearing shall be posted in a conspicuous place in town hall for a period of not less than seven (7) days prior to the date of said hearing and the applicant and the building inspector shall be notified in writing of the meeting time and place.

The Commission shall decide at the public hearing or within fourteen (14) days after the close of the public hearing whether the building should be preferably preserved. The Commission may continue the public hearing as is reasonably necessary to acquire information relevant to its decision. If agreed to in writing by the applicant, the Commission may extend the fourteen (14) day period for issuing a decision.

If the Commission determines that the building is not preferably preserved, the Commission shall so notify the Building Inspector and applicant in writing. The Building Inspector may then issue the demolition permit.

If the Commission determines that the building is preferably preserved, the Commission shall notify the Building Inspector and applicant in writing. No demolition permit may then be issued for a period of nine (9) months from the date of the determination unless otherwise agreed to by the Commission. If the Commission does not so notify the Building Inspector in writing within twenty-one (21) days of the close of the public hearing, the Building Inspector may issue the demolition permit.

Upon a determination by the Commission that any building that is the subject of an application is a preferably preserved building, no building permit for new construction or alterations on the premises shall be issued for a period of nine (9) months from the date of the determination unless otherwise agreed to by the Commission.

The Building Inspector may issue a demolition permit or a building permit for a preferably preserved building within the nine (9) months if the Commission notifies the Building Inspector in writing that the Commission finds that the intent and purpose of this by-law is served even with the issuance of the demolition permit or the building permit.

Following the nine (9) month delay period, the Building Inspector shall issue the demolition permit.

Section 4. Administration.

The Commission may adopt such rules and regulations as are necessary to administer the terms of this by-law. The commission is authorized to adopt a schedule of reasonable fees to cover the costs associated with the administration of this by-law. The Commission may proactively develop a list of significant buildings that will be subject to this by-law. Buildings proposed for the significant building list shall be added or subtracted following a public hearing and a simple majority vote by the Commission.

If after an inspection, the Building Inspector finds that a building subject to this by-law poses an immediate threat to public health or safety due to its deteriorated condition and that there is no reasonable alternative to the immediate demolition of the building or structure, then the Building Inspector may issue an emergency demolition permit to the owner of the building or structure. The Building Inspector shall then prepare a report explaining the condition of the building and the basis for his decision, which shall be forwarded to the Commission.

Section 5. Enforcement and Remedies.

The Commission and/or the Building Inspector are each specifically authorized to institute any and all actions and proceedings, in law or equity, as they may deem necessary and appropriate to obtain compliance with the requirements of this-by-law or to prevent a threatened violation thereof.

Any person who demolishes or authorizes the demolition of a building subject to this by-law without first obtaining a demolition permit in accordance with the provisions of this by-law shall be subject to a fine of not more than Three Hundred Dollars (\$300). Each day the violation exists shall constitute a separate offense until a faithful restoration of the demolished building is completed or unless otherwise agreed to by the Commission.

If a building subject to this by-law is demolished without first obtaining a demolition permit, no building permit shall be issued for a period of two (2) years from the date of the demolition on the subject parcel of land or any adjoining parcels of land under common ownership and control unless the building permit is for the faithful restoration referred to above or unless otherwise agreed to by the Commission.

Section 6. Historic District Act.

Following a determination that the building is significant and preferably preserved, the Commission may recommend to town meeting that the building be protected through the provisions of Massachusetts General Law, Chapter 40C, the Historic Districts Act. The steps required under M.G.L. Chapter 40C shall be followed prior to the establishment of a local historic district. Nothing in this by-law shall be deemed to conflict with the provisions of the Historic District Act, Massachusetts General Laws Chapter 40C. If any of the provisions of this by-law do so conflict, the act shall prevail.

Section 7. Severability.

In case any section, paragraph or part of this by-law be for any reason declared invalid or unconstitutional by any court every other section, paragraph, and part shall continue in full force and effect.
Per petition of the Historic District Commission/Historic Commission \

Motion #1

Michael Storella moved the article as written in the warrant with the correction replacing “Chapter _____ Demolition Delay” with the words “Article XXI Demolition Delay”. Nanny Winslow seconded the motion. The Finance Committee recommended the advice of the Board of Selectmen. The Board of Selectmen did not recommend approval and the Planning Board did not recommend approval.

Motion #2

Gary Gilbert, 11 Magnolia Avenue, moved to amend the main motion by inserting in Section 2, under the definition of APPLICANT, in the first sentence following the words “for a demolition permit” add “or for a determination of historical significance,” and also under the definition of APPLICATION, in the first sentence following the words “demolition of a building” add “or a determination of historical significance of a building.”

Further, in Section 3, in the first sentence of paragraph two after the words “An applicant” add “seeking a determination of historical significance of, or proposing to demolish” and under items “d and e” of the same paragraph adding at the end of each sentence “(where applicable)”.

Following this paragraph to add “No fee shall be required for applications for a determination of historical significance where there is also no application for a demolition permit.”

And finally, at the beginning of the sixth paragraph adding “For applications for a demolition permit”. The motion was seconded from the floor.

Motion #3

Adele Q. Ervin, 113 Ocean Street, moved the question. The motion was seconded from the floor.

MOTION 3 (FOR THE PREVIOUS QUESTION) UNDER ARTICLE 17 WAS APPROVED BY MORE THAN TWO THIRDS VOTE.

MOTION 2 (TO AMEND THE MAIN MOTION) UNDER ARTICLE 17 DID NOT PREVAIL.

MOTION 1 (THE MAIN MOTION) UNDER ARTICLE 17 DID NOT PREVAIL.

ARTICLE 18. To see whether or not the Town will vote to accept section 20 of Chapter 32B of the General Laws of the Commonwealth of Massachusetts for the purpose of authorizing the establishment of an “Other Post Employment Benefits Trust Fund”; or take any other action relative thereto.

Per petition of the Board of Selectmen

Selectman Margaret Driscoll moved to accept Massachusetts General Laws Chapter 32B section 20. Selectman Paul Barclay seconded the motion. The Finance Committee and the Board of Selectmen recommended approval.

THE MOTION UNDER ARTICLE 18 WAS APPROVED WITH A UNANIMOUS VOTE.

The 6th Annual Bob Fulford Basketball Tournament



Fifth and sixth grade boys 1st place Yellow Team: Head Coach Keith Leavitt and Assistant Coach Maverick MacEacher; 2nd Place Orange Team Head Coach Rob Sarmanian and Assistant Coach Dave Edwards.



Fifth and sixth grade girls: 1st Place Green Team Head Coach Tori Martin and Assistant Coach Jeff Grady; 2nd Place Red Team Head Coach Jeff Cochand.

The 6th Annual Bob Fulford Basketball Tournament



Third and fourth grade girls 1st and 2nd place winners: 1st place Orange Team Head Coach Bob Garlitz and Assistant Coach Steve Athanus; 2nd Place Navy Blue Team Head Coach Ron Gendron and Assistant Coach Maureen Twombly.



Third and fourth grade boys 1st and 2nd place winners: 1st place Navy Blue Team Head Coach Dave Taliefferro and Assistant Coach Alex Taliefferro; 2nd Place Green Team Head Coach Mike O'Hara and Assistant Coach John Heanue.

ARTICLE 19. To see whether or not the Town will vote to raise and appropriate, transfer from available funds or borrow a sum of money to be deposited into the Town's Other Post Employment Benefits Trust Fund, subject to said appropriation being expended from the Trust Fund only for the purposes authorized by section 20 of Chapter 32B of the General Laws of the Commonwealth of Massachusetts; or take any other action relative thereto.

Per petition of the Board of Selectmen

Selectman Paul Barclay moved to raise and appropriate \$100,000 for the purpose and subject to the conditions stated in the article. Selectman Sue Thorne seconded the motion. The Finance Committee and the Board of Selectmen recommended approval.

THE MOTION UNDER ARTICLE 19 WAS APPROVED WITH A UNANIMOUS VOTE.

ARTICLE 20. To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sum of money to join with several other municipalities in Essex County and the Essex County Sheriff's Department, for the purpose of providing a regional public safety communication operations center to dispatch police, fire and ambulance services of the participating governmental units, or take any other action relating thereto.

Per petition of the Fire Chief

Selectman Sue Thorne moved to pass over, take no action on Article 20. Selectman Mary Hardwick seconded the motion. The Finance Committee recommended the advice of the Board of Selectmen. The Board of Selectmen recommended the article be passed over.

THE MOTION UNDER ARTICLE 20 TO PASS OVER, TAKE NO ACTION, WAS APPROVED WITH A UNANIMOUS VOTE.

ARTICLE 21. To see if the Town will vote to accept the provisions of Massachusetts General Laws Chapter 41, Section 25, under which the Board of Assessors will change from an Elected Board to an Appointed Board, said appointments to be made by the Board of Selectmen for a term of not more than three years, or take any other action relative thereto.

Per petition of the Board of Assessors

Louis Logue, Chairman of the Board of Assessors, moved the Article as written in the warrant, and that the Board of Selectmen be authorized to appoint members of the Board of Assessors to 3 year staggered terms as vacancies on the elected Board occur. Selectman Tom Kehoe seconded the motion. The Finance Committee took no position on the Article. The Board of Selectmen recommended approval.

THE MOTION UNDER ARTICLE 21 WAS APPROVED, THE MOTION PREVAILED.

ARTICLE 22. To see if the Town will vote to establish a revolving fund pursuant to the provisions of Ch. 44, sec. 53 E ½ of the General Laws for use by the Conservation Commission, and that Conservation Commission filing fees related to the By-law be deposited into this account for the purpose of administration and enforcement of the Manchester General Wetlands By-law, or to take any other action relative thereto.

Per petition of the Conservation Commission

Selectman Mary Hardwick moved to pass over, take no action on the Article. Selectman Sue Thorne seconded the motion. The Finance Committee did not recommend approval. The Board of Selectmen recommended the Article be passed over.

THE MOTION UNDER ARTICLE 22, TO PASS OVER, TAKE NO ACTION, WAS APPROVED WITH A UNANIMOUS VOTE.

ARTICLE 23. To see if the Town will vote to amend Article II of the General Bylaws by adding the following Section 20:

“Section 20. Without otherwise limiting the discretion of the Moderator pursuant to provisions of Massachusetts General Laws and of these Bylaws, the Moderator shall follow the guidance of Town

Meeting Time and not other procedural handbooks. In the event of a conflict between Town Meeting Time and these Bylaws, the provisions of the Bylaws shall prevail.”

