



Manchester-by-the-Sea

TOWN REPORT 2015



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MANCHESTER-BY-THE-SEA TOWN ALMANAC

Incorporated:	1645
Size:	7.73 square miles
Shore Line:	12.8 miles
Population:	5692
Registered Voters:	3849
Dogs:	915
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 <i>The Manchester Cricket</i> or <i>Gloucester Daily Times</i> .
Tax Rate:	FY2015 \$10.84 per thousand of assessed valuation.
Taxes Due:	August 1st, November 1st, February 1st, and May 1st.
Trash Removal:	Bi-Weekly curbside service (Monday and Tuesday) *Transfer Station hours: Wednesday 7:30 a.m. – 3 p.m. Saturday 10 a.m. – 3 p.m. (Refer to the Town's website for Holiday Hours) Recycling: Every week (Monday and Tuesday) *Compost: 8 a.m. – 3 p.m. Wednesdays (late March to December) 10 a.m. – 3p.m. Saturdays (late March to December) (*Times may change due to weather conditions – check town website)
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. Closed Sundays & Saturdays – July through Labor Day Sundays, 1p.m. – 5p.m. (seasonally; please check website)
Post Office Hours:	Window Service: Monday-Friday, 9:00 a.m. – 5 p.m. Saturday, 9:00 a.m. – 12 noon Lobby Hours: Monday-Friday, 6:15 a.m. – 5:45 p.m. Saturday, 6:15 a.m. – 4:30 p.m.
Town Website:	www.manchester.ma.us

ANNUAL REPORT For The Year 2015

In Memoriam

FRANK H. WOOD

DONALD A. TOWLE

DANIEL B. SLADE

MARY E. OTTO

JOAN L. VAN RODEN

CHARLES W. KELLOGG II

STELLA D. ATWATER

JAMES E. NIX

NORMAN A. HERSEY

SARAH M. MACK

CHARLES A. FILIAS

Town Report edited by Debra Morong and Town Hall Staff

Front Cover: Photo of Moon over Smith's Point
Photo courtesy of Barbara Almy

Back Cover: Photo of the Manchester Congregational Church
Photo courtesy of Michael "Doc" Dyer

The editors are grateful to those citizens who contributed photographs to the 2015 Town Report.

MANCHESTER-BY-THE-SEA
2015-2016 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

Marc A. Bliss	2016
Gretchen A. Wood	2016
Nancy Hammond (Governor's Appointment)	2016
John F. Kenney	2017
Susan W. Thorne	2018

Library Trustees

Alison Anholt-White	2016
Alida L. Bryant	2017
Timothy Browne (Chair)	2018

Moderator

Alan Wilson	2016
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Planning Board

Carroll Cabot	2016
Peter Canny	2016
Ronald Mastrogiacomio	2016
Andrea Fish	2017
Loren G. Coons	2017
Frank Marangell	2018
Robert D. Mehlman	2018

School Committee

Linda Crosby (Chair)	2016(M)
Julie Keil Riordan	2016 (M)
Sarah Wolfe	2016 (E)
Caroline C. Weld	2017 (M)
Alva Ingaharro	2017 (E)
Shannon O. Erdmann	2018 (M)
Anne Cameron (Vice-Chair)	2018 (E)

Selectmen, Board of

Eli G. Boling	2016
Susan M. Beckmann	2016
Paul M. Barclay	2017
Margaret F. Driscoll (Vice-Chair)	2017
Thomas P. Kehoe (Chair)	2018

2. APPOINTED OFFICIALS

Action, Inc. Representative

Gretchen Wood	2016
---------------	------

ADA Committee

Marion Hall	2016
Elizabeth Heisey	2016
Richard Costello	2016
Laurie Werle	2017
Lisa Bonneville	2018
Gretchen Wood	2018
Town Administrator (ex officio)	

Animal Control Board

Vacant	2015
Kerri Bisner	2016
Bing Fishman	2016
Sally Curry	2017
Roxanna Leone	2018

Animal Inspector

Jennifer Gilson (Board of Health Appointment)

Appeals, Board of

vacant	2016
Michael Sullivan	2016
James Diedrich	2017
Andrew Crocker	2017
Gary Gilbert	2018
Joe Demeo (1st alternate position)	2018
Vacant (2nd alternate position)	2018

Assessors

Timothy P. Girian	2016
Louis R. Logue	2017
Jeffrey McAvoy	2018

Bike/Pedestrian Committee

Freddy Cicerchia	2016
Kurt Svetaka	2016
John Carlson	2017
Todd Clark	2017
Parker Harrison	2017
Jared Porter	2017
Amy M. Coleman	2018
Terry Cowman	2018

Building Inspector

Paul Orlando	2016
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Cable Access Corp. Rep.

