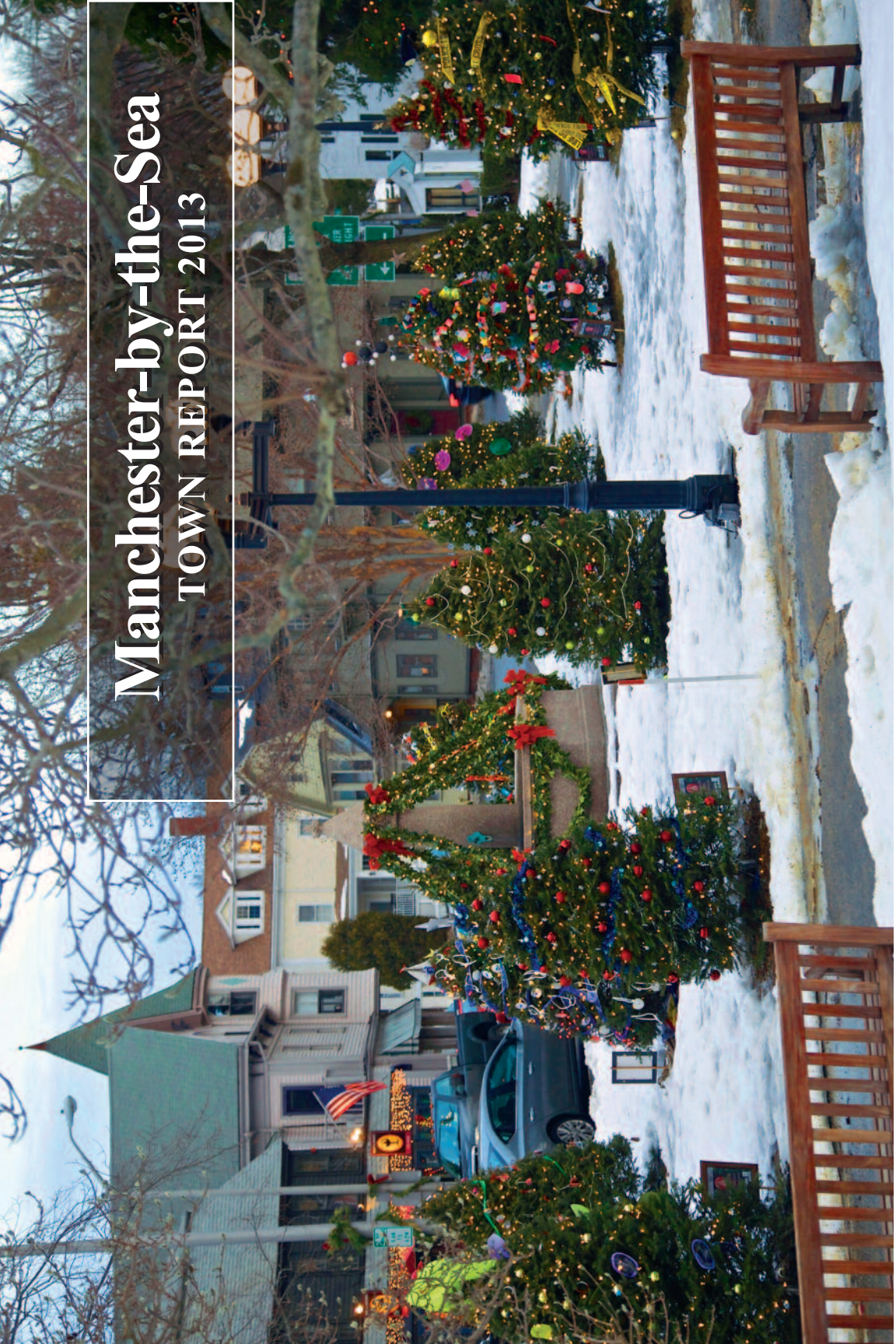


# Manchester-by-the-Sea

## TOWN REPORT 2013



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# ANNUAL REPORT For The Year 2013

## In Memoriam

Annette G. Olney	Gordon Abbott, Jr.
Richard W. Cross	Anne E. Willis
Barbara Lane	Frank J. Smith
Doris R. Milner	Peter J. Feuerbach
Richard J. MacDonald	Marilyn J. Wheelock
Virginia S. Hughes	Dorothea O. Delaney

Town Report edited by Beth Heisey and Town Hall Staff

**Front Cover:** The first annual “Festival of Trees” brightened the Town Common during the holiday season.  
Photo courtesy of Barbara Almy

**Back Cover:** A beautiful view from “The Great Lawn” on Coolidge Point.  
Photo courtesy of Sam Dellicker

The editors are grateful to those citizens who contributed photographs to the 2013 Town Report.

**MANCHESTER-BY-THE-SEA**  
**2013-2014 ELECTED AND APPOINTED OFFICIALS**  
(Chairs shown in **boldface**)

**1. ELECTED OFFICIALS**

**Constables**

Joseph P. Aiello 2016  
G. David MacDougall 2016  
Stephen T. Driscoll 2016

**Housing Authority**

Jane H. Metrano 2015  
**Marc A. Bliss 2016**  
John F. Kenney 2017  
Bruce A. MacDonald 2018  
Vacant (Governor's Appointment)

**Library Trustees**

Alida L. Bryant 2014  
**Timothy Browne (Chair) 2015**  
Alison Anholt-White 2016

**Moderator**

Alan Wilson 2014

**Planning Board**

Loren G. Coons 2014  
Andrea Fish 2014  
**Rebecca S.C. Jaques (Co-Chair) 2015**  
**Kurt Melden (Co-Chair) 2015**  
Carroll Cabot 2016  
Peter Canny 2016  
Ronald Mastrogiacomio 2016

**School Committee**

Caroline C. Weld 2014 (M)  
Alva Ingaharro 2014 (E)  
Shannon O. Erdmann 2015 (M)  
Dr. Kathleen Quill 2015 (E)  
**Linda Crosby (Chair) 2016(M)**  
James Haskell (Vice-Chair) 2016 (E)  
Julie Keil Riordan 2016 (M)

**Selectmen, Board of**

Paul M. Barclay (Chair) 2014  
Margaret F. Driscoll (Vice-Chair) 2014  
Thomas P. Kehoe 2015  
Eli G. Boling 2016  
Robert F. Hoff, Jr. 2016

**2. APPOINTED OFFICIALS**

**Action, Inc. Representative**

Gretchen Wood 2014

**ADA Committee**

Laurie Werle 2014  
Lisa Bonneville 2015  
Gretchen Wood 2015  
Marion Hall 2016  
Elizabeth Heisey 2016  
Richard Costello 2016  
Town Administrator (ex officio)

**Animal Control Board**

Vacant 2014  
Dorothy Jodice 2015  
Roxanna Leone 2015  
Kerri Bisner 2016  
Bing Fishman 2016

**Animal Inspector**

Robert Steach (Board of Health Appointment)

**Appeals, Board of**

James Diedrich 2014  
Andrew Crocker 2014  
James O'Neill 2015  
Bridget Murray 2016  
**Michael Sullivan 2016**  
Gary Gilbert (1st alternate position) 2015  
Douglas Lock (2nd alternate position) 2015

**Assessors**

**Louis R. Logue 2014**  
Jeffrey McAvoy 2015  
Timothy P. Girian 2016

**Bike/Pedestrian Committee**

Todd Clark 2014  
Parker Harrison 2014  
Amy M. Coleman 2015  
**Terry Cowman 2015**  
Freddy Cicerchia 2016  
Kurt Svetaka 2016

**Building Inspector**

Paul Orlando 2016

**Cable Access Corp. Rep.**

Paul Jermain October 1, 2015

**Cape Ann Regional Planning**

**Committee Emergency**

**Response Coordinator**

Thomas P. Kehoe 2014

**Chebacco Woods Land**

**Management Committee**

**(H) Hamilton (M) Manchester**

(M) Bill Fitzgerald (ex officio)

(H) Jack Hass

(M) Charles W. Kellogg, II 2014

(H) Virginia Cookson 2014

(H/M) Susanna McLaughlin 2015

**(M) Ralph Smith 2016**

**Community Preservation**

Ronald Mastrogiacomio (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

Sue Thorne (Finance Committee) 2015

Jane Metrano (Housing Authority) 2016

Christopher Thomas (Historic Resources) 2016

**Conservation Commission**

Olga Hayes 2014

David Lumsden 2014

Steve Gang 2015

Leslie Hammond 2015

G. Hamilton Mehlman 2015

**Steve Demeter (Co-Chair) 2016**

**Steven Jaworski (Co-Chair) 2016**

**Council on Aging**

Mary G. Hull 2014

Su Kwedor 2014

**Steven Gillespie, MD 2015**

Robert Howard, DMD 2016

Mary Ann McGovern 2016

George Nickless 2016

Kathy Bothwick 2016



<b>Cultural Council</b>		
Kathleen Kiley	3-12-15	
Sondra Bialy	2015	
Evonne Blanchard	2015	
<b>Winifred Diedrich</b>	<b>2015</b>	
Anne Cowman	2016	
Alison Daley	2016	
Anna Kasabian	2016	
<b>Downtown Improvements</b>		
Carroll Cabot	2014	
<b>Project Committee</b>		
Frederick Gibson	2014	
Ed Halsted	2014	
Don Halgren	2014	
Gar Morse	2014	
Ben Rossi	2014	
<b>Emergency Mgmt. Dir.</b>		
Capt. Tod Biggar, Interim Director	2014	
Thomas P. Kehoe, Asst. Interim Director	2014	
<b>Finance Committee</b>		
Morgan Evans (appt. by Town Moderator)	2014	
Ann Harrison	2014	
Andy Oldeman	2014	
Sue Thorne	2014	
Albert M. Creighton, III	2015	
John Croft	2015	
<b>George Putnam, III (appt. by Town Moderator)</b>	<b>2015</b>	
Sam Martin	2016	
Sarah Mellich (appt. by Town Moderator)	2016	
<b>Fire Chief</b>		
Glen Rogers	10/28/15	
<b>Gas/Plumbing Inspector</b>		
Joseph Guzzo	2016	
<b>Harbor Advisory Committee</b>		
<b>Stuart Conant, Chair</b>	<b>2014</b>	
David Crosby	2014	
Greg Bialy	2015	
Mike MacEachern	2015	
Edward Conway	2016	
James Hatch, Vice-Chair	2016	
Jens Kure-Jensen	2016	
<b>Harbormaster</b>		
Bion Pike	2015	
<b>Health, Board of</b>		
Peter B. Germond, M.D.	2014	
William Otto, M.D.	2014	
Paula Polo-Filias	2015	
Beverly Melvin	2016	
<b>Leslie Nitkiewicz</b>	<b>2016</b>	
<b>Historic District/</b>		
<b>Historical Commission</b>		
Robert Hofeldt (resident)	2014	
Robert MacNeille (architect)	2014	
Nancy Winslow (realtor)	2014	
Donald Halgren (resident)	2015	
<b>Christopher Thomas (resident rep)</b>	<b>2015</b>	
John Round (Historical Society)	2016	
Susan Henderson (resident)	2016	
<b>July 4th Committee</b>		
Karen Cunningham	2014 (July 31st)	
Sallie Belle Davis	2014 (July 31st)	
James Diedrich	2014 (July 31st)	
Michael Gothie	2014 (July 31st)	
Tracy Gothie	2014 (July 31st)	
Nicole Alexis Rosmarin	2014 (July 31st)	
Karen Snider	2014 (July 31st)	
Parks and Recreation Director (ex officio)		
<b>Manchester Coastal Stream</b>		
Lynn Atkinson	2014	
Carolyn Kelly	2014	
Jessica Lamothe	2014	
Joan Nesbit	2014	
Francie Caudill	2015	
Susan Purser	2015	
Michele Kulick	2016	
Patricia Mitchell	2016	
Eric G. P. Thomsin	2016	
<b>Memorial Day Observation</b>		
American Legion	2014	
Legion Auxiliary	2014	
<b>M.A.P.C. Representative</b>		
Andrea Fish	2016	
<b>MBTA Advisory Board</b>		
Vacant		
<b>Man. Energy Efficiency Programs</b>		
<b>Advisory Board (MEEP)</b>		
Dennis Dixon	2014	
Ben Dodge	2014	
Robert A. Jermain	2014	
Eric Magers	2014	
Max Nesbit	2014	
Sean Stallings	2014	
David Walls	2014	
William Vachon	2014	
Davis Keniston	2014	
<b>North Shore HOME</b>		
<b>Consortium Representative</b>		
Irene Frontiero	2014	
<b>North Shore Agricultural &amp; Technical School District Committee</b>		
Joseph Sabella (appointed by Town Moderator)	2014	
<b>North Shore Task Force Rep.</b>		
Andrea Fish, Planning Board	2014	
<b>Parking Clerk</b>		
Denise Samolchuk	2016	
<b>Parks and Recreation Committee</b>		
Olga Hayes	2014	
Kelly Blagden	2015	
Christopher Thomas	2015	
Robert Coyne	2016	
Sara Levensohn	2016	
Sally Curry (alternate)	2014	
<b>Playing Fields Committee</b>		
<b>Manchester Appointees</b>		
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)		
Vacant (School Committee Rep.)		
Tom Kehoe – (Manchester Selectman)		
Kelly Porcaro - (MERSD Athletic Director)		
<b>Essex Appointees</b>		
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)		
<b>Police Chief</b>		
Glenn F. McKiel	9/30/2016	

<b>Registrars, Board of</b>			
Gary P. Giusto	2014	<b>Town Clerk</b>	
Joanne Hoff	2015	Denise Samolchuk	2016
<b>Eileen Buckley</b>	<b>2016</b>	<b>Treasurer/Collector</b>	
Denise Samolchuk (ex officio)		Jennifer Yaskell	2014
<b>Safety Committee</b>		<b>Tree Warden</b>	
Vacant (DPW Rep)	2013	Thomas Henderson	2014
Allan Kirker	2013	<b>Welcome to Manchester</b>	
Jonathan Happel	2013	Margaret Maher	2014
Town Administrator	2013	Monika Congdon	2015
DPW Director	2013	Ginny Germond	2015
<b>Seaside One Committee</b>		Judy Shipman	2015
Carl Anderson	2014	Abby Levendusky	2016
Merritt Miller	2015	<b>Stacey Lai</b>	<b>2016</b>
Thomas Durkin	2016	Betsy Christie Milne	2016
<b>Shade Tree Management</b>		Tanya Stubbs	2016
<b>&amp; Pest Control</b>		<b>Winthrop Field Committee</b>	
Mark Hammond	2014	Gar Morse	2014
<b>Shellfish Constable</b>		Richard Puchniak	2014
Thomas Henderson	2014	Sue Thorne	2015
<b>Town Accountant</b>		<b>Michael Chapman</b>	<b>2016</b>
Charles "Fred" Mansfield	2014	James E. Moroney	2016
<b>Town Administrator</b>		<b>Wiring Inspector</b>	
Gregory Federspiel	2016	Joseph Novello	2016



*Kettle Cove Burying Ground was re-dedicated during a ceremony held at the site with many residents; Community Preservation Committee members and Historic District Commission members in attendance. Community Preservation funds were appropriated to restore the cemetery site and for the new sign.*

# ANNUAL REPORTS



*Members of the Board of Selectmen (seated left to right) Tom Kehoe, Vice-Chair Margaret Driscoll, Chairman Paul Barclay (standing left to right) Eli Boling and Robert Hoff, Jr.*

## BOARD OF SELECTMEN

In many ways, 2013 was a year of transitions for Town government. After serving on the Board of Selectmen for ten years, five as chairperson, Sue Thorne chose not to seek re-election. Mary Hardwick also declined to seek another term after serving for a total of 13 years, first from 1996-2004 and then from 2007-2013. Both served the community admirably and their time spent grappling with a wide range of town issues is most appreciated.

Voters elected Eli Boling and Rob Hoff for new three year terms as Selectmen. They joined Paul Barclay (elected as chairman), Margaret (Muffin) Driscoll (elected as vice chair), and Tom Kehoe on the five member board. It is an honor to serve the community and we strive to meet the many needs of the town in a fair and efficient manner.

We also said good-bye to DPW Director Steve Kenney who decided to accept a private sector job after working for the town for nearly six years. Steve's broad background in water and sewer infrastructure as well as his ability to juggle the many demands of taking care of our roads and

cemeteries proved a valuable asset for the Town. Fortunately we were able to hire an equally competent replacement. Bill Fitzgerald has jumped right in after taking over the reins for Steve. He has quickly gained the support of staff and citizens alike for his friendly nature and attentive follow-up to the myriad requests that come across his desk daily.

We welcomed new Town Administrator Greg Federspiel to Manchester last summer after our final good-byes to Wayne Melville. As noted in last year's report, Wayne's strong guidance and leadership for over seven years will be missed. Greg, well experienced himself in municipal affairs, has hit the ground running picking up critical tasks such as crafting a new long term capital plan, securing funding for water and sewer projects, and putting new systems into place to keep department leaders focused on key tasks while making sure we as a board and citizens in general are kept informed on all that is taking place.

One other transition is in our Parks and Recreation Department. Director Matt Casparius, who eight years ago arrived as our first full-time direc-

tor, quickly transformed what was a relatively small operation into the dynamic department that it is today, with over 300 program offerings and nearly 100% self supporting. We wish Matt continued success as he pursues new challenges in Merrimack, NH. We were flooded with over 60 extremely well qualified applicants vying to replace Matt. We look forward to welcoming Cheryl Marshall who comes to us after more than 15 years of excellent work in Danvers. Cheryl, who serves as president of the MA Parks and Recreation Association, is recognized as a leader in her profession.

2013 will also be remembered for the significant strides made in making Manchester by the Sea a more sustainable community. At last year's Town Meeting voters approved the new energy "stretch code" that requires greater energy efficiency in new construction as well as other requirements of the state's Green Community Act. Through the hard work of the citizens on the Manchester Energy Efficiency Program committee, the Town satisfied the various requirements and was officially designated a Green Community. Our initial grant award of over \$138,000 will enable us to continue to improve the energy efficiency of various Town buildings and operations, helping out our bottom line while reducing our environmental footprint. Voters also approved a ban on thin filmed plastic bags.

Another citizen initiated "green" effort is the establishment of curbside composting. Thanks to a grant from the state, all residents will be receiving free composting bins into which they can place all their food scraps and other biodegradable materials. The bins will be picked up curbside alongside recyclables every week. Again, we will see multiple benefits from this effort -- our waste disposal costs will be reduced as will our cost for operating our sewer plant and instead of "throwing away" food waste, it will be transformed into valuable fertilizer in the form of compost that residents will be able to use in their gardens. Saving money; doing our environment good -- a winning combination we hope all households will embrace.

On the waterfront, a successful new partnership with MassPort is allowing us to replace mooring tackle in Area G with newly designed gear that no longer will scour the ocean floor, allowing eel grass to rejuvenate. Again, our environment will benefit while allowing our boating community to

continue to enjoy our beautiful harbor.

## **Commendations**

The Board of Selectmen issued Public Safety Awards (Commendations) to the following employees in recognition of their actions following the Boston Marathon bombings and for their work with the Cape Ann Regional Response Team in assisting in the search for the bombing suspect: Firefighters/Paramedics Robert Cavender and Jonathan Happel, Police Sergeants Todd Fitzgerald and Mark McCoy, Police Officers Joseph Archambault, Steven Fiore and Howard Lewis.

## **2012 Town Employee and Volunteer of the Year**

While we appreciate the good work all Town employees do for the Town and are thankful to the scores of volunteers who give so generously of their time to help with the running of the Town, each year we honor the particular achievements of a Town employee and a Town volunteer. For 2013 we were pleased to recognize the following two individuals:

*Employee:* Helene Shaw Kwasi, Administrative Clerk to the Planning Board and Historic District Commission/Historic Commission

*Volunteer:* Martha Wales, Manchester Public Library, Manchester Essex Conservation Trust and Gloucester Senior Center volunteer.

## **Other Commendations**

We also had the privilege of giving special recognition to a number of our fine student athletes in 2013 for their championship seasons:

MERHS Sailing Team: 2013 MA Bay League Fleet Racing Champions and State Champions

MERHS Boys and Girls Cross Country Teams: Division 6 Eastern MA Champions

MERHS Girls Tennis Team: Division III State Champions

Running the affairs of the Town requires many hands, from voters at Town meeting to the volunteers that serve on our numerous boards and committees, and to our dedicated and professional staff. It is an honor to serve as your Board of Selectmen. Your input and suggestions are welcome as we do our best to make decisions that respect the value of the tax dollars you pay while striving to provide the high level of municipal services you demand.

## **Office of the Town Administrator**

Coming aboard mid-year, much of my time during 2013 has been spent learning the particulars of town operations as well as getting to know town



staff, elected officials and the large number of volunteers who serve on the many town boards and commissions. Regular citizens have also made it a point to stop by to introduce themselves. All told, it has been a very warm and helpful welcoming for which I am very thankful.

It is a given that a new arrival is impressed with the special beauty of Manchester. Beyond that, the town benefits from a very caring citizenry that takes great pride in the community. In my short time here I have already witnessed the power of engaged citizens making significant contributions to our quality of life whether it be new initiatives like curbside composting and obtaining Green Community designation from the state or volunteering in the incredible array of programming offered through the Park and Recreation Department. I have also found that Town employees are a hard working group of professionals striving to meet your demands for quality services as efficiently as possible.

Early priorities for me have included crafting a long-term capital plan along with multi-year budgetary projections for town operations. These are critical planning tools that are necessary to have in order to best manage the assets and services of the town.

Part of the FY15 budget that voters are being asked to approve at Town Meeting starts us down the path of a much more aggressive capital management plan. With total value of our infrastructure exceeding \$75 million, just to maintain what we have suggests we should be spending in the range of \$3.5 million annually. With recent totals at a third or less of this it is obvious why we are falling behind.

The new plan calls on the strategic use of the town's undesignated fund balance (so called "free cash") while maintaining at least a 10% reserve, a gradual increase in the use of annual tax revenue for infrastructure projects, and the issuance of new bonds as we retire existing bonds. This three pronged approach will allow us to catch up on an array of deferred capital needs.

Over the next ten years we retire some \$16.5 million in previously approved debt. These payments are already part of our exiting total budget. By replacing old debt with new as we finish off the old debt, we can secure badly needed funds without causing additional increases to your tax bills. The new capital improvement plan anticipates

using \$11.5 million in replacement bonds, leaving \$5 million that can be used for the needs of the Memorial School. In addition, there will be freed up bonding capacity from the progress that has been made in paying off the middle/high school bonds bringing the total available for the elementary school closer to \$10 million, depending on when the new school bond will be needed.

We have a wide range of infrastructure projects that need attention. Our newly completed road management inventory and priority ranking has cataloged \$3.5 million in road projects over the next ten years. The town water system faces a number of expensive treatment plant upgrades as well as the need to replace very old and undersized pipes. Establishing adequate volume in the system for domestic consumption and for fighting potential fires makes this work a high priority. Some \$8 million in water works improvements are needed over the next five years. Another \$4 million in sewer works improvements are needed as well. Again, very old collection pipes need replacement in order to fix all the leaks that let in unwanted rain water and salt water sometimes increasing the amount of water the waste water treatment plant must handle ten fold. We are under a state mandate to remove this unwanted infiltration and inflow (I&I). Correcting the I&I problem will allow us to service new connections in the future. The treatment plant itself has worn out pumps and other mechanism that need to be replaced.

There are also town buildings that need attention. The DPW garage in particular is very tired and needs rehabilitation. Town Hall and the Fire Station have their needs as well. Then there are the needs of our town vehicles. From plow trucks to fire engines to police cruisers, we need to have a regular replacement schedule in order to ensure we have properly working vehicles. For example, with three main fire trucks and a lifespan of 30 years, a new plan is being advanced that sets aside funds annually for the eventual purchase of a fire truck once every ten years.

Managing these capital needs while ensuring operating expenses are being met is a significant challenge. With the help of the Finance Committee we have been developing a ten year projection of expenses in order to have informed targets of where we need to be in order to annually present a balanced budget that does not over strain taxpayer-

ers. At a minimum, we need to adjust our spending rates to match our revenue streams under the constraints of Proposition 2 ½. The new projections we have developed do this. Work will continue to see how we can squeeze out more efficiencies in order to not always come in at the absolute levy limit.

A unique aspect of Manchester is the wide range of property values. With expensive water front properties, our average property tax bill (\$10,500) is significantly higher than our median, or mid-point tax bill (\$6,500). This is an unusual situation that adds to our challenges when discussing acceptable taxation levels.

But the discussions are important to have. Budgets ultimately come down to what choices people want to make. Our community gets to make these choices at the annual Town Meeting where each citizen can voice their opinion and vote. Have a proposal for how to better spend Town resources? Come to the budget preparation meetings to share your thoughts on the various articles proposed for Town Meeting. I, along with your elected officials, other Town employees, and the volunteers on boards and committees are here to serve your needs. Let us hear from you on the choices you want us to make.

**ADA ADVISORY COMMITTEE**

After a few years of inactivity, the ADA Advisory Committee has resumed monitoring accessibility issues, identifying the needs of the community, and offering guidance in how to achieve universal accessibility.

At our meetings last year, we reviewed several proposed projects including: the walkway, threshold and entrance to Crowell Chapel; the walkway renovations planned for Masconomo Park; and the plans for the Cedar Swamp Parking Area.

In the coming year, the Committee plans to increase its visibility through news articles, and to maintain better communications with Town Boards and Committees. We are always available to offer support and guidance in the area of accessibility.

Elizabeth Heisey for the ADA Committee

**ANIMAL CONTROL BOARD**

The Board of Selectmen appointed four Animal Control Board members with one seat remaining open. The responsibilities of the Animal Control Board are to assure that animals do not become a nuisance, animals are treated humanely, and the Town by-laws concerning animals are enforced. The Animal Control Board serves as an advisory group, making change recommendations if needed, 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 welfare and control. The Animal Control Board meets once a month.

The Animal Control Board may make recommendations if necessary to the Board of Selectmen in the following areas among others: revisions to the Animal Control by-laws to comply with the new State General Laws; revisions to the Animal Control Officer's position description and responsibilities; recommendations for the FY2015 Animal Control budget; recommendations in securing a partnership with Cape Ann Animal Aid for long-term boarding if ever required; and recommendations for fees and licensing.

**BOARD OF ASSESSORS**

The Board of Assessors has established as of January 1, 2013, for Fiscal Year 2014, which begins on July 1, 2013 and ends on June 30, 2014 the following assessed values for the Town, as required by law. This fiscal year was a Recertification year by the Department of Revenue.

**FY2014 - Real Estate & Personal Property**

Residential Prop. - 2135 parcels -	\$2,012,976,160
Commercial Prop. - 120 parcels -	81,743,900
Industrial Prop. - 14 parcels -	6,501,000
Personal Prop. - 145 accounts -	46,811,320
Total Taxable - 2403 par/acc. -	2,161,963,375
Exempt Prop. - 349 parcels -	169,527,200
Tax Rate per \$1,000 of value -	\$10.45
Total Taxes Raised -	\$22,592,517.27

## **FY2013**

### **Real Estate & Personal Property**

Exemptions approved (elderly, veterans, blind, etc.) -	30
Abatement applications filed -	26
Personal Property apps. approved -	2
Personal Property apps. Denied -	0
Real Estate apps. approved -	14
Real Estate applications denied -	12
Withdrawn -	0
Deemed Denied -	0
Late Filing -	1

### **Motor Vehicle & Boat Excise**

2013 Motor Vehicle Excise abatements -	199
FY13 Boat Excise abatements -	53

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](http://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 its unique attributes, Manchester is an inviting destination 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.

First and most notable, our Committee added Amy Coleman whose insights on pedestrian issues throughout Town have been invaluable. She joins Kurt Svetaka, Freddy Cicerchia, Parker Harrison, Todd Clark, John Carlson, and Terry Cowman on

the Committee.

A project of primary importance has been the grant application through the Federal Safe Routes to School Program, which addresses all three of our initiatives – Promotion, Safety, and Access. Starting with an assessment in 2009, Manchester was first proposed and then selected as a site for development. Following a survey within a mile radius of Memorial School, several critical safety issues were identified and put forward for engineering design proposal. Principal amongst the areas designated for engineering was the Lincoln/Summer Street intersection, sidewalks along Summer and Lincoln Streets, and access to the School from both Lincoln and Summer Streets. The result of input from the Town, the DPW, the Manchester Essex Regional School Committee, and the Board of Selectmen was an engineering design selected for implementation by the State DOT in 2014. The final design will be approved this spring for a fully federally funded project of approximately \$500,000 for various infrastructure improvements in the areas mentioned above.