Per petition of Alan Wilson, et al.

Moderator Wilson, being the sponsor for this Article, was replaced with the consent of the meeting by Judge Sam Adams to preside as Moderator for this Article. Alan Wilson moved the Article as written in the warrant. The motion was seconded from the floor. The Finance Committee took no position on the Article. The Board of Selectmen recommended approval.

THE MOTION UNDER ARTICLE 23 WAS APPROVED WITH A UNANIMOUS VOTE.

ARTICLE 24. To see if the Town will vote to amend the Zoning By-Law by amending Section 4.8 (“Flood Plain”) of the Zoning By-Law to reflect changes required for the National Flood Insurance Program, and to amend the Zoning Map of the Town of Manchester-by-the-Sea, Massachusetts accordingly, or act or do anything in relation thereto, by the following:

Deleting Section 4.8.2.1 and replacing it with the following:

4.8.2.1

The Flood Plain District is herein established as an overlay district. Any use otherwise permitted in the underlying district is permitted as a matter of right in the Flood Plain District, provided the use meets the following additional requirements and those of the Massachusetts State Building Code dealing with construction in flood plains and coastal high hazard areas as applicable. The Flood Plain District includes all special flood hazard areas within the Town of Manchester-by-the-Sea designated as Zone A, AE, AH, AO, or VE on the Essex County Flood Insurance Rate Map (FIRM) issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The map panels of the Essex County FIRM that are wholly or partially within the Town of Manchester-by-the-Sea are panel numbers 25009C0429F, 25009C0431F, 25009C0432F, 25009C0433F, 25009C0434F, 25009C0441F, 25009C0442F, 25009C0451F, 25009C0453F, 25009C0454F, and 25009C0475F, dated July 3, 2012. The exact boundaries of the District shall be defined by the 100-year base flood elevations shown on the FIRM and further defined by the Essex County Flood Insurance Study (FIS) report dated July 3, 2012. The FIRM and FIS booklet are both incorporated herein by reference and are on file with the Town Clerk, Planning Board, and Director of Public Works.

Adding the following to Section 4.8.2.2:

(b) In Zones A and AE, along watercourses that have not had a regulatory floodway designated, the best available Federal, State, local, or other floodway data shall be used to prohibit encroachments in floodways which would result in any increase in flood levels within the community during the occurrence of the base flood discharge.

Deleting Section 4.8.3(d) and replacing it with the following:

(d) NFIP Program Specialist

Federal Emergency Management Agency, Region I

99 High Street, 6th Floor

Boston, MA 02110

In Section 4.8.4.2 deleting “Zones V1-30” and replacing it with “Zone VE”.

Deleting Section 4.8.4.3(a) and replacing it with the following:

(a) Sections of the Massachusetts State Building Code (780 CMR) which address floodplain and coastal high hazard areas;

Deleting Section 4.8.4.3(c) and replacing it with the following:

(c) Inland Wetlands Restriction, DEP (currently 310 CMR 13.00);

Deleting Section 4.8.4.3(d) and replacing it with the following:

(d) Coastal Wetlands Restriction, DEP (currently 310 CMR 12.00);

In Section 4.8.4.4(b), deleting “Zones V1-30, VE and V” and replacing it with “Zone VE,”

Per petition of the Board of Selectmen

Selectman Tom Kehoe moved the Article as printed in the warrant. Selectman Mary Hardwick seconded the motion. The Finance Committee recommended the advice of the Board of Selectmen. The Board of Selectmen recommended approval. The Planning Board held a public hearing on March 5, 2012 and submitted its report to the Board of Selectmen recommending approval.

THE MOTION UNDER ARTICLE 24 WAS APPROVED; THE MOTION PREVAILED BY A VOTE OF MORE THAN TWO THIRDS.

ARTICLE 25. To see if the Town will vote to amend the General by-law of the Town by deleting Article X, Section 28 Animal Control in its entirety and substituting a new Section 28, as follows:

SECTION 28 Animal Control

Purpose

The purpose of this by-law is control of animals to prevent injury to the health, welfare and property of the residents of the Town and to prevent inhumane treatment of animals.

B. Administration

1. Animal Control Board. The Board of Selectmen shall appoint annually an Animal Control Board made up of three or five residents of the Town. The responsibilities of the Animal Control Board shall be to assure that animals do not become nuisances and that animals are treated humanely.
2. Animal Control Officer. The Animal Control Officer is a person or persons appointed by the Town Administrator with recommendations from the Animal Control Board and Chief of Police, with the approval of the Board of Selectmen to carry out the provisions of the Town by-laws concerning animals.

C. Control of Animals

No person owning, harboring or having custody of and/or control of a domesticated animal (temporary or permanent, or employed as a dog walker/sitter) shall allow such animal to become a public nuisance or danger. The owner or keeper of a dog, or both, may be prosecuted for the following violations of this section and/or the dog may be impounded:

1. If found at large in areas other than those permitted by written policy of the Manchester Animal Control By-Laws and in areas from which domestic animals are banned including but not limited to the following areas; Public School property, town playgrounds and parks, town beaches from April 1st to October 31st, Town cemeteries, Town Hall and Public Library grounds.
2. For having bitten, injured or physically molested any person;
3. For having bitten or injured any domestic animal;
4. For chasing any vehicle on a public way or on any way open to public traffic in the town;

5. If found, not muzzled, off the property of its owner or keeper while a muzzling order with respect to it is in effect. The Animal Control Officer may order the owner or keeper of a dog to muzzle such dog for either of the following causes;
 - a. For having bitten, injured or physically molested any person;
 - b. For having done substantial injury to any domestic animal;

The Animal Control Officer may remove an order to muzzle a dog if the owner or keeper thereof satisfies the Animal Control Officer that the dog is unlikely to repeat its offense.

6. For leaving defecation (a) on a private property other than its owner's, (b) on a public sidewalk or street (c) on trees or lawns (d) on a beach (e) on a public park or other public place. Disposal shall be accomplished by transporting feces to the property of the owner of the dog, or to an appropriate waste receptacle. Disposal in Town storm drains is prohibited. The provisions of this subsection shall not apply to a service dog accompanying any handicapped person.
7. If any person owning, harboring or in charge of any dog, except a Service Animal (as defined in section 7(a), shall suffer or allow such dog to defile or commit any nuisance such as, but not limited to, excessive barking, excessive noise or littering on any common thoroughfare, sidewalk, passageway, path, play area, park or any place where people congregate or walk, or on any public property whatsoever, or on any private property without the permission of the owner of said property.
 - a. Service Animals

Service animals are defined as animals that are individually trained to perform tasks for people with disabilities – such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting a person who is having a seizure, or performing other special tasks. Service animals are working animals, not pets.

Under the Americans with Disabilities Act (ADA), businesses and organizations that serve the public must allow people with disabilities to bring their service animals into all areas of the facility where customers are normally allowed to go. This federal law applies to all businesses open to the public, including restaurants, hotels, taxis and shuttles, grocery and department stores, hospitals and medical offices, theaters, health clubs, parks, and zoos.

- Businesses may ask if an animal is a service animal or ask what tasks the animal has been trained to perform, but cannot require special ID cards for the animal or ask about the person's disability.
- People with disabilities who use service animals cannot be charged extra fees, isolated from other patrons, or treated less favorably than other patrons. However, if a business such as a hotel normally charges guests for damage that they cause, a customer with a disability may be charged for damage caused by his or her service animal.
- A person with a disability cannot be asked to remove his or her service animal from the premises unless: (1) the animal is out of control and the animal's owner does not take effective action to control it (for example, a dog that barks repeatedly during a movie) or (2) the animal poses a direct threat to the health or safety of others.
- In these cases, the business should give the person with the disability the option to obtain goods and services without having the animal on the premises.
- Businesses that sell or prepare food must allow service animals in public areas even if state or local health codes prohibit animals on the premises.
- A business is not required to provide care or food for a service animal or provide a special location for it to relieve itself.
- Allergies and fear of animals are generally not valid reasons for denying access or refusing service to people with service animals.
- Violators of the ADA can be required to pay money damages and penalties.

8. No household may maintain more than a total of four (4) animals of the same species over the age of three (3) months without a permit from the Board of Health. Any household with more than four (4) dogs over three (3) months of age requires a small kennel license, available at the Town Clerk's office.
9. Female Animals in Heat - If the Animal Control Officer determines that a female animal in heat, even when confined, is attracting other animals thus causing a disturbance or damage to neighboring property or public area, he/she may require the owner or keeper to keep said animal, while in heat, in a kennel, or to remove it from the area so that the nuisance is abated.
10. No person owning, harboring or having custody and/or control of a dog shall permit such dog to run at large in the Town of Manchester-by-the-Sea at any time, elsewhere than in unleashed areas. A dog shall be deemed running at large when it is both off the premises of the owner or such person in custody or control of, and is not on a leash, electronic leash collar (also known as electronic leash) or under direct voice command of a person able to control the dog. Any animal in violation of Sections 5 (a) or 5 (b) shall be required to be leashed when off the premises of the owner or such person in custody or control of the animal at all times for a period of at least one year, subject to annual review by the Town of Manchester-By-the-Sea Hearing Officer.

D. Licensing Procedures and Identification Tags

Individuals licensing dogs in accordance with the General Laws must present to the Town Clerk, at the time of such licensing, a current certificate or certificates signed and dated by a licensed veterinarian describing the animal and stating that it has been vaccinated against rabies under the requirements of the General Laws. This provision will apply to dogs over the age of six (6) months.

2. A dog for which an identification tag is issued as a portion of licensing procedures required by the General Laws of the Commonwealth, must wear the tag at all times when the animal is off the premises of the owner.
3. Licensing fees: Dog licenses expire on March 31 of each year. The annual fee for the dog licenses shall be as follows: \$15.00 for dog owners over the age of 65; \$25.00 for all other dog owners

E. Abuse of animals

No person shall neglect, abuse or intentionally injure any domestic animal. It is unlawful for an owner or custodian of any domestic animal to fail to provide any domestic animal with:

1. Proper food and water
2. Shelter or protection from the weather
3. Veterinary attention needed to reduce or end suffering from disease or injury
4. A sanitary environment or;
5. To willfully abandon any domestic animal
6. To carry or cause a domestic animal to be carried in or on a vehicle in a manner that endangers the domestic animal including transport of an improperly secured domestic animal
7. To willfully permit any domestic animal to be subjected to unnecessary torture, suffering or cruelty
8. To subject, cause or procure any domestic animal to be tortured, tormented, cruelly beaten, mutilated and or killed

Use of Animals as Prizes

No person shall give away any live animal as a prize for or as an inducement to enter any contest, game or other competition, or as an inducement to enter any place of amusement or business, or offer

such animal as an incentive to enter into any business agreement whereby the offer was for the purpose of attracting trade.

G. Enforcement of By-laws

1. Notice of Violation and Assessment of Fine. The Animal Control Officer shall issue a notice of violation of this by-law for violation of Sections (c), (d), (e), and (f), thereby assessing the appropriate fine.
2. Taking of Animals - The Animal Control Officer may take and impound in an animal shelter approved by the Animal Control Board any animal not properly licensed and of undetermined ownership, or any animal which by reason of vicious disposition constitutes an immediate danger to the health, safety and public welfare of the people of the Town. The owner of such animal shall be responsible for the costs of care and confinement and must pay such costs as a condition of release of the animal.
3. If the Animal Control Officer determines that a domestic animal's behavior endangers the health and safety of any citizen or citizens or other animals, he/she may order the domestic animal restrained pending a hearing, as established by the Board of Selectmen. [Amended 1998]

H. Disposal of Animals

Impounded animals shall be kept for the minimum number of days required by State law, in a no-kill shelter whenever possible, unless reclaimed by their owners. Animals not claimed by their owners within fourteen days or placed in suitable new homes, aggressive animals (deemed so by an independent licensed veterinarian and the Animal Control Officer) that cannot be placed, may be humanely euthanized only after consultation with a licensed veterinarian. The owner or keeper may obtain the release of an impounded animal as follows; (1) Upon obtaining a license as required by law and by payment of a late filing fee; (2) upon agreement of the owner or keeper to undertake restriction or control of the animal as the Animal Control Officer shall require (3) all pound fees and fines, if any, must be paid before the animal is released. (4) no later than two days after the impoundment of any animal, the owner or keeper shall be notified, or if the owner or keeper of the dog is unknown, or, after reasonable efforts, is not contacted, written notice shall then be posted for ten (10) consecutive days on a bulletin board in the office of the Town Police Department, local newspaper or on the Town website describing the animal and the place and time of taking.

I. Transportation of Injured Animals

The Animal Control Officer shall transport and deliver to a licensed veterinarian any animal which is seriously injured, of unknown ownership, and unattended.

J. Fines

Any person violating any provisions of this by-law shall be punished by a fine in accordance with the following schedule:

Fine allowed: \$25 for the first violation
 \$50 for the second violation;
 \$100 for the third and subsequent violations.

Enforcement agent: Animal Control Officer

If a dog is picked up for being unlicensed or in violation of any section of these by-laws the owner must pay, in addition to appropriate fines, a \$50 pick-up fee, and where applicable, a boarding fee.

K. Severability

If any part of this by-law shall be invalid, such part shall be deemed severable and the invalidity thereof shall not affect the remaining parts of this by-law. No provision or interpretation of a provision of this by-law is intended to be either in conflict with, or an attempt to change, any statutory provision of the General Laws of the Commonwealth. [Amended 1987, 1994, 1998]

Per petition of the Animal Control Board

Selectman Tom Kehoe moved to refer the proposed amendment to the General By-law to the Animal Control Board. Selectman Sue Thorne seconded the motion. The Finance Committee recommended the advice of the Board of Selectmen. The Board of Selectmen recommended referral to the Animal Control Board.

THE MOTION UNDER ARTICLE 25 WAS APPROVED WITH A UNANIMOUS VOTE.

ARTICLE 26. To see if the Town will vote to amend Article 8 of the Town's General By-laws by inserting a new section 1 as follows:

Section 1. Public Ownership of Water Supply

a) Public Ownership. Public water systems and the infrastructure necessary for distribution of public water supplies within the town of Manchester-by-the-Sea shall be owned by the Town of Manchester-by-the-Sea or a municipal authority of the Town, held as a part of the public trust for the residents of Manchester-by-the-Sea and the ecosystems within the Town. It shall be unlawful for pub-



Green Team members (left to right) Sasha Ball, Jon Garcia, Charles Tullercash, Jackie Rose, advisor Eric Magers, Lindsey Duff and Maddie Conway spent a week working with the Gulf of Maine Institute and six other groups from Canada, New Hampshire and Massachusetts.

lic water systems and/or public water system infrastructure within the Town of Manchester-by-the-Sea to be owned by any other entity other than the Town of Manchester-by-the-Sea. (The only exception to this bylaw will be water pipes located on private property.)

Per petition of Susan Purser, et al.

Susan Purser, 85 Summer Street, moved to pass over, take no action on Article 26. The motion was seconded from the floor. The Finance Committee did not recommend approval. The Board of Selectmen recommended the Article be passed over.

THE MOTION UNDER ARTICLE 26, TO PASS OVER, TAKE NO ACTION, WAS APPROVED WITH A UNANIMOUS VOTE.

ARTICLE 27. To see if the Town will vote to amend “Article IX Records and Reports” of the Town’s General By-law to include a new “Section 1A” as follows:

“Section 1A

The Town shall acquire sufficient audio-video electronic camera kits, related materials and equipment for video-taping all meetings and doings of the Board of Selectmen and such other meetings of other Boards, Committees, Town events, etc., as may be feasible for later broadcast on any local Community Access TV stations, for official Town records and for Public access.”

and hereby authorize the expenditure of funds from the Comcast Technology Gift account and Town Technology Grant accounts up to an estimated amount of \$50,000 for the intended purposes of each ‘Grant’, which have been set up for these purposes.

We intend that the funding for these acquisitions under this proposed Section 1A shall be drawn; 1st from the Comcast Technology Gift” (originally \$20,000), 2nd – from the so-called “Town Technology Grant” account (over 65 years about \$100,000, at \$20,000 + a year currently) created from the contracted Community Access cable fee collected by the Cable Service company from all their subscribers for these purposes. The Town will be the sole owner of all this equipment.

Per petition of Timothy Gates, et al.

Motion #1

Timothy Gates, 2 Desmond Avenue, moved that the Town vote to amend “Article IX Records and Reports” of the Town’s General By-law to include a new “Section 1A” as follows:

“Section 1A

The Town shall acquire sufficient audio-video electronic camera kits, related materials and equipment and use these for video-taping all meetings and doings of the Board of Selectmen and such other meetings of other Boards, Committees, Town events, etc., as may be feasible, for Public access. The audio-visual camera kits, related materials and equipment will be updated as appropriate to be compatible with the local Community Access TV studio equipment and operating system.”

And transfer \$20,000 from the Comcast Technology Gift account and \$2,700 Town Technology Grant account (a total of \$22,700 from the two accounts) for the purpose of purchasing the equipment described in the above General By-law amendment. The Town will be the sole owner of all this equipment. The motion was seconded from the floor.

The Finance Committee did not recommend approval. The Board of Selectmen did not recommend approval.

Motion #2

Adele Q. Ervin, 113 Ocean Street, moved the question. The motion was seconded from the floor.

MOTION 2 (FOR THE PREVIOUS QUESTION) UNDER ARTICLE 27 WAS APPROVED BY MORE THAN A TWO THIRDS VOTE.

MOTION 1 (THE MAIN MOTION) UNDER ARTICLE 27 DID NOT PREVAIL.

ARTICLE 28. By vote of this Town Meeting it hereby instructs its Board of Selectmen to thoroughly investigate the economic and physical feasibility of becoming a Member of the Cape Ann Transportation Authority, established in 1974 under Massachusetts General laws, Chapter 161 B, currently consisting of the City of Gloucester and the Towns of Essex, Ipswich and Rockport, and to report back its findings and recommendations to the Town no later than Town Meeting in 2013. If there is sufficient urgency to take earlier action by Town Meeting vote a Special Town Meeting is hereby authorized to be called at the earliest possible date for that purpose.

The report shall include information on the sources and amounts of “external” funding, local tax funding (if any) and estimated passenger fares to be charged. A description of the proposed routes and frequency of service, including “Senior Service” and similar provisions would aid in understanding the findings and recommendations.

Per petition of Timothy Gates, et al.

Timothy Gates, 2 Desmond Avenue, moved that the Town vote to request the Board of Selectmen to thoroughly investigate the economic and physical feasibility of becoming a Member of the Cape Ann Transportation Authority, established in 1974 under Massachusetts General Laws, Chapter 161B, currently consisting of the City of Gloucester and the Towns of Essex, Ipswich, and Rockport. The Board of Selectmen shall report back its findings, recommendations, and actions taken, or proposed to be taken, to the Town no later than Town Meeting in 2013. The report, if favorable, shall include information on the sources and amounts of “external” funding, local tax funding (if any) and estimated passenger fares to be charged. A description of the proposed routes and frequency of service, including “Senior Service” and similar provisions, would aid in understanding the findings and recommendations.

The Finance Committee recommended the advice of the Board of Selectmen. The Board of Selectmen recommended approval.

THE MOTION UNDER ARTICLE 28 WAS APPROVED WITH A UNANIMOUS VOTE.

ARTICLE 29. To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sum of money to purchase a new or used boat for use by the harbormaster, and further to authorize the Board of Selectmen to sell or trade the current harbormaster vessel, a 24-ft Whaler, or take any other action relative thereto.

Per petition of the Board of Selectmen

Selectman Paul Barclay moved to transfer the sum of \$24,000 from the appropriation under Article 5 of the April 2010 Annual Town Meeting, Harbormaster Boat Outboard Engines to fund the purchase of a used boat for use by the Harbormaster Department, and that the proceeds from the sale of the 24 ft. Boston Whaler, which presently serves as the Harbormaster boat, be held for future appropriation for a harbor-related purpose. Selectman Sue Thorne seconded the motion. The Finance Committee recommended approval. The Board of Selectmen recommended approval.

THE MOTION UNDER ARTICLE 29 WAS APPROVED BY A UNANIMOUS VOTE.

ARTICLE 30. To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to the Stabilization Fund, or take any other action relative thereto.

Per petition of the Board of Selectmen

George Putnam moved to raise and appropriate \$100,000 to the Stabilization Fund. Selectman Tom Kehoe seconded the motion. The Finance Committee recommended approval. The Board of Selectmen recommended approval.

THE MOTION UNDER ARTICLE 30 WAS APPROVED WITH A UNANIMOUS VOTE.

ARTICLE 31. To see what sum of money the Town will vote to appropriate or transfer from Free Cash for the purpose of reducing the tax rate, or take any other action relative thereto.