This year also saw our Committee engage with the Downtown Improvement Plan Committee to continue their mission, begun over a decade ago. Serving our goals to improve safety, we are providing input and support in the design of improvements to three intersections – Pine/Bennett/Union, Summer/School, and Washington/Beach – and the infrastructure connecting the three.

Plans are currently in development to replace the Bike to School Week with an in-school safety program, augmented with a summer safety instruction/bike rodeo. Following extensive discussions with the State DOT/Safe Routes to School Program, this Committee has provided a program to Manchester Memorial School to train educators in the delivery of a Bicycle Safety Course. Implementation of the training and the program awaits scheduling by the school administration. The Manchester Police Department has expressed strong interest in conducting helmet and bicycle safety instruction.

Lastly, in the past year, the Committee provided input to the Town DPW on crosswalk siting, paint, and signage. Our Town's new DPW Director, Bill Fitzgerald, has shown great leadership in all matters related to civil infrastructure. He has sought input as well as provided key direction on

important matters such as the Safe Routes to School Program. We anticipate more of the same in 2014.

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 four-camera studio; portable field equipment; and editing suites, with a choice of systems: Final Cut Pro and Adobe Premier. 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 2013 calendar year included: the hiring of a new station Executive Director; an increased emphasis on training to improve program quality; and a broader distribution of programs via CATV's new website and social media outlets. 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 put in another productive year. We held a clean-up day last spring. R. B. Strong repaired sections of the Red Dot Trail which had fallen into Round Pond because some visitors or their dogs had damaged the shoreline. Sue McLaughlin regularly restocked the kiosk with trail maps and doggie bags and removed trash from the trash barrel. Stendahl Tree of Ipswich cut down numerous trees which hung dangerously over trails and removed many more which had fallen on trails. As per DEP instructions, we placed signs on all trail entrances which lead into

Round and Gravelly Ponds warning visitors that dogs and horses are no longer permitted in and around these ponds as they are part of Manchester's water supply. It has been difficult to enforce the prohibition. We lost Rick Vancisin to Southern California, but he has been replaced by Jack Haas of Hamilton.

## **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.

We have worked over the past year at editing our old brochure titled "Keeping Manchester's Coastal Waters Clean". The brochure is available on our page on the Town website.

Over the summer, our group worked in collaboration with Salem Sound Coastwatch to continue monitoring the intertidal areas of Black and White Beach 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.

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 15 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**

This year is the CPC's 7th year operating in our Town. Our CPC projects commenced in 2006. The CPC continued to expand on our projects to care for the preservation of our Town with more projects than ever.



We continued our work in our 3 project categories; historic preservation, community housing and open space land and recreation. During the last year the Community Preservation Act (CPA) was augmented to add “recreation” to the open space category. We are beginning to see the Town make many applications for CPC grant money in this recreation area.

Our current project grants make up a long list: dehumidification unit in Trask House for Manchester Historical Museum; grant to Manchester Essex Conservation Trust to commence building an improved parking lot at Cedar Swamp Wetlands; Manchester Parks & Recreation Dept for improvements at the Brook Street tennis courts and preservation of the Singing Beach bath house; Manchester Town Library for restoring the stone wall and walkway; continued and finish preservation of WW I Doughboy; restoration of Masconomo Park walkways; plantings for Reed Park; continued record preservation for Town Hall; advance for John Donovan Athletic fields ad hoc committee to devise a development plan; continued preservation at Crowell Chapel of tower louvers, and assistance to the Town for Singing Beach circle rip rap wall.

CPC continues to make progress on restoring graveyards, including fallen tree clearing at Kettle Cove Burying Ground and installation of a wooden sign and plants; repair of gravestones at Rosedale and Union cemeteries; painting of partial fence at Rosedale and 1661 Cemeteries; and replacement of old gates at 1661 Cemetery (CPC using Corrections Dept as free workforce turned out well). We made a rededication of the Kettle Cove Burying Ground with local Magnolia neighbors and words and blessing by Rev. John Hughes.

CPC proceeded to accomplish historic surveys of important Town assets like the Library, Tuck’s Point Park, Rosedale Cemetery and Kettle Cove Burying Ground.

CPC continues to try to convince the Town to create and hold to an annual care and maintenance plan with line item budgets for all historic assets such as Crowell Chapel, Tuck’s Point Park, Masconomo Park bandstand, and Singing Beach Bath house, to name a few. Care and maintenance of these assets continues to be an unresolved issue.

CPC also continues to believe that we must try to save large amounts of money for protection of

our watershed land, e.g. the Gordon Woods near our water supply.

## CONSERVATION COMMISSION

The Manchester-by-the-Sea Conservation Commission conducted 21 regular meetings and continued its regulatory and non-regulatory activities in the year 2013.

In 2012, the Commission had experienced an increase in wetlands applications and 2013 was comparable in the number of requests that came before the board. These applications are reviewed under both the Massachusetts Wetlands Protection Act and the Town Wetlands Bylaw. The Commission issued 20 Determinations of Applicability, 24 Order of Conditions, 1 Order of Resource Area Delineation (denial), 11 Certificates of Compliance (1 denial), 4 Enforcement Orders, 4 Violation Notices, 6 De Minimis Change letters, 14 Letter Permits and 3 Emergency Certifications.

In February of 2013, the Commission finalized and voted to accept its revision of the Wetlands By-Law Regulations. The purpose of the revision was to bring the regulations in sync with the latest Wetlands By-Law which was adopted in 2010.

At Town Meeting in April, the Commission made a petition for an article to increase the fine limit of 21D “ticketing” violations to \$300 and to give the Conservation Administrator the authority to issue tickets under the Wetlands Bylaw. The purpose was to increase the use of ticketing as deterrence to wetland violations; however monetary fines are not collected from first-time offenders. The article passed, and since it has gone into effect, the Commission has collected \$550 in fines.

In addition, the Commission received a \$20,000 settlement as a result of a wetlands violation.

In August of 2013, Commission member Ralph Smith resigned from the board; however, he continues as the Commission’s representative on the Chebacco Woods Land Management Committee. David Lumsden of 10 Knight Circle joined the Commission in November, filling out the board to seven members. The Commission wishes to thank Mr. Smith for his service and welcomes Mr. Lumsden to the Commission.

The Commission, along with volunteers from the Open Space and Recreation Plan Committee and its Administrator, has continued with the

update effort of the Open Space and Recreation Plan in 2013 and is on target for having a draft to the State in February 2014. As part of this effort, the open space inventory has been edited and updated and the results have been incorporated into the Open Space “layer” on Manchester’s WebGIS application which is available to the public.

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.

Steve Demeter and Steve Jaworski, Co-Chairs

## **COUNCIL ON AGING**

Manchester has a senior population of approximately 1686; 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. Health insurance, transportation and housing seem to be key issues facing our seniors.

The following are some of the highlights of the services provided in 2013:

- Provided monthly catered “Lunch of the Month” for 35-40 senior citizens
- Provided 975 units (unduplicated) of transportation to senior and disabled citizens
- Provided 283 units of outreach service to senior and disabled citizens
- Delivered (by volunteers) approximately 2,633 “Meals on Wheels” to homebound seniors
- Sponsored several health and wellness seminars
- Partnered with the Manchester Public Library on several programs
- Held monthly Low Vision Support Group offering special presentations
- Held weekly Yoga Programs funded by the Friends of the Council on Aging
- Held “StrongWoman” exercise program twice weekly with 65 to 70 participants for each 12 week session
- Held weekly Zumba Gold Class with 18 to 20

participants

- Held the annual Chicken & Rib BBQ at Tuck’s Point
- Held the summer cookout at Tuck’s Point funded in part by The Friend’s of the COA
- Held the Annual Holiday Luncheon & Party at the American Legion Post 113
- Distributed the COA newsletter to more than 975 senior citizens each month. The Friends of the Council on Aging fund the mailing and volunteers fold and label the newsletters
- Provide Tax-Aide in a partnership with AARP and SeniorCare to approximately 75 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 40 boxes of food and other miscellaneous items to our overseas Military
- Developed and implemented several new TRIAD programs for senior citizens

A very big part of the COA growth and success goes to approximately 70 active volunteers who donated thousands of hours in 2013. 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 is charged with bringing cultural enrichment and creative and educational opportunities to Town residents of all ages. The Council fulfills its mission by allocating grant money received from the Massachusetts Cultural Council (MCC) on a yearly basis to fund programs in the arts, humanities, and interpretive sciences. With seven members, the Council meets on a regular basis and awards grants in November of each year.

For Fiscal Year 2013, the Manchester Cultural Council received approximately \$4,000 from the MCC and funded: a lecture by Gloucester landscape designer Kim Smith sponsored by the Seaside Garden Club; a program for teens on Historical Weaponry sponsored by the Manchester Public

Library; two performances of the popular Singing and Signing program by Wendy Manninen and Vicky Marsh; an interactive presentation of acting, mime, and vocal gymnastics at the Manchester Memorial School sponsored by the PTO Enrichment Committee; Drum Away the Blues, a musical program for preschoolers and COA members, sponsored by the Magic Years Cooperative Nursery School; a concert in the annual series sponsored by St. John's Episcopal Church; and a Kid's Composition Workshop and instrument "petting zoo" presented by Manchester Summer Chamber Music. The Cultural Council was also pleased to co-sponsor one of Manchester's most popular activities, a summer concert in Masconomo Park. A crowd turned out to enjoy music by the North Shore Concert Band, hamburgers and hot dogs compliments of the Manchester Community Center, and popsicles from the Cultural Council.

As part of its support of local arts, the Cultural Council makes space available in Town Hall for local artists to display their work. Those exhibiting this year included Manchester residents Helen Kamins, Jody Blagden, Gayle Macklem, and Lise Kure-Jensen and the Cape Ann group Artists Anonymous. 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 their work.

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

## **DOWNTOWN IMPROVEMENT PROJECT COMMITTEE**

The 2006 improvements to lighting, traffic and pedestrian circulation and the hardscape elements at Summer and Beach Streets have proved to be a valuable investment in Town infrastructure. Recently a new LED-adapted street lantern was added which will be more durable and require less electricity and maintenance. A new, longer lasting material will be used to define some crosswalks and parking lines and embedded reflectors have been added in some problem areas.

DIP continues to coordinate closely with DPW Director Bill Fitzgerald and the Bike/Pedestrian

Committee on traffic and safety matters and to support the Safe Routes to School Plan.

Last fall the Selectmen authorized the DIP Committee to develop concept drawings for extending Phase Two improvements along Route 127 as it passes through the three major intersections at Beach, School and Pine Streets. Construction would also include the placement of pedestrian crosswalks, installation of concrete sidewalks, streetlights and optimizing on-street parking. DIP's development of Phase Two will coordinate closely with the Selectmen on the Town's anticipated repairs at the Channel's culvert wall.

The DIP Committee chaired by Ben Rossi, with Rick Gibson, Ed Halsted and Carroll Cabot DIP welcomed new members Don Halgren and Garlan Morse who will represent the Historic District Commission and constituencies in the project area. DIP, with much regret, accepted the resignation of Andy Harris, who has moved to Florida. Andy, a long-time member, served as Chairman during a critical period in DIP's Phase One.

Ben Rossi, Chairman

## **FIRE DEPARTMENT**

The year 2013 was a period of rebuilding for your fire rescue department. Firefighter Paramedic Alex Smith was hired in June to replace Firefighter Warren Grant who retired on January 1, 2013. Alex graduated from the Mass Fire Academy in January 2014. The Department also added 10 new call firefighters including the first woman. Four members of the Call Department graduated from the Call Volunteer Academy. Dylan Wolniewicz, Joe Sanfilippo, Mark Haggett and Tim Helgesen all performed well in the 5 month call academy.

Town meeting approved several initiatives to rebuild the Department. One initiative was a study of the fire station to formulate a plan for updating the 1975 building. Another initiative was funding of a vehicle upgrade program. Engine 4 will be rehabbed or replaced, Engine 3 will be repurposed into a forestry truck and Rescue 2 will receive some cosmetic work. This will pave the way for a clearer capital plan in the future. Town Meeting also approved funds for replacement of portable radios. These new radios greatly enhance the safety of the firefighters. Another Town Meeting article will fund an improvement in radio signal

repeating.

2013 was a safe year for all of us in beautiful Manchester-by-the-Sea! Congratulate yourselves on having no large loss fires this year! We are all in the fire prevention team together. The first line of fire prevention is in your own home. The Fire Department can do a tremendous job teaching but if you don't act our message then we have failed. Luckily, you all listened and took our fire prevention advice to heart making everyone safer.

Manchester did have many smaller fire incidents through the year. There were a handful of chimney fires that luckily were kept contained to the chimneys. There was a fully involved car fire on Summer St. near Raymond St. in February. A home on Washington St. experienced a water heater fire; luckily the homeowner had kept the area around the heater clear from combustibles. Two incidents involved explosive devices. One homeowner was cleaning out a house and came upon an old WWII bazooka shell. Another incident involved a large Navy flare that washed up on Graves Beach. Both devices required the services of the State Police Bomb Squad to detonate the devices at the Town dump. A 200 ft. by 200 ft. brush fire occurred in October near a home on Dexter Lane. The fire was caused by careless disposal of ashes.

Paramedics and EMTs were kept busy with many medical calls throughout the year. Several serious medical situations were mitigated by the quick actions of the medical team. Severe allergic reactions, ST segment elevation myocardial infarctions, and strokes were the most serious of the calls. Many motor vehicle collisions occurred in Town. Most involved no injuries or only minor injuries. One serious crash occurred on Rt 128 by the School Street ramp on December 16th. A vehicle rolled over during the crash ejecting a woman occupant. The car rolled on top of the woman pinning her between the car and the snowy frozen ground. The rescue team of Lt. Clint Hatch; Medics Bob Cavender and John McDiarmid; and call firefighter Mike Herman acted swiftly to use an airbag to lift the car off the seriously injured woman. She was transported to Beverly Hospital with serious injuries.

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 \$12,415 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.

The Emergency Medical Services to the community was increased to provide for increased quality and quantity of life. The community has 2 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 513 EMS related calls this year accounting for nearly 52% of the emergency runs. The EMS ambulances also generated over \$199,554 to the general fund.

The grand totals of the Department were 1,329 permits and inspections and 975 emergency calls. A total of \$211,969.48 (18% 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 to 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 calen-



dar 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)**

2013 was another busy year with activities on the harbor. This was the second year Manchester-by-the-Sea has had Bion Pike as its full time harbormaster. Bion quickly focused on the harbor by eliminating the confusion regarding “waitlists” and streamlining the renewal process for the mooring permits. The Harbormaster and Harbor Advisory Committee were then able to focus on other outstanding issues. Recommended revisions to the Harbor Regulations were presented to the Board of Selectmen and approved. Some of the revisions include: mandating outboard engine propellers be covered; use of the Morss pier and hoist be primarily for Commercial fishermen; opening the “change of location” list to Magnolia mooring holders (who have had their Magnolia moorings for at least 5 years); and lastly, establishing a late fee for renewing a water use permit after March 31st for a slip, private dock, Magnolia mooring or Long Beach mooring.

2013 was the first year that the mooring permit “renewal” and “wait list” renewal dates were strongly enforced. This caused some mooring permit holders to be caught by surprise even though the deadlines were advertised extensively through the Water Line, e-mail and the Cricket. Deadlines will continue to be strictly enforced and the Board of Selectman and Harbormaster will be less lenient granting appeals. A new policy will be implemented in 2014 requiring all mooring permit owners to sign a document acknowledging that they have read and understand the Harbor Regulations.

Additionally, in 2013, Massport proposed to replace moorings in Area G and to add new moorings in “Sand Dollar Cove” as part of an eel grass mitigation project they are working on. The addition of transient moorings in “Sand Dollar Cove” was not approved by the Harbor Advisory Committee but the replacement of the existing block and tackle moorings with environmentally sensitive helix moorings was unanimously approved by the HAC and then later by the Board of Selectmen.

Area G’s current moorings will be replaced at no charge to the Town in 2014.

The HAC has recently come to the conclusion that its “charge” needs to be revisited and revised. With the addition of a full time harbormaster, the HAC now needs to evaluate how it can maximize its effectiveness by helping the Harbormaster and advising the Board of Selectmen.

Effective 1/17/14 Jim Hatch has stepped down as Chairman to assume the role of Vice-Chairman and Stuart Conant will be the Chairman. Ed Conway has graciously taken on the role of Secretary.

Stuart Conant, Chair, Jim Hatch, Vice Chair

**HARBORMASTER**

A wet June did little to dampen an otherwise pleasant boating season. Sand Dollar Cove and Black Beach saw a record number of day boaters while the Town docks were equally busy.

**Boats:**

The patrol boat received lights and a siren this summer. The Boston Whaler work skiff will be removed from service this year and replaced with a 14’ Carolina Skiff. A lightly used four stroke twenty horsepower motor replaced the old thirty horsepower two stroke motor on the skiff.

**Infrastructure:**

Some upgrades and improvements to waterfront facilities were completed this summer.

- Reed Park Pier received a new deck and cross bracing before the 2013 boating season. Butresses were added to help support the railings. A fresh coat of paint was applied to provide the finishing touch.
- A ramp replaced the slippery and treacherous steps to the docks behind Town Hall.
- The Harbor Department put three new floats into service for 2013 with a fourth under construction by Crocker’s Boat Yard to be donated to the Town. More replacement/repair of floats is slated for 2014.
- The dredging project for Areas B&C moves slowly forward. State funding for the project may be released in FY2015.

**Funds and Revenue:**

Mooring & Waitlist Revenue FY2013	\$190,750
Boat Excise Revenue FY2013	\$18,200
Dredge Fund Balance FY2013	\$221,848
Waterway Fund Balance FY2013	\$91,963

**Records:**

Archival records 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 January 14, 2014 there are 432 names on the mooring waitlist, 98 of which were added in 2013. The mooring-change list has 60 names and the dinghy waitlist stands at 94.
- Moorings - 49 moorings were either re-assigned or newly assigned in 2013. Approximately 70 moorings in area G will be replaced with eco-friendly mooring systems. The new moorings will be paid for by Massport as part of an eel grass mitigation program mandated by the government, related to the new runway at Logan Airport.

Mooring and waitlist payments may 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.

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, Manchester 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 2013.

A major health concern in 2013 was the continued 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.

Intermittent beach closings continued as a result of several high coliform bacteria counts over the summer. The Board continued to try to deter-

mine the source(s) of pollution in areas where closings were required. So far the exact source has yet to be positively identified, but more septic systems have been upgraded which is always a step in the right direction.

In accordance with State Regulations the Board continued its licensing and inspections of local food service establishments, swimming pools and camps. Housing complaints and resulting inspections were minimal over the past year.

Pam Ciccone, RN, Public Health Nurse, held many busy and well attended Flu Clinics. The Clinics were run smoothly and efficiently and were again offered to Town residents and Town Employees. 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 household 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 2014.

Leslie R. Nitkiewicz, Chairperson

**HISTORIC DISTRICT COMMISSION AND HISTORICAL COMMISSION**

The Town Meeting of 1975 gave the Historic District Commission all the powers and duties of a Historical Commission. The Historical Commission continues to work toward surveying the eligibility of the Town's properties for historic preservation funding and inclusion on the National Register.

The Historic District Commission works to preserve the streetscape of the Town's historic district by reviewing the appropriateness of changes to structures within the district. Through this stewardship we are able to maintain the charm and beauty of our Town's New England heritage.

Through this process we have granted 12 Cer-

tificates of Appropriateness.

Current Members of the Historic Commission/Historic District Commission:

Don Halgren, Dr. Sue Henderson,  
Robert Hofeldt, Rob MacNeille, John Round,  
Nannie Winslow, Chris Thomas

**HOUSING AUTHORITY**

The Manchester Housing Authority consists 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 is to insure that the public housing resources were utilized to their maximum capacity. Our goal is to provide safe, sanitary, affordable housing. This year we experienced a 12% 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 use this subsidy to effectively manage and administer 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 are the completion of the repairs and replacement of exterior railings at Newport Park. Also completed were the exterior envelope work, roof surface replacement, and replacement of exterior stairs, at Newport Park; a roof replacement at Loading Place Road; and the replacement of electric panels at The Plains.

This year we are looking to restore and do preventative maintenance to the outside porches at The Plains and Newport Park Developments. We also plan to do some updates to units as they become vacant.

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 grants funds to MHA. This year they have approved a plan to increase the foot print of our Community Hall at The Plains to

provide a safe and comfortable area for the tenants and others in the community as needed in times of evacuation. We want to thank the Town for its generosity and contribution in helping us to provide adequate and affordable housing for its residents 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, Executive Director Irene Frontiero; Maintenance Mechanics Chris Rodier and Allen C. McCoy; and Secretary, Carol Powers; for their diligence and professionalism. We also would like to extend our appreciation and thanks to all the volunteers of the community that contributed to the wonderful makeover of the Community Hall at Newport Park.

Ms. Laura Taylor, 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 2013. 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 1/1/13-12/31/13

**Building Inspector**

Permits Issued	249
Fees Collected	\$137,713

**Plumbing/Gas Inspector**

Plumbing Permits Issued	176
Fees Collected	\$ 13,115
Gas Permits Issued	165
Fees Collected	\$ 7,272

**Wiring Inspector**

Permits Issued	208
Fees Collected	\$ 69,367

## **LIBRARY TRUSTEES**

In 2013 the Library exterior wall was repointed with Community Preservation funds. It was the first such project in the Library's 126 years. The Community Preservation Committee also paid to replace the broken pavers on the front walk.

2013 marked the 25th anniversary of Sara Collins' service to the children of Manchester. The Trustees celebrated her achievement in conjunction with the official reopening of the recently renovated Children's Room.

The Manchester Community Reads book was *Blood, Bones, Butter: The Inadvertent Life of a Reluctant Chef* by Gabrielle Hamilton. The theme inspired food programs such as the first ever wine tasting in the Library and a cooking class by cookbook author Anna Tourkakis. The summer reading program theme was "Dig into Reading." Children's services offered several live animal programs throughout the year including farm animals, birds of prey, and snakes of New England. The Friends of the Library, Manchester Cultural Council and the Hooper Fund all supplemented the children's programming budget. Teen program highlights in 2013 included a Live Clue game, a Teen Murder Mystery Night, and a demonstration of historical weapons. Youth services sponsored author Steve Kruger (*My Most Excellent Year*) at a Manchester-Essex middle school program. Adult services welcomed authors Hallie Ephron, Linda Barnes, Wendy Booker, Jeremy D'entremont, and Joseph Gallo. The Library hosted a joint child care program with the Manchester Community Center and the Manchester-Essex High School Green Team. In all, the Library held 244 programs with 5,905 in attendance.

Over 50,000 people visited the Library last year despite the Children's Room being closed for three months. There were 5,200 registered borrowers. The Library circulated 63,000 items, of which 12,000 were borrowed from other MVLC libraries and the Library lent 15,660 items to other MVLC libraries. Library staff answered 1,444 reference and readers' advisory questions. The Library owns 59,443 physical items and provides online access to thousands more titles. Other services provided are online and wireless access, instruction in technology, space for tutoring, homework center, tax forms, out-going fax service, downloadable resources, book-groups, story-times, and home delivery of materials.

The Friends of the Library continue to provide museum memberships (passes went out 576 times). The Friends also sponsor programs such as the summer reading program; the Christmas-by-the-Sea program (Alex the King of Jesters); holiday wreaths; microfilming of the Manchester Cricket; and rainy day bags. The Friends annual summer book sale is a major event drawing hundreds of people each summer. Local author Laura Harrington was the guest speaker at the Friends Annual Meeting.

Volunteers continue to supplement the Library staff by performing the many tasks necessary for day-to-day operations. Sixty volunteers helped by processing books, inputting data, weeding the collection, and most importantly, shelving returned books. This year the volunteer force was supplemented by three college interns who helped with daily operations, programming, and unpacking books in the Children's Room. Volunteer hours totaled 1,880, an average of 36 hours per week.

Respectfully submitted, 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. In December 2013, the Town of Manchester-by-the-Sea was designated a Massachusetts Green Community by the Department of Energy Resources. This was the culmination of a year-long effort by the MEEP Advisory Board members.

The designation comes with an initial grant award of \$138,850 for the Town to use toward various energy efficiency projects.

To obtain the designation, the Town was required to meet five criteria:

- Town voters approve the adoption of more stringent building code standards that result in higher energy efficiency for new construction - this was approved Monday, April 1, 2013 at Town Meeting;
- Town voters approve modification to local bylaws allowing solar energy projects in the limited commercial zone without the need for a special permit - this was approved Monday, April 1, 2013 at Town Meeting;
- Working with a consultant from Guardian Energy Management Solutions, the Town has developed an Energy Reduction Plan target-



ing various upgrades and improvements (for example, new energy-efficient lights and pumps);

- Town Selectmen adopted an Efficient Vehicle Purchase Policy, which requires new vehicles to meet fuel efficiency standards set by the state; and
- Implementation of a permitting process that is relatively streamlined and does not pose unnecessary delays.

Going forward, the MEEP Advisory Board will assist in the recommendation of various energy efficiency projects. Reducing our energy consumption and promoting the use of alternative energy sources helps us save taxpayer money, as well as helping to improve our environment.

## **MANCHESTER ESSEX PLAYING FIELDS COMMITTEE**

During 2013, two representatives from the Manchester-Essex Playing Fields Committee (MEPFC) joined the Donovan Field Ad-Hoc Study Committee that was formed over the summer. John Donovan made a generous offer to donate 12 acres of his land at the Manchester Athletic Club (MAC) for development of new playing fields (a multi-purpose field surrounded by a 400 meter track and full-sized baseball field). Upon receiving the offer, the Board of Selectmen formed the Donovan Field Ad-Hoc Study Committee. Its mission was to develop a proposal for Town Meeting in April, 2014 asking the voters to accept the donation of land and to develop the land in the manner and spirit requested by Mr. Donovan. The Ad-Hoc Committee has been leveraging the information gathered by the MEPFC over the past five years, including the field-use studies, participant figures, and potential field sites. Previously, the MEPFC had determined that the land adjacent to the MAC would be the best potential site for new field space.

The MEPFC notes that the High School (Hyland Field) and the Brook Street (Coach Ed Field Playground) artificial turf fields continue to prove their worth, as numerous School and Town sports programs take advantage of the excellent playing field surface which is resistant to wear and available during inclement weather. Sweeney Park continues to provide an excellent Little League Baseball field and regulation softball field.

Masconomo Park supports numerous Little League and youth soccer programs.

Greg Blagden and Tom Arntsen  
Co-Chairs MEPFC

## **PARKING CLERK**

Fees collected in 2013:

Beach Stickers	\$ 60,683.00
Parking Fines	12,845.00
Walk-on Passes	575.00
Business/Boater Placards	2,312.00
<b>TOTAL</b>	<b>\$ 76,415.00</b>

3561 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. Please call the Parks and Recreation Department at 978.526.2019 to add any items to our agenda. The Committee meets on a monthly basis.

## **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 300 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.mbt-srec.com](http://www.mbt-srec.com)

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 2014!

However, that is 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 12th year in 2014 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, businesses and local generous residents. 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 also conducts visits to sites subject to permit requests.

In 2013, the Planning Board co-sponsored a warrant article to amend the Zoning By-Law to allow Large-Scale Ground-Mounted Solar Photovoltaic Installations in the Limited Commercial District ("LCD"). We approved a Definitive Subdivision plan for 601 Summer Street under the Residential Conservation Cluster By-law and a Preliminary Subdivision plan for the Elm Street area. The Elm Street subdivision application is for 12 units and four new affordable rental units off-site. We issued a Special Permit for a MetroPCS 4G wireless upgrade. We held a public hearing for a Verizon 4G installation at the Town Water Tower and for a Site Plan Review Special Permit in the LCD.

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

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

Becky Jaques and Kurt Melden, Co-Chairmen

## **POLICE DEPARTMENT**

To the Citizens of Manchester-by-the-Sea, the following are the activities and accomplishments of the Police Department for 2013. We operate with a benchmark of a service commitment whose core is the following mission – to protect and serve our citizens and all those who visit in the most efficient, compassionate, and effective manner. This remains a mission that guides us and we are pleased that, as a result of embracing this mandate, we remain one of the safest communities in the Commonwealth. The ever present challenges facing all aspects of government remain significant and we will continue to do all we can to deliver service in a manner that is fair, compassionate, and cost effective and one that focuses on a high level of service. It remains a privilege for me to lead this group of motivated and dedicated officers and civilians who are consistently committed to excellence and the ideals of service and fairness in the delivery of their service.