Per petition of the Board of Selectmen

George Putnam moved to pass over, take no action on Article 31. Selectman Tom Kehoe seconded the

motion. The Finance Committee and the Board of Selectmen both recommend passing over Article 31.
THE MOTION UNDER ARTICLE 31 TO PASS OVER, TAKE NO ACTION, WAS APPROVED WITH A UNANIMOUS VOTE.

At 10:33 PM, Selectman Tom Kehoe moved to dissolve the meeting. Town Clerk Denise Samolchuk seconded the motion and it was a unanimous vote to do so.

Respectfully submitted,

Denise Samolchuk
Town Clerk



Participants in the Summer Playground program pose for a photo during an evening session.

PRESIDENTIAL PRIMARY ELECTION MANCHESTER-BY-THE-SEA MARCH 6, 2012

The ballot box was checked and found to be empty by Town Clerk Denise Samolchuk, Warden Lee Simonds, and Sgt. Todd Fitzgerald. A tape showing a zero balance for each office was run before voting began. The Town Clerk gave the oath of office to the following officers throughout the day: Wardens-Lee Simonds and Kathy Ryan, Clerks-Adele Ervin and Wendy Hiller-Clark, Tellers- Pat Plummer, Carolyn Kelly, Sheila McCarthy, Jayne Pomeroy, Rebecca Jaques, Anna McDonagh, Mary Jane Brown, and Carole O'Neil, Ballot box attendants-Paul Clark and John Kenney.

The Town Clerk opened the polls at 7:00 AM and closed them at 8:00 PM. The absentee ballots were cast into the computer during the afternoon. At 2:00 PM Sgt. Fitzgerald was replaced by Officer Andrea Richardson. At the close of voting, the ballot box read 723, which represented 19% of the 3781 registered voters at the close of registration. The results of the voting were announced at 8:10 and the workers were dismissed at 8:30. There were 723 votes cast; 606 Republican, 117 Democratic and 0 Green-Rainbow.

	Democrat		Republican
Presidential Preference			
Barack Obama	109	Ron Paul	39
		Mitt Romney	500
		Rick Perry	2
		Rick Santorum	41
		Jon Huntsman	3
		Michele Bachmann	0
		Newt Gingrich	18
State Committee Man			
Daniel Lauzon	93	Lucas Jon Noble	410
State Committee Woman			
Kathleen Pasquina	95	Christina Bain	488
		Kimberly Ann Incampo	43
Town Committee			
Group	66	Group	291
Eli Boling	76	Christina Bain	399
Penelope A. Boling	75	Jared W. Stansfield	315
Michele M. Kulick	74	Juni Van Dyke	325
Adele Q. Ervin	89	H. Victoria Burke	322
Regina Villa	92	Silvia L. Coulter	314
Frank H. Wood	98	Matthew J. Amorello	312
Gretchen Wood	105	George A. Nickless	360
James S. Gagne	72	Barry M. Ramos	356
Christine M. Gagne	71	Gary A. Needham	334
Richard A. Magnuson	73	Joanne E. Hoff	328
Sylvia L. Vriesendorp	70	Kimberly P. Gendron	321
Juliet G. Chamberlain	72	Lee-Ann Willwerth	353
Jens Kure-Jensen	77	Carole A. Mastendino	339
Theresa M. Weinheimer	68	Jeffrey C. Mastendino	332
Stephen P. Armington	69	Elizabeth M. Congdon	322
Judith F. Epstein	70	Janice A. Magno	321

	Democrat		Republican
Town Committee, cont.			
Patricia J. Myerson	72	Deirdre M. Henderson	326
Lawrence F. Kirby	78	Heidi M. Barclay	322
Margaret G. Flatley	83	Nancy E. Haskell	324
Daniel J. Flatley	78	Lisa S. Bartlett	326
Martha C. Farmer	74	John A. Bartlett	330
Elizabeth L. Zschau	74	Patrick S. Meehan	313
		B. Willard Greene	317
		Davetta V. Greene	319
		Kristen N. Cressey	321
		David Cressey	325
		Maurice E. Needham	333

A True Copy, Attest:

C. Denise Samolchuk
Town Clerk



The Board of Selectmen congratulate Judy Sabella and present her with gifts on the occasion of her retirement as the Finance Committee Administrative Assistant.

ANNUAL TOWN ELECTION

MANCHESTER-BY-THE-SEA, MASSACHUSETTS

MAY 15, 2012

The ballot box was checked and found to be empty by Town Clerk Denise Samolchuk, Warden Lee Simonds, and Officer Kevin Clary. A tape showing a zero balance for each office was run before voting began. The Town Clerk gave the oath of office to the following officers throughout the day: Wardens-Lee Simonds and Kathy Ryan, Clerks-Linda Kiley and Wendy Hiller-Clark, Tellers- Jane Pomeroy, Carolyn Kelly, Sally Curry, Paul Clark, Mary Jane Brown, Pat Plummer Sheila McCarthy and Carole O'Neil; Ballot Box Attendants-Sally Scott and Teddy Brown. Moderator Alan Wilson declared the polls open at 7:00 AM and closed at 8:00 PM. He announced the result of the voting at 8:14 PM, and Town Clerk Samolchuk swore into office all newly elected officials who were present for the results. The workers were dismissed at 8:35PM. 1221 votes were cast, which represented 32% of the 3823 registered voters at the close of registration.

***Elected**

Assessor for three years

Write-in	33
Blanks	1188

Terry Cowman was elected with 3 write-in votes but declined to serve.

Assessor for one year

* Timothy P. Girian	771
Blanks	450

Housing Authority for five years

* John F. Kenney	921
Blanks	300

Library Trustee for three years

* Timothy P. Browne	897
Write in	1
Blanks	323

Moderator for one year

* Alan Wilson	982
Blanks	236
Write in	3

Planning Board for three years (2)

* Rebecca S.C. Jaques	748
* Kurt Melden	551
Ralph C. Smith	432
Write in	1
Blanks	710

School Committee for three years

* Anton Giedt	812
Write in	5
Blanks	404

Selectman for three years

* Thomas P. Kehoe	620
Karen Smith-Crawley	594
Write in	2
Blanks	5

A True Copy, Attest:

C. Denise Samolchuk
Town Clerk

STATE PRIMARY ELECTION MANCHESTER-BY-THE-SEA SEPTEMBER 6, 2012

The ballot box was checked and found to be empty by Town Clerk Denise Samolchuk, Warden Lee Simonds, and Officer Kevin Clary. A tape showing a zero balance for each office was run before voting began. The Town Clerk gave the oath of office to the following officers throughout the day: Wardens-Lee Simonds and Wendy Hiller-Clark, Clerks-Adele Q. Ervin and Susan Mirak, Tellers-Jayne Pomeroy, Linda Kiley, Rebecca Jaques, Paul Clark, Pat Plummer, Sally Curry, Carole O'Neil and Mary Jane Brown, Ballot Box Attendants-Sally Scott and Shepard Brown.

The Town Clerk opened the polls at 7:00 AM and closed them at 8:00 PM. The absentee ballots were cast into the computer during the afternoon. The ballot box read 282 which represented 7.5% of the 3761 registered voters at the close of registration. The results of the voting were announced at 8:08 and the workers were dismissed at 8:30. There were 282 votes cast; 150 Republican, 131 Democratic and 1 Green Rainbow.

	Democrat		Republican
Senator in Congress Statewide			
Elizabeth Warren	124	Scott P. Brown	148
Representative in Congress Sixth District			
John F. Tierney	114	Richard R. Tisei	142
Councillor Fifth District			
Donald Bumiller	15	Maura L.P. Ciardiello	120
Eileen R. Duff	71		
David W. Eppley	22		
George T. O'Brine	7		
Senator in General Court First Essex & Middlesex District			
No Nomination		Bruce E. Tarr	144
Representative in General Court Fourth Essex District			
No Nomination		Bradford R. Hill	139
Clerk of Courts Essex County			
Thomas H. Driscoll, Jr.	112	No Nomination	
Register of Deeds Essex Southern District			
John L. O'Brien, Jr.	114	No Nomination	

A True Copy, Attest:

C. Denise Samolchuk
Town Clerk

**TAX COLLECTOR'S REPORT
FISCAL YEAR 2012**

REAL ESTATE

FISCAL YEAR 2005

OUTSTANDING 06/30/2010	2,068.46
OUTSTANDING 06/30/2011	309.91

FISCAL YEAR 2006

OUTSTANDING 06/30/2010	2,354.92
OUTSTANDING 06/30/2011	546.62

FISCAL YEAR 2007

OUTSTANDING 06/30/2010	2,337.92
OUTSTANDING 06/30/2011	581.74

FISCAL YEAR 2011

OUTSTANDING 06/30/2011	218,151.06
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FISCAL YEAR 2012

OUTSTANDING 06/30/2012	183,158.05
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PERSONAL PROPERTY

FISCAL YEAR 2008

OUTSTANDING 06/30/2011	158.19
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FISCAL YEAR 2009

OUTSTANDING 06/30/2011	426.02
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FISCAL YEAR 2010

OUTSTANDING 06/30/2011	846.41
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FISCAL YEAR 2011

OUTSTANDING 06/30/2011	151.90
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FISCAL YEAR 2012

OUTSTANDING 06/30/2012	1,011.36
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MOTOR VEHICLE EXCISE

FISCAL YEAR 2000

OUTSTANDING 06/30/2011	1,382.31
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FISCAL YEAR 2001

OUTSTANDING 06/30/2011	2,540.22
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FISCAL YEAR 2002

OUTSTANDING 06/30/2011	2,612.61
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FISCAL YEAR 2003

OUTSTANDING 06/30/2011	3,756.78
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FISCAL YEAR 2004

OUTSTANDING 06/30/2011	3,382.52
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FISCAL YEAR 2005

OUTSTANDING 06/30/2011	4,925.32
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FISCAL YEAR 2006

OUTSTANDING 06/30/2011	2,687.91
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FISCAL YEAR 2007

OUTSTANDING 06/30/2011	2,280.02
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FISCAL YEAR 2008

OUTSTANDING 06/30/2011	3,457.51
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FISCAL YEAR 2009

OUTSTANDING 06/30/2011	4,609.06
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FISCAL YEAR 2010

OUTSTANDING 06/30/2011	7,649.97
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FISCAL YEAR 2011

OUTSTANDING 06/30/2011	47,177.10
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FISCAL YEAR 2012

OUTSTANDING 06/30/2012	29,561.84
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BOAT EXCISE

FISCAL YEAR 2005

OUTSTANDING 06/30/2011	108.00
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FISCAL YEAR 2006

OUTSTANDING 06/30/2011	105.00
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FISCAL YEAR 2007

OUTSTANDING 06/30/2011	273.00
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FISCAL YEAR 2008

OUTSTANDING 06/30/2010	196.00
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FISCAL YEAR 2009

OUTSTANDING 06/30/2011	464.00
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FISCAL YEAR 2010

OUTSTANDING 06/30/2011	523.00
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FISCAL YEAR 2011

OUTSTANDING 06/30/2011	1,197.02
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FISCAL YEAR 2012

OUTSTANDING 06/30/2012	2 ,092.00
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TREASURER'S TRUST FUND REPORT
FISCAL YEAR 2012
6/30/12

CEMETERY PERPETUAL CARE FUND

	General Ledger	Bank Balance	Due to (Due from)
Balance June 30, 2011	\$ 3 06,691.17		
Income from perpetual care	\$ 7,900.00		
Interest Earned	\$ 1,935.84		
Withdrawals	\$ (1,674.40)		
Balance June 30, 2012	\$ 3 14,852.61	\$ 314,852.61	\$ -

CEMETERY SALE OF LOTS FUND

Balance June 30, 2011	\$ 39,546.98		
Income from sale of lots	\$ 7,900.00		
Interest Earned	\$ 141.58		
Withdrawals	\$ (8.57)		
Balance June 30, 2012	\$ 47,579.99	\$ 47,579.99	\$ -

MISCELLANEOUS FUNDS

6/30/11				6/30/12	6/30/12	
General Ledger	INCOME	DEPOSITS	EXPENDITURES	General Ledger	Bank Balance	Due to (Due from)
B.L. ALLEN FUND						
\$1,303.13	\$(0.51)	\$1 50.00	\$(150.00)	\$1,302.62	\$1,302.62	\$ -
TUCK'S POINT INVEST						
\$8,790.75	\$(3.56)			\$8,787.19	\$8,787.19	\$ -
POST WAR REHAB						
\$4,639.00	\$(1.87)			\$4,637.13	\$4,637.13	\$ -
ESSEX WOODS PARK						
\$14,897.40	\$(6.02)			\$14,891.38	\$14,891.38	\$ -
CLARA WINTHROP						
\$86,490.95	\$327.11	\$10,000.00	\$(11,142.95)	\$85,675.11	\$85,675.11	\$ -
ELIZABETH PUTNAM						
\$51,616.47	\$(18.81)		\$(3,132.25)	\$48,465.41	\$48,465.41	\$ -
HARRIOT CURTIS						
\$41,298.85	\$(16.64)			\$41,282.21	\$41,282.21	\$ -
RUTH A HOARE						
\$604.94	\$(0.27)			\$604.67	\$604.67	\$ -
K. WOOD MEM BOOK FD						
\$1,536.34	\$(0.59)			\$1,535.75	\$1,508.85	\$26.90
AARON SIERADZKI						
\$689.22	\$(0.28)			\$688.94	\$688.94	\$ -
SUSAN CROWELL						
\$11,047.40	\$(4.45)			\$11,042.95	\$11,042.95	\$ -
KNIGHT CEMETERY						
\$7,212.71	\$(2.88)			\$7,209.83	\$7,209.83	\$ -
JULIA WARE FUND						
\$10,785.12	\$(4.36)			\$10,780.76	\$10,780.76	\$ -
ODD FELLOWS						
\$3,821.41	\$(1.27)			\$3,820.14	\$3,820.14	\$ -
CONSERVATION FUND						
\$8,299.53	\$(1.99)		\$(2,150.00)	\$6,147.54	\$6,147.54	\$ -
ARTS COUNCIL GIFT						
\$84.07	\$(0.03)			\$8 4.04	\$ 84.04	\$ -
ARTS COUNCIL GRANT						
\$5,309.90	\$0.44	\$3,870.00	\$(8,114.00)	\$1,066.34	\$1,666.34	\$(600.00)
DRUG FORFEITURE ACCT						
\$5,478.62	\$(2.20)			\$5,476.42	\$ 5,476.42	\$ -
STABILIZATION FUND						
\$700,443.06	\$1,554.64	\$50,000.00		\$751,997.70	\$751,997.80	\$ (0.10)

**DEBT SERVICE
FISCAL YEAR 2012**

Water Pollution Abatement Trust (96-49)

Date of Issue 4/1/1997	Principal	Interest
FY 2011 Ending Balances	\$ 2,556,396.00	\$ 498,091.12
FY 2012 Payments	\$ (395,276.00)	\$ (140,257.14)
Total Balances Outstanding	\$ 2,161,120.00	\$ 357,833.98

Water Pollution Abatement Trust (96-49-A)

Date of Issue 10/1/1999	Principal	Interest
FY 2011 Ending Balances	\$ 530,000.00	\$ 129,049.63
FY 2012 Payments	\$ (50,000.00)	\$ (25,555.71)
Total Balances Outstanding	\$ 480,000.00	\$ 103,493.92

Municipal Purpose Loan

Date of Issue 2/15/03	Principal	Interest
FY 2011 Ending Balances \$ 2,675,000.00	\$ 645,382.50	
FY 2012 Payments	\$ (290,000.00)	\$ (107,842.50)
Total Balances Outstanding	\$ 2,385,000.00	\$ 537,540.00

Municipal Purpose Loan of 2005 (G.O.)

Date of Issue 7/1/2005	Principal	Interest
FY 2011 Ending Balances	\$ 3,020,000.00	\$ 381,075.00
FY 2012 Payments	\$ (535,000.00)	\$ (117,300.00)
Total Balances Outstanding	\$ 2,485,000.00	\$ 263,775.00

Article 5 TM 4/05/10 & Land Acquisition

Date of Issue 5/26/2011	Principal	Interest
FY 2011 Ending Balances	\$ 2,931,000.00	\$ 1,027,563.79
FY 2012 Payments	\$ (131,000.00)	\$ (90,544.89)
Total Balances Outstanding	\$ 2,800,000.00	\$ 937,018.90

**ACCOUNTANT'S REPORT
FISCAL YEAR ENDING JUNE 30, 2012
RECEIPTS GENERAL FUND**

TAXES

Real Estate Taxes	20,543,948.31
Personal Property Taxes	481,682.97
Motor Vehicle Excise	806,268.71
Boat Tax	17,796.27
Tax Liens Redeemed	17,458.86
Interest/Charges On Taxes	78,496.44
Payments In Lieu Of Taxes	<u>4,727.48</u>

Total Taxes 21,950,379.04

Earnings On Investments 9,545.81

SELECTMEN'S - BID DEPOSITS	105.00
SPECIAL DUTY-ADMIN. FEES	24,228.72
DPW SALARY SCHOOL	
REIMBURSE.	130.00
LAND COURT REFUND	<u>248.38</u>
Total Charges For Services	<u>500,751.91</u>

MISC RECEIPT (NON-RECURRING)

COMM.-STORM DAMAGE	57,441.59
MISC RECEIPT	<u>44,361.62</u>

Misc Receipt 101,803.21

CHARGES FOR SERVICES

AMBULANCE	149,928.16
BEACH PASSES	32,000.00
RUBBISH STICKERS	49,974.26
TRANSFER STATION STICK	7,000.00
FOUNDATIONS	2,502.00
BURIALS/CREMATIONS	12,200.00
TUCK'S POINT RENTALS	20,925.00
CROWELL CHAPEL RENTAL	300.00
MOORING WAITING LIST FE	4,150.00
MIIA - WORKMEN'S COMP	
DIVIDEND	2,321.00
PLAN REVIEW FEE	10,115.00
MISC. FEES-DPW	2,376.64
MISC. FEES-TOWN CLERK	758.60
APPEALS BOARD FEES	7,390.00
VITAL CERTIFICATES	2,788.00
PLANNING BOARD FEES	5,550.00
CONSERVATION COMM. FE	6,211.50
HISTORIC DISTRICT FEES	750.00
MISC. FEES-FIRE DEPT.	1,160.00
OIL BURNER INSPECTIONS	950.00
UNDERGROUND STORAGE	1,060.00
FIRE ADMINISTRATION	
FEES-PLANS	65.00
MUNICIPAL LIENS	6,700.00
LANDFILL RENTAL	13,600.00
SPRINT-SCHOOL ST. ANT	66,931.82
TRANS. STATION CELL	
TOWER RENT	48,432.83
CABLE FEES	874.50
COPYING FEES	594.18
STREET LISTS	671.00
KAYAK RACK RENTAL FEES	825.00
CANTEEN RENTAL	16,000.00
FILM/PHOTO FEES	250.00
INSURANCE REPORTS	625.32
COPIES-ZONING BY-LAWS	60.00

Total Receipts General Fund 23,107,502.15

LICENSES AND PERMITS

PERC TESTING	9,620.00
USED CAR DEALER LICENSE	100.00
BUILDING PERMITS	107,664.80
LODGING HOUSE PERMIT	50.00
ELECTRICAL PERMITS	48,836.00
GAS PERMITS	7,039.00
PLUMBING PERMITS	9,467.00
HUNTING/FISHING LICENSES	7.40
ROAD OPENING PERMITS	5,325.00
LIQUOR LICENSES	12,250.00
TOBACCO LICENSES	75.00
BUSINESS/BOATER	
PARK. PLACARDS	2,020.00
TAXI AND LIVERY LICENSES	25.00
SUNDAY ENTERTAINMENT LIC.	325.00
COMMON VICTUALERS LIC.	525.00
FOOD SERVICE PERMITS	6,805.00
CAMP LICENSES	515.00
SWIMMING POOL LICENSES	100.00
WELL PERMITS	220.00
AUCTIONEERS LICENSES	60.00
TITLE V INSPECTION REVIEW	5,535.00
SEPTIC PUMP LICENSE	685.00
SEPTIC SYSTEM LICENSE	2,750.00
DIS. WORKS CONSTR.	
PERMIT	9,105.00
SMOKE ALARM INSPECTION	5,500.00
BUSINESS CERTIFICATE	1,930.00
DOG LICENSE	18,210.00
MARRIAGE INTENTIONS	1,120.00
INN HOLDERS LICENSES	75.00
DEMOLITION PERMIT	374.00
LPG PERMITS	750.00