In 2013 the following personnel changes took place: Sergeant Jay Swallow left the Department

after 25 years of service. We thank him for his service and wish him well in the future. Officer Stephen Louf was appointed to the position of "Acting Sergeant" while the full promotional process takes place. Promoted from part-time status to full time status were Officer Kevin Gordon and Officer Michael Richard. Both of these young men are products of our successful Auxiliary Officer Program as well as serving as Reserve Officers prior to gaining fulltime status. Joining the Department as a Reserve Officer was Robert DeSantis. Officer DeSantis comes to us highly trained with valuable police experience and has proven to be a valuable member of our team. Joining us as per-diem Dispatchers are Jeffrey Romeo and Adrienne Costa. Jeff comes to us with valuable public safety experience and Adrienne is also a member of our Police Auxiliary Program. Officer Kevin McDonnell resigned his part-time officer status and we thank him for his service as well.

Effective, proactive, visible police patrol and traffic enforcement remain the core of our function and are supplemented by an active investigative component. We also focus on and value our Community Policing initiatives which keep us working collaboratively with our citizens and civic groups. 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 continue our work on programs that keep citizens safe in their homes, on the roads, and on-line. In 2013 we continued our partnership in education with our Community Collaborative Initiative, the District Attorney's Juvenile Diversion programs, and safety presentations at the elementary and middle/high school. We have spent considerable time and training resources to keep our schools and school children safe. Our patrol function continues with our motorcycle, bicycle, and A.T.V. Beach Patrol Programs. The A.T.V. continues to be proven a valuable tool in safely removing injured individuals from the beach and has been used in different search and rescue capacities during the year. We continue to be an active member and participant in the Cape Ann Regional Response Team. This team works not only on tac-

tical situations in the region, but also on search and rescue missions and ensures public safety at many different public events. An important program that ensures our adequate training ground for new police officers is our highly successful Auxiliary Officer Program. The program is coordinated by Officer Christopher Locke and he is assisted by all full-time officers who help with training. In this program 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 Fourth of July and Memorial Day parades, public events and are always available when asked. In 2013 these dedicated volunteers contributed over 1000 hours of no cost service to our community.

Similar to 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 both in the public and private arenas where and whenever available. I am pleased that we were able to receive funding grants that allowed us to obtain equipment and training 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 equipment and training for our dispatching operation. This grant allows for the purchase and maintenance of software and equipment that keeps us on the cutting edge of technology. This grant also funded our dispatch training and all members of the Department remain certified in Emergency Medical Dispatch and are certified telecommunicators. Using the Emergency Medical Dispatch functions, 911 operators can often give lifesaving instructions over the phone prior to the arrival of emergency personnel. As our fiscal challenges continue, I renew my pledge to be pro-active in seeking out all outside grant funding opportunities that are available.

Continued, ongoing training of our police officers remains central to the effective delivery of quality service to our citizens. As such, officers completed annual in-service training, emergency medical technician recertification, annual firearms re-qualifications, and dispatch recertification.

Officers also attended many specialized training classes including those on advanced school safety, drug recognition and awareness, tactical response, advanced investigative techniques and training on new investigative technologies. We continue to expand and develop our expertise in the areas of cyber security, identity theft and other emerging criminal trends.

In 2013 the Manchester-by-the-Sea Police Department logged 12,157 calls for service which included 129 arrests, 1,101 calls for follow up/investigation, 54 motor vehicle crashes, and issued 588 traffic citations and criminal complaints. This is a 9% increase in overall call volume from 2012 and our year to year increases continue. As with previous years the occurrence of related cyber-crime and identity theft continues to be the largest area in growth of criminal activity. We have investigated several of these crimes and we anticipate this trend will continue. The best advice we can offer is 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. Please don't hesitate to call for any suspicious activity you may observe, this is what we are here for.

There were two major events that changed the face of safety and the delivery of police service in this country and they were the horrific events at the Sandy Hook Elementary School in December of 2012 and the events surrounding the Boston Marathon Bombing in April of 2013. The events of Sandy Hook caused all schools and police departments in this country to examine their safety plans and potential responses. This community was no different and we worked collaboratively with the schools, our officers, and many outside resources to make sure we are proactive in our approach to school safety. I thank all those entities as we continue in our efforts.

The events of the Boston Marathon Bombing were aided by the efforts of the Cape Ann Regional Response Team. On Friday, April 19th, at 6:45 a.m. members of the Cape Ann Regional Response Team (C.A.R.R.T.), which consists of officers from the Ipswich, Essex, Manchester and Rockport Police Departments, were requested for

mutual aide by the Massachusetts State Police. This activation was to assist in the search and capture of suspected terrorist Dzhokhar A. Tsarnaev, who was considered armed and extremely dangerous. At 9:00 a.m. CARRT responded to the Arsenal Mall Staging Area in Watertown and began coordinating plans with North Eastern Massachusetts Law Enforcement Counsel (NEMLEC) SWAT and Nashua NH SWAT to search the area within the "HOT ZONE". This area was designated a "HOT ZONE" because it was where the suspect's vehicle was found. CARRT officers were assigned an armored HUMVEE and began searching door to door for the next several hours. CARRT, NEMLEC, and Nashua SWAT teams searched and cleared 137 houses during this deployment.

Members of the Cape Ann RRT were tasked with a high risk mission for an extended period of time while under extreme stress and less than ideal weather conditions. The threat of an armed suspect, who had twice engaged in a fire fight with officers, which sadly resulted in the death of one officer and critically injuring another, was constantly on the officer's minds. Exposure to the possible existence of IEDs was a constant concern as the team searched yards, houses, and cars. Each member endured these obstacles with vigilance and performed in a highly professional manner at all times. Officers were able to use their practiced community policing skills to help calm and reassure the public, while at the same time accomplish their mission in a tactically safe way.

As part of the healing process the Manchester-by-the-Sea Police Department sought a way to help in the healing process. In December after a four month long fundraiser, members of the Manchester by-the-Sea Police Department presented a commemorative plaque along with a donation of \$4,000 to the Somerville Homeless Coalition in the honor of fallen MIT Officer Sean Collier. Sgt. Stephen Louf had been close friends with Officer Collier for many years and was saddened by his passing. He knew that Officer Collier had the desire to help the homeless and those who were less fortunate in the Somerville area so he decided to organize a fundraiser to accomplish just that. Sgt. Louf, with help from Officer Stephen Meola, designed "Collier Strong" ribbon stickers which were printed and sold to the public in an effort to raise funds. The two then set up a sales table at

many different locations throughout the Commonwealth, including the Liberty Tree Mall, Salem State College, Topsfield Fair and various locations around Manchester. In addition to the donation to the Somerville Homeless Coalition, Sgt. Louf was also able to take the remaining funds and create a scholarship opportunity for a graduating Manchester High School student. The scholarship will be presented at the end of the school year and will require students to complete an essay on what being "Collier Strong" means to them.

I would like to thank recently retired Town Administer Wayne Melville for the support he offered our Department during his tenure. We welcome new Town Administrator Greg Federspiel. We are already pleased with his common sense approach to the issues that affect public safety.

In closing, we remain committed to partnership with our community, Town Officials, and all aspects of public safety. Collectively we will work through any challenge that we face and I am confident in our ability to respond appropriately and effectively. I again thank you for allowing me the privilege of serving Manchester-by-the-Sea.

Glenn F. McKiel, Chief of Police

### **Animal Control**

In 2013 Animal Control responded to a total of 404 calls for service. This included: 113 dog calls and 291 calls classified as other animals. These responses reflected a consistent increase in call volume as compared to calendar year 2012. In 2013 Animal Control Officer Steach attended the newly mandated and required Animal Control Officer Certification training. As a result of this 10 week program A.C.O. Steach now meets the requirements of the recently enacted law.

Calls for service for Animal Control 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. Unfortunately, many of the calls in 2013 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. We remind you that it is a requirement that dogs be licensed. Additionally, having a pet I.D. tag will

help us 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 McKiel on behalf of A.C.O. Steach

## **PUBLIC WORKS**

### **Public Works Division**

Highway, Parks and Cemeteries staff, along with consultants and contractors, accomplished:

- Reconstruction of Harbor Street (Phase 1) and Singing Beach Parking Lot
- Modernize snow fighting with sodium chloride
- Ongoing cleaning and repairing of catch basins, street sweeping, line and crosswalk painting, and opening and closing the Central Street dam, among other responsibilities
- Emergency repairs to drainage at Sweeney Park and Singing Beach Circle
- Maintenance of 6 beaches, 5 parks/sports fields and other recreational and historic facilities
- Maintained 5 cemeteries: Pleasant Grove, Rosedale (location of Crowell Chapel), and Rosedale extension are active; historic locations include the 1661 and Union Cemeteries. There were 26 cremation burials and 10 full burials, up from 23 and 11 respectively in 2012.

The Board of Selectmen approved the curbside collection of compostable materials and the move to every week recycling collection to start in 2014. "Single sort" recycling implemented in 2013 means residents no longer have to separate paper and cardboard from cans, bottles, and the like. The recycling rate at curbside and the transfer station increased from 34% to 37%.

The DPW works with Tree Warden Tom Henderson in responding to problems with any of the 2,300 trees in the Town's right of-ways. One mechanic with part time assistance maintains approximately 30 pieces of DPW, Police, and Council on Aging rolling stock, plus other impor-



tant Town equipment.

**Water Division**

Town staff insures that safe and reliable drinking water is supplied to over 2,000 customers.

- Drinking water use increased from 266 million gallons to 288 million gallons, but much was attributed to a major water break during the February blizzard at Pine Street and Rte 128.
- The department conducted ongoing maintenance and repairs to hydrants, valves and pipes. Annual flushing of the system occurred in the spring and the fall of 2013. Staff brought the new Mill Street water line in service, creating a vital connection between north and easterly sections of Town. 75% of water meters have now been adapted to the new radio read system.
- Three employees split their time between these water distribution responsibilities, as well as sewer collection duties.
- The contract with Woodard and Curran to operate the Town's water treatment and storage facilities was renewed; installed Variable Frequency Drives for energy savings, and solar panels were installed on the Lincoln Street Well site.
- Seven thousand (7,000) laboratory tests on drinking water samples are undertaken each year
- Doubled lead and copper sample locations and frequencies, and increased outreach and education to all residents.

**Wastewater**

The Wastewater Treatment Plant sees extremely variable flows due to rainwater, ground-water and even tidal flow entering the collection system. There are 15 miles of sewer pipes serving about 1,350 customers.

- In 2013, flows ranged from a 290,000 gallons average daily flow in one month to over 2.2 million gallons averaged each day in the highest month. Overall annual flow increased from 128 million gallons per year (.351 million gallons per day) to 153 million gallons per year (.419 million gallons per day) reflecting a wetter year in terms of rainfall and groundwater depth.
- Staff began an aggressive program to respond to deferred maintenance at the aging plant

- A new DEP Consent Order reinstituted a complete sewer moratorium and required the Town to complete inflow/infiltration removal as well as a comprehensive wastewater master plan.

**Capital Planning**

The Town's leadership has begun a program to identify capital needs in an organized and planned fashion. For its part, the DPW began a program of evaluating infrastructure to finalize capital plans for roads, drinking water and the sewer system.

The Town thanks Steve Kenney, DPW Director, who left in April, after 5 1/2 years of exemplary service.

**BOARD OF REGISTRARS**

Voter registration totals as of December 31, 2013:

Democrat	849
Republican	788
Unenrolled	2,254
Green Party USA	1
Green Rainbow	3
Libertarian	7
Socialist	1
TOTAL	3,903

The total population figure, gathered from the town census is 5,775.

The required registration sessions were held before the April Town Meeting and the May Town Election. 209 new voters registered in 2013.

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.

Throughout 2013, MERSD made significant progress in fulfilling its goals as outlined in the Strategic and District Improvement Plans. Highlights include focusing resources and time to establish the District as a leader in innovative and inclusive instructional practices that meet the needs of all learners; developing systems to support the belief system of whole child education; institution-

alizing a philosophy of inclusion, tolerance and cultural awareness both locally and globally; and managing resources efficiently and innovatively to support educational program quality within confines of Proposition 2.5%. In 2012, the Manchester-Essex Regional School District (MERSD) was awarded a Community Innovation Challenge grant for a project entitled "Regionalizing Services for Students with Dyslexia." This project focused on the planning and implementation of a regional grade 4-5 program for students with dyslexia and language-based learning disabilities. This program was successfully launched in fall 2012 and MERSD's net cost avoidance resulting from the program in year one was approximately \$165,000. In 2013, the MERSD was awarded additional CIC funds for an expansion of this program to the middle school level. This project, entitled "Expanding Regional Services for Students with Dyslexia" resulted in the expansion of the Intensive Reading and Written Language (IRWL) Program to grade 6. In implementing the grade 6 program this year, the MERSD hired a special education teacher for grade 6 and realized efficiencies by cutting a teaching assistant and re-deploying current staff for reading tutorials and speech and language services. The program currently serves six students and anticipates \$177,000 in cost-avoidance for the 2013-2014 school year.

In preparing the FY15 tentative budget the MERSD identify that there are several financial challenges facing the District. The Manchester Essex resident student population has grown 24% or 281 students in six years. This is greater than the current student population of the Essex Elementary School. This multi-year shift in enrollment, combined with a decline in the number of school choice students, has caused non-discretionary spending to increase while revenue has declined. As outlined at the Tentative Budget Public Hearing on December 11, 2013, the District is facing three structural issues: (1) declining school choice revenue, (2) dependency on reserve funds, and (3) funding of long-term liabilities/OPEB (Other Post-Employment Benefits). These will require difficult choices to be made. Enrollment growth and the diversification of the student body are key drivers in our budget development. For the past three years, the District has been successful at balancing its goal of addressing the impact of increased resi-

dent enrollment with the need to maintain a low assessment for the Towns. In contrast to the three year average of 4.8% annual assessment for fiscal years 2008-2011, in successive years we have worked to make targeted increases to staff to maintain class size ratios. At the same time, we have introduced programs to address the changing needs of our students while maintaining an average annual assessment to the Towns of 2.0%. This was accomplished through increased Chapter 70 funds from the State, use of reserve monies and internal reductions, and reorganizations to achieve efficiencies. Although we continue to seek internal efficiencies in order to maintain class size and program offerings, we have reached a point where the overarching budgetary issues must be addressed. The District remains committed to a collaborative approach to budget planning, working cooperatively with the Boards of Selectman and Finance Committees in both Essex and Manchester in order to provide one another with ongoing progress reports of our planning process and working to mutually find solutions.

In addition to wrestling with budget challenges, the District has also begun the process of facility planning. In the spring of 2013 an elementary facilities assessment was conducted by Habeeb & Associates. The study was performed at the District's request to verify and to provide additional information to an internal review conducted during the 2011-2012 school year. As mapped in the District Improvement Plan, we are working to assess short-term costs of maintaining the two elementary schools as well as working to develop a multi-year budget and a timeline for identifying the long-term options for the elementary schools. The Habeeb study determined that each of our elementary school buildings has exceeded its useful life and require a plan of action to address the structural and programmatic needs of the District. The annual cost to maintain the Manchester Memorial School, built in 1950, and Essex Elementary School, constructed in 1958, is expected to increase significantly in the next five years. It is imperative that MERSD formulate a long-term plan to address our declining elementary school facilities in order to responsibly manage costs and to provide students with a safe and environmentally sound learning environment.

This important policy decision has an impact

on students, parents, and the community at large. In order to determine our future course of action, the School Committee has launched a task force/study committee to review the educational implications of the academic program and to gather public input on possible solutions. The MERSD administration and School Committee will engage community members in this conversation as it seeks members for the task force and will continue to inform the School and Town populations about this process on its website, at scheduled meetings, and through email.

In July of 2013, the MERSD administrative team welcomed two new principals to the Middle High School. After an extensive search Mr. Steven Guditus (Middle School) and Ms. Patricia Puglisi (High School) joined MERSD as new members of the leadership team of MEMHS. Throughout the process, both Ms. Puglisi and Mr. Guditus impressed the Committee with their energy, intellect, professionalism, knowledge of curriculum and instruction, and experience. With their proven track record in instructional leadership and vision of excellence, and commitment to continual improvement, they have already instilled collaborative child-centeredness approach and improved home communications to the Middle High 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 students 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: cur-

riculum, technology, professional development, training, licensing, federal and state mandates, grants, homeschooling, civil rights, re-accreditation, new teacher induction, mentoring, and as the liaison to a myriad of state and local agencies.

As new state and federal mandates continue to be implemented as a result of the "Race to the Top" (RTTT) legislation, a major focus this past year has been on the final transition to the Common Core State Standards, fulfilling the requirements of the new educator evaluation model, developing District Determined Measures and participating in the field testing of a new national assessment known as PARCC (Partnership for the Assessment of Readiness for College and Careers). All of these areas have required extensive training for staff and that work has been done through teacher professional development days, extended Wednesday sessions, faculty meetings, committee meetings and through MERSDU. This acronym stands for Manchester Essex Regional School District University and it represents a partnership with Endicott College, where MERSD teachers provide graduate level instruction to other MERSD staff. This onsite professional development program has been well received by staff with over 20 educators having already participated. Nurturing partnerships with local and state agencies such as this is important to the continued growth and development of our organization. Another exciting partnership that has emerged this year has to do with STEM education. STEM, which is an acronym for Science, Technology, Engineering and Math, is a major focus at the national, state, regional and local level. At the state level, MERSD worked on the team that was part of Governor Patrick's STEM Council in the development of the Massachusetts State STEM Plan 2.0. Regionally, MERSD is very involved with the Northeast STEM Network which is working to: 1) increase the number of Massachusetts students who participate in programs that support careers in fields related to science, technology, engineering and mathematics; 2) increase the number of qualified STEM teachers; and 3) improve the STEM educational offerings available in public and private schools and to increase the awareness and interest in STEM careers. Finally, at the local level, MERSD is a working partner in STEM2 which is a venue for PreK-12 public education, higher edu-

cation, and private industry to collaborate with the purpose of supporting STEM in the elementary classroom. The network functions as an educators' forum to provide "local legs" to the Federal STEM Strategy and innovative resources for meeting the goals of the Massachusetts Plan for STEM Excellence. The network is focused on developing instructional STEM leaders through high-quality professional development, disseminating research-based best practices, and creating industry network opportunities.

By continuing to nurture partnerships at the local, regional and state level, we are able to provide opportunity, which is one of the most important components of any child's education.

Scott Morrison, Director of Curriculum & Technology

### **ESSEX ELEMENTARY SCHOOL**

Essex Elementary School enrolled 270 students in kindergarten through grade 5. 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 18. 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.

Last year, the Essex Elementary 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 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 has 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. Cameras were installed outside the building and throughout the hallways to provide additional security. 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 2013 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 visiting authors. This year, with support from PTO and Spaulding Education Fund, the book *One Hen* was purchased for every family at Manchester Memorial School and Essex Elementary School. The book was read throughout the school and students participated in a variety of activities. *One Hen* has a great message that focuses on financial responsibility, personal initiative, global awareness, and giving back. Students were treated to a wonderful musical assembly with a score written by a talented musician to depict the story. This was an excellent collaboration between Memorial School and Essex Elementary that involved families in a shared book experience. 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. Each meeting focuses on one core value, with students participating in performances to demonstrate their understanding of the meaning of this attribute. Students are recognized for exhibiting these core values and their names go up on the wall in the cafeteria. These school meetings are excellent community building activities. Special important experiences for our fifth grade students including Project Adventure, ballroom dancing, and a trip to Mellowvista, NH help to make their final year at EES one to be remembered. In closing, EES provides an excellent quality of education for our students in a warm, nurturing environment where every staff member is invested in teaching the whole child.

Jennifer M. Roberts, Principal Essex Elementary School

## MEMORIAL ELEMENTARY SCHOOL

Manchester Memorial Elementary School (MMES) has 449 students enrolled in pre-school through grade 5 this school year. The K-5 classrooms average roughly 21 students per class. MMES offers all of its students a wide range of activities and academics in our effort to educate the

"whole" child. MMES consistently performs among the top schools in the State on the Massachusetts Comprehensive Assessment System (MCAS). All students participate in weekly classes in wellness (PE/Health), music, art, library/research, technology, and foreign language (grades 2-5). Students in the upper grades are able to take instrumental music lessons, and/or join our school chorus. Our students enjoy a number of enrichment programs that are sponsored by our PTO including musical/dance performances and academic enrichment presentations. Last year, our newly formed mathematics team placed in the top 10% of all schools in the nation, which led to a team that doubled in size this year!

The 2013-2014 school year is one that has been marked by the implementation and fine-tuning of many curricula changes that were put in place last school year. MMES is implementing *Everyday Mathematics – Common Core Edition and Write Steps*, which are both fully aligned to the Common Core Curriculum. Memorial School is also implementing a Response to Intervention (RTI) model this year to support students in reading. In this model, data is collected on all students three times a year to gauge their reading growth and progress. The data that is collected is analyzed to identify students that are "at-risk" and short-term interventions are implemented. Students that receive interventions are closely monitored to ensure they make accelerated growth to close the gap between their own performance and that of their peers.

Student safety is a top priority for our District. MMES has implemented a "Stay Put" (lockdown) procedure to ensure safety for students and staff should a situation arise during the school day where we need to keep all staff and students safely where they are. All staff has been trained in this procedure and practice drills are held at least twice per year. The District has also installed a security system for the building including security cameras and card access stations. Additionally, classroom doors were replaced with modern safety doors and exterior doors have been replaced. In addition, the Manchester Police Department have been active partners in our desire to have the safest school buildings possible forming a collaborative partnership with MERSD.

Many improvements were made to the physical plant and grounds at MMES through a combi-



nation of grant and budget funds. Due to our growing enrollment and programmatic needs, the current school building is running short on space. A clerical room and two locker rooms were renovated completely 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 replacement.

The School Council developed and presented a school improvement plan that follows a 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. As a result of PTO support and efforts, we have maintained many Memorial School traditions and have raised money to enrich the educational experience for our students.

John Willis, Principal Memorial Elementary School

## **MANCHESTER ESSEX MIDDLE SCHOOL**

A cornerstone of MERMS is a commitment to the middle school model. As such, teacher teams meet several times per week focusing on students' progress and planning interdisciplinary experiences for students.

In the sixth grade, students had a smooth transition from fifth grade. As a school, we will continue to examine the elementary-to-middle school transition and how to strengthen it for both students and parents/guardians. Students in sixth grade participated in a fundraiser/awareness walk to help an orphanage in Haiti, which was in desperate need of financial assistance after the earthquake in 2012. Students further explore their learning styles and self-awareness in sixth grade

by meeting and making new friends, connecting with classmates and teachers, tackling organizational challenges of middle school, using planners more effectively, and learning great self-advocacy and independence skills in a supportive, nurturing environment. The sixth grade has focused on developing a positive culture in the grade and focused on developing awareness, understanding interpersonal skills and respect for one another, and understanding personal learning styles.

The seventh grade has worked to develop grade-wide activities such as a grade-level Quiz Bowl, to provide an opportunity for students to have fun and demonstrate their knowledge and understanding; a Mock Greek Olympics; collaboration on Study Skills; a Middle East Summit; a field trip to the Museum of Science; and a trip to view *The Ender's Game* in a study of science fiction. The seventh grade team continues the work of understanding learning styles and independence by further providing structure with organization, study skills and use of the student planner.

The eighth grade continues the focus on growing independence and self-awareness. Students are provided with several opportunities to see learning come alive by attending an annual trip to the North Shore Music Theater to view a musical production of Charles Dickens' *A Christmas Carol*; a trip to Boston University to experience *Cooking Up Culture*, to better understand the cultural diversity; and by taking the class trip to Washington, DC. On this trip, students experience both social and emotional growth, as well as independence, and they experience learning come alive by exploring both the city itself and various museums.

The MERMS Guidance Department has started a new school success group, OTMP (organization, time management and planning), in which our Guidance Counselor, Mr. O'Maley works with at-risk students in small group settings. These groups are grade-specific and significant collaboration between classroom teachers and guidance occur to make support consistent for students. The support helps students track assignments, manage classroom materials, manage time, and plan task execution. In addition, Mr. O'Maley continues to team-teach Literacy class with sixth graders to continue work with conflict resolution, peer relationship-building and developing a positive school culture. Finally, guidance works

closely with the eighth grade team in explore high school preparation and exploration with all students learning about Essex Technical High School. The guidance program hopes to expand this informational program to include visits beginning in seventh grade.

The MERMHS Health Room continues to focus on stress reduction for students and staff alike. The nurse and health teachers have collaborated successfully and focus on using the *Wild Divine* software program and utilizing mindfulness training. Our nurse, Mrs. Aldrich, works with students on stress management and reduction, and holds individual sessions in her office using research-based techniques such as EFT (emotional freedom technique, or “tapping.”).

The MERMHS Green Team continues to have great success this past year. Students have implemented various initiatives that include communicating “Green Tips of the Week” to the parent/guardian community, maintaining the waste-management system in the lunch room, conducting community service in the Cape Ann community and attending regional and national conferences to present and share best practices that occur here at MERMHS, such as the Green Ribbon Award from the U.S. DOE.

The Student Services Department at the Middle School continues to grow and better support students of all backgrounds in the Towns of Essex and Manchester. The Middle School currently houses three specialized programs: the SAIL program (social/emotional program), SWING program (severe special needs program) and IRWL program (language-based disability program). In addition, staff have gone through extensive training with the new Aspen Student Management and have completed a successful CPR (coordinated program review), providing some considerations for continual growth.

The MERMHS Library continues to grow its resources available to students. The Library has grown its collection of eBooks to exceed 700 eBooks, and has added 200 new hard-cover books to meet the needs of the common Core State Standards and student interests. In addition, the Library has purchased two new EBSCO databases: the History Reference Center and the Literary Reference Center for both staff and student needs. These databases complement the Gale and Britannica data-

bases that are funded by the Massachusetts Board of Library Commissioners (MBLC). The Library also organized several speakers in the past year, including author Steve Kluger, poet-in-residence Alex Charalambides, alcohol awareness program Save-a-Life Tour, artist-in-residence Master Bing and author/illustrator John Rocco & Joy Primiano. In addition, the annual school-wide book fair occurred in mid-December, with The Book Shop of Beverly Farms providing a wide variety of book options for students to consider.

Our arts and music programs continue to provide opportunities for students to explore their passions in the arts. Sixth graders explore graphic design, printmaking, photoshop, nature squares, stained glass, balance and experimentation; seventh graders have spent time completing work for the NOAA Endangered Special Art Contest. Students participated by showcasing their understanding of protecting one or more endangered threatened species from the Northeast United States. Eighth graders spent time exploring social justice with an understanding of the struggles of child educational advocate Mlalala and creating collages and value studies of Mlalala’s work. Students’ work will be showcased at the House of Seven Gables in Salem in Spring 2014. The band and chorus programs continue to thrive at the Middle School, with spring concerts having several hundred students participating. Students have performed at the eighth grade end-of-year celebration, as well as at the Northeastern Junior District Music Festival. Master Bag Piper Elliot Smith was also invited to join MERMHS music classes as a guest performer in general music and chorus classes. General music classes continue to explore rhythm and percussion with class drum circles and improvisation.

The Physical Education and Health Departments continue to grow, expand and support our students. In Physical Education, eighth grade students broke the record for highest cylinder stack and experienced a new unit on weight training; in the sixth grade, students experienced a new unit on yoga and cardiovascular fitness; seventh graders learned about Tai Chi and the basics of ultimate frisbee. The Health Program is thrilled to have been provided with additional classroom time that allows all students to spend more time exploring the main themes of happiness, social-emotional health, daily action plans, taking care of one’s body, doing for

others, connecting with others, having a positive attitude on life, and building interpersonal skills and relationships. In addition, the eighth grade is now receiving a thorough and effective overview of reproductive system anatomy, function and health.

The English teachers work closely with one another to align their curriculum with literature, grammar and vocabulary, as well as critical thinking, writing, poetry and literary analysis; the eighth grade welcomed a student teacher to the classroom. In Social Studies, students have utilized a new online Geography textbook in the sixth grade; experienced a project-based learning environment (PBL) to explore Ancient Civilization, and explore World History in eighth grade; and in addition, the seventh grade welcomed a student teacher for the fall of 2013. The Foreign Language Department has begun to use "GoAnimate," which allows students to create new material in the form of animated videos to practice understanding and pronunciation. In March, students celebrated International Week; students were invited to visit classes and share experiences about culture, history, and food. The Math Department continues to align to the Common Core State Standards (CCSS) and have adopted a new textbook series to help with this, Math Connects from McGraw-Hill. In addition, in order to better meet the needs of all learners, the seventh grade math program expanded from one to three levels of math, and the eighth grade math program expanded from two to three levels of math. The Science Department continues to effectively spiral their curriculum and works closely with the Know Atom curriculum project-based learning and labs to help science come alive; the curriculum is further supplemented through the expansion of Engineering into the seventh and eighth grades as exploratory rotation for students.

Our extracurricular program and offerings continue to support student interests in the form Homework Club, STEM Club, Journalism Club, Student Council, Card-Making Club, Password Club and Chess Club.

The entire Manchester-Essex Regional Middle School looks forward to a wonderful 2014!

Steve Guditus, MERMS Principal

## **MANCHESTER ESSEX HIGH SCHOOL**

Manchester Essex Regional High School has continued to evolve in an effort to prepare students

for the modern, technological globally-connected world they will face following graduation. We continue to work to assist students to gain valuable skills focused on creating, evaluating and analyzing that will help them to find later successes.

The students at Manchester Essex Regional High School continue to achieve at high levels. Ninety three percent of the Class of 2013 moved on to post-secondary academic options. One percent moved on to the military; while 5.6% of the students chose alternate options such as travel during a gap year. One hundred twenty six students took Advance Placement courses during the 2012-2013 school year. Those students took 261 AP course ending exams with 92% of the students scoring 3 – 5 (levels that are deemed acceptable for college credit). MERHS students also did very well on the Commonwealth's competency exam, MCAS. Eighty-nine percent of students achieved *proficient* or *advanced* scores on the English Language Arts Exam. Eighty-two percent of students achieved proficient or advanced in Mathematics.

During the 2013–2014 school year Manchester Essex Regional High School adopted two school-wide goals. The faculty is continuing to focus on instructional practices that will expand strategies to meet the needs of all learners. Faculty members are collaborating regularly to implement new methods for differentiating instruction within the classroom. The faculty members are also engaging in conversations concerning appropriate forms of assessment and our beliefs about grading at the high school level. This collaborative work is essential to continuous improvement at the High School.

The second goal for this school year is the determination, implementation and calibration of District Determined Measures as required by the Educator Evaluation System. Teachers are working together to determine level-aligned common assessments to measure students' learning growth. Ultimately, these measures will be utilized as part of the evaluation system to determine a teacher's effort impact on student learning and will provide data for teacher reflection. Again, teachers are working collaboratively to determine and implement the best measures of student growth.

In an effort to provide a trusted, adult contact for every student in the High School, the High School faculty has implemented a new advisory

program, Advisory 2.0. The program matches groups of twelve students to one faculty or staff member. These groups meet approximately two times per month to discuss topics not readily part of the High School curriculum such as stress management, communication skills, and drug/alcohol awareness. Workshop Wednesday provided an opportunity for students to pick from one of forty five different three hour seminars. The seminars were led by faculty and community members. Seminars included things such as car maintenance, knitting, cooking, Mandarin Chinese, financial management, wreath making, and more.

Students continue to enroll in rigorous course loads at the high school level. The core curriculum is enhanced by engaging electives. Students in the Global Issues course are working on raising money to support Stop Hunger Now as part of an authentic learning opportunity. As part of the Green Scholars Program, students are working on a variety of programs to promote environmental sustainability projects that will benefit not only the High School, but also the entire Cape Ann community. This program provides real-world learning opportunities for students. Green Team student members have been hard at work implementing various initiatives and maintaining their presence within the school. For example, the group developed and implemented a reformed waste-management system in the lunch room. The many efforts and initiatives of the team have directly helped gain MERHS the Green Ribbon award through the U.S. Department of Education and have named it among the greenest schools in the region. In addition to the countless awards won for the program, the Green Team Director was awarded environmental teaching awards from New England Environmental Education Alliance and Alliance for Climate Education.

The School Council at the high school level is having a productive year. The Council is reviewing the High School's Chemical Health Policy. Having reviewed a variety of policies from surrounding high schools and colleges, and having met with the local police chiefs from Essex and Manchester, the Council is writing a policy focused on student chemical health education and safety.

Home-school communication has been improved at Manchester Essex Regional High School through the implementation of a weekly

family newsletter. The weekly newsletter contains information about all facets of the High School. It is emailed, posted and tweeted on a regular basis so that all High School stakeholders have access to its information. In addition, regular open office hours are held two times per a month in the High School Principal's Office.

Students continue to participate in a large variety of co-curricular, extra-curricular and athletic programs. Last spring, both the girls' tennis team and the sailing team won State Championships. During the fall of 2014, the girls' cross country team won the State Championship.

In November approximately fifty Middle/High School students attended a conference in Worcester focused on combating bullying in our schools. The *Stop Bullying Conference* was designed to help students develop skills to take back to their schools to prevent bullying amongst students. Faculty members served as chaperones during the one day conference.

Our Veterans Day speaker for our annual Veterans Day program was Lieut. Col. (Ret) Robert Visnick of Rockport. The Lieut. Col. served as an Air Force JAG Corps member, serving as an attorney for twenty years and deployed around the world during his twenty year career. He delivered a patriotic speech. Members of the Manchester American Legion joined us for the ceremony. The Band and Chorus provided music.

For the fifth consecutive year, MERHS invited the senior citizens of Essex and Manchester to the High School for a holiday luncheon provided by the students. The residents enjoyed a turkey dinner and listen to holiday music provided by the High School Band and Chorus. Student Council members served as waiters and waitresses during the afternoon festivities. Approximately 80 people were in attendance.

MERHS/MERMS held their annual toy drive to benefit *Pathways for Children* in Gloucester. The student body as well as the faculty donated more than \$5,000 worth of toys. We were the largest donor to participate in this year's toy drive. Additionally, the student body/faculty conducted a food drive of nonperishable food to benefit the Open Door Food Pantry, also located in Gloucester. Both drives were extremely successful and meaningful.

Patricia Puglisi, MERHS Principal

**NORTH SHORE REGIONAL  
VOCATIONAL SCHOOL**

PMA Consultants & Construction Services, Owners Project Manager (OPM) along with the Design Partnership of Cambridge, Project Architects, continue to guide the new District School and Building Committee through the MSBA and construction process. The District completed negotiation of a Guaranteed Maximum Price (GPM) for the project with Gilbane Building Company, the Construction Manager at Risk Firm.

The team, led by the District School and Building Committees has advanced the project through early site, concrete foundation and steel packages to occupancy of phase one Farmstead Buildings. The team is currently overseeing the completion of the 330,000 square foot Academy Building and working towards new school occupancy in September of 2014.

Over the past year, the following major milestones were completed:

- Completed and occupied the new Animal Science/Vet Tech Building
- Completed and occupied the new Maintenance Building
- Completed and occupied the new Small Engine and Classroom Building
- Completed and occupied the new Horse Barn and Tack Room Addition
- Completed and occupied the new Animal Barn (Small and Large Animal Housing and Procedures Room)

The Main Academy Building construction started the new year (2014) approximately 75% complete. The project remains on schedule for occupancy in September of 2014.

The North Shore Regional Vocational School District Committee, comprised of one member appointed to represent each member community, is the governing body of the School District. The Superintendent-Director and the administrative team carry out the policies of the District School Committee and oversee the daily operation of the school.

Student enrollment as of October 1, 2013 is 463. Students participate in programs in Automotive Technology, Automotive Collision Repair and Refinishing, Carpentry, Cosmetology, Culinary Arts, Design and Visual Communications, Electricity, Graphic Communications, Health Assist-

ing, Information Technology Services, Machine Tool Technology, and Masonry and Tile Setting.

**SEASIDE ONE COMMITTEE**

We have had another wonderful year at Seaside No. 1 with many visitors enjoying the antique fire-fighting equipment and displays. While there are numerous people who have worked to maintain the building and welcome our guests, the Committee would particularly like to recognize Jill Benke for her help in maintaining the plantings around the building. Jill is a dedicated volunteer whose efforts truly enhance this historical gem.

**TOWN CLERK**

The following monies were collected by this office in 2013.

Marriage Licenses	\$1,015.00
Vital certificates	2,550.00
By-Laws	30.00
Map/Copies	145.45
Street Lists	615.00
Dog Licenses	17,657.00
Dog Fines	2,200.00
Business Certificates	2,560.00
Miscellaneous	1,120.00
Court Fines	0.00
Harbor Fines	0.00
Smoking Fines	0.0
Marijuana Fines	600.00
TOTAL	\$28,492.45

There were 909 dog licenses issued in 2013.

**VITAL CERTIFICATES RECORDED IN  
2013**

Births	37 (18 male, 19 female)
Deaths	28
Marriages	28

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.

### **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 2013.

The plan to restore the wetlands area adjacent to Jersey Lane was approved by the Conservation Commission. With financial support from neighbors and the Friends of Trees, the tree removal and wetlands species planting took place in the spring, assisted by DeRosa Environmental and R.P. Latons Tree Service. In September, the field was mowed and the hay was baled by Bill Perkins but the second rotary mowing of the field was not done due to weather conditions. In October, the High School's Green Team put in a tremendous amount of work as they helped the Committee clear brush around trees, spread wood chips along Bridge Street and remove brush from around the pond.

Based on Committee observation, Winthrop Field was used by Town residents for activities such as dog walking, kite flying, remote controlled airplane flying, model rocket launching, bird watching, snow shoeing, and cross country skiing in 2013.

All projects and expenditures in 2013 were

funded by donations from the Clara Winthrop Charitable Trust, members of the Winthrop Field Committee, and friends of Winthrop Field.

### **ZONING BOARD OF APPEALS**

During the past year, the Zoning Board of Appeals held eleven (11) public hearings; conducted thirty-seven (37) site visits; considered twenty-six (26) new Special Permit applications; considered seven (7) new Variance applications; considered two (2) Amended applications; reconsidered seven (7) continued applications; and rendered twenty-six (26) decisions. The Board visited each site prior to the first hearing in regard to that site and occasionally visited that site again prior to a continued hearing. All applications were filed according to accepted procedures and the Board properly notified applicants and abutters by timely advertising the dates of the hearings in the Manchester Cricket and to all applicants and abutters via certified mail.

On all applications granted, the Board filed its decisions with the Town Clerk and notified abutters of the appeal periods. Following the appeal periods, the Board timely filed its decisions with the Registry of Deeds.

Filing fees have remained the same as 2012, and are as follows: Special Permit \$240; Variance \$265; Special Permit & Variance \$290; Appeal of Administrative Decision (same fee as category being appealed); and Comprehensive Permit \$500.

Michael T. Sullivan, Chairman



*Town Meeting thanks retiring Town officials with a prolonged standing ovation on the first night of the Annual Town Meeting. Mary Hardwick and Sue Thorne are retiring as Selectwomen and Wayne Melville as Town Administrator.*



*On Monday, April 29, Helene Shaw-Kwasie and Martha Wales were honored as the 2012 Employee and Volunteer of the Year in ceremonies held at the Manchester Historical Society. Helene and Martha (left and right front holding bouquets) were congratulated by (left to right) Selectwoman Margaret Driscoll, Selectman Tom Kehoe, and BOS Chairwoman Sue Thorne.*



*The Kindergarten, 1st, 2nd and 3rd grade students at Manchester Memorial School participated in a walking field trip to the Trask House Museum on Union Street. Here Memorial School third graders prepare for their Historical Museum scavenger hunt on the lawn of the Town library.*



*Manchester Boy Scout Troop 3 standing with Amaral Bailey Legion Post 113 members at the start of this year's Memorial Day Parade. The Legion has been the troop's sponsoring organization for 70 years.*

## ANNUAL TOWN MEETING

The Annual Town Meeting of the Town of Manchester-by-the-Sea was held on Monday, April 1, 2013 and continued to April 2, 2013 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, Linda Wheelock, Robert Hoff, and Lee Simonds.. Three-hundred sixty-nine 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 Father John G. Gentleman from the Sacred Heart 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 2012. 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

#### **MIRDZA DELVIKS**

Secretary, Guidance Dept.,  
Manchester High School

— \* —

#### **DANIEL J. GOODWIN**

4th of July Committee

— \* —

#### **DONALD L. GOODWIN**

Finance Committee, Chair  
School Committee

— \* —

#### **WILLIAM H. COBURN, JR.**

School Committee  
Conservation Commission,  
Chair

#### **HERBERT K. ALLARD**

Harbor Advisory Committee

— \* —

#### **JOSEPH CORLEY**

Manchester Highway Dept.  
Fire Dept. – Call Fireman

— \* —

#### **MARGARET M. RING**

Secretary, Guidance Dept.,  
Manchester High School

— \* —

**TYLER J.B. GOTHIE**  
Parks and Recreation Dept.,  
Winter Basketball Program

— \* —

#### **ALFRED F. NATALONI**

Assistant Harbormaster

#### **MARY E. MULCAHY**

Police Department, Dispatcher

— \* —

#### **ELIOT MILES HERTER**

Manchester Personnel Board

— \* —

#### **DORIS CONNORS**

Manchester Public Library,  
Head Librarian

— \* —

#### **JOHN BULLOCK**

Custodian, Manchester Essex  
Regional Middle/Highschool



Selectman Thorne moved the Memorial Resolution as read, Selectmen Barclay 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			
<b>Pound Keeper</b>	Cornelia Adams	<b>Measurers of</b>	
<b>Fence Viewers</b>	Stephen Gang	<b>Lumber</b>	Diane Neal Emmons
	Lee Herter		Olga Hayes
	Richard Brunning		Michael Chapman
	John Graves	<b>Measurers of</b>	
	Greg Bialy	<b>Wood and Bark</b>	Garlan Morse, Jr.
<b>Field Drivers</b>	Samuel Adams		George Herbster
	Adele Q. Ervin		Patricia Slade
	Nicolas White		

The Moderator read the usual list of procedural points and announced that red 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 Susan Thorne presented opening remarks. Chairman of the Finance Committee George Putnam, III presented comments on the Town’s finances.



*The Town of Manchester and its residents are grateful for the efforts put forth by this year's 4th of July Committee who provided an exciting, safe, and colorful celebration. The 4th Committee was on hand at the July 2nd Concert at Masconomo Park (standing, from left to right) are Karen Snider, Mike Gothie, Sue Finn, Matt Casparius (in back), Tracey Gothie, Sallie Belle Davis and Jim Diedrich. Committee members Karen Cunningham and Nicole Keating were not available when photo was taken.*





*MERSD student Brian McAuliff (second from left) is pictured with the Selectmen, Eli Boling, Margaret Driscoll, Tom Kehoe, Paul Barclay and Rob Hoff. Brian was the recipient of the 2013 Selectmen's Citizenship Award.*



*The 5th Grade Junior Troop 62014 got together to string about 60 feet of popcorn and cranberries, and sang carols on their walk to Town Hall to decorate the Girl Scout tree on the common.*

# 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 first day of April, two thousand and thirteen 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 Finance Committee and the Board of Selectmen 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

Per petition of the Board of Selectmen

Selectman Sue Thorne moved the article as written. Selectman Mary Hardwick seconded the motion. The Finance Committee and the Board of Selectmen 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

The Finance Committee and the Board of Selectmen recommended approval.

Selectman Margaret Driscoll moved that the town raise and appropriate \$80,335 and that it be funded by taxation, for the purpose stated in the article. Selectman Tom Kehoe seconded the motion.

**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, 2013, and appropriate the same.

Per petition of the Board of Selectmen

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

**DEPARTMENTAL REQUESTS AND  
FINANCE COMMITTEE RECOMMENDATIONS**

Item No.		Appropriations FY '13	Requests FY '14	Recommendations FY '14	Funding Sources
<b>GENERAL GOVERNMENT</b>					
<b>31.23% OF ARTICLE 4</b>					
<b>SELECTMEN'S DEPARTMENT</b>					
1	Salaries	185,375.00	198,965.00	198,965.00	TAXATION
2	Expenses	23,200.00	15,000.00	15,000.00	TAXATION
3	Audit	25,000.00	42,000.00	42,000.00	TAXATION
4	Information Technology	75,000.00	92,050.00	92,050.00	TAXATION
<b>MODERATOR</b>					
5	Expenses	50.00	50.00	50.00	TAXATION
<b>FINANCE COMMITTEE</b>					
6	Salaries	1,518.00	1,550.00	1,550.00	TAXATION
7	Expenses	480.00	405.00	405.00	TAXATION
8	Reserve Fund	175,000.00	175,000.00	175,000.00	TAXATION
<b>OVERLAY SURPLUS</b>					50,000.00
					125,000.00
<b>ELECTION &amp; REGISTRATION</b>					
9	Salaries	3,800.00	2,500.00	2,500.00	TAXATION
10	Expenses	11,675.00	9,500.00	9,500.00	TAXATION
11	Town Reports	11,500.00	11,500.00	11,500.00	TAXATION
<b>ACCOUNTING</b>					
12	Salaries	115,360.00	120,273.00	120,273.00	TAXATION
13	Expenses	4,400.00	4,400.00	4,400.00	TAXATION
<b>ASSESSORS</b>					
14	Salaries	125,136.00	127,836.00	127,836.00	TAXATION
15	Expenses	24,950.00	54,200.00	54,200.00	TAXATION
<b>TREASURER/COLLECTOR</b>					
16	Salaries	142,326.00	150,992.00	150,992.00	TAXATION
17	Expenses	29,518.00	25,818.00	25,818.00	TAXATION
<b>TOWN CLERK</b>					
18	Salaries	74,324.00	79,922.00	79,922.00	TAXATION
19	Expenses	2,900.00	2,900.00	2,900.00	TAXATION
<b>LEGAL</b>					
20	Expenses	100,000.00	100,000.00	100,000.00	TAXATION
<b>APPEALS BOARD</b>					
21	Salaries	10,000.00	8,000.00	8,000.00	TAXATION
22	Expenses	9,250.00	10,800.00	10,800.00	TAXATION
<b>PLANNING BOARD</b>					
23	Salaries	16,220.00	16,625.00	16,625.00	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
<b>TOWN HALL &amp; COMMON</b>					
26	Expenses	65,400.00	56,200.00	56,200.00	TAXATION
27	Seaside One	2,000.00	2,000.00	2,000.00	TAXATION

**PENSIONS**

28	Contributory	797,320.00	787,478.00	787,478.00	TAXATION	703,478
					SEWER RATES	42,000
					WATER RATES	42,000
29	Non-Contributory	3,100.00	3,100.00	3,100.00	TAXATION	

**INSURANCE**

30	Group Health Insurance	1,730,000.00	1,540,000.00	1,540,000.00	TAXATION	1,462,500
					SEWER RATES	60,500
					WATER RATES	67,000
31	Workers' Compensation	70,000.00	65,000.00	65,000.00	TAXATION	47,000
					SEWER RATES	9,000
					WATER RATES	9,000
32	Fire/Auto/Liability	95,000.00	133,000.00	133,000.00	TAXATION	104,500
					MOORING FEES	6,500
					SEWER RATES	11,000
					WATER RATES	11,000
33	Unemployment Compensation	10,000.00	15,000.00	15,000.00	TAXATION	
34	FICA-Medicare	70,000.00	75,000.00	75,000.00	TAXATION	67,000
					SEWER RATES	4,000
					WATER RATES	4,000

Total General Government	4,020,622.00	3,937,884.00	3,937,884.00			
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**PUBLIC SAFETY**  
**23.11% OF ARTICLE 4**

**POLICE**

35	Salaries	1,392,885.00	1,467,239.00	1,467,239.00	TAXATION	
36	Expenses	72,850.00	74,550.00	74,550.00	TAXATION	

**PARKING CLERK/RESIDENT PARKING**

37	Salaries	7,369.00	8,124.00	8,124.00	TAXATION	
38	Expenses	9,610.00	8,660.00	8,660.00	TAXATION	

**FIRE**

39	Salaries	949,384.00	1,070,336.00	1,070,336.00	TAXATION	
40	Expenses	69,310.00	83,430.00	83,430.00	TAXATION	
41	Ambulance Billing Expenses	18,000.00	20,000.00	20,000.00	TAXATION	

**HARBOR MASTER**

42	Salaries	80,000.00	82,000.00	82,000.00	MOORING FEES	
43	Expenses	14,850.00	11,850.00	11,850.00	MOORING FEES	
44	Care of Floats	26,937.00	6,500.00	6,500.00	MOORING FEES	

**BUILDING DEPARTMENT**

45	Building Inspector	18,949.00	19,423.00	19,423.00	TAXATION	
46	Gas/Plumbing Inspector	11,188.00	11,468.00	11,468.00	TAXATION	
47	Scaler of Weights & Measures	3,152.00	3,231.00	3,231.00	TAXATION	
48	Electrical Inspector	11,188.00	11,468.00	11,468.00	TAXATION	
49	Inspectors' Expenses	4,900.00	4,900.00	4,900.00	TAXATION	

**EMERGENCY MANAGEMENT**

50	Salaries	9,000.00	8,500.00	8,500.00	TAXATION	
51	Expenses	500.00	1,250.00	1,250.00	TAXATION	
52	Emergency Notification	4,500.00	5,500.00	5,500.00	TAXATION	

**ANIMAL CONTROL**

53	Salaries	12,986.00	13,311.00	13,311.00	TAXATION	
54	Expenses	4,600.00	4,600.00	4,600.00	TAXATION	

Total Public Safety	2,722,158.00	2,916,340.00	2,916,340.00			
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**DEPARTMENT OF PUBLIC WORKS**

**13.80 OF ARTICLE 4**

**DEPARTMENT OF PUBLIC WORKS**

55	Salaries	609,299.00	690,153.00	690,153.00	TAXATION	
56	Expenses	197,000.00	208,500.00	208,500.00	TAXATION	
57	Park/Beach Maintenance	30,000.00	30,000.00	30,000.00	TAXATION	20,000
					BEACH FEES	10,000
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	120,000.00	121,000.00	121,000.00	TAXATION	
62	Street Lighting	90,000.00	95,000.00	95,000.00	TAXATION	

**SANITATION/COMPOSTING/RECYCLING**

63	Salaries	22,000.00	22,000.00	22,000.00	TAXATION	
64	Expenses	65,000.00	65,000.00	65,000.00	TAXATION	
65	Rubbish					
	Collection/Recycling	270,062.00	278,837.00	278,837.00	TAXATION	228,837
					TRASH FEES	50,000
66	Disposal	125,000.00	125,000.00	125,000.00	TRASH FEES	

Total Dept. of Public Works	1,633,361.00	1,740,490.00	1,740,490.00			
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**OTHER ENVIRONMENTAL**

**.52% OF ARTICLE 4**

**HISTORIC DISTRICT COMMISSION**

67	Salaries	2,050.00	2,100.00	2,100.00	TAXATION	
68	Expenses	1,200.00	1,200.00	1,200.00	TAXATION	

**CONSERVATION COMMISSION**

69	Salaries	49,742.00	56,815.00	56,815.00	TAXATION	44,815
					WETLANDS FD	12,000
70	Expenses	2,850.00	4,650.00	4,650.00	TAXATION	
71	Chebacco Woods	800.00	800.00	800.00	TAXATION	

Total Other Environmental	56,642.00	65,565.00	65,565.00			
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**HUMAN SERVICES**

**2.11% OF ARTICLE 4**

**HEALTH**

72	Salaries	50,961.00	57,700.00	57,700.00	TAXATION	
73	Expenses	57,030.00	56,830.00	56,830.00	TAXATION	
74	Hazardous					
	Waste Disposal	4,500.00	4,500.00	4,500.00	TAXATION	

**VETERANS' SERVICES**

75	Veterans' Agent	11,639.00	11,930.00	11,930.00	TAXATION	
76	Expenses	750.00	750.00	750.00	TAXATION	
77	Veterans' Benefits	4,500.00	2,000.00	2,000.00	TAXATION	

**COUNCIL ON AGING**

78	Salaries	121,687.00	124,721.00	124,721.00	TAXATION	
79	Expenses	7,800.00	7,800.00	7,800.00	TAXATION	

Total Human Services	258,867.00	266,231.00	266,231.00			
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**CULTURE AND INFORMATIONAL SERVICES**  
**3.32% OF ARTICLE 4**

**LIBRARY**

80	Salaries	260,552.00	275,845.00	275,845.00	TAXATION	
81	Expenses	142,708.00	143,162.00	143,162.00	TAXATION	
Total Culture and Informational Services		403,260.00	419,007.00	419,007.00		

**RECREATION**  
**2.58% OF ARTICLE 4**

**PARKS & RECREATION**

82	Salaries	110,152.00	119,429.00	119,429.00	TAXATION	49,429
83	Expenses	4,815.00	8,350.00	8,350.00	BEACH FEES PROGRAM FEES	30,000 48,350

**SINGING BEACH OPERATIONS**

84	Salaries	68,114.00	60,805.00	60,805.00	BEACH FEES	
85	Expenses	11,525.00	15,525.00	15,525.00	BEACH FEES	

**LIFEGUARDS**

86	Salaries	47,188.00	46,554.00	46,554.00	BEACH FEES	
87	Expenses	3,400.00	3,400.00	3,400.00	BEACH FEES	

**TUCK'S POINT**

88	Salaries	4,000.00	2,000.00	2,000.00	TAXATION	
89	Expenses	13,800.00	33,300.00	33,300.00	TAXATION	

**OTHER RECREATION**

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	9,000.00	10,000.00	10,000.00	TAXATION	

Total Recreation	298,494.00	325,863.00	325,863.00			
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**DEBT SERVICE**  
**12.44% OF ARTICLE 4**

**DEBT SERVICE PRINCIPAL, INTEREST & FEES**

Principal On Bonds	1,396,927.00	1,293,719.00	1,293,719.00		
Interest On Bonds	424,717.00	228,301.00	228,301.00		
Temporary Loans/Interest	-	43,000.00	43,000.00		
Wpat Administration Fees	3,921.00	3,228.00	3,228.00		

93 Total Debt Service	1,825,565.00	1,568,248.00	1,568,248.00	TAXATION	1,272,309
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SEWER RATES 295,939

**ENTERPRISE FUNDS**  
**10.86% OF ARTICLE 4**

**SEWER FUND**

94	Salaries	231,113.00	245,805.00	245,805.00	SEWER RATES	
95	Expenses	271,000.00	249,800.00	249,800.00	SEWER RATES	
96	Maintenance	30,000.00	30,000.00	30,000.00	SEWER RATES	

**WATER FUND**

97	Salaries	224,500.00	241,307.00	241,307.00	WATER RATES	
98	Distribution Expenses	67,500.00	66,900.00	66,900.00	WATER RATES	
99	Treatment Expenses	500,532.00	500,000.00	500,000.00	WATER RATES	
100	Maintenance	35,000.00	35,000.00	35,000.00	WATER RATES	

Total Enterprise Funds	1,359,645.00	1,368,812.00	1,368,812.00			
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TOTAL	12,578,614.00	12,608,440.00	12,608,440.00			
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EXPENSES BUDGET SUMMARY	APPROPRIATIONS FY-13	REQUESTS FY-14	Recommendations FY-14
GENERAL GOVERNMENT	4,020,622.00	3,937,884.00	3,937,884.00
PUBLIC SAFETY	2,722,158.00	2,916,340.00	2,916,340.00
DEPARTMENT OF PUBLIC WORKS	1,633,361.00	1,740,490.00	1,740,490.00
OTHER ENVIRONMENTAL	56,642.00	65,565.00	65,565.00
HUMAN SERVICES	258,867.00	266,231.00	266,231.00
CULTURE AND INFORMATIONAL SERVICES	403,260.00	419,007.00	419,007.00
PARKS & RECREATION	298,494.00	325,863.00	325,863.00
DEBT SERVICE	1,825,565.00	1,568,248.00	1,568,248.00
ENTERPRISE FUNDS	1,359,645.00	1,368,812.00	1,368,812.00
	12,578,614.00	12,608,440.00	12,608,440.00

Motion #1: Selectman Sue Thorne 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. George Putnam III seconded the motion.

**MOTION #1 WITH THE EXCEPTION OF HOLD ITEMS 1, 4, 20, 30, 39, 57, 58, 83, 90, 96, AND 100 WAS APPROVED BY A UNANIMOUS VOTE.**

Motion #2: Selectman Sue Thorne moved to appropriate \$198,965.00 from Taxation for Item 1, Selectmen’s Department Salaries. George Putnam III seconded the motion.

**MOTION #2 WAS APPROVED BY A UNANIMOUS VOTE.**

Motion #3: Selectman Sue Thorne moved to appropriate \$92,050.00 from Taxation for Item 4, Information Technology. George Putnam III seconded the motion.