BLASTING PERMITS	125.00		<u>HARBOR IMPROVEMENT FUND</u>	
TANK REMOVAL PERMITS	1,350.00		BOAT TAX	17,797.00
OPEN BURNING PERMIT	1,580.00		MOORING FEES	<u>125,074.21</u>
SALE OF MAPS	<u>129.48</u>			<u>142,871.21</u>
Licenses And Permits	<u>260,247.68</u>			
<u>STATE AID</u>			<u>BEACH REVENUE FUND</u>	
CSI-LOSS OF TAXES ELDERLY	9,773.00		PARKING STICKERS	63,191.00
CSI-VETERANS' BENEFITS	1,850.00		NON-RESIDENT PARKING	30,857.50
CSI-LOCAL AID	13,600.00		BEACH PASSES	<u>103,553.00</u>
CSI-LOTTERY	174,499.00			<u>197,601.50</u>
COMM.-EXTRA POLLING			<u>SEWER FUND</u>	
HOURS	347.00		UTILITY USAGE	
COMM.-FLU CLINIC REIMB.	<u>16,364.58</u>		RECEIVABLES	1,096,189.54
Total State Aid	<u>216,433.58</u>		INTEREST/UTILITY USAGE	<u>5,120.79</u>
			Sewer Fund	<u>1,101,310.33</u>
<u>FINES & FORFEITURES</u>			<u>WATER FUND</u>	
COURT FINES	20,645.00		UTILITY USAGE	
REIMB RETURNED			RECEIVABLES	518,956.90
CHECK CHG.	204.09		INTEREST/UTILITY USAGE	7,093.36
BUILDING PERMIT FINES	15.00		OTHER UTILITY CHARGES	79.70
PARKING FINES	42,884.75		WATER HOOKUP	500.00
FALSE ALARMS	(20.00)		INTEREST/UTILITY SERVICE	3,015.00
LIBRARY FINES	1,547.08		CROSS CONNECTION FEE	<u>2,919.96</u>
DOG FINES	2,200.00		Water Fund	<u>532,564.92</u>
HARBOR VIOLATIONS	365.00			
MARIJUANA FINES	<u>500.00</u>		<u>WATER TREATMENT</u>	
Total Fines & Forfeitures	<u>68,340.92</u>		UTILITY USAGE	
			RECEIVABLES	<u>472,434.00</u>
<u>RECEIPTS OTHER FUNDS</u>				
			<u>STABILIZATION FUND</u>	
<u>COMMUNITY PRESERVATION ACT</u>			EARNINGS ON	
R.E. TAXES CPA	278,185.43		INVESTMENTS	<u>1,554.64</u>
TAX LIENS REDEEMED	142.12			
INTEREST/R.E. TAXES	530.81		<u>TOTAL OTHER FUNDS</u>	<u>3,113,861.66</u>
INTEREST ON TAX LIENS	31.88			
COMM. OF MASS	68,308.00			
EARNINGS ON INVESTMENTS	<u>2,152.12</u>		<u>GRAND TOTAL RECEIPTS</u>	<u>26,221,363.81</u>
Total CPA	<u>349,350.36</u>			
<u>HIGHWAY IMPROVEMENTS FUND</u>				
CHAPTER 90 REIMBURSEMENT	<u>151,174.70</u>			
<u>RECYCLING FUND</u>				
RUBBISH BAGS	150,755.00			
TRANSFER STATION STICKERS	<u>14,245.00</u>			
	<u>165,000.00</u>			

**SPECIAL REVENUES FUNDS
FISCAL YEAR ENDING JUNE 30, 2012**

	BALANCE JULY 1, 2010	RECEIPTS AND TRANSFERS	NET EXPENDITURES	RESERVED FOR JULY1, 2011
DPW LAD Construction Escrow	0	120,521.79		120,521.79
School Gas/Diesel Bills	(1,162.94)	12,471.97	11,075.25	233.78
Playground	44,062.45	94,514.65	93,309.78	45,267.32
Fire PUMPER Federal Grant	80,132.00	240,398.00	320,530.00	-
Scba Federal Grant	-	142.00	142.00	-
Bulletproof Vests Grant	6,807.50	-	4,025.00	2,782.50
Law Enforcement Grant	6,600.44	9,571.00	15,863.02	308.42
Mass. Technology Grant	6 9,664.75	-	8,000.00	61,664.75
40 Masconomo Street	800.00	-	-	800.00
MAPC Pandemic Workshop	1,130.79	-	1,130.79	-
Young Adult Library Position	4,640.05	11,044.43	13,035.00	2,649.48
DPW Disk Clean-up	1,345.46	-	1,345.46	-
Library Gifts	377.85	5,215.00	2,514.85	3,078.00
Library Children's Room Gifts	1,447.12	338.97	812.64	973.45
Fire Equipment Grant	287.80	-	-	287.80
Police Community Policing Grant	9,872.47	-	1,045.20	8,827.27
Insurance Claim Reimbursements	-	10,474.94	-	10,474.94
Winthrop Field	25,232.83	6,700.00	4,348.00	27,584.83
Police Insurance Reimbursement	2,333.36	2,274.25	2,320.45	2,287.16
Health Emergency Grant	143.65	-	-	143.65
Crowell Chapel	2,398.00	-	-	2,398.00
Snow Removal Gift	100.00	-	100.00	-
Coastal Stream Team Gifts	320.40	-	3 20.40	-
MAPC Fire Training Grant	-	25,859.82	18,243.31	7,616.51
FEMA Storm Reimbursement	(101,879.54)	101,879.54	-	-
Fire Emergency Plan Grant	1,241.54	-	-	1,241.54
Fire Local Prepared Grant	-	4,665.00	-	4,665.00
Emergency Management				
Performance Grant	1,500.00	899.96	8 99.96	1,500.00
Cape Ann Regional Fire Grant	181.87	-	-	181.87
Library Children's Room Grant	2,704.39	3,545.00	4,358.68	1,890.71
Town Technology Grant	59,426.02	23,411.56	55,928.07	26,909.51
Tuck's Point Interest/Gift Account	9,606.40	9,185.52	11,149.77	7,642.15
Tuck's Point Deposits	11,011.39	7,500.00	7,600.00	10,911.39
Dexter's Pond Fund	4 00.20	-	4 00.20	-
Conservation Fund	8,299.53	35.01	2,187.00	6,147.54
Wetlands Protection Fund	113,235.65	2,374.50	13,018.64	102,591.51
Library 120th Anniversary Gifts	12,661.90	51,207.36	9,828.13 5	4,041.13
State Aid for Libraries	1,814.54	4,540.28	5,222.46	1,132.36
Fire Alarm Damage Reimbursement	3,119.72	-	3,119.72	-
Police Gifts	7,114.12	1,025.00	85.69	8,053.43
Bike Rodeo Gifts	895.76	200.00	37.20	1,058.56
Masconomo Playground Gifts	2,373.77	-	-	2,373.77
Film Production Tuck's Point	2,252.44	-	2,252.44	-
Sale of Real Estate	4,118.45	-	4,118.45	-
Water Meters	26,175.10	9,739.00	-	35,914.10
Adopt-a-Bench Gifts	1,859.67	4,893.50	-	6,753.17
Masconomo Park Gifts	3,090.00	-	-	3,090.00
Cultural Council-State Grant Interest	173.11	-	-	173.11
Cultural Council Gifts	84.07	0.34	0.37	84.04

Cultural Council-State Grant	5,309.90	3,899.23	8,142.79	1,066.34
Concert Gifts	2,895.10	7,258.09	9,368.18	785.01
Comcast Technology Gift	20,000.00	-	-	20,000.00
Selectmen's Gifts	2,718.91	1,000.00	-	3,718.91
Open Space Gifts	243.26	-	-	243.26
Fire Station Apron Gift	3,570.70	-	2,348.37	1,222.33
Fire Gifts	1,370.97	172.38	1,328.05	215.30
Fluoridation Grant	5,868.00	5,897.67	11,765.67	-
Field Maintenance Gifts/Fees	354.94	-	354.94	0.00
FEMA Fire Damage	12,926.28	-	12,926.28	-
Fire CPR Gifts	843.73	1,969.80	2,241.98	571.55
Police Computer Gift	-	40.00	-	40.00
Ambulance Gifts	936.99	-	-	936.99
Police Cell Block Fees	22,537.91	6,500.00	2,701.06	26,336.85
Police Drug Fund Gift-MacDonald	10,042.08	-	-	10,042.08
Police Narcotic Fund	5,478.62	22.11	24.31	5,476.42
Fire Safety Grant	3,231.02	764.94	3,080.92	915.04
Workers' Compensation Reimbursement	3,809.10	630.00	4,439.10	-
Fire Insurance Reimbursement	96.00	-	96.00	-
Fire Knox Box Gifts	599.75	2,641.00	2,778.00	462.75
DPW Damage Reimbursement	752.51	713.56	1,466.07	-
4th of July Gifts	6,929.60	43,554.47	50,484.07	-
Friends of COA	5,874.20	11,027.05	14,394.43	2,506.82
Senior Home Care Grant	147.39	-	-	147.39
COA State Formula Grant	1,770.72	12,828.00	10,620.35	3,978.37
Zoning Board - 601 Summer				
Street Bond	1,299.75	-	-	1,299.75
Masconomo Park Performance Bond	1,940.00	-	-	1,940.00
Hidden Ledge Road Sewer Repair	57.50	-	57.50	-
Planning Board-Advertising	192.00	-	192.00	-
Conservation Commission-				
502 Summer St.	0.00	-	-	-
Planning Board-Bialek	0.04	-	0.04	-
Bicycle/Pedestrian Gift	250.00	-	-	250.00
Recreation Gifts/Fees	45,353.31	197,479.02	190,182.76	52,649.57
15 Smith Point Road Bond	3,800.00	-	3,800.00	-
Conservation Tennis Court Escrow	-	6,500.00	4,889.35	1,610.65
Conservation Commission-				
10 Boardman Ave.	182.52	-	-	182.52
Athletic Club Bond	10,000.00	-	-	10,000.00
Marina Antenna-Terrasearch	5,336.21	15.88	-	5,352.09
First Parish Church Antenna-				
T Mobile	3,172.64	7.39	-	3,180.03
Appeals Board-Omni point	964.20	-	1.07	963.13
Planning Board-Athletic Club	7,882.19	32.42	-	7,914.61
Appeals Board-Eisgrau	750.00	-	161.50	588.50
LNG Pipeline Consulting	161.50	-	-	161.50
Planning Board Bond One Beaver				
Dam Road	-	5,000.00	-	5,000.00
Appeals Board-Kimball	1,500.00	-	-	1,500.00
Appeals Board-Crooked Lane	100.00	-	-	100.00
Special Detail (Fire & Police)	7,153.81	351,620.13	3,538,44.09	4,929.85
TOTAL SPECIAL REVENUE FUNDS	636,397.43	1,424,201.53	1,310,056.81	750,542.15