**MOTION #3 WAS APPROVED, THE MOTION PREVAILED.**

Motion #4: Selectman Sue Thorne moved to appropriate \$100,000.00 from taxation for Item 20, Legal Expenses. George Putnam III seconded the motion.

**MOTION #4 WAS APPROVED BY A UNANIMOUS VOTE.**

Motion #5: Selectman Sue Thorne moved to appropriate \$1,540,000.00 for Item 30 Group Health Insurance, with \$1,412,500.00 funded by Taxation, \$60,500.00 funded by Sewer Rates, and \$67,000.00 funded by Water Rates. George Putnam III seconded the motion.

**MOTION #5 WAS APPROVED BY A UNANIMOUS VOTE.**

Motion #6: Selectman Sue Thorne moved to appropriate \$1,070,336.00 from Taxation for Item 39 Fire Department Salaries. George Putnam III seconded the motion.

**MOTION #6 WAS APPROVED BY A UNANIMOUS VOTE.**

Motion #7: Selectman Sue Thorne moved to appropriate \$30,000.00 for Item 57 Park/Beach Maintenance with \$20,000.00 funded by Taxation and \$10,000.00 funded by Beach Fees. George Putnam III seconded the motion.

**MOTION #7 WAS APPROVED BY A UNANIMOUS VOTE.**

Motion #8: Selectman Sue Thorne moved to appropriate \$60,000.00 from Taxation for Item 58 Department of Public Works Maintenance. George Putnam III seconded the motion.

**MOTION #8 WAS APPROVED BY A UNANIMOUS VOTE.**

Motion #9: Selectman Sue Thorne moved to appropriate \$119,429.00 for Item 82 Parks & Recreation Salaries with \$49,429.00 funded by Taxation, \$30,000.00 funded by Beach

Fees, and \$40,000.00 funded by Program Fees. George Putnam III seconded the motion.

**MOTION #9 WAS APPROVED BY A UNANIMOUS VOTE.**

Motion #10: Selectman Sue Thorne moved to appropriate \$8,350.00 from Program Fees for Item 83 Parks & Recreation Expenses. George Putnam III seconded the motion.

**MOTION #10 WAS APPROVED BY A UNANIMOUS VOTE.**

Motion #11: Selectman Sue Thorne moved to appropriate \$25,000.00 from Taxation for Item 90 Other Recreation Athletic Field Maintenance. George Putnam III seconded the motion.

**MOTION #11 WAS APPROVED BY A UNANIMOUS VOTE.**

Motion #12: Selectman Sue Thorne moved to appropriate \$30,000.00 from Sewer Rates to fund Item 96 Sewer Fund Maintenance. George Putnam III seconded the motion.

**MOTION #12 WAS APPROVED BY A UNANIMOUS VOTE.**

Motion #13: Selectman Sue Thorne moved to appropriate \$35,000.00 from Water Rates to fund Item 100 Water Fund Maintenance. George Putnam III seconded the motion.

**MOTION #13 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.

			Requested	Recommended
1	Water	General Plant Upgrades	\$55,000	\$55,000
2	Water	Valve / Hydrant replacement	\$15,000	\$15,000
3	Water	Lincoln St. Well equipment upgrades	\$12,000	\$12,000
4	Water	Water Main Upgrades	\$90,000	\$90,000
5	Water	Lincoln Street Well Compliance	\$25,000	\$25,000
6	Wastewater	Upgrade PLC, Electrical Controls	\$20,000	\$20,000
7	Wastewater	Vacuum Aeration Tank Grit	\$25,000	\$25,000
8	Wastewater	Bio-filter Media Replacement	\$3,500	\$3,500
9	Wastewater	Sewer Repair & Maintenance	\$28,000	\$28,000
10	Wastewater	Computer/ Controls Upgrade	\$10,000	\$10,000
11	Wastewater	VARI Drive Upgrades	\$12,000	\$12,000
12	Police	Police Cruiser	\$35,461	\$35,461
13	DPW	Small Dump Truck	\$42,000	\$42,000
14	DPW	Large Dump Truck	\$110,000	\$110,000
15	Fire	Emergency Vehicle Rehab	\$200,000	\$100,000
16	Fire	Portable Radios & Pagers	\$32,000	\$32,000
17	Fire	Repeater Radio Station	\$6,500	\$6,500
18	Selectmen	Town Hall Roof	\$15,000	\$15,000
19	DPW	Roads	\$125,000	\$100,000
20	Harbormaster	Dredging	\$90,000	\$90,000
21	Harbormaster	Ramp to Town Hall Float	\$6,000	\$6,000
Total			\$957,461	\$832,461

Per petition of the Board of Selectmen

The Finance Committee recommended approval as indicated in the "Recommended" column, and Items 1-3 and 5 be funded by Water Rates; Items 7-8 and 10-11 be funded by Wastewater rates; Items 12 and 15-18 be funded by Taxation, Item 13 be funded with \$10,000 from Cemetery Lot Sales, \$9384 from Residual Balances in Old Articles and \$22,166 from Taxation, Item 19 be funded with \$23,500 from Residual Balances in Old Arti-

cles and \$76,500 from Taxation and that Items 20 and 21 be funded by Waterways Funds. The Board of Selectmen recommended approval.

Motion #1: George Putnam III moved that the Town appropriate \$592,461 to pay costs of various capital Items set forth below under the heading "Recommended," including the payment of all costs incidental and related thereto, but excluding Items 4, 6, 14 and a \$20,000 portion of Item 9; and that to meet this appropriation, (i) \$107,000 to pay cost of items 1-3 and 5 above, shall be raised through water rates, (ii) \$50,500 to pay costs of items 7, 8 and 10, 11 above, along with \$8,000 toward item 9, shall be raised through wastewater rates, (iii) \$188,961 to pay costs of items 12 and 15-18 above, shall be raised by taxation, (iv) \$42,000 to pay costs of item 13 shall be funded with \$10,000 from cemetery lot sales, \$9,834 from residual amounts in the following old article: Article 5, ATM 2012, and \$22,166 shall be raised by taxation, (v) \$100,000 to pay costs of item 19 shall be funded with \$23,500 from residual amounts in the following old article: Article 5, ATM 2010, and \$76,500 shall be raised by taxation, (vi) \$96,000 to pay costs of items 20 and 21 above, shall be raised by amounts from the Waterways Fund. Selectman Sue Thorne seconded the motion.

**MOTION #1, WITH THE EXCEPTION OF HOLD ITEMS 4, 6, 14 AND \$20,000 OF ITEM 9, WAS APPROVED WITH A UNANIMOUS VOTE.**

Motion #2: George Putnam III moved that the Town appropriate \$240,000 to pay costs of Items 4, 6, 14 and a \$20,000 portion of Item 9 under the heading "Recommended," and that to meet this appropriation the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under and pursuant to Chapter 44, Sections 7 and 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds and notes of the Town therefor. Selectman Sue Thorne seconded the motion.

**MOTION #2 WAS APPROVED, THE MOTION PREVAILED BY MORE THAN 2/3.**

**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 thirteen; or take any other action relating thereto.

Per petition of the Manchester-Essex Regional School Committee

Motion #1: Anton Giedt 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 thirteen. School Committee member Ann Harrison seconded the motion. The Finance Committee and the Board of Selectmen recommended approval.

**MOTION #1 WAS APPROVED WITH A UNANIMOUS VOTE**

Motion #2: Anton Giedt of the School Committee moved that the Town raise and appropriate \$11,317,664 to fund the Town's assessment from the Manchester Essex Regional School District for the fiscal year beginning July first, two thousand thirteen. School Committee member Ann Harrison

seconded the motion. The Finance Committee and the Board of Selectmen recommended approval. Amendment of Motion #2: William Shipman moved 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 thirteen.

**AMENDMENT OF MOTION #2 DOES NOT PREVAIL.**

**MOTION #2 WAS APPROVED, THE MOTION PREVAILED BY A MAJORITY VOTE.**

Motion #3: Anton Giedt of the School Committee moved that the Town raise and appropriate \$1,630,860 to fund the Town's assessment from the Manchester Essex Regional School District to cover the long-term debt for the fiscal year beginning July first, two thousand thirteen. School Committee member Ann Harrison seconded the motion.

The Finance Committee and Board of Selectmen recommended approval.

**MOTION #3 WAS APPROVED, THE MOTION PREVAILED.**

**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 2014 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 2014; 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 2014 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 relative thereto.

Motion 1: Christopher Kelly of the community Preservation Committee moved that the Town appropriate the following sums of money pursuant to the provisions of the Community Preservation Act for the following purposes:

- 1) \$4,400 from the Community Preservation Fund FY2014 estimated annual revenues for historic preservation; for the Manchester Historical Museum to purchase and install a dehumidification unit, at the Trask house.
- 2) \$50,000 from the Community Preservation Fund FY2013 open space reserve fund for Manchester-Essex Conservation Trust to commence the protection, restoration and improvement of the buffer area adjacent to the Cedar Swamp Wetlands.
- 3) \$12,000 from the Community Preservation Fund FY2014 estimated annual revenues for open space/recreation; for the Manchester Parks and Recreation Department for the resurfacing of the Brook Street Tennis Courts and the addition of a backboard.
- 4) \$40,000 from the Community Preservation Fund FY2014 estimated annual revenues for historic preservation; for the Manchester Parks and Recreation Department for the project supervision, exterior shingle repair and painting, repair and refinishing of the floors & redesign and repair of the barn doors and, including, but not limited to; drawings, inspections, permitting & any needed licenses and reviews in keeping with US Department of Interior historic preservation standards and requirements at the Singing Beach Bath House.
- 5) \$73,000 from the Community Preservation Fund FY2014 estimated annual revenues for historic preservation; for the Manchester Library Board of Trustees, for the restoration of the Manchester Public Library retaining wall.



- 6) \$5,000 from the Community Preservation Fund FY2013 actual undesignated fund for historic preservation; for the Manchester Library Board of Trustees for the restoration of the Manchester Public Library walkway.
- 7) \$5,000 from the Community Preservation Fund FY2014 estimated annual revenues for continued historic preservation of the World War 1/Doughboy Statue at Masconomo Park
- 8) \$22,000 from the Community Preservation Fund FY2013 open space reserve fund for open space/recreation; for the Manchester Parks and Recreation Department for the restoration of the Tucks Point walkways.
- 9) \$23,000 total; with \$ 14,000 from the Community Preservation Fund FY2013 open space reserve fund and \$ 9,000 from from FY 2013 undesignated fund for open space/recreation; for Masconomo and Reed Parks for the restoration of the Masconomo Park walkways and up to \$2,000 of landscaping for Reed Park.
- 10) \$20,000 from the Community Preservation Fund FY2014 estimated annual revenues for historic preservation of the Town Records physically located within Town Hall.
- 11) \$40,000 from the Community Preservation Fund FY2014 estimated annual revenues for open space/recreation; for the coverage of any legal and survey or other costs involved in the sourcing and creation of athletic fields.
- 12) \$9,800 from the Community Preservation Fund FY2013 undesignated CPC fund for historic preservation; for the removal of debris and repair and restoration of Crowell Chapel Tower wood louvers and windows, on tower levels 1 and 2.
- 13) \$22,000 from the Community Preservation Fund FY2013 reserved open space fund for open space /recreation; for the Manchester Parks and Recreation Department for the repair of the Singing Beach Circle Rip-Rap Wall.
- 14) \$18,500 from the Community Preservation Fund FY2014 estimated annual revenues for Community Preservation Committee administrative costs including but not limited to: secretary, historical surveys, historical consultant, grant writing and administration and payment of CPA Coalition annual dues.
- 15) \$ 116,540 from the Community Preservation Fund FY 2014 estimated annual revenues to be deposited into Community Preservation Act undesignated Fund.
- 16) \$ 37,160 from Community Preservation Fund FY 2014 estimated annual revenues to be deposited into Community Preservation Act Affordable Housing Reserve Fund.

Jack Burke seconded the motion.

Per petition of the Community Preservation Committee  
The Finance Committee and the Board of Selectmen recommended approval.

**MOTION #1, MADE BY CHRISTOPHER KELLY, SECONDED BY JACK BURKE, WITH THE EXCEPTION OF HOLD ITEMS 4 AND 12, WAS APPROVED BY A UNANIMOUS VOTE.**

Motion #2: Christopher Kelly moved that the town appropriate \$40,000 for Item 4, from the Community Preservation Fund FY2014 estimated annual revenues for historic preservation; for the Manchester Parks and Recreation Department for the project supervision, exterior shingle repair and painting, repair and refinishing of the floors and redesign and repair of the barn doors and, including, but not limited to; drawings, inspections, per-

mitting and any needed licenses and reviews in keeping with US Department of Interior historic preservation standards and requirements at the Singing Beach Bath House. Jack Burke seconded the motion.

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

Motion #3: Christopher Kelly moved that the town appropriate \$9,800 for Item 12, from the Community Preservation Fund FY 2013 undesignated CPC fund for historic preservation; for the removal of debris and repair and restoration of Crowell Chapel Tower wood louvers and windows, on tower levels 1 and 2. Jack Burke seconded the motion.

**MOTION #3, MADE BY CHRISTOPHER KELLY, SECONDED BY JACK BURKE, WAS APPROVED BY A UNANIMOUS VOTE.**

**ARTICLE 8.** 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 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;  
162 Pine Street, approximately .655 acres, further identified as parcel 96 on Assessors Map 32;  
28 Rockwood Hts. Road, approximately .587 acres, further identified as parcel 120 on Assessors Map 32;

26 Rockwood Hts. Road, approximately 1.255 acres, further identified as parcel 121 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

The Finance Committee and the Board of Selectmen recommended approval

MOTION. Selectman Tom Kehoe moved that the Town appropriate the sum of \$1,741,000 to pay costs of preliminary environmental engineering, testing, design, and 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;  
162 Pine Street, approximately .655 acres, further identified as parcel 96 on Assessors Map 32;  
28 Rockwood Hts. Road, approximately .587 acres, further identified as parcel 120 on Assessors Map 32;

26 Rockwood Hts. Road, approximately 1.255 acres, further identified as parcel 121 on Assessors Map 32;

and any other related property as ordered by the Department of Environmental Protection, and that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under and pursuant to Chapter 44, Sections 7 and 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor, provided, however, that the authorization for such indebtedness shall be subject to approval of the voters at a Town election of a ballot question in accordance with the provisions of Chapter 270 of the Acts of 1991; and further provided that the appropriation authorized hereunder and any subsequent borrowing approved by the voters at a Town election shall be contingent upon passage of a Proposition 2 ½ debt exclusion referendum question in accordance with the provisions of G.L. c.59, §21C(k).

Selectman Paul Barclay seconded the motion.

**THE MOTION UNDER ARTICLE 8 WAS APPROVED WITH A UNANIMOUS VOTE DECLARED BY THE MODERATOR.**

**AT THE MAY 21, 2013 ELECTION, THE AUTHORIZATION TO BORROW \$1,731,000 WAS QUESTION 1, WHICH PASSED 752 YES VOTES TO 237 NO VOTES. The ballot question was submitted with the incorrect amount and the remaining \$10,000 came from available funds.**

**AT THE MAY 21, 2013 ELECTION, THE PROPOSITION 2 ½ OVERRIDE FOR \$1,731,000.00 WAS QUESTION 2, WHICH PASSED 629 YES VOTES TO 322 NO VOTES.**

**ARTICLE 9.** To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise a permanent easement on a parcel of land located on 162 Pine Street and shown on Town Assessor's Map 23 as Parcel 96, now or formerly owned by Ana Costa, upon such terms and conditions as the Board of Selectmen shall determine to be appropriate, for the purpose of remediation of contamination found on such property, if any, and future monitoring thereof to protect public health; and, further to see if the Town will vote to raise, appropriate, transfer from available funds, accept gifts or borrow a sum of money for this purpose and any expenses related thereto and to authorize the Board of Selectmen to enter into all agreements and take all related actions necessary or appropriate to carry out this acquisition, or take any other action relative thereto.

Per petition of the Board of Selectmen

The Finance Committee and the Board of Selectmen recommended approval. As required by law, the Planning Board also recommended approval, satisfying the requirement of Article IV, § 8 of the Town's General By-law.

Selectman Sue Thorne moved the article as printed. Selectman Mary Hardwick seconded the motion.

**THE MOTION UNDER ARTICLE 9 WAS APPROVED WITH A UNANIMOUS VOTE**

**ARTICLE 10.** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to provide additional working capital in the police detail account, or take any other action relative thereto.

Per petition of the Board of Selectmen

The Finance Committee recommended approval of \$5,000 funded by Taxation. The Board of Selectmen recommended approval.

Selectman Margaret Driscoll moved to raise and appropriate \$5,000 for the purpose stated in the Article. Selectman Tom Kehoe seconded the motion.

**THE MOTION UNDER ARTICLE 10 WAS APPROVED, THE MOTION PREVAILED BY A MAJORITY VOTE.**

**ARTICLE 11.** To see if the Town will vote to establish a fire department detail account for the purpose of paying fire department details while awaiting payment from responsible parties and to raise and appropriate or transfer from available funds a sum of money to provide working capital in the fire detail account, or take any other action relative thereto.

Per petition of the Board of Selectmen

The Finance Committee recommended approval of \$5,000 funded by Taxation. The

Board of Selectmen recommended approval.

Selectman Paul Barclay moved that, pursuant to M.G.L. Ch. 44, § 53C, the Town establish a fire department detail account for the purpose of paying fire department details while awaiting payment from responsible parties, and further that the Town raise and appropriate \$5,000 to fund that account. Selectman Sue Thorne seconded the motion.

**THE MOTION UNDER ARTICLE 11 WAS APPROVED BY A UNANIMOUS VOTE.**

**ARTICLE 12.** To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for the enactment of a special law to establish the Board of Assessors as a three member board comprised of the Principal Assessor and two other members, all to be appointed by the Board of Selectmen; provided however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court; and to authorize the Board of Selectmen to approve amendments which shall be within the scope of the general public objectives of the petition, or take any other action relative thereto.

Per petition of the Board of Assessors

The Finance Committee took no position on this Article. The Board of Selectmen recommended approval.

Louis Logue, Chairman of the Board of Assessors, moved the Article as written. Jeffrey McAvoy seconded the motion.

**THE MOTION UNDER ARTICLE 12 WAS APPROVED, THE MOTION PREVAILED BY A MAJORITY VOTE.**

**ARTICLE 13.** To see if the Town will vote to accept the provisions of Chapter 40, section 57 of the Massachusetts General Laws which would allow the Town to adopt a By-law authorizing the denial or revocation of any license or permit issued by the Town to any person, corporation or business enterprise who has failed to pay any taxes, fees, assessments, betterments or any other municipal charges; or take any other action relative thereto.

Per petition of the Board of Assessors

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

Louis Logue, Chairman of the Board of Assessors, moved the Article as written. Jeffrey McAvoy seconded the motion.

**THE MOTION UNDER ARTICLE 13 WAS APPROVED BY A UNANIMOUS VOTE.**

**ARTICLE 14.** To see if the Town will vote to amend Article X, of the Town's General By-laws by adding a new Section 40 to read as follows:

**40. Denial or Revocation of Permit for Non-Payment of Taxes or Fees**

In accordance with the provisions of M.G.L., C.40, §57, as amended, the Town may deny any application for, or revoke or suspend a building permit, or any local license or permit, including renewals and transfers, issued by any board, officer, or department for any person, corporation or business enterprise who has neglected or refused to pay any local taxes, fees, assessments, betterments or any other municipal charges, including amounts assessed under the provisions of M.G.L. c.40 §21D or with respect to any activity, event or other matter which is the subject of such license or permit and which activity, event or matter is carried out or exercised or is to be carried out or exercised on or about real estate whose owner has neglected or refused to pay any local taxes, fees, assessments, betterments or any other municipal charges.

A. The tax collector or other municipal official responsible for records of all municipal taxes, assessments, betterments and other municipal charges, hereinafter referred to as the "tax collector," shall annually furnish to each department, board, commission or division, hereinafter referred to as the "licensing authority," that issues licenses or permits, including renewals and transfers, a list of any person, corporation or business enterprise, hereinafter referred to as the "party," that has neglected or refused to pay any local taxes, fees, assessments, betterments or other municipal charges for not less than a twelve-month period, and that such party has not filed in good faith a pending application for an abatement of such tax or a pending petition before the Appellate Tax Board.

B. The licensing authority may deny, revoke or suspend any license or permit which it has the authority to issue, including renewals and transfers, of any party whose name appears on said list furnished to the licensing authority from the tax collector, or with respect to any activity, event or other matter which is the subject of such license or permit and which activity, event or matter is carried out or exercised or is to be carried out or exercised on or about real estate owned by any party whose name appears on said list; provided, however, that written notice is given to the party and the tax collector as required by applicable provisions of law and the party is given a hearing, to be held not earlier than fourteen (14) days after said notice. Said list shall be prima facie evidence for denial, revocation or suspension of said license or permit to any party. The tax collector shall have the right to intervene in any hearing conducted with respect to such license denial, revocation or suspension. Any findings made by the licensing authority with respect to such license denial, revocation or suspension shall be made only for the purpose of such proceeding and shall not be relevant to or introduced in any other proceeding at law, except for any appeal from such license denial, revocation or suspension. Any license or permit denied, suspended or revoked under this bylaw shall not be reissued or renewed until the licensing authority receives a certificate issued by the tax collector that the party is in good standing with respect to any and all local taxes, fees, assessments, betterments or other municipal charges, payable to the municipality as of the date of issuance of said certificate.

C. Any party shall be given an opportunity to enter into a payment agreement, thereby allowing the licensing authority to issue a certificate indicating said limitations to the license or permit, and the validity of said license shall be conditioned upon the satisfactory compliance with said agreement. Failure to comply with said agreement shall be grounds for the suspension or revocation of said license or permit; provided, however, that the holder be given notice and a hearing as required by applicable provisions of law.

D. The Board of Selectmen may waive such denial, suspension or revocation if it finds that there is no direct or indirect business interest by the property owner, its officers or stockholders, if any, or members of his immediate family, as defined in M.G.L. C. 268, §1, in the business or activity conducted in or on said property.

E. As limited by M.G.L. C. 40, §57, this bylaw shall not apply to licenses and permits for the following: open burning; bicycles permits; sales of articles for charitable purposes; children work permits; clubs, associations dispensing food or beverage licenses; dog licenses; fishing, hunting, trapping licenses; marriage licenses; and theatrical events, public exhibition permits.

Per petition of the Board of Assessors

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

Louis Logue, Chairman of the Board of Assessors, moved the Article as written. Jeffrey McAvoy seconded the motion.



**THE MOTION UNDER ARTICLE 14 WAS APPROVED, THE MOTION PRE-VAILED BY A MAJORITY VOTE.**

**APPROVED BY THE ATTORNEY GENERAL, MAY 2, 2013.**

**ARTICLE 15.** To see whether or not the Town will vote to raise and appropriate or transfer from available funds 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

The Finance Committee and the Board of Selectmen recommended approval.

George Putnam III moved to raise \$215,112.00 from Taxation for the purpose and subject to the conditions stated in the Article. Selectman Margaret Driscoll seconded the motion.

**THE MOTION UNDER ARTICLE 15 WAS APPROVED BY A UNANIMOUS VOTE.**

**ARTICLE 16.** To see if the Town will vote to amend Article IX, section 3 of the Town's General By-laws as follows:

In line 9 delete the words "and School employees"; the amended section to read as follows:

"a summary of Assets and Liabilities with respect to the Town's future obligations regarding retirement and health care benefits of Town employees, which include the assumptions involved in the calculation of these matters, and a description of the plan to deal with any surplus or shortfall of assets relative to liabilities based upon data of a timely nature."; or take any other action relative thereto.

Per petition of the Board of Selectmen

The Finance Committee and the Board of Selectmen recommended approval.

Selectman Sue Thorne moved to delete the words "and School" from line 9 in Article IX, Section 3 of the Town's General By-Law, the amended section to read as stated in the Article. Selectman Paul Barclay seconded the motion.

**THE MOTION UNDER ARTICLE 16 WAS APPROVED, THE MOTION PRE-VAILED BY A MAJORITY VOTE.**

**APPROVED BY THE ATTORNEY GENERAL, MAY 2, 2013.**

At 10:35 P.M. Selectman Sue Thorne moved that the meeting be adjourned until 7:00 P.M. the following evening, Tuesday, April 2, 2013. Selectman Paul Barclay seconded the motion. The vote to adjourn was unanimous.

A quorum was reached at 6:55 P.M. on April 2, 2013. The Moderator called the meeting to order at 7:00 P.M.

**ARTICLE 17.** To see if the Town will vote to establish a revolving fund to support Town of Manchester recreation programs pursuant to the provisions of Chapter 44, section 53E1/2 of the Massachusetts General Laws, subject to the following conditions: registration fees, or other funds intended to support the programs offered by the recreation department may be deposited into the fund and expenditures may be made from the fund to pay the costs associated with the same individual programs, as authorized by the Recreation Director, and total annual expenditures from the fund will not exceed 1% of the FY 2013 tax levy, or \$219,000; or take any other action relative thereto.

Per petition of the Board of Selectmen

The Finance Committee and the Board of Selectmen recommended approval.

Selectman Sue Thorne moved the Article as written. Selectman Mary Hardwick seconded the motion.

**THE MOTION UNDER ARTICLE 17 WAS APPROVED BY A UNANIMOUS VOTE.**

**ARTICLE 18.** To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to pay for a feasibility study of the proposed replacement and enlargement of the Central Street Culvert; or take any other action relative thereto.

Per petition of the Board of Selectmen

The Finance Committee recommended approval of \$47,000 funded by Taxation. The Board of Selectmen recommended approval.

Selectman Margaret Driscoll moved to raise \$47,000 to be funded by Taxation for the purpose stated in the Article. Selectman Tom Kehoe seconded the motion.

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

**ARTICLE 19.** To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to pay for a study of the fire station space utilization and building needs; or take any other action relative thereto.

Per petition of the Board of Selectmen

The Finance Committee and the Board of Selectmen recommended approval.

Selectman Sue Thorne moved that a fire station space utilization and building needs study be authorized and that the Town transfer \$20,000 from available funds for that purpose. Selectman Tom Kehoe seconded the motion.

**THE MOTION UNDER ARTICLE 19 WAS APPROVED, THE MOTION PRE-VAILED BY A MAJORITY VOTE.**

**ARTICLE 20.** To see if the Town will vote to amend Article II, Section 18 of the General By-laws of the Town by deleting the “\$250,000” and inserting “\$1,000,000”. The new Section 18 to read as follows:

SECTION 18. Notwithstanding any other by-law, no appropriation exceeding \$1,000,000 to be raised by issuing bonds or other evidences of indebtedness maturing in more than a year, except appropriations for a revenue producing department, shall be valid unless the motion calling for the appropriation or action shall be adopted by a vote on a printed ballot, after full opportunity for debate. [Amended 1991];

or take any other action relative thereto.

Per petition of the Board of Selectmen

The Finance Committee and the Board of Selectmen recommended approval.

Main Motion: George Putnam III moved the Article as printed in the Warrant. Selectman Margaret Driscoll seconded the motion.

Amendment: Leonard Capello moved to amend the motion to the amount of \$500,000.00 instead of the \$1,000,000.00. The motion was seconded from the floor.

**MAIN MOTION UNDER ARTICLE 20 WAS APPROVED, THE MOTION PRE-VAILED BY A MAJORITY VOTE.**



*MERHS Girls Cross Country Team – Division 6 Eastern Mass Champions*



*MERHS Boys Cross Country Team – Division 6 Eastern Mass Champions*



*MERHS Girls Tennis Team Division III State Champions*



*Members of the Hornets Sailing Team pose with their trophy after winning the 40th Annual Massachusetts State Sailing Championships held at The MIT Sailing Pavilion on the Charles River.*



**AMENDMENT: NOT VOTED DUE TO THE MOTION FOR THE LARGER FUNDING FIGURE HAVING BEEN APPROVED IN ACCORDANCE WITH ARTICLE II, § 11 OF THE TOWN'S GENERAL BY-LAW.**

**APPROVED BY THE ATTORNEY GENERAL, MAY 2, 2013.**

**ARTICLE 21.** To see if the Town will vote to amend the Zoning By-Law of the Town by inserting a new section 6.18 to read as follows:

**6.18 Large-Scale Ground-Mounted Solar Photovoltaic Installations**

**6.18.1 Purpose**

The purpose of this by-law is to authorize and regulate large-scale ground-mounted solar photovoltaic installations by providing standards for the placement, design, construction, operation, monitoring, modification and removal of such installations such that these standards address public safety, minimize impacts on scenic, natural and historic resources and provide adequate financial assurance for the eventual decommissioning of such installations.

**6.18.1.1 Applicability**

This By-Law applies to large-scale ground-mounted solar photovoltaic installations, as defined herein, proposed to be constructed after the effective date of this By-Law. This By-Law also pertains to physical modifications that materially alter the type, configuration, or size of these installations or related equipment. Large-Scale Ground-Mounted Solar Photovoltaic Installations, as defined herein, shall be allowed by right in the Limited Commercial Zoning District as that district is defined by the Zoning By-Law.

Smaller scale ground or building-mounted solar photovoltaic installations which are accessory to a lawful principal use on the same lot are not otherwise subject to the requirements of this by-law, but must comply with the other provisions of the Zoning By-Law, as applicable.

**6.18.2 Definitions**

**Large-Scale Ground-Mounted Solar Photovoltaic Installation (LGSPI):** A solar photovoltaic system that is structurally mounted on the ground and is not roof-mounted, and has a minimum nameplate capacity of 250 kW DC.

**Rated Nameplate Capacity:** The maximum rated output of electric power production of the Photovoltaic system in Direct Current (DC).

**Site Plan Approval Authority (SPAA):** The site plan review authority as designated by the Zoning By-law.

**Zoning By-Law:** The Manchester Zoning By-Law.

**6.18.3 General Requirements for all As-of-Right Large-Scale Ground-Mounted Solar Photovoltaic Installations (LGSPI)**

**6.18.3.1 Compliance with Laws, Ordinances and Regulations**

The construction and operation of LGSPI shall be consistent with all applicable local, state and federal requirements, including but not limited to all applicable safety, environmental, wetlands protection act, construction, electrical, and communications requirements. All buildings and fixtures forming part of a solar photovoltaic installation shall be constructed in accordance with the State and/or Local Building Code.



### **6.18.3.2 Building Permit and Building Inspection**

No LGSPI shall be constructed, installed or modified without a building permit.

### **6.18.3.3 Site Plan Approval Required**

LGSPI shall be constructed, installed, used and modified in conformity with a site plan approved by the SPAA in accordance with Section 6.5 of the Zoning By-Law and the further requirements set forth herein. The requirements set forth herein shall be applied coincident with and in addition to those requirements set forth in Section 6.5. The requirements of this section shall take precedence in the event of a direct conflict.

#### **6.18.3.3.1 General**

All plans and maps shall be prepared, stamped and signed by a Professional Engineer licensed to practice in the Commonwealth of Massachusetts.

#### **6.18.3.3.2 Required Documents**

Pursuant to the site plan review process, the project proponent shall provide the following documents:

- (a) A site plan showing:
  - i. Property lines and physical features, including structures and roads, for the project site;
  - ii. Proposed changes to the landscape of the site, grading, vegetation clearing and planting, exterior lighting, screening vegetation or structures;
  - iii. Blueprints or drawings of the solar photovoltaic installation signed by a Professional Engineer licensed to practice in the Commonwealth of Massachusetts showing the proposed layout of the system and any potential shading from nearby structures;
  - iv. One or three line electrical diagram detailing the solar photovoltaic installation, associated components, and electrical interconnection methods, with all current National Electrical Code compliant disconnects and over current devices;
  - v. Documentation of the major system components to be used, including the photovoltaic panels, mounting system, and inverter;
  - vi. Name, address, and contact information for proposed system installer;
  - vii. Name, address, phone number and signature of the project proponent, as well as all co-proponents or property owners, if any;
  - viii. The name, contact information and signature of any agents representing the project proponent;
  - ix. How land clearing and construction shall be performed in accordance with Sections 5.10 and 6.15 of the Zoning By-Law governing storm water discharge, land disturbance, provision for handling toxic or hazardous materials, and post construction storm water runoff;
- (b) Documentation of actual or prospective access and control of the project site (see also Section 6.18.3.4);
- (c) An operation and maintenance plan (see also Section 6.18.3.5);
- (d) Zoning district designation for the parcel(s) of land comprising the project site (submission of a copy of a zoning map with the parcel(s) identified is suitable for this purpose);
- (e) Proof of liability insurance written by companies licensed to provide such insurance in Massachusetts and with coverage limits at commercially acceptable levels;

- (f) Description of financial surety that satisfies Section 6.18.3.11.2. The project proponent shall submit a fully inclusive estimate of the costs associated with removal, prepared by a qualified engineer. The amount shall include a mechanism for calculating increased removal costs due to inflation.
- (g) Public outreach plan, including a project development timeline, which indicates how the project proponent will meet the required site plan approval notification procedures and otherwise inform abutters and the community.

The SPAA may require additional information, data or evidence as it deems necessary pursuant to the site plan approval process, or may waive documentary requirements as it deems appropriate.

#### **6.18.3.3.3 Professional Review**

The SPAA may engage, at the applicant's expense, professional and technical consultants, including legal counsel, to assist the SPAA with its review of the application, in accordance with the requirements of Section 53G of Chapter 44 of the Massachusetts General Laws. The SPAA may direct the applicant to deposit funds with the SPAA for such review at the time the application is accepted, and to add additional funds as needed upon notice. Failure to comply with this section shall be good grounds for denying the application. Upon approval of the application, any excess amount in the account attributable to that project, including any interest accrued, shall be repaid to the applicant.

#### **6.18.3.4 Site Control**

The project proponent shall submit documentation of actual or prospective access and control of the project site sufficient to allow for construction and operation of the LGSPI.

##### **6.18.3.4.1 Operation & Maintenance Plan**

The project proponent shall submit a plan for the operation and maintenance of the LGSPI, which shall include measures for maintaining safe access to the installation, storm water controls, and general procedures for operational maintenance of the installation.

#### **6.18.3.5 Utility Notification**

No LGSPI shall be constructed until evidence has been given to the SPAA that the utility company that operates the electrical grid where the installation is to be located has been informed of the LGSPI owner's or operator's intent to install an interconnected customer-owned generator. Off-grid systems shall be exempt from this requirement.

#### **6.18.3.6 Dimension and Density Requirements**

The LGSPI shall meet the dimensional requirements of the Zoning By-Law, except as set forth below.

##### **6.18.3.6.1 Setback**

An LGSPI shall be set back from property lines consistent with the applicable regulations for the Limited Commercial District, with the exception of necessary connection equipment to utility transmission facilities.

##### **6.18.3.6.2 Accessory Structures**

All accessory structures to an LGSPI shall be subject to the dimensional requirements of the Zoning By-Law. All such accessory structures, including but not limited to, equipment shelters, storage facilities, transformers, substations shall be architecturally compatible with each other and shall be landscaped and screened from view by vegetation, located underground, or behind berms, and/or clustered to minimize visual impacts.

### **6.18.3.7 Design Standards**

#### **6.18.3.7.1 Lighting**

Lighting of an LGSPI shall be consistent with local, state and federal law. Lighting of other parts of the installation, such as accessory structures, shall be limited to that required for safety and operational purposes, and shall be reasonably shielded from abutting properties. Lighting of an LGSPI shall be directed downward and shall incorporate full cut-off fixtures to reduce light pollution.

#### **6.18.3.7.2 Signage**

Signs on LGSPI shall comply with the requirements of all applicable sign regulations, and shall be limited to:

- (a) Those necessary to identify the owner, provide a 24-hour emergency contact phone number, and warn of any danger.
- (b) Educational signs providing information about the LGSPI and the benefits of renewable energy.

Signs shall be limited to two dimensions (i.e. flat) and shall not be electronic or lighted.

#### **6.18.3.7.3 Advertising**

LGSPI shall not be used for displaying any advertising except for identification of the manufacturer or operator of the LGSPI in conformance with section 6.18.3.8.2.

#### **6.18.3.7.4 Utility Connections**

Reasonable efforts, as determined by the SPAA, shall be made to place all utility connections from the LGSPI underground, depending on appropriate soil conditions, shape, and topography of the site and any requirements of the utility provider. Electrical transformers for utility interconnections may be above ground if required by the utility provider.

#### **6.18.3.7.5 Screening**

A buffer or greenstrip planted with live shrubs or trees, predominately evergreen, shall if feasible be maintained between the perimeter of the LGSPI and any abutting property line or street unless the existing natural growth is adequate to provide an equivalent buffer. Such a buffer shall be designed so as not to create a hazard upon entrance or exit from the facility. The SPAA may vary or waive this requirement consistent with minimizing negative effects on abutting property.

### **6.18.3.8 Safety and Environmental Standards**

#### **6.18.3.8.1 Emergency Services**

The LGSPI owner or operator shall provide a copy of the project summary, electrical schematic and approved site plan to the Fire Chief. Upon request the owner and/or operator shall cooperate with local emergency services in developing an emergency response plan, which may include ensuring that emergency personnel have immediate, 24-hour access to the facility. All means of shutting down the LGSPI shall be clearly marked.

#### **6.18.3.8.2 Land Clearing**

Clearing of natural vegetation shall be limited to what is necessary for the construction, operation and maintenance of the LGSPI or otherwise prescribed by applicable laws, regulations, and bylaws.

#### **6.18.3.8.3 Drainage and Groundwater Protection**

An LGSPI shall comply with the requirements set forth in Sections 5.10 and 6.15 of the Zoning By-Law, which requirements shall be imposed and conditioned as appro-

prate through the Site Plan Approval process. No LGSPI shall be required to obtain an independent special permit under either section.

#### **6.18.3.9 Monitoring and Maintenance**

##### **6.18.3.9.1 Solar Photovoltaic Installation Conditions**

The LGSPI owner and/or operator shall maintain the facility in good and safe working condition, and shall schedule inspections by a competent professional at least once every twelve (12) months or more often, pursuant to industry standards and practice. The results of the inspection and any resulting repair work shall be submitted to the SPAA and the Building Inspector within thirty (30) days of receipt by the owner or operator. Maintenance shall include, but not be limited to, painting, structural repairs, and integrity of security measures. Site access shall be maintained to a level acceptable to the Fire Chief and emergency medical services. The owner and operator shall be responsible for the cost of maintaining the LGSPI and any access road(s), unless accepted as a public way.

##### **6.18.3.9.2 Modifications**

All material modifications to a LGSPI made after issuance of the required building permit shall require prior approval by the SPAA.

##### **6.18.3.9.3 Contact**

The owner and operator of an LGSPI shall each identify a responsible person for emergency purposes and public inquiry and shall at all times throughout the life of the installation maintain current contact information (name, address, telephone number, e-mail address) for such person(s) on file with the Building Inspector, the Fire Chief, and the SPAA.

#### **6.18.3.10 Discontinuance and Removal**

##### **6.18.3.10.1 Removal Requirements**

Any LGSPI, or any substantial part thereof, not in operation for a period of one hundred and eighty (180) continuous days or more without written permission from the Site Plan Approval Authority, or that has reached the end of its useful life, shall be considered discontinued and shall be removed. Upon written request from the Building Inspector addressed to the contact address provided and maintained by the owner and operator as required above, the owner or operator shall provide evidence to the Building Inspector demonstrating continued use of the LGSPI. Failure to provide such evidence within thirty (30) days of such written request shall be conclusive evidence that the installation has been discontinued. The owner or operator of the installation shall notify the SPAA and Building Inspector by certified mail of the proposed date of discontinued operations and plans for removal.

The owner or operator shall physically remove the installation no more than ninety (90) days after the date of discontinued operations, which period may be extended with written permission of the Building Inspector for no more than sixty (60) days. Removal shall consist of:

- (a) Remove all of the LGSPI in its entirety, including all associated structures, equipment, security barriers and transmission lines from the site.
- (b) Dispose of all solid and hazardous waste in accordance with local, state, and federal waste disposal regulations.
- (c) Stabilize or re-vegetate the site as necessary to minimize erosion. The SPAA may allow the owner or operator to leave landscaping or designated

below-grade foundations in order to minimize erosion and disruption to vegetation.

- (d) Reinstall gravel or ground cover consistent with the surrounding landscape.
- (e) Remove all above-ground foundations and supports to a depth of one foot below existing grade.

If the owner or operator of the LGSPI fails to remove the installation in accordance with the requirements of this section, the Town shall have the right, to the extent it is otherwise duly authorized by law, to enter the property and remove the installation at the expense of the owner of the installation and the owner(s) of the site on which the facility is located.

#### **6.18.3.10.2 Financial Surety**

The owner of an LGSPI approved in accordance with this By-Law shall provide to the Town, acting by and through the SPAA, security to cover the cost of removal in the event the Town must remove the LGSPI and remediate the landscape. Such surety shall be in an amount and form determined to be reasonable by the SPAA, which may be an escrow account, bond or otherwise, and shall be provided prior to construction. Surety will not be required for municipal or state-owned facilities. The project proponent shall submit a fully inclusive estimate of the costs associated with removal, prepared by a qualified engineer. The amount shall include a mechanism for calculating increased removal costs due to inflation.

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And to further amend the Zoning By-Law by renumbering existing Section 4.4.5 as Section 4.4.6 and adding new Section 4.4.5 as follows:

#### **4.4.5 Large-scale Ground-mounted Solar Photovoltaic Installations.**

And to further amend the Zoning By-Law by adding the italicized language in Section 5.10

#### **5.10 Performance Requirements within Limited Commercial District**

Recognizing that the portion of Manchester-by-the-Sea zoned Limited Commercial may contribute significant recharge to the town's municipal drinking water supply, and recognizing further that inappropriate development, or development with inappropriate safeguards may threaten said water supply, no special permit or site plan approval for any use within the Limited Commercial District shall be granted without adherence to the following guidelines:

And to further amend the Zoning By-Law to add Section 6.15.4.C.6 as follows:

#### **6.15.4.C.6 Large-Scale Ground-Mounted Solar Photovoltaic Installations.**

Or take any other action relative thereto.

Per petition of the Board of Selectmen and the Manchester Energy Efficiency Program Committee

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

Bill Vachon of the Manchester Energy Efficiency Program Committee, moved the Article as printed in the Warrant with the seven changes identified on the second page of the handout which were as follows:

In 6.18.3.1 line 4 change wetlands protection act to Wetlands Protection Act



In 6.18.3.3.2(a).ix last line add a hyphen to read post-construction

In 6.18.3.3.2 © change the reference to 16.8.3.5 to 6.18.3.4.1

In 6.18.3.3.2.(f) change the reference to 6.18.3.10.2

In 6.18.3.7.3 line two change 6.18.3.8.2 to 6.18.3.8.1

In 6.18.3.7.5 line one change ‘predominately’ to predominantly

In 6.18.3.10.1 line three delete Site Plan Approval Authority and substitute SPAA

Marni Hoyle seconded the motion.

**THE MOTION UNDER ARTICLE 21 WAS APPROVED, THE MOTION PRE-VAILED BY MORE THAN A 2/3 VOTE.**

**APPROVED BY THE ATTORNEY GENERAL, MAY 2, 2013.**

**ARTICLE 22.** To see if the Town will vote to adopt the “Stretch Energy Code” set forth in the State Building Code at 780 CMR 115.AA (i.e., Appendix 115.AA), as may be amended from time to time, and to amend the General By-laws by inserting a new Article X, section 40, entitled “Stretch Energy Code” as set forth below:

#### **40. Stretch Energy Code**

**A. Adoption.** The Town of Manchester-by-the-Sea has adopted the provisions of



*Memorial School's Kindergartners enjoyed a trip on the Polar Express! Dressed in their pjs, students and K teachers received their tickets from Conductor John Willis (MMES Principal) and enjoyed hot cocoa while they listened to the modern holiday classic The Polar Express written by Chris Van Allsburg. This special ride has become a MMES tradition and a great time was had by the children and the adults on board!*

780 CMR 115.AA (i.e., Appendix 115.AA of the State Building Code or the “Stretch Energy Code”), as may be amended from time to time, in place of the provisions set forth under 780 CMR 13.00, 34.00, 61.00 and 93.00.

**B. Purpose.** The purpose of the Stretch Energy Code shall be to provide the Town with a more energy efficient alternative to the base energy code otherwise set forth under the State Building Code.

or take any other action relative thereto.

Per petition of the Board of Selectmen and the Manchester Energy Efficiency Program Committee

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

Bill Vachon of the Manchester Energy Efficiency Program Committee moved the Article as printed in the Warrant with the section number changed to Section 41 of Article X of the General By-law. Marni Hoyle seconded the motion.

**THE MOTION UNDER ARTICLE 22 WAS APPROVED, THE MOTION PREVAILED WITH A MAJORITY VOTE.**

**APPROVED BY THE ATTORNEY GENERAL, MAY 2, 2013.**

**ARTICLE 23.** To see if the Town will vote to amend Article X, section 28, of the General By-laws of the Town, Animal Control, by changing the membership of the Animal Control Board in Paragraph B, Administration, from three to five members. The new sentence to read as follows: “The Board of Selectmen shall appoint annually an Animal Control Board made up of five residents of the Town.” or take any other action relative thereto.

Per petition of the Board of Selectmen

The Finance Committee took no position on the Article. The Board of Selectmen recommended approval.

Selectman Paul Barclay moved to amend the General By-law, Article X, section 28, Paragraph B.1. to read as printed in the Warrant. Selectman Margaret Driscoll seconded the motion.

**THE MOTION UNDER ARTICLE 23 WAS APPROVED, THE MOTION PREVAILED.**

**APPROVED BY THE ATTORNEY GENERAL, MAY 2, 2013**

**ARTICLE 24.** To see if the Town will vote to amend Article X, section 28.C.3 of the General By-Laws effective July 1, 2013 to read: No person owning, harboring, or having custody and / or control of a dog shall permit such dog to trespass on any Town Beaches from May 1 through September 30.

Per petition of Olga Hayes, et al.

The Finance Committee took no position on the Article. The Board of Selectmen made their recommendation on Town Meeting floor

Main Motion, Ernst von Metzsch moved the Article as written in the Warrant. Olga Hayes seconded the motion.

It was noted that the Board of Health voted to recommend a negative vote on this Article and also voted not to speak on Town Meeting floor.

Amendment #1 Selectman Sue Thorne moved to amend the previous motion to read “No person owning, harboring or having custody and/or control of a dog shall permit such

dog to trespass on any Town beach from April 15 to October 14.” Selectman Paul Barclay seconded the motion.

Amendment #2 Jon Carlson moved to amend the motion to read: No person owning, harboring or having custody and /or control of a dog shall permit such dog to trespass on Singing Beach from April 1 to October 31 nor on any other Town beaches from May 1 to October 1. The motion was seconded from the floor.

**AMENDMENT #2 DID NOT PREVAIL.**

**AMENDMENT #1 WAS APPROVED, THE MOTION PREVAILED WITH 184 YES VOTES AND 96 NO VOTES.**

**MAIN MOTION, AS AMENDED, WAS APPROVED BY A MAJORITY VOTE.**

**APPROVE BY THE ATTORNEY GENERAL, MAY 2, 2013.**

**ARTICLE 25.** To see if the Town will vote to adopt the following Plastic Bag Reduction By-law, and to include this By-law as part of Section 39, Article X within the Town’s General By-law, or take any other action relative thereto:

### **PLASTIC BAG REDUCTION**

#### **SECTION 1 Purpose and Intent**

The production and use of thin-film single-use plastic bags have significant impacts on the marine and land environment of all coastal communities, including, but not limited to: contributing to the potential death of marine animals through ingestion and entanglement; contributing to pollution of the land environment; creating a burden to our solid waste collection and recycling facility; clogging our storm drainage systems; and requiring the use of millions of barrels of crude oil nationally for their manufacture.

The purpose of this legislation is to eliminate the usage of thin-film single-use plastic bags by all retail establishments in the Town of Manchester-by-the-Sea.

#### **SECTION 2 Definitions**

- 2.1 “Thin-film single-use plastic bags” means bags with integral handles and a thickness of 2.5 mils or less that are intended to be used for the transport of products purchased at a retail establishment. .
- 2.2 “ASTM D6400 standard” means the testing standard developed by the American Society for Testing and Materials for compostable plastics.
- 2.3 “Biodegradable bag” means a bag that: 1) contains no polymers derived from fossil fuels; and 2) is intended for single use and will decompose in a natural setting at a rate comparable to other biodegradable materials such as paper, leaves, and food waste.
- 2.4 “Reusable bag” means a bag that is specifically designed for multiple use and is made of thick plastic, cloth, fabric or other durable materials.

#### **SECTION 3 Use Regulations**

- 3.1 Thin-film single-use plastic bags shall not be distributed or sold at any retail establishment within the Town of Manchester-by-the-Sea.
- 3.2 Customers are encouraged to bring their own reusable or biodegradable

shopping bags to stores. Retail establishments may provide reusable or biodegradable thick plastic, paper, fabric or other types of bags at no charge, or charge a fee for paper or other bags, as they so desire. Retail establishments are strongly encouraged to make reusable bags available for sale to customers at a reasonable price.

- 3.3 Thin-film plastic bags used to contain dry cleaning, newspapers, produce, meat, bulk foods, wet items and other similar merchandise, typically without handles, are exempt from the provisions of this By-law.

#### SECTION 4 Administration and Enforcement

- 4.1 Retail establishments may apply to the Board of Selectmen for approval of new single-use bag products, as they come on the market, that meet, or exceed the ASTM D6400 standard .
- 4.2 The Police Department will be the enforcement agent for this by-law and is authorized to issue notice of violation.
- 4.3 This by-law may be enforced through any lawful means in law or in equity, including, but not limited to, non-criminal disposition pursuant to GL. C. 40 section 21D. Fines for civil penalties shall be issued as follows: 1) \$50 per day for each day the violation persists; 2) \$100 per day for each day that a new violation occurs after the resolution of the first violation; 3) \$200 per



*During the summer of 2013, John Donovan, Jr. very generously offered to donate land off Atwater Avenue to the Town with the stipulation that it be developed as athletic field space for the benefit and enjoyment of Manchester's residents. Pictured are members of the Donovan Field Ad-Hoc Study Committee who have met regularly since then to present a proposal for the 2014 Annual Town Meeting.*

day for each day of any future violations that occur after the resolution of the second violation.

## SECTION 5 Enactment

5.1 This new By-law shall go into effect as of July 1, 2013.

Per petition of Gary Gilbert, et al.

The Finance Committee took no position on the Article. The Board of Selectmen recommended approval.

Gary Gilbert moved to add new Section 42 of Article X of the Town's General By-law as printed in the Warrant. Adele Q. Ervin seconded the motion.

Members of the Manchester Essex Regional High School Green Team, Max Nesbit and Anna Heffernan, spoke on behalf of the Article.

**THE MOTION UNDER ARTICLE 25 WAS APPROVED, THE MOTION PRE-VAILED BY A MAJORITY VOTE.**

**APPROVED BY THE ATTORNEY GENERAL, JULY 24, 2013.**

**ARTICLE 26.** To see if the Town will vote to amend "Article I, Section 4B(1) of the General By-Law of the Town to increase the "fine allowed" under the General Wetlands By-Law from \$200 to \$300; add the "Conservation Administrator" as an Enforcement agent; and modify the Fine schedule.

It is proposed that that Section 4B(1) of the General By-law of the town be replaced with the following:

### 1. General Wetlands By-law

Fine allowed: \$300

Enforcement agent: Conservation Administrator and Police Officers

Fine schedule:

	Buffer Zone	Wetlands Resource Area	Non-compliance with an Order of Conditions, Enforcement Order or Violation Notice
First offense	Warning (\$0)	\$ 50.00	\$100.00
Second offense	\$ 50.00	\$150.00	\$200.00
Third and subsequent offenses	\$300.00	\$300.00	\$300.00

Per petition of the Conservation Commission

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

Stephen Gang, of the Conservation Commission, moved the Article as printed in the Warrant. Olga Hays, of the Conservation Commission, seconded the motion

**THE MOTION UNDER ARTICLE 26 WAS APPROVED, THE MOTION PRE-VAILED BY A MAJORITY VOTE.**

**APPROVED BY THE ATTORNEY GENERAL, MAY 2, 2013.**



**ARTICLE 27.** 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, 2012, or take any other action relative thereto.

Per petition of the Board of Selectmen

The Finance Committee and the Board of Selectmen recommended approval.

George Putnam III moved to appropriate \$100,000 to replenish the Reserve Fund for the fiscal year beginning July 1, 2012. Selectman Sue Thorne seconded the motion.

**THE MOTION UNDER ARTICLE 27 WAS APPROVED WITH A UNANIMOUS VOTE.**

**ARTICLE 28.** 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

The Finance Committee and the Board of Selectmen recommended approval.

George Putnam III moved to raise \$50,000 from Taxation and transfer \$150,000 from available funds to the Stabilization Fund. Selectman Sue Thorne seconded the motion.

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

**ARTICLE 29.** 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

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

George Putnam III moved to pass over, take no action, on Article 29. Selectman Sue Thorne seconded the motion.

**THE MOTION UNDER ARTICLE 29 WAS TO PASS OVER, TAKE NO ACTION, WAS APPROVED WITH A UNANIMOUS VOTE.**

At 9:58 PM, Selectman Sue Thorne 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

# **SPECIAL STATE PRIMARY ELECTION MANCHESTER-BY-THE-SEA APRIL 30, 2013**

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 Gretchen Wood, Clerks-Adele Ervin, and Mary Jane Brown, Tellers-Jayne Pomeroy, Carolyn Kelly, Sheila McCarthy, Pat Plummer, Rebecca Jaques, Paul Clark, Sally Curry, and Martha Gubbins, Ballot Box Attendants-Sally Scott 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. The ballot box read 806 which represented 21% of the 3869 registered voters at the close of registration. The results of the voting were announced at 8:20 and the workers were dismissed at 8:30. There were 806 votes cast; 329 Republican and 477 Democratic.

## **Senator in Congress - Democrat**

Stephen F. Lynch	118
Edward J. Markey	359
Blanks	0
Write Ins	0

## **Senator in Congress - Republican**

Gabriel E. Gomez	205
Michael J. Sullivan	60
Daniel B. Winslow	62
Blanks	1
Write-in	1



*Members of the MERHS Green Team relaxing after working all day clearing debris from White and Black Beaches and helping with the cleanup of Winthrop Field.*

# ANNUAL TOWN ELECTION

## MANCHESTER-BY-THE-SEA, MASSACHUSETTS

### MAY 21, 2013

The ballot box was checked and found to be empty by Town Clerk Denise Samolchuk, Warden Lee Simonds, Clerk Adele Q. Ervin and Sergeant 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 Gretchen Wood, Clerks- Adele Q. Ervin and Mary Jane Brown, Tellers- Jane Pomeroy, Carolyn Kelly, Linda Feuerbach, Pat Plummer, Susan Mirak, Paul Clark, Martha Gubbins, and Sally Scott, Ballot Box Attendants-Tim Logue, Fred Mansfield, Nancy Hammond and John Kenney.

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 8:12 p.m., and the workers were dismissed at 8:35 p.m. 1154 votes were cast, which represented 30% of the 3899 registered voters at the close of registration.

**\*Elected**

Constable for three years

*Joseph P. Aiello	799
*Stephen T. Driscoll	704
*G. David MacDougall	739
Blanks	1219
Write-ins	1

Housing Authority for five years

*Bruce A. MacDonald	858
Blanks	296
Write-ins	0

Library Trustee for three years

*Alison L. Anholt-White	841
Blanks	312
Write-ins	1

Moderator for one year

*Alan Wilson	921
Blanks	230
Write-ins	3

Planning Board for three years

*Carroll Cabot	768
*Ronald Mastrogiacono	669
*Peter P. Canny (write-in campaign)	77
Blanks	1945
Write-ins (others)	3

School Committee for three years

*Linda H. Crosby	786
*Julie Keil Riordan	674
Blanks	848
Write-ins	0

School Committee for two years

*Shannon O. Erdmann	739
Blanks	414
Write-ins	1

Selectman for three years

Ann W. Harrison	567
*Eli G. Boling	614
*Robert F. Hoff, Jr.	702
Blanks	422
Write in	3

**Question 1.**

“Do you approve the measure summarized below?”

That \$1,731,000 is appropriated for the cost of preliminary engineering, testing, design, regulatory compliance, capping and site closure and other expenses related to the cleaning up of pollution on such 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,

162 Pine Street, approximately .655 acres, further identified as parcel 96 on Assessors Map 32;

28 Rockwood Hts. Road, approximately .587 acres, further identified as parcel 120 on Assessors map 32;

26 Rockwood Hts. Road, approximately 1.255 acres, further identified as parcel 121 on Assessors map 32;

such pollution believed to have been caused at least in part by the former use of such property by the Town as the site of a solid waste disposal facility; that to meet this appropriation the Treasurer with the approval of the Board of Selectmen is authorized to borrow \$1,731,000 under G.L. c.44 or any other enabling authority; that the Board of Selectmen is authorized to contract for and expend any federal or state aid available for the project and to accept and expend any other grants or funds received by the Town with respect to such project, including any contributions received by the Town from any other entity determined to be a responsible party with respect to such pollution; and that the Board of Selectmen is authorized to take any other action necessary to carry out this project.