**RECAPITULATION
FISCAL YEAR ENDING JUNE 30, 2012**

	BALANCES FROM ENCUMBRANCES FY-2011	APPROPRIATIONS ANNUAL FY-2012 TOWN MEETING	TRANSFERS RECEIPTS In + Out (-)	EXPENDITURES FY-2012	TRANSFERRED TO UNRESERVED FUND BALANCE	RESERVED FOR ENCUMBRANCES FY-2013
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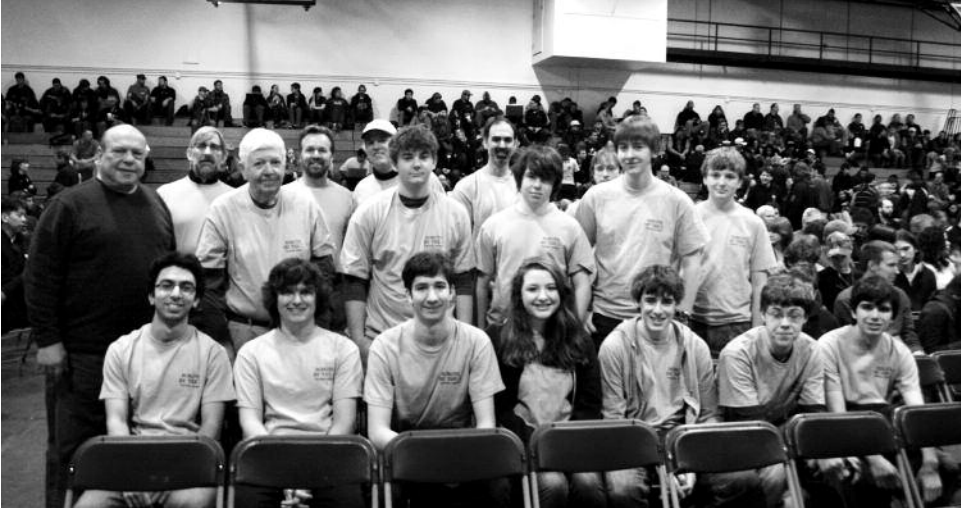
GENERAL GOVERNMENT

EXECUTIVE/LEGISLATIVE

Selectmen's Department						
Salaries		182,657	911	179,695	3,873	
Expenses		13,200	209	10,793	2,893	
Audit	277	25,000	5,000	30,000	0	
Information Technology		75,000	3,500	77,943	557	
Moderator						
Expenses		50	0	49	1	
Finance Committee						
Salaries		1,481	0	1,277	204	
Expenses		480	0	409	71	
Reserve Fund		150,000	(149,893)	0	107	
Election & Registration						
Salaries		3,100	0	1,598	1,503	
Expenses		10,875	0	8,518	2,357	
Town Reports		11,500	0	9,590	1,910	

FINANCIAL ADMINISTRATION

Accounting Department						
Salaries		120,134	0	119,841	293	
Expenses		2,000	0	1,984	16	
Assessors Department						
Salaries		118,795	2,706	121,501	0	
Expenses		24,950	0	24,918	32	
Treasurer and Collector's Department						
Salaries		137,667	643	133,762	4,548	
Expenses	680	29,870	0	21,953	8,597	



Members of the MERHS Robotics team attended with their adult mentors. Photo by Dennis Carlberg



Manchester Selectmen honored Parks and Recreation Director Matt Casparius—the Town's 2011 Outstanding Employee of the Year and Christopher "Woody" Kelly—the Town's 2011 Outstanding Volunteer of the Year. Pictured (L to R): Selectman Margaret Driscoll, State Senator Bruce Tarr, Employee of the Year Matt Casparius, Selectman Tom Kehoe, Volunteer of the Year "Woody" Kelly, State Rep. Brad Hill, and Selectman Sue Thorne. The Board of Selectmen established these two awards back in 1987.

Salaries	7,435	0	7,433	2
Expenses	8,760	0	9,629	214
Fire Department	1,083			
Salaries	946,511	42,361	988,867	5
Expenses	67,815	8,568	75,345	1,038
Ambulance Billing Expenses	18,000	3,500	20,774	1,187
Harbor Master				
Salaries	48,831	4,900	52,621	1,110
Expenses	14,850	0	13,976	874
Care of Floats	6,500	0	6,008	0
Inspections				492
Building Inspector	18,486	0	18,486	0
Gas/Plumbing Inspector	10,915	0	10,915	0
Scaler of Weights and Measures	3,152	0	3,000	152
Electrical Inspector	10,915	0	10,915	0
Inspectors' Expenses	4,900	0	3,766	1,134
Emergency Management				
Salaries	9,000	0	8,198	802
Expenses	500	0	243	257
Emergency Notification	4,500	0	4,500	0
Animal Control				
Salaries	12,986	0	12,986	0
Expenses	4,400	0	4,792	48
TOTAL PUBLIC SAFETY	4,584	2,692,966	35,574	2,723,654
				8,979
				492
<u>PUBLIC WORKS</u>				
Department of Public Works				
Salaries	612,556	36,079	648,549	86
Expenses	128,000	25,000	130,624	22,376
Park/Beach Maintenance	25,000	0	23,508	1,492
Maintenance/Repairs	60,000		52,151	0
Tree Maintenance	15,000		7,400	0
Emergency Repairs School Street	0	212,400	212,382	18
Snow Removal				
Snow Removal Salaries	30,000	0	9,336	20,664

Snow Removal Expenses						
Street Lighting Expenses	100,000	0	90,741	9,259		
Sanitation/Composting/Recycling						
Sanitation Salaries	81,000	12,500	92,305	1,195		
Sanitation Expenses	20,000	0	19,843	157		
Rubbish and Garbage Collection	65,000	0	61,884	7,916		
Rubbish and Garbage Disposal	258,118	0	258,118	0		
	120,000	0	120,000	0		
TOTAL PUBLIC WORKS	6,850	1,514,674	285,979	1,726,842	63,162	17,499
<u>OTHER ENVIRONMENTAL</u>						
Historic District Commission						
Salaries	2,000		2,000	0		
Expenses	1,200		245	955		
Conservation Commission						
Salaries	48,528		36,895	11,633		
Expenses	2,958	3,000	3,411	342		2,205
Expenses (Chebacco Woods)	800		52	748		
TOTAL OTHER ENVIRONMENTAL	0	55,486	3,000	42,602	13,679	2,205
<u>HUMAN SERVICES</u>						
Health Department						
Salaries	49,773	451	46,990	3,234		
Expenses	57,530		52,584	4,946		
Hazardous Waste Collection Day	4,000		3,222	778		
Veterans' Services						
Veterans' Agent	11,355		11,355	0		
Expenses	750		281	469		
Benefits	3,000		2,466	534		
Council on Aging						
Salaries	116,010		115,765	245		
Expenses	13,600		13,544	56		
TOTAL HUMAN SERVICES	0	256,018	451	246,207	10,262	0

CULTURE AND INFORMATIONAL SERVICES

Public Library					
Salaries	246,248	1,697	239,196	8,749	
Expenses	140,708		140,681	27	
TOTAL CULTURE SERVICES	0	1,697	379,877	8,776	0

RECREATION

Recreation					
Salaries	102,480	590	102,967	104	
Expenses	9,635		9,494	141	
Singing Beach Operations					
Salaries	59,023		54,150	4,873	
Expenses	12,635		9,566	3,069	
Lifeguards					
Salaries	46,375		46,341	34	
Expenses	3,400		3,326	74	
Tuck's Point					
Salaries	2,000		1,324	676	
Expenses	10,600		7,886	2,714	
Other					
Athletic Field Maintenance		0	37,263	1,574	
Memorial Day	13,837		1,500	0	
Fourth of July			8,000	0	
TOTAL RECREATION	13,837	590	281,817	13,258	0

DEBT SERVICE

INTEREST AND MATURING DEBT

Principal on Bonds	1,381,276	(42,500)	1,277,211	61,565	
Interest on Bonds	515,524	(15,500)	355,468	144,556	
WPAT Administration Fees	5,700	0	4,592	1,108	
TOTAL DEBT SERVICE	0	(58,000)	1,637,271	207,229	

ENTERPRISE FUNDS

Sewer Fund					
Salaries		232,576		232,425	151
Expenses	2,150	269,500	238,864	32,786	
Maintenance/Repairs	5,993	30,000	0	13,258	0
Water Fund					
Salaries		208,063	25,400	233,386	77
Expenses		65,000		45,234	19,766
Treatment Expenses	39,135	472,434	11,500	523,058	11
Maintenance	133	35,000	6,465	41,598	0
TOTAL ENTERPRISE FUNDS					
	47,411	1,312,573	43,365	1,327,823	52,792
					22,735

TOTAL ARTICLE 4 OPERATING	74,011	12,238,939	207,539	12,025,817	451,742	42,930
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CAPITAL PROJECT FUNDS

[illegible]

ENTERPRISE FUNDS

Sewer Fund																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
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<u>EDUCATION</u>					
North Shore Regional Vocational School Dist.	60,751		60,444	307	0
Manchester Essex Regional School	10,638,906		10,638,906	0	0
Manchester Essex Regional School Debt	1,668,200	(50,000)	1,571,668	46,532	0
	0				
	12,367,857	(50,000)	12,271,018	46,839	0
<u>COMMUNITY PRESERVATION</u>					
Expenses					
CPC ADMINISTRATIVE COSTS	2,899				
HISTORIC PROPERTY SURVEY	3,000		4,188	0	3,000
CROWELL CHAPEL REPAIRS	32,322		0	0	14,695
TUCK'S POINT ROTUNDA		25,000	177,627	0	13,722
PLAINS BOILER			216,278	110	0
MORASS PIER REPAIRS			13,390	0	5,917
			6,083		
Total CPA Expenses	38,221	25,000	422,089	4,298	37,334
<u>HARBOR DREDGING</u>					
	218,340		36,209	(0)	182,131
<u>MULTI PURPOSE 2010</u>					
ROAD MAINT.& CONSTRUCTION	22,454				22,454
SNOW BLOWER ATTACHMENT REPL	610				610
AMBULANCE	519				519
MULTI PURPOSE 2010	23,583				23,583
<u>PINE ST. ACQUISITIONS/CLEANUP</u>					
	79,723		63,622	0	16,101
<u>DOWNTOWN IMPROVEMENTS PRJ.</u>					
	48,462		4,005	(0)	44,457



MERMS 7th grade Girls' Basketball team. Team members pictured back row (l to r): Dave Robinson (coach), Ainsley McLaughlin, Tracy Blagden, Catherine Nicholas, Bailey Houghton, Melanie Carter, Sarah Robinson, Emma Levensohn, Greg Blagden (coach). Front row (l to r): Bridget Kieran, Courtney Holley, Zoe Brown, Cici Lyne, Samantha Sherman. Not in photo - Lily Moore.