Yes	753
No	237

**Question 2.**

Shall the Town of Manchester-by-the-Sea be allowed to exempt from the provisions of proposition two and one half, so called, the amounts required to pay for the bonds to be issued in order to finance the cost of preliminary engineering, testing, design, regulatory compliance, capping and site closure and other expenses related to the cleaning up of pollution on such parcels of land on Pine Street as specified in the vote of the Town passed under Article 8 of the warrant for the April 1, 2013 town meeting for the purpose of protecting public health and safety ?

Yes	630
No	322

(Passed with more than the required majority vote.)

A True Copy, Attest:

C. Denise Samolchuk  
Town Clerk

A Special Town Meeting of the Town of Manchester-by-the-Sea was held on Wednesday, May 22, 2013 in the Memorial School on Lincoln Street, pursuant to the warrant being duly posted and the return of the Constable being received. Registrar Gary Giusto was in charge of the check-in tables. He was assisted at the front and on the floor by Gretchen Wood, Linda Wheelock, Lee Simonds, Nancy Hammond, Beth Heisey, Kathy Ryan, and Pamela Thorne. One hundred and thirty voters checked in for the meeting. A quorum was reached at 7:10 P.M. Moderator Alan Wilson asked that the meeting rise for the invocation given by Rev. Laurel Deery followed by the Pledge of Allegiance to the flag. The Moderator then gave his opening remarks and procedural points, and explained that orange voting cards were being used for this meeting, before going to Article 1.

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



### **SPECIAL TOWN MEETING WARRANT**

**Essex, ss.**

To either 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 Wednesday, the twenty-second day of May, two thousand and thirteen AD, at seven o'clock in the evening, for the purpose, to wit:

**ARTICLE 1.** To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sum of money to repair the sewer outfall pipe located in the tidal zone of the Manchester Harbor, or take any other action relative thereto.

Per petition of the Board of Selectmen

Selectmen Paul Barclay moved that the Town appropriate the sum of \$170,000 to pay costs of repairing the sewer outfall pipe located in the tidal zone of Manchester Harbor, and for the payment of all costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under and pursuant to Chapter 44, Section 8(9A) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefore. No sums shall be borrowed or expended pursuant to this vote unless and until the Town shall have voted to exclude the amounts required to repay and borrowing pursuant to this vote from



the limitations on total property taxes set forth in Chapter 59, Section 21C of the General Laws (also know as Proposition 2 ½).

Selectman Margaret Driscoll seconded the motion.

The Finance Committee and Board of Selectmen both recommended approval.

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

**AT THE JUNE 25, 2013 SPECIAL TOWN ELECTION, THE PROPOSTION 2 ½ OVERRIDE FOR \$170,000.00 WAS QUESTION 1, WHICH PASSED 1077 YES VOTES TO 387 NO VOTES.**

**ARTICLE 2.** To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sum of money to repair storm damage to the Singing Beach sea wall, Ocean Street, the adjacent sidewalk, drainage and related structures, White Beach rip rap and stone wall, Black Beach access, sea wall and boulders and related work, Tuck's Point sea wall and related work, or take any other action relative thereto.

Per petition of the Board of Selectmen

Selectman Tom Kehoe moved that the Town appropriate the sum of \$510,000 to pay costs of repairing storm damage to the Singing Beach seawall, Ocean Street, the adjacent sidewalk, drainage and related structures, White Beach rip rap and stone wall, Black Beach access, seawall and boulders, Tuck's Point seawall, and all other costs of work incidental and related to any or all of the foregoing projects, and that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under and pursuant to Chapter 44, Section 7(33) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefore. No sums shall be borrowed or expended pursuant to this vote unless and until the Town shall have voted to exclude the amounts required to repay any borrowing pursuant to this vote from the limitations on total property taxes set forth in Chapter 59, Section 21C of the General Laws (also know as Proposition 2 ½).

Selectman Margaret Driscoll seconded the motion.

The Finance committee and Board of Selectmen both recommended approval

**THE MOTION UNDER ARTICLE 2, PASSED, THE MOTION PREVAILED**

**AT THE JUNE 25, 2013 SPECIAL TOWN ELECTION, THE PROPOSTION 2 ½ OVERRIDE FOR \$510,000.00 WAS QUESTION 2, WHICH PASSED 1053 YES VOTES TO 411 NO VOTES.**

At 7:30 PM Selectman Paul Barclay moved to dissolve the meeting. Town Clerk Denise Samolchuk seconded the motion and it was a unanimous vote to do so.

Respectfully Submitted,  
C. Denise Samolchuk, Town Clerk

# SPECIAL STATE PRIMARY ELECTION SPECIAL TOWN ELECTION MANCHESTER-BY-THE-SEA JUNE 25, 2013

The ballot box was checked and found to be empty by Town Clerk Denise Samolchuk, Warden Lee Simonds, and Sergeant 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 Gretchen Wood, Clerks-Adele Ervin, and Susan Thorne; Tellers- Jayne Pomeroy, Michael Willwerth, Carolyn Kelly, Jack Buckley, Sheila McCarthy, Pat Plummer, Sally Scott, Alison Anholt-White, Rebecca Jaques, Susan Mirak, Kurt Melden, Sara Mussachia, Carole O'Neil, Sally Curry, Dorothy Jodice, Martha Gubbins and Alyssa Shepard; Ballot Box Attendants-Tim Logue, Fred Mansfield, Nancy Hammond 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 morning and early afternoon. The ballot tabulator malfunctioned at 7:30 p.m. and would no longer accept ballots. The remaining ballots cast were deposited into the ballot box to be hand counted. It was determined that a hand count of both elections would be necessary. Election workers separated the ballots for each election and counted them in bundles of 50 each. The election workers worked in teams of two to tally the votes. The final results were 1545 ballots cast in the Special State Election which represented 39% of the 3930 registered voters at the close of registration. The final results for the Special Town Election were 1495 ballots cast which represented 38% of the 3930 registered voters at the close of registration. The results of the voting were announced at 10:20 p.m. and the workers were dismissed at 10:30 p.m.

## **Special State Election**

### **Senator in Congress**

Gabriel Gomez	804
Edward J. Markey	730
Richard A. Heos	8
Blanks	3
Write Ins	0

## **Special Town Election**

Question #1	
Yes	1077
No	387
Blanks	31
Question #2	
Yes	1053
No	411
Blanks	31

**TAX COLLECTOR'S REPORT  
FISCAL YEAR 2013**

**REAL ESTATE  
OUTSTANDING AS OF 6/30/2013**

FISCAL YEAR 2012	-
FISCAL YEAR 2013	133,595.91

**PERSONAL PROPERTY  
OUTSTANDING AS OF 6/30/2013**

FISCAL YEAR 2008	213.74
FISCAL YEAR 2009	426.02
FISCAL YEAR 2010	778.68
FISCAL YEAR 2011	252.98
FISCAL YEAR 2012	636.49
FISCAL YEAR 2013	1,574.63

**MOTOR VEHICLE EXCISE  
OUTSTANDING AS OF 6/30/2013**

CALENDAR YEAR 2004	43.96
CALENDAR YEAR 2009	2,946.77
CALENDAR YEAR 2010	2,754.80
CALENDAR YEAR 2011	3,636.27
CALENDAR YEAR 2012	6,955.44
CALENDAR YEAR 2013	73,236.82

**BOAT EXCISE  
OUTSTANDING AS OF 6/30/2013**

FISCAL YEAR 2005	15.00
FISCAL YEAR 2006	105.00
FISCAL YEAR 2007	128.00
FISCAL YEAR 2008	196.00
FISCAL YEAR 2009	464.00
FISCAL YEAR 2010	480.00
FISCAL YEAR 2011	723.02
FISCAL YEAR 2012	854.00
FISCAL YEAR 2013	379.00

**TREASURER'S TRUST FUND REPORT**  
**FISCAL YEAR 2013**  
**6/30/12**

**CEMETERY PERPETUAL CARE FUND**

	General Ledger	Bank Balance	Due to (Due from)
Balance June 30, 2012	\$ 3 14,852.61		
Income from perpetual care	\$ 7,800.00		
Interest Earned	\$ 623.26		
Withdrawals	\$ ( 7,772.00)		
Balance June 30, 2013	\$ 3 15,503.87	\$ 315,525.87	\$ 22.00

**CEMETERY SALE OF LOTS FUND**

Balance June 30, 2012	\$ 47,579.99		
Income from sale of lots	\$ 7,900.00		
Interest Earned	\$ 7,800.00		
Withdrawals			
Balance June 30, 2013	\$ 55,478.60	\$ 54,728.60	\$ (750.00)

**MISCELLANEOUS FUNDS**

6/30/11				6/30/12	6/30/12	
<u>General Ledger</u>	<u>INCOME</u>	<u>DEPOSITS</u>	<u>EXPENDITURES</u>	<u>General Ledger</u>	<u>Bank Balance</u>	<u>Due to (Due from)</u>
<b>B.L. ALLEN FUND</b>						
\$1,302.62	\$ 3.14			\$ 1,305.76	\$ 1,305.76	\$ -
<b>TUCK'S POINT INVEST</b>						
\$8,787.19	\$ 21.09			\$ 8,808.28	\$ 8,808.28	\$ -
<b>POST WAR REHAB</b>						
\$ 4,637.13	\$ 11.13			\$ 4,648.26	\$ 4,648.26	\$ -
<b>ESSEX WOODS PARK</b>						
\$ 14,891.38	\$ 35.72			\$ 14,927.10	\$ 14,927.10	\$ -
<b>CLARA WINTHROP</b>						
\$ 85,675.11	\$ 128.50	\$ 10,000.00	\$ (71,641.47)	\$ 24,162.14	\$ 25,429.14	\$ 1 ,267.00
<b>ELIZABETH PUTNAM</b>						
\$ 48,465.41	\$ 58.04		\$ (48,523.45)	\$ -	\$ -	\$ -
<b>HARRIOT CURTIS</b>						
\$ 41,282.21	\$ 74.31		\$ (41,336.91)	\$ 1 9.61	\$ 11,264.59	\$ 11,244.98
<b>RUTH A HOARE</b>						
\$ 604.67	\$ 0.81		\$ (605.48)	\$ -	\$ -	\$ -
<b>K. WOOD MEM BOOK FD</b>						
\$ 1,535.75	\$ 2.00		\$ (1,537.75)	\$ -	\$ -	\$ -
<b>AARON SIERADZKI</b>						
\$ 688.94	\$ 0.65		\$ (689.59)	\$ -	\$ -	\$ -
<b>SUSAN CROWELL</b>						
\$ 11,042.95	\$ 26.49			\$ 11,069.44	\$ 11,069.44	\$ -
<b>KNIGHT CEMETERY</b>						
\$ 7,209.83	\$ 17.29			\$ 7,227.12	\$ 7,227.12	\$ -
<b>JULIA WARE FUND</b>						
\$ 10,780.76	\$ 19.13		\$ (8,205.00)	\$ 2,594.89	\$ 2,594.89	\$ -
<b>ODD FELLOWS</b>						
\$ 3,820.14	\$ 9.15			\$ 3,829.29	\$ 3,829.29	\$ -
<b>STABILIZATION FUND</b>						
\$ 751,997.70	\$ 1,717.46	\$ 100,000.00		\$ 8 53,715.16	\$ 853,715.16	\$ -
<b>OPEB</b>						
\$ -	\$ 320.20	\$ 100,000.00		\$ 1 00,320.20	\$ 100,320.20	\$ -

**DEBT SERVICE  
FISCAL YEAR 2013**

**Water Pollution Abatement Trust (96-49)**

	Principal	Interest
Date of Issue 4/1/1997		
FY 2012 Ending Balances	\$ 2,161,120.00	\$ 357,833.98
FY 2013 Payments	<u>\$ ( 406,927.00)</u>	<u>\$ (118,468.50)</u>
<b>Total Balances Outstanding</b>	<b>\$ 1,754,193.00</b>	<b>\$ 239,365.48</b>

**Water Pollution Abatement Trust (96-49-A)**

	Principal	Interest
Date of Issue 10/1/1999		
FY 2012 Ending Balances	\$ 480,000.00	\$ 103,493.92
FY 2013 Payments	<u>\$ (55,000.00)</u>	<u>\$ (23,711.69)</u>
<b>Total Balances Outstanding</b>	<b>\$ 425,000.00</b>	<b>\$ 79,782.23</b>

**Municipal Purpose Loan**

	Principal	Interest
Date of Issue 2/15/03		
FY 2012 Ending Balances	\$ 2,385,000.00	\$ 537,540.00
FY 2013 Payments	<u>\$ ( 290,000.00)</u>	<u>\$ (91,894.11)</u>
Savings Realized through Refunding		<u>\$ ( 237,669.08)</u>
<b>Total Balances Outstanding</b>	<b>\$ 2,095,000.00</b>	<b>\$ 207,976.81</b>

**Municipal Pupose Loan of 2005 (G.O.)**

	Principal	Interest
Date of Issue 7/1/2005		
FY 2012 Ending Balances	\$ 2,485,000.00	\$ 263,775.00
FY 2013 Payments	<u>\$ ( 525,000.00)</u>	<u>\$ (96,100.00)</u>
<b>Total Balances Outstanding</b>	<b>\$ 1,960,000.00</b>	<b>\$ 167,675.00</b>

**Article 5 TM 4/05/10 & Land Acquisition**

	Principal	Interest
Date of Issue 5/26/2011		
FY 2012 Ending Balances	\$ 2,800,000.00	\$ 937,018.90
FY 2013 Payments	<u>\$ ( 130,000.00)</u>	<u>\$ (89,468.76)</u>
<b>Total Balances Outstanding</b>	<b>\$ 2,670,000.00</b>	<b>\$ 847,550.14</b>



**ACCOUNTANT'S REPORT  
FISCAL YEAR ENDING JUNE 30, 2013  
RECEIPTS GENERAL FUND**

**TAXES**

REAL ESTATE TAXES	21,449,011.63
PERSONAL PROPERTY TAXES	478,911.67
MOTOR VEHICLE EXCISE	784,751.18
BOAT TAX	18,162.79
TAX LIENS REDEEMED	60,549.86
INTEREST/CHARGES ON TAXES	79,376.70
PAYMENTS IN LIEU OF TAXES	4,812.66
SEWER BETTERMENT	2,668.41
TOTAL	<u><u>22,878,244.90</u></u>

**FEES AND CHARGES**

FEES-SPECIAL DUTY-ADMIN.	36,384.85
FEES-CONSERVATION COMMISSION	10,462.50
FEES-BOARD OF APPEALS	8,725.00
FEES-MUNICIPAL LIENS	6,950.00
FEES-PLAN REVIEW	6,510.00
FEES-PLANNING BOARD	5,900.00
FEES-MOORING WAITING LIST FEES	4,280.00
FEES-MISCELLANEOUS-FIRE DEPT.	2,703.18
FEES-VITAL CERTIFICATES	2,339.90
FEES-STREET LISTS	1,394.00
FEES-FILM/PHOTO	1,250.00
FEES-MISCELLANEOUS-DPW	1,212.00
FEES-CABLE	911.00
FEES-COPYING	702.10
FEES-HISTORIC DISTRICT	500.00
FEES-OIL BURNER INSPECTIONS	475.00
FEES-INSURANCE REPORTS	385.00
FEES-LAND COURT REFUNDS	355.14
FEES-MISCELLANEOUS-TOWN CLERK	342.44
FEES-UNDERGROUND STORAGE	260.00
FEES-SALE OF MAPS	102.95
FEES-COPIES-ZONING BY-LAWS	50.00
TOTAL	<u><u>92,195.06</u></u>

**STATE AID**

COMM.-CSI-STATE AID UNRESTRICTED	188,099.00
COMM.-MEALS TAX COLLECTIONS	36,963.96
COMM.-CSI-LOSS OF TAXES ELDERLY	3,012.00
COMM.-FLU CLINIC REIMB.	2,895.53
COMM.-EXTRA POLLING HOURS	693.00
COMM.-CSI-VETERANS' BENEFITS	578.00
TOTAL	<u><u>232,241.49</u></u>

**LICENSES AND PERMITS**

PERMITS-BUILDING	157,958.13
PERMITS-ELECTRICAL	55,205.00
LICENSES-DOG	17,087.00

LICENSES-LIQUOR	11,700.00
PERMITS-DIS. WORK CONSTRUCTION	11,650.00
PERMITS-PLUMBING	11,484.00
PERMITS-PERC TESTING	10,395.00
LICENSES-SEPTIC PUMP	8,860.00
PERMITS-FOOD SERVICE PERMITS	7,050.00
PERMITS-GAS	6,902.00
PERMITS-SMOKE ALARM INSPECTION	6,565.00
PERMITS-TITLE V INSPECTION REV	4,740.00
PERMITS-ROAD OPENING	4,200.00
LICENSES-SEPTIC SYSTEMS	2,750.00
PERMITS-BUSINESS/BOATER PLACARD	2,432.00
LICENSES-BUSINESS CERTIFICATES	2,000.00
PERMITS-OPEN BURNING	1,690.00
PERMITS-LPG	681.00
PERMITS-TANK REMOVAL	650.00
LICENSES-COMMON VICTUALERS	575.00
PERMITS-DEMOLITION	570.00
LICENSES-SWIMMING POOL	475.00
LICENSES-MARRIAGE INTENTIONS	470.00
LICENSES-CAMP	405.00
PERMITS-WELL	345.00
LICENSES-SUNDAY ENTERTAINMENT	300.00
LICENSES-ONE(1)-DAY LIQUOR	250.00
PERMITS-BLASTING	250.00
LICENSES-USED CAR DEALER	100.00
LICENSES-INN HOLDERS	75.00
PERMITS-STOVE	70.00
PERMITS-KEEPING OF ANIMALS	60.00
LICENSES-FISH TRAP	50.00
PERMITS-LODGING HOUSE	50.00
LICENSES-TAXI AND LIVERY	25.00
LICENSES-AUCTIONEERS	15.00
PERMITS-OTHER INSPECTIONS	(75.00)
TOTAL	<u><u>328,009.13</u></u>

**RENTALS**

RENTALS-SPRINT-SCHOOL ANTENNA	65,455.20
RENTALS- STATION CELL TOWER	53,476.10
RENTALS-TUCK'S POINT	27,400.00
RENTALS-SINGING BEACH CANTEEN	18,000.00
RENTALS-LANDFILL	9,600.00
RENTALS - ATHLETIC FIELD	8,999.64
RENTALS-KAYAK RACK	1,800.00
RENTALS-CROWELL CHAPEL RENTAL	1,425.00
TOTAL	<u><u>186,155.94</u></u>

**CEMETERIES**

CEMETERIES-BURIALS/CREMATIONS	12,660.00
CEMETERIES-FOUNDATIONS	3,896.66
TOTAL	<u>16,556.66</u>

**FINES & FORFEITURES**

FINES-PARKING	24,727.95
FINE-COURT	22,046.50
FINES-DOGS	2,230.00
FINES-LIBRARY	1,632.19
FINES-MARIJUANA	600.00
FINES-RETURNED CHECK CHARGES	323.66
TOTAL	<u>51,560.30</u>

**SANITATION/RECYCLING**

TRASH-RUBBISH STICKERS	26,898.18
TRASH-TRANSFER STATION STICKER	7,000.00
TOTAL	<u>33,898.18</u>

OTHER CHARGES-AMBULANCE 197,217.68

RECREATION-BEACH PASSES 32,000.00

EARNINGS ON INVESTMENTS 6,387.78

MISC RECEIPT (NON-RECURRING) 69,977.96

TOTAL RECEIPTS GENERAL FUND 24,124,445.08

**Receipts Other Funds****COMMUNITY PRESERVATION ACT**

R.E. TAXES CPA	289,452.41
COMM. OF MASS	74,231.00
INTEREST/R.E. TAXES	526.33
TAX LIENS REDEEMED	524.18
EARNINGS ON INVESTMENTS	4 53.28
INTEREST ON TAX LIENS	49.54
TOTAL CPA	<u>365,236.74</u>

**HIGHWAY IMPROVEMENTS FUND**

CHAPTER 90 REIMBURSEMENT 211,292.53

**RECYCLING FUND**

RUBBISH BAGS	185,983.55
TRANSFER STATION STICKERS	17,914.63
	<u>203,898.18</u>

**HARBOR IMPROVEMENT FUND**

MOORING FEES	186,614.00
BOAT TAX	18,163.00
	<u>204,777.00</u>

**BEACH REVENUE FUND**

BEACH PASSES	116,642.50
PARKING STICKERS	59,976.00
NON-RESIDENT PARKING	33,450.00
	<u>210,068.50</u>

**SEWER FUND**

UTILITY USAGE RECEIVABLES	1,037,547.81
INTEREST/UTILITY USAGE	2,633.98
SEWER FUND	<u>1,040,181.79</u>

**WATER FUND**

UTILITY USAGE RECEIVABLES	559,987.59
INTEREST/UTILITY USAGE	2,570.60
OTHER UTILITY CHARGES	610.54
WATER HOOKUP	1,350.00
INTEREST/UTILITY SERVICE	1,575.00
CROSS CONNECTION FEE	120.00
SALE OF WATER METERS	42,019.60
WATER FUND	<u>6 08,233.33</u>

**WATER TREATMENT**

UTILITY USAGE RECEIVABLES	<u>500,532.00</u>
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**STABILIZATION FUND**

EARNINGS ON INVESTMENTS	<u>1,717.46</u>
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**OTHER POST EMPLOYEE BENEFITS**

EARNINGS ON INVESTMENTS	<u>320.20</u>
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**RECREATION REVOLVING**

RECREATION RECEIPTS	219,147.30
PLAYGROUND RECEIPTS	49,221.00
CONCERTS RECEIPTS	7,240.00
	<u>275,608.30</u>

TOTAL OTHER FUNDS 3,621,866.03

GRAND TOTAL RECEIPTS 27,746,311.11

**SPECIAL REVENUE FUNDS  
FISCAL YEAR ENDING JUNE 30, 2013**

	BALANCE 06/30/12	ADJUSTMENTS & TRANSFERS (-)/+	RECEIPTS	EXPENDITURES	JULY1, 2013
Other Special Revenue Fund 032					
Wetlands Protection Fund	102,591.51	(12,000.00)	7,424.50	(6,849.90)	91,166.11
Recreation Gifts/Fees	52,649.57	(52,649.57)	0.00	0.00	0.00
Playground	45,267.32	(45,267.32)	0.00	0.00	0.00
Water Meters	35,914.10	0.00	6,105.50	(42,019.60)	0.00
Town Technology Fund	26,909.51	(8,000.00)	25,167.95	(17,785.38)	26,292.08
Police Cell Block Fees	26,336.85	(24,000.00)	6,250.00	0.00	8,586.85
Comcast Technology Deposit	20,000.00	0.00	0.00	0.00	20,000.00
Tuck's Point Deposits	10,911.39	0.00	700.00	(4,525.00)	7,086.39
Insurance Claim Reimbursements	10,474.94	(10,474.94)	1,151.58	(1,151.58)	0.00
Conservation Fund	6,147.54	0.00	15,014.23	(1,610.00)	19,551.77
Police Narcotic Fund	5,476.42	0.00	13.14	0.00	5,489.56
Special Detail Police	4,682.85	0.00	423,435.12	(427,470.22)	647.75
Police Insurance Reimbursement	2,287.16	0.00	0.00	(2,287.16)	0.00
Concert Gifts	785.01	(785.01)	0.00	0.00	0.00
Special Detail Fire	247.00	0.00	12,535.00	(10,644.00)	2,138.00
School Gas/Diesel Bills	233.78	0.00	0.00	(233.78)	0.00
Fire Hazmat	0.00	0.00	9,180.14	(6,138.61)	3,041.53
Total's	350,914.95	(153,176.84)	506,977.16	(520,715.23)	184,000.04

*Continued . . .*

**SPECIAL REVENUE FUNDS  
FISCAL YEAR ENDING JUNE 30, 2013  
CONTINUED**

	BALANCE 06/30/12	ADJUSTMENTS & TRANSFERS (-)/+	RECEIPTS	EXPENDITURES	JULY1, 2013
<u>State and Federal Grants Fund 029</u>					
Mass. Technology Grant	61,664.75	8,000.00	0.00	(35,743.00)	33,921.75
Law Enforcement Grant	308.42	0.00	29,012.24	(11,186.53)	18,134.13
Police Community Policing Grant	8,827.27	0.00	0.00	(4,439.40)	4,387.87
MAPC Fire Training Grant	7,616.51	0.00	8,384.84	(11,991.36)	4,009.99
Fire Local Prepared Grant	4,665.00	0.00	5,540.04	(6,998.00)	3,207.04
Bulletproof Vests Grant	2,782.50	0.00	3,235.00	(3,180.00)	2,837.50
Library Children's Room Grant	1,890.71	0.00	1,750.00	(1,056.80)	2,583.91
State Aid for Libraries	1,132.36	0.00	4,307.06	(2,886.07)	2,553.35
Cultural Council-State Grant	1,066.34	0.00	4,049.23	(2,740.00)	2,375.57
Council on Ageing State Formula Grant	3,978.37	0.00	10,045.00	(13,865.53)	157.84
Senior Home Care Grant	147.39	0.00	0.00	0.00	147.39
Fire Emergency Plan Grant	1,241.54	0.00	0.00	(1,238.84)	2.70
Emergency Management Performance Grant	1,500.00	0.00	0.00	(1,500.00)	0.00
Fire Equipment Grant	287.80	0.00	0.00	(287.80)	0.00
Cape Ann Regional Fire Grant	181.87	0.00	0.00	(181.87)	0.00
Cultural Council-State Grant	173.11	0.00	0.00	(173.11)	0.00
Health Emergency Grant	143.65	0.00	0.00	(143.65)	0.00
Fire Safety Grant	915.04	0.00	0.00	(915.04)	0.00
Total's	98,522.63	8,000.00	66,323.41	(98,527.00)	74,319.04

**SPECIAL REVENUE FUNDS  
FISCAL YEAR ENDING JUNE 30, 2013  
CONTINUED**

	BALANCE 06/30/12	ADJUSTMENTS & TRANSFERS (-)/+	RECEIPTS	EXPENDITURES	JULY1, 2013
<u>Gift's Accounts Fund 020</u>					
Winthrop Field	27,584.83	0.00	10,000.00	(12,762.96)	24,821.87
Police Gifts Account	8,053.43	10,082.08	1,125.00	0.00	19,260.51
Library 120th Anniversary Gifts	54,041.13	0.00	116,889.50	(152,897.12)	18,033.51
Selectmen's Gifts	3,718.91	8,762.01	2,200.00		14,680.92
Library Gifts	3,078.00	0.00	4,774.00		4,635.74
Tuck's Point Gift Account	7,642.15	0.00	225.00	(3,216.26)	4,567.15
Fire CPR Gifts	571.55	0.00	5,580.82	(1,826.45)	4,325.92
Friends of COA	2,506.82	0.00	9,706.50	(9,596.08)	2,617.24
Fire Gifts	215.30	2,622.07	0.00	(825.89)	2,011.48
Young Adult Library Position	2,649.48	0.00	200.00	(2,390.80)	458.68
Library Children's Room Gifts	973.45	0.00	285.00	(1,007.00)	251.45
Recreation 4TH OF JULY GIFTS	0.00	0.00	32,741.53	(32,506.57)	234.96
Cultural Council Gifts	84.04	0.00	0.19	0.00	84.23
Adopt-a-Bench Gifts	6,753.17	(1,893.02)	0.00	(4,860.15)	0.00
Crowell Chapel	2,398.00	0.00	0.00	(2,398.00)	0.00
Bicycle/Pedestrian Gift	250.00	(103.40)	0.00	(146.60)	0.00
Masconomo Playground Gifts	2,373.77	(2,373.77)	0.00	0.00	0.00
Open Space Gifts	243.26	(243.26)	0.00	0.00	0.00
Fire Station Apron Gift	1,222.33	(1,222.33)	0.00	0.00	0.00
Ambulance Gifts	936.99	(936.99)	0.00	0.00	0.00
Police Drug Fund Gift-MacDonald	10,042.08	(10,042.08)	0.00	0.00	0.00
Fire Knox Box Gifts	462.75	(462.75)	0.00	0.00	0.00
Bike Rodeo Gifts	1,058.56	(1,058.56)	0.00	0.00	0.00
Police Computer Gift	40.00	(40.00)	0.00	0.00	0.00
Masconomo Park Gifts	3,090.00	(3,090.00)	0.00	0.00	0.00
Total's	139,990.00	0.00	183,727.54	(227,733.88)	95,983.66

Continued . . .



**SPECIAL REVENUE FUNDS  
FISCAL YEAR ENDING JUNE 30, 2013  
CONTINUED**

	BALANCE 06/30/12	ADJUSTMENTS & TRANSFERS (-)/+	RECEIPTS	EXPENDITURES	JULY1, 2013
<u>Performance Bonds &amp; Deposit's Fund 026</u>					
Conservation Windover Bond	0.00	0.00	25,000.00	0.00	25,000.00
Conservation Brookwood School Bond	0.00	0.00	21,650.00	21,650.00	
Zoning Athletic Club Bond	10,000.00	0.00	0.00	0.00	10,000.00
Planning Board Athletic Club	7,913.54	0.00	21.18	(1,575.00)	6,359.72
Planning Marina Antenna-Terrasearch	5,352.09	0.00	10.74	0.00	5,362.83
Conservation Windover Bond	0.00	6,000.00	(893.26)	5,106.74	
Zoning First Parish Church Antenna-T Mobile	3,180.03	0.00	6.52	0.00	3,186.55
Zoning Masconomo Park Performance Bond	1,940.00	0.00	0.00	0.00	1,940.00
Appeals Board-Kimball	1,500.00	0.00	0.00	0.00	1,500.00
Zoning Board - 601 Summer Street Bond	1,299.75	0.00	0.00	0.00	1,299.75
Conservation Beaver Dam Bond	0.00	0.00	3,300.00	(2,040.00)	1,260.00
Conservation Tennis Court Escrow	1,610.65	0.00	0.00	(472.50)	1,138.15
Appeals Board-Omni point	964.20	0.00	0.00	0.00	964.20
Zoning 40 Masconomo Street Bond	800.00	0.00	0.00	0.00	800.00
Appeals Board-Eisgrau	750.00	0.00	0.00	0.00	750.00
Planning - 601 SUMMER ST. Bond	0.00	0.00	10,540.00	(9,923.84)	616.16
Planning Board Bond One beaver Dam Road	5,000.00	0.00	600.00	(5,000.00)	600.00
Conservation Commission-10 Boardman Ave.	182.52	0.00	0.00	0.00	182.52
Appeals Board-Crooked Lane	100.00	0.00	0.00	0.00	100.00
Conservation 6 Putnam Court - Bond	0.00	0.00	3,245.00	(3,242.55)	2.45
DPW LAD Construction Escrow	120,521.79	0.00	11.89	(120,533.68)	0.00
Total's	161,114.57	0.00	70,385.33	(143,680.83)	87,819.07
<u>Recreation Revolving Account Fund 022</u>					
Recreation Programs	52,649.57	(33,000.00)	219,147.30	(141,069.50)	97,727.37
Playground	45,267.32		49,221.00	(81,389.64)	13,098.68
Concert Gifts	785.01		7,240.00	(7,069.05)	955.96
Total's	98,701.90	(33,000.00)	275,608.30	(229,528.19)	111,782.01

**RECAPITULATION  
FISCAL YEAR ENDING JUNE 30, 2013**

	BALANCES FROM ENCUMBRANCES FY-2012	APPROPRIATIONS ANNUAL FY-2012 TOWN MEETING	TRANSFERS RECEIPTS In + Out (-)	EXPENDITURES FY-2013	TRANSFERRED TO UNRESERVED FUND BALANCE	RESERVED FOR ENCUMBRANCES FY-2014
<u>GENERAL GOVERNMENT</u>						
<u>EXECUTIVE/LEGISLATIVE</u>						
Selectmen's Department						
Salaries	-	185,375	2,235	186,376	1,234	-
Expenses	-	23,200	9,545	32,495	250	-
Audit	-	25,000	-	25,000	0	-
Information Technology	-	75,000	-	74,178	0	822
Moderator						
Expenses	-	50	-	20	30	-
Finance Committee						
Salaries	-	1,518	400	1,679	239	-
Expenses	-	480	-	281	199	-
Reserve Fund	-	175,000	(134,628)	-	40,372	-
Election & Registration						
Salaries	-	3,800	1,000	4,296	504	-
Expenses	-	11,675	8,891	20,566	0	-
Town Reports	-	11,500	-	11,500	0	-
<u>FINANCIAL ADMINISTRATION</u>						
Accounting Department						
Salaries	-	115,360	-	115,360	0	-
Expenses	-	4,400	-	4,398	2	-
Assessors Department						
Salaries	-	125,136	1,410	122,283	4,263	-
Expenses	-	24,950	1,200	25,972	178	-
Treasurer and Collector's Department						
Salaries	-	142,326	1,547	143,324	549	-
Expenses	-	29,518	-	25,874	3,644	-

*Continued . . .*



*Local town officials, as well as State Representative Brad Hill, far right, attended 9-11 services held at the Manchester Fire Station. Police Chief Glenn McKiel and Fire Chief Glen Rogers spoke about the importance of continuing to publically honor this day each and every year.*



*Officers of the Friends of Manchester Trees gather to discuss future tree planting throughout the town of Manchester. Pictured in front are: Marion Hall, Lolly Gibson, Alexander Westerhoff, president; Pam Nelson, Melissa Landsvik, secretary; Tom Henderson, arborist. Back row: Ray Biggar, treasurer; Bill Cross, George Smith, past president; Gail Gang, and Mimi McDougal, memorial trees. Missing from this photo are David Kahle, vice president; Joe Sabella, Didi Blau, and Judi Shipman. FOMT relies on its strong community support to continue its work and we would like to thank our generous donors.*

Tax Liens & Foreclosures	-	-	10,000	9,693	308	-
Town Clerk's Department	-	-	-	-	-	-
Salaries	-	74,324	531	74,822	33	-
Expenses	-	2,900	-	2,390	510	-
Legal Services	-	-	-	-	-	-
Expenses	-	100,000	-	97,234	2,766	-
Zoning Board of Appeals	-	-	-	-	-	-
Salaries	-	10,000	-	5,825	4,175	-
Expenses	-	9,250	815	10,065	0	-
Planning Board	-	-	-	-	-	-
Salaries	-	16,220	-	16,220	0	-
Expenses	-	2,820	-	1,378	1,442	-
Professional Services	-	8,000	-	0	8,000	-
Town Hall & Common	-	-	-	-	-	-
Expenses	-	65,400	-	65,322	78	-
Seaside One	-	-	-	-	-	-
Expenses	-	2,000	-	1,371	629	-
PENSIONS	-	-	-	-	-	-
Contributory Pensions	-	797,320	-	797,320	0	-
Non-Contributory Pensions	-	3,100	-	2,111	989	-
INSURANCE	-	-	-	-	-	-
Workers' Compensation	-	70,000	-	70,000	0	-
Unemployment Compensation	-	10,000	13,000	21,804	0	1,196
FICA	-	70,000	7,800	74,352	0	3,448
Group Insurance-Town's Share	-	1,730,000	-	1,444,688	285,312	-
Insurance-Liability, Fire, Auto	-	95,000	-	94,835	165	-
TOTAL GENERAL GOVERNMENT	0	4,020,622	(76,254)	3,583,031	355,871	5,466

#### PUBLIC SAFETY

Police Department	-	1,392,885	21,643	1,382,863	31,665	-
Salaries	-	-	-	-	-	-

*Continued . . .*

Expenses	-	72,850	22,000	94,850	0	-
Parking Clerk						
Salaries	-	7,369	259	7,628	0	-
Expenses	-	9,610	-	8,451	1,159	-
Fire Department						
Salaries	-	949,384	45,281	986,931	7,734	-
Expenses	-	69,310	87,600	155,695	1,215	-
Ambulance Billing Expenses	-	18,000	-	16,697	1,303	-
Harbor Master						
Salaries	-	80,000	-	76,552	3,448	-
Expenses	-	14,850	-	14,607	243	-
Care of Floats	492	26,937	-	27,429	0	-
Inspections						
Building Inspector	-	18,949	-	18,949	0	-
Gas/Plumbing Inspector	-	11,188	-	11,188	0	-
Sealer of Weights and Measures	-	3,152	-	3,000	152	-
Electrical Inspector	-	11,188	-	11,188	0	-
Inspectors' Expenses	-	4,900	-	4,110	790	-
Emergency Management						
Salaries	-	9,000	-	7,428	1,572	-
Expenses	-	500	-	500	0	-
Emergency Notification	-	4,500	-	4,500	0	-
Animal Control						
Salaries	-	12,986	-	12,986	0	-
Expenses	-	4,600	-	4,598	2	-
TOTAL PUBLIC SAFETY	492	2,722,158	176,783	2,850,149	49,284	0

## PUBLIC WORKS

Department of Public Works						
Salaries	-	609,299	15,031	624,330	0	-
Expenses	-	197,000	37,620	234,620	0	-
Park/Beach Maintenance	-	30,000	3,000	32,683	317	-
Maintenance/Repairs	7,849	60,000	-	48,566	0	19,283
Tree Maintenance	9,650	15,000	-	22,330	0	2,320







Other									
Athletic Field Maintenance	-	25,000	-	21,997	1,042	1,961			
Memorial Day	-	1,500	-	1,500	0	-			
Fourth of July	-	9,000	-	9,000	0	-			
TOTAL RECREATION	0	298,494	1,410	281,491	13,793	4,620			

#### DEBT SERVICE

#### INTEREST AND MATURING DEBT

Principal on Bonds	-	1,396,927	-	1,268,242	128,685	-			
Interest on Bonds	-	424,717	-	309,803	114,914	-			
WPAT Administration Fees	-	3,921	-	3,920	1	-			
TOTAL DEBT SERVICE	0	1,825,565	0	1,581,966	243,599	0			

#### ENTERPRISE FUNDS

Sewer Fund									
Salaries	-	231,113	7,042	238,155	0.00	-			
Expenses	-	271,000	-	218,217	0.00	52,783			
Maintenance/Repairs	22,735	30,000	-	50,487	0.00	2,248			
Water Fund									
Salaries	-	224,500	6,911	231,411	0.00	-			
Expenses	-	67,500	-	66,303	0.00	1,197			
Treatment Expenses	-	500,532	-	488,744	0.00	11,788			
Maintenance	-	35,000	50,000	84,675	0.00	325			
TOTAL ENTERPRISE FUNDS	22,735	1,359,645	63,953	1,377,991	0	68,342			

#### TOTAL ARTICLE 4 OPERATING

42,930	12,578,614	236,797	12,150,543	552,742	155,056				
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# EDUCATION

North Shore Regional Vocational School Dist	-	60,061	-	59,172	889	-
Manchester Essex Regional School	-	10,906,880	-	10,906,880	(0)	-
Manchester Essex Regional School Debt	-	1,772,822	-	1,531,891	240,931	-
Total Education	0	12,739,763	0	12,497,944	241,819	0

# CAPITAL PROJECTS GENERAL FUND

Selectmen						
Town hall Roof Replacement & Repair	-	31,678	-	-	0	31,678
Pine Street Land Closer	-	-	23,900	-	0	23,900
Police						
Police Cars	-	66,131	-	66,128	3	-
Fire						
Hart monitors	-	32,000	-	31,965	35	-
Overhead Doors	-	17,000	4,000	19,450	1,550	-
Station Study	-	-	20,000	-	-	20,000
Public Works						
Road Maintenance & Construction	90,393	100,000	-	139,264	0	51,129
Wooded Barn Replacement	80,604	-	-	0	80,604	-
Cat Walkway	-	25,000	(3,166)	19,725	0	2,109
Electrical Upgrades	-	20,000	-	-	0	20,000
Large Dump Truck	-	70,000.00	0.00	69,601.50	399	-
Small Dump Truck	-	30,000.00	(888.00)	29,111.60	0	-
Walk behind Mower	-	7,000	(1,965)	5,035	0	-
PINE ST ENG. & LEGAL	-	93,000	-	65,869	0	27,131
BLUE LIGHTS	-	8,000	(3,167)	4,833	0 -	-
Council on Aging						
COA VANS (2) MATCHING GRANT	20,000	-	-	-	0	20,000
Recreation						
Kayak Racks	-	1,500	-	1,500	0	-

TOTAL CAPITAL GENERAL FUND	190,997.00	501,309.00	38,714.00	452,481.89	1,987.11	276,551.00
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CAPITAL PROJECTS ENTERPRISE FUNDS

<u>Sewer Fund</u>					
Sewerage Facilities Study	1,414	-	-	0	1,414
Mason Easement	4,000	-	-	0	4,000
Sewer Plant Fencing	3,400	-	-	0	3,400
Sewer Plant Inflow Meter	5,500	-	-	0	4,144
Sewer Plant Effluent Pumps	13,529	-	1,356	0	4,779
Rockwood Heights Lift Station	10,272	7,000	812	0	16,460
Portable Gensets	3,271	-	-	0	3,271
Sewer Plant Computer Upgrade	20,326	-	15,247	0	5,079
Sewer Main Maintenance	4,000	-	-	0	4,000
Sewer Plant Grit Pump	-	3,500	-	0	3,500
Infiltration/Inflow Improvements	167,800	-	53,960	0	113,840
Sewer Lift Station Wash System	8,000	-	1,746	0	6,254
UPGRADE PLC ELECT. CONTROLS	20,000	-	18,879	0	1,121
Grinder	-	21,000	-	0	21,000
SEWER WASTE SLUDGE THICKENER	8,000	-	3,364	0	4,636
Treatment Plant Modifications	3,160	-	2,500	0	660
TOTAL SEWER	272,672	31,500	106,613	0	197,558
<u>Water Fund</u>					
Standpipe Replacement Design	1,342	-	-	0	1,342
Truck	-	30,000	20,166	-	9,834
Safe Yield Study	11,000	-	11,000	-	-
Water Office & Garage	8,289	-	321	(0)	7,968
Water Main Upgrades	41,802	-	41,802	-	-
Water Treatment Plant Filter Media	57,149	-	39,784	0	17,365
Round/Gravely Pond Dredging	14,250	-	-	-	14,250
Rebuild Round Pond Pumping Station	42,965	-	-	(0)	42,965
Lincoln Street Well Equipment Upgrade	-	40,000	17,800	0	22,200
GENERAL WATER UPDATES	-	20,000	20,000	-	-
Water Treatment Plant	26,644	-	10,862	0	15,782
Meter Reader Replacement	54,273	-	54,010	(0)	264

*Continued . . .*

WATER SECURITY SYSTEMS	5,000	-	-	0	-	5,000
Fire Hydrant Replacement	-	10,000	-	10,000	-	-
TOTAL WATER	262,714	100,000	0	225,744	(0)	136,970

COMMUNITY PRESERVATION FUND

Expenses						
CPC ADMINISTRATIVE COSTS	-	16,500	-	12,179	4,321	-
TOWN HALL ARCHIVES	-	10,000	-	1,899	-	8,101
TUCKS POINT DINGHY RAMP	-	10,000	-	-	10,000	-
CROWELL CHAPEL PHASE 5	-	35,000	-	1,899	0	33,101
HISTORIC PROPERTY SURVEY	3,000	-	-	-	-	3,000
CROWELL CHAPEL REPAIRS	14,695	-	-	14,695	-	-
TUCK'S POINT ROTUNDA	13,722	-	-	13,523	199	-
MORASS PIER REPAIRS	5,918	-	-	1,816	-	4,102
MHA-KITCHEN REPLACEMENTS	-	22,500	-	20,580	1,920	-
PROHIBITING SIGNAGE FOR TRAILS	-	1,000	-	1,000	-	-
CEMETERY RESTORATION PHASE 1	-	60,000	-	1,525	-	58,475
BATHHOUSE ROOF REPLACEMENT	-	10,000	-	6,842	3,158	-
RESTORE DOUGHBOY STATUE	-	10,000	-	6,525	-	3,475
RESTORE TOWN FOUNTAIN	-	1,000	-	950	50	-
CEDAR SWAMP WETLANDS	-	-	50,000	-	-	50,000
LIBRARY WALKWAY	-	-	5,000	-	-	5,000
TUCKS POINT WALKWAY	-	-	22,000	19,920	2,080	-
MASCONOMO PARK WALKWAY	-	-	23,000	50	-	22,950
SINGING BEACH ROAD CIRCLE	-	-	22,000.00	18,500	3,500	-
CROWELL CHAPEL WINDOWS	-	-	9,800	-	-	9,800
Total CPA	37,335	176,000	131,800	121,903	19,648	198,004



<u>Harbor Improvement Fund</u>						
Harbor Improvement Account	195,864	(141,350)	-	-	-	54,514
Harbor Dredging Account	182,131	40,000	-	90,283	0	131,848
<u>MULTI PURPOSE 2010</u>						
ROAD MAINT.& CONSTRUCTION	22,454	-	(22,454)	-	0	-
SNOW BLOWER ATTACHMENT	610	-	(610)	-	0	-
AMBULANCE	519	-	(519)	-	0	-
MULTI PURPOSE 2010	23,583		(23,583)			0
<u>DOWNTOWN</u>						
IMPROVEMENTS PROJECT	44,457	0	0	3,952	(0)	40,505

**RESERVE FUND  
FISCAL YEAR 2013**

	Account Number	Date	Amount
<u>APPROPRIATIONS</u>			
ORIGINAL BUDGET 2013	01113-57810	04/01/12	175,000.00
ATM-2013 ADDED	01113-57810	04/01/13	1 00,000.00
			<hr/>
Total			2 75,000.00
			<hr/> <hr/>

TRANSFERS

Account Description

Selectmen Medial Exams	01103-53060	06/30/13	(3,745.00)
Selectmen Misc. Expenses	01103-59650	12/18/12	(5,800.00)
Finance Committee Salaries	01111-51000	06/20/13	(400.00)
Town Clerk Computer	01115-53100	06/20/13	(3,694.00)
Town Clerk Election Equipment	01115-58700	06/30/13	(6,340.00)
Assessors Professional Services	01129-53050	06/20/13	(1,200.00)
Appeals Board Filling Fees	01161-57340	06/20/13	(815.00)
Unemployment Compensation	01175-51720	12/18/12	(10,000.00)
Unemployment Compensation	01175-51720	03/27/13	(3,000.00)
FICA Insurance	01176-52000	06/20/13	(7,800.00)
Fire Department Auto Repairs	01203-52640	03/27/13	(13,000.00)
Fire Department Auto Repairs	01203-52640	04/24/13	(27,000.00)
Fire Department Professional Services	01203-53050	10/23/12	(39,000.00)
Fire Department Radio Technician	01203-53170	01/09/13	(8,600.00)
Fire Department Overhead Doors	01204-58611	10/23/12	(4,000.00)
DPW Professional Services	01401-53050	03/27/13	(29,120.00)
DPW Professional Services	01401-53050	06/20/13	(8,500.00)
Library Building Repairs	01601-52400	10/17/12	(9,614.02)
Parks & Beach Maintenance	01640-58770	05/22/13	(3,000.00)
Water Maintenance	61001-52010	03/06/13	(50,000.00)
			<hr/>
Total Transfers			(234,628.02)
			<hr/> <hr/>
Balance June 30, 2013			40,371.98 *
			<hr/> <hr/>

\*Transferred to Unreserved Fund Balance



*Members of the Story High School Class of 1953 celebrated their 60th Reunion. Pictured (left to right): Phyllis Crane MacEachren, Judy Katon Parisi, Jane Karlin, Velma Ambrose Forward, Mary Lou Eaton O'Brien, "Pete" Burbank Marshall, Marnie Day Manos, Doc Herrick and Kay Doane. Missing (not able to attend) were Barbara Haskell Hemeon, Jean Butler and Charlie Gorton.*



*The Manchester High School Class of 1963 poses at Crocker's boat yard during their 50th reunion. First row: Dan Slade, Christine Demarkis Crosby, Susan Crocker Daniels, Mary Lou Merchant, Susan Ryan Oleksiw and Priscilla Andrews Lattanzi. Second row: Toby Wykes Waitt, Edward Horne, Jean Chang, June Chang, Carole Watson O'Neil, Maureen White Hersey and Pamela Bedell Neal. Third row: Samuel Crocker, Myles Carroll, Ted Randell, Kirk Hoysradt and Vaughn Morgan. Attending but not in the picture: Terry Fitzgerald, Jane Halloran Metrano and Patricia Dion Smith.*

**TRUST FUNDS**  
**FISCAL YEAR ENDING JUNE 30, 2013**

	BALANCE 06/30/12	ADJUSTMENTS & TRANSFERS (-)/+	RECEIPTS	EXPENDITURES	JULY1, 2013
<u>Non-Expendable Trust Funds</u>					
Perpetual Care Fund	287,879.72	0.00	7,651.26	0.00	295,530.98
Tuck's Point Fund	6,000.00	0.00	0.00	0.00	6,000.00
Post War Rehabilitation Fund	3,920.59	0.00	0.00	0.00	3,920.59
Perpetual Care Fund-Odd Fellows	3,000.00	0.00	0.00	0.00	3,000.00
Crowell Cemetery Fund	3,000.00	0.00	0.00	0.00	3,000.00
Knight Cemetery Fund	1,781.46	0.00	17.29	0.00	1,798.75
B.L. Allen Fund	1,300.00	0.00	0.00	0.00	1,300.00
Total Non-Expendable Trust Funds	306,881.77	0.00	7,668.55	0.00	314,550.32
<u>Expendable Trust Funds</u>					
Cemetery Sale of Lots Fund	47,579.99	0.00	7,898.61	0.00	55,478.60
Beaumont Beautification Fund	50,000.00	0.00	0.00	0.00	50,000.00
Winthrop Library Fund	85,675.11	0.00	10,128.50	(71,641.47)	24,162.14
Perpetual Care Interest Fund	26,972.89	(7,000.00)	0.00	0.00	19,972.89
Essex Woods Park Fund	14,891.38	0.00	35.72	0.00	14,927.10
Crowell Cemetery Interest Fund	8,042.95	0.00	26.49	0.00	8,069.44
Knight Cemetery Fund	5,428.37	0.00	0.00	0.00	5,428.37
Tuck's Point Interest Fund	2,787.19	0.00	21.09	0.00	2,808.28
Julie Ware Library Fund	10,780.76	0.00	19.13	(8,205.00)	2,594.89
Cemetery Odd Fellows Fund	820.14	0.00	9.15	0.00	829.29
Post War Rehabilitation Fund	716.54	0.00	11.13	0.00	727.67
Curtis Library Fund	41,282.21	0.00	74.31	(41,336.91)	19.61
B.L. Allen Interest Fund	2.62	0.00	3.14	0.00	5.76
Putnam Library Fund	48,465.41	0.00	58.04	(48,523.45)	0.00
Wood Library Fund	1,535.75	0.00	2.00	(1,537.75)	0.00
Sieradski Library Fund	688.94	0.00	0.65	(689.59)	0.00
Hoare Library Fund	604.67	0.00	0.81	(605.48)	0.00
Expendable Trust Funds	346,274.92	(7,000.00)	18,288.77	(172,539.65)	185,024.04
<u>Other Trust Funds</u>					
Stabilization Fund	751,997.70	100,000.00	1,717.46	0.00	853,715.16
Other Post Employee Benefits (OPEB)	0.00	100,000.00	320.20	0.00	100,320.20
TOTAL TRUST FUNDS	1,405,154.39	193,000.00	27,994.98	(172,539.65)	1,453,609.72



*Several Girl Scout troops participated in their first-ever Pinewood Derby.*



*Spent, after nearly two hours of racing, over 35 Cub Scouts collected their cars and their thoughts in a serious moment.*



**TOWN OF MANCHESTER**  
**COMBINED BALANCE SHEET-ALL FUND TYPES AND ACCOUNT GROUPS**  
**JUNE 30, 2013**

	GOVERNMENTAL FUND TYPES			FIDUCIARY	PROPRIETARY	ACCOUNT
				FUND TYPES	FUND TYPES	GROUP
	GENERAL	SPECIAL REVENUE	CAPITAL PROJECTS	TRUST AND AGENCY	ENTERPRISE FUND	LONG-TERM OBLIGATIONS
<b>ASSETS</b>						<b>TOTALS</b>
Cash	3,137,222	1,315,190	(127,920)	1,456,395	838,973	6,619,860
Petty Cash	585					585
Property Tax Receivable:						
Real Estate	133,596	1,396				134,992
P/P Tax	3,883					3,883
Motor Vehicle Excise	88,819					88,819
Boat Excise	3,306					3,306
Tax Liens	243,213	1,658				244,871
Water & Sewer User Charges					87,841	87,841
Departmental	174,424					174,424
Tax Foreclosure	10,727					10,727
Amount Provided Bond Payments					8,904,193	8,904,193
Total Assets	3,795,774	1,318,243	(127,920)	1,456,395	926,814	16,273,500



**TOWN OF MANCHESTER**  
**COMBINED BALANCE SHEET-ALL FUND TYPES AND ACCOUNT GROUPS**  
**JUNE 30, 2013**  
*continued*

	GOVERNMENTAL FUND TYPES			FIDUCIARY FUND TYPES		PROPRIETARY FUND TYPES	ACCOUNT GROUP
	GENERAL	SPECIAL REVENUE	CAPITAL PROJECTS	TRUST AND AGENCY	ENTERPRISE FUND	LONG-TERM OBLIGATIONS	TOTALS
LIABILITIES							
Accounts Payable	125,564	7,050	0		43,354		175,969
Accrued Payroll	148,544						148,544
Payroll Withholdings	62,807						62,807
Other Liabilities	16,123						16,123
Deferred Revenue	332,424	3,054					335,478
Reserve for Abatements	325,543						325,543
Bonds and Notes Payable						8,904,193	8,904,193
Total Liabilities	1,011,005	10,104	0	0	43,354	8,904,193	9,968,656
FUND EQUITY							
Fund Balances:							
Retained Earnings					480,591		480,591
Reserved for Encumbrances	528,448	198,004	40,505		402,868		1,169,825
Reserved for Expenditures	150,000						150,000
Reserved for Petty Cash	585						585
Reserved for Special Duty	2,786						2,786
Reserved for Open Space		455					455
Reserved for Community Housing		84,028					84,028
Designated Overlay Surplus	125,000						125,000
Designated Appropriation Deficits (Snow)	(129,414)						(129,414)
Designated Appropriation Deficits (Court)	(181,469)						(181,469)
Undesignated	2,291,619	1,025,653	(168,424)	1,453,610	0		4,602,457
Fund Equity (Deficit)	2,784,769	1,308,140	(127,920)	1,456,395	883,459	0	6,304,844
Total Liabilities & Fund Equity	3,795,774	1,318,243	(127,920)	1,456,395	926,814	8,904,193	16,273,500



*Manchester Fire Department Lieutenant Clint Hatch poses with Smokey the Fire Dog and a bevy of costumed youngsters at the Halloween party held at the Manchester Memorial School. After the party the kids spread across the town Trick or Treating.*



*In early October 2013, the Manchester Community Center, along with the Manchester Parks & Rec Department and Manchester Mother's Club sponsored a Pumpkin Festival at the Community Center. Among the seasonal festivities was a hayride. Pictured above, Manchester Community Center board member Anthony Bullock (far left) checks the hayride passengers before heading out to "spin the beach."*



*On January 6, 2013, forty "CPR Miracle Makers" got together to be trained in CPR, AED and Blocked Airway Response. This training was a celebration of sorts; a celebration of the full recovery of the group's friend who was saved because he received immediate CPR after he collapsed during a basketball game.*

## 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:	5775
Registered Voters:	3903
Dogs:	909
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:	FY2014 \$10.45 per thousand of assessed valuation.
Taxes Due:	August 1st, November 1st, February 1st, and May 1st.
Trash Removal:	Curbside Compost* (household food scraps) and Recycling Pickup: Weekly - Monday and Tuesday Trash Pickup: Weekly - Monday and Tuesday** Transfer Station hours: 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) Compost Site: Seasonal (refer to Town's website for dates and hours) * Anticipated mid-April start ** May change to every other week (refer to Town's website for up-to-date information) <a href="http://www.manchester.ma.us">www.manchester.ma.us</a>
Town Hall Hours:	Monday-Wednesday, 8:30 a.m. – 5 p.m. Thursday, 8:30 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. Sunday** 1 p.m. – 5 p.m. (Oct.-April) Closed Holidays * Closed Saturdays – July through Labor Day ** Closed Sundays – May through September
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:	<a href="http://www.manchester.ma.us">www.manchester.ma.us</a>