MERMS students prepare for their Spring Concert. Back row (L to R): Tucker Evans, Allie Freed, Dylan Estes, Katie Furber. Front Row (L to R): Ian Gillis, Laurel Barrie, Katerina Eichenberger, Leanne Ciccone, Devin Congdon, Emmett Snyder and Devin Kelley.

TRUST FUNDS
FISCAL YEAR ENDING JUNE 30, 2012

	BALANCE JULY 1, 2010	APPROPRIATIONS RECEIPTS AND TRANSFERS	NET EXPENDITURES	RESERVED FOR JULY1, 2011
<u>Non-Expendable Trust Funds</u>				
B.L. Allen Fund	1,300.00	-	-	1,300.00
Tuck's Point Fund	6,000.00	-	-	6,000.00
Post War Rehabilitation Fund	3,920.59	-	-	3,920.59
Perpetual Care Fund	281,539.53	9,835.84	3,495.65	287,879.72
Perpetual Care Fund-Odd Fellows	3,000.00	-	-	3,000.00
Crowell Cemetery Fund	3,018.44	29.12	66.10	2,981.46
Knight Cemetery Fund	1,800.00	-	-	1,800.00
Total Non-Expendable Trust Funds	300,578.56	9,864.96	3,561.75	306,881.77
<u>Expendable Trust Funds</u>				
B.L. Allen Interest Fund	3.13	155.27	155.78	2.62
Tuck's Point Interest Fund	2,790.75	35.45	39.01	2,787.19
Post War Rehabilitation Fund	718.41	18.72	20.59	716.54
Essex Woods Park Fund	14,897.40	60.12	66.14	14,891.38
Perpetual Care Interest Fund	25,151.64	2,735.65	914.40	26,972.89
Cemetery Sale of Lots Fund	39,546.98	8,041.58	8.57	47,579.99
Crowell Cemetery Interest Fund	8,047.40	20,327.11	21,142.95	7,231.56
Knight Cemetery Fund	5,394.27	210.28	3,361.34	2,243.21
Cemetery Odd Fellows Fund	821.41	166.66	183.30	804.77
Winthrop Library Fund	86,490.95	2.43	2.70	86,490.68
Putnam Library Fund	51,616.47	6.11	6.70	51,615.88
Curtis Library Fund	41,298.85	2.78	3.06	41,298.57
Hoare Library Fund	604.94	44.57	49.02	600.49
Wood Library Fund	1,536.34	34.10	-	1,570.44
Sieradski Library Fund	689.22	43.50	47.86	684.86
Ware Library Fund	10,785.12	15.70	16.97	10,783.85
Beaumont Beautification Fund		50,000.00	-	50,000.00
Expendable Trust Funds	290,393.28	81,900.03	26,018.39	346,274.92
<u>Other Trust Funds</u>				
Stabilization Fund	700,443.06	51,554.64	-	751,997.70
TOTAL TRUST FUNDS	1,291,414.90	143,319.63	29,580.14	1,405,154.39



Boy Scout Troop 3 paddled 13 canoes down the Saco River during Columbus Day weekend. The 19-mile trip involved three nights of camping along the river. In addition to paddling, the boys rigged sails to use the wind to power them along, cooked exquisite meals, and weathered a wind and rain storm. In total, 19 scouts and 7 adult leaders completed the trip.



Junior Girl Scout Troop 60604 of Manchester visited Cape Ann Animal Aid in Gloucester to present treats for the animals and a donation from their cookie sale. The girls have been donating a portion of their proceeds each year since they began selling as Brownies. Pictured from left are Tori, Sarah, Natscha, Anna Lizzy, Natalie, Meghan and Elizabeth.

TOWN OF MANCHESTER
COMBINED BALANCE SHEET-ALL FUND TYPES AND ACCOUNT GROUPS
JUNE 30, 2012

	GOVERNMENTAL FUND TYPES			FIDUCIARY	PROPRIETARY	ACCOUNT
	GENERAL	SPECIAL REVENUE	CAPITAL PROJECTS	FUND TYPES TRUST AND AGENCY	FUND TYPES ENTERPRISE FUND	GROUP LONG-TERM OBLIGATIONS
ASSETS						TOTALS
Cash	2,321,295	1,185,737	95,110	1,410,084	951,193	5,963,419
Petty Cash	1,285					1,285
Property Tax Receivable:						
Real Estate	184,596	1,993				186,589
P/P Tax	2,897					2,897
Other Accounts Receivable:						
Motor Vehicle Excise	68,722					68,722
Boat Excise	4,676					4,676
Tax Liens	259,659	4,748				264,406
Water & Sewer User Charges					97,068	97,068
Departmental	137,046					137,046
Due from the Commonwealth		0				0
Tax Foreclosure	10,727					10,727
CPA						0
Due from Highway Improvements	0					0
Other Assets	0					0
Amount Provided Bond Payments					10,311,120	10,311,120
Total Assets	2,990,903	1,192,477	95,110	1,410,084	1,048,261	17,047,955

TOWN OF MANCHESTER
COMBINED BALANCE SHEET-ALL FUND TYPES AND ACCOUNT GROUPS
JUNE 30, 2012
continued

	GOVERNMENTAL FUND TYPES			FIDUCIARY FUND TYPES	PROPRIETARY FUND TYPES	ACCOUNT GROUP	TOTALS
	GENERAL	SPECIAL REVENUE	CAPITAL PROJECTS	TRUST AND AGENCY	ENTERPRISE FUND	LONG-TERM OBLIGATIONS	
LIABILITIES							
Accounts Payable	159,875	4,956	2,397		88,042		255,269
Accrued Payroll	124,464						124,464
Payroll Withholdings	56,428						56,428
Other Liabilities	14,318						14,318
Due to General Fund		0					0
Deferred Compensation Pay							0
Deferred Revenue	366,417	6,740					373,157
Reserve for Abatements	301,906					10,311,120	301,906
Bonds and Notes Payable							10,311,120
Total Liabilities	1,023,408	11,696	2,397	0	88,042	10,311,120	11,436,663
FUND EQUITY							
Fund Balances:							
Retained Earnings							
Reserved for Encumbrances	393,501	47,787	84,140			402,099	402,099
Reserved for Expenditures	0				558,120		1,083,549
Reserved for Petty Cash	1,285						0
Reserved for Special Duty							
Reserved for Open Space				4,930			1,285
Reserved for Community Housing		75,455					4,930
Designated Overlay Surplus	125,985	73,528					75,455
Designated Appropriation Deficits	0						73,528
Undesignated	1,446,723	984,011	8,573	1,405,154	0		125,985
Fund Equity (Deficit)	1,967,495	1,180,781	92,713	1,410,084	960,219	0	3,844,461
Total Liabilities & Fund Equity	2,990,903	1,192,477	95,110	1,410,084	1,048,261	10,311,120	5,611,292
							17,047,955

KEY TELEPHONE NUMBERS

Police 911 (526-1212 for regular business)

Fire 911 (526-4040 for regular business)

Ambulance 911 (526-4040 for billing information)

Board of Selectmen.....	526-2000
Accountant	526-2020
Assessors.....	526-2010
Building Department.....	526-2000
Clerk/Voter Registration	526-2040
Conservation	526-4397
Council On Aging	526-7500
Harbormaster.....	526-7832
Health	526-7385
Library.....	526-7711
Parks and Recreation	526-2019
Public Works	526-1242
School Superintendent	526-4919
Memorial School.....	526-1908
Jr.-Sr. High School	526-4412
Treasurer/Collector	526-2030
Veterans' Agent.....	526-2014
Water/Sewer	526-4450

**MANCHESTER-BY-THE-SEA
TOWN ALMANAC**

Incorporated:	1645
Size:	7.73 square miles
Shore Line:	12.8 miles
Population:	5790
Registered Voters:	3993
Dogs:	940
Government:	Board of Selectmen (meets the first and third Mondays of the month with default to Tuesday in the event of a Monday holiday) Open Town Meeting (normally held the first Monday in April) Annual Election (second Monday in May)
Voter Registration:	Town Clerk's Office during normal Town Hall hours. Special evening sessions before each election and Town Meeting.
Official Notices:	All official Town board and committee meeting notices are posted on the Town Hall bulletin board. Meeting notices are also posted on the Town's website. Published notices can be found in the <i>Manchester Cricket</i> or <i>Gloucester Daily Times</i> or <i>Salem Evening News</i> .
Tax Rate:	FY2013 \$10.51 per thousand of assessed valuation.
Taxes Due:	August 1st, November 1st, February 1st, and May 1st.
Trash Removal:	Weekly curbside service (Monday and Tuesday) Transfer Station: Wednesday 7:30 a.m. – 3:00 p.m. Friday 12:45 p.m. – 3:00 p.m. July and August only Saturday 10:00 a.m. – 3:00 p.m. (Refer to the Town's website for Holiday Hours) Recycling: Every other week (Monday and Tuesday) Compost: Seasonal – refer to the Town's website for dates and hours www.manchester.ma.us
Town Hall Hours:	Monday-Wednesday, 9:00 a.m. – 5 p.m. Thursday, 9:00 a.m. – 8 p.m., Friday, CLOSED
Library Hours:	Monday and Wednesday, 10 a.m. – 8 p.m. Tuesday and Thursday, 1 p.m. – 8 p.m. Friday & Saturday, 10 a.m. – 5 p.m. Closed Saturdays – July through Labor Day Closed Sundays and Holidays
Post Office Hours:	Window Service: Monday-Friday, 9:00 a.m. – 5 p.m. Saturday, 9:00 a.m. – 12 noon Lobby Hours: Monday-Friday, 6:15 a.m. – 5:45 p.m. Saturday, 6:15 a.m. – 4:30 p.m.
Town Website:	www.manchester.ma.us