Paul Jermain	10/1/17
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Cape Ann Regional Planning

Committee Emergency

Response Coordinator

Thomas P. Kehoe	2018
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Chebacco Woods Land

Management Committee

(H) Hamilton (M) Manchester

(H) Hamilton (M) Manchester	
(M) Bill Fitzgerald (ex officio)	
(M)Ralph Smith	2016
(H) Jack Hass	2016
(M)Vacant	2017
(H)Virginia Cookson	2017
(H/M)Susanna McLaughlin	2018

Community Preservation

John Kenney (Housing Authority)	2016
John Round (Historic Resources)	2016
Ronald Mastrogiacomio (Planning Board)	2017
Steve Gang (Con Com)	2017
Christopher Wood Kelly (Parks & Rec.)	2017
John F. Burke, Jr. (at large)	2018
Rebecca G. Campbell (at large)	2018
Jens Kure-Jensen (at large)	2018
Sue Thorne (Finance Committee)	2018

Comprehensive Waste Management Plan

Steering Committee

Eli Boling – Board of Selectmen	2016
Gary Russell – Con Com Member	2016
Gerry MacDonald – Bd. of Health Rep.	2016
Ronald Mastrogiacomio – Plng. Bd. Rep.	2016
Alida Bryant – Citizen at large	2016
Brian Balukonis – Citizen at large	2016
Vacant – Citizen at large	2015

Conservation Commission			
Steve Demeter (Co-Chair)	2016		
Steven Jaworski (Co-Chair)	2016		
Olga Hayes	2017		
David Lumsden	2017		
Steve Gang	2018		
Gary Russell	2018		
Joseph Puopolo	2018		
Council on Aging			
Robert Howard, DMD	2016		
Mary Ann McGovern	2016		
George Nickless	2016		
Kathy Bothwick	2016		
Mary G. Hull	2017		
Su Kwedor	2017		
Steven Gillespie, MD	2018		
Cultural Council			
Anne Cowman	2016		
Alison Daley	2016		
Anna Kasabian	2016		
Evonne Blanchard	2018		
Kathleen Kiley	2018		
Maureen Terrill	2018		
Winifred Diedrich (ex officio)			
CWMP Steering Committee			
Brian Balukonis – At large	2016		
Eli Boling – Selectman	2016		
Alida Bryant – At large	2016		
Gerry MacDonald – Health	2016		
Ronald Mastrogiacomo – Planning	2016		
Gary Russell – Con Com	2016		
Vacant – At large	2016		
Downtown Improvements Project Committee			
Carroll Cabot	2016		
Frederick Gibson	2016		
Ed Halsted	2016		
Andy Harris	2016		
Gar Morse	2016		
Ben Rossi	2016		
Chris Shea	2016		
Emergency Mgmt. Dir.			
Capt. Tod Biggar, Interim Director	2016		
Thomas P. Kehoe, Asst. Interim Director	2016		
Essex Technical High Sch.			
Joseph Sabella (appointed by Town Moderator)	1/1/18		
Finance Committee			
Diane Kaneb	2016		
Sarah Mellish (appt. by Town Moderator)	2016		
Morgan Evans (appt. by Town Moderator)	2017		
Andy Oldeman	2017		
Scott Susko	2017		
Sue Thorne	2017		
John Croft	2018		
Albert M. Creighton, III	2018		
Ann Harrison	2018		
Fire Chief			
Interim Chief – Al Beardsly	8/30/2016		
Gas/Plumbing Inspector			
Joseph Guzzo	2016		
Harbor Advisory Committee			
Edward Conway	2016		
Daniel Gray	2016		
Daniel Lane	2016		
David Crosby	2017		
Christian Del Rosario	2017		
Carl Doane	2017		
Greg Bialy	2018		
Stephen Lauber	2018		
Philip Leahy	2018		
Harbormaster			
Bion Pike	12/31/15		
Health, Board of			
Beverly Melvin	2016		
Leslie Nitkiewicz	2016		
Peter B. Germond, M.D.	2017		
Deborah A. Bradley	2017		
Paula Polo-Filias	2018		
Historic District/			
Historical Commission			
John Round (Historical Society)	2016		
vacant (resident)	2016		
Robert Hofeldt (resident)	2017		
Robert MacNeille (architect)	2017		
Tracie Gothie (realtor)	2017		
Joe Sabella (resident)	2018		
Richard Smith (resident)	2018		
July 4th Committee			
Hope Watt-Bucci	2016 (July 31st)		
Lisa Watt-Bucci	2016 (July 31st)		
Karen Cunningham	2016 (July 31st)		
Sallie Belle Davis	2016 (July 31st)		
Ezra Holland	2016 (July 31st)		
Karen Snider	2016 (July 31st)		
Donna Brewster	2016 (July 31st)		
Parks and Recreation Director (ex officio)			
Manchester Coastal Stream			
Michele Kulick	2016		
Patricia Mitchell	2016		
Lynn Atkinson	2017		
Carolyn Kelly	2017		
Jessica Lamothe	2017		
Joan Nesbit	2017		
Francie Caudill	2018		
Master Plan Committee			
Susan Beckmann	Indefinite Terms		
Jay Bothwick			
Sarah Creighton			
Josh Crosby			
Lee Dellicker			
Gary Gilbert			
Axel Magnuson			
Gary Russell			
Joanne Scully			
Regina Villa			
Laura Winn			
Memorial Day Observance			
American Legion	2015		
Legion Auxiliary	2015		
M.A.P.C. Representative			
Andrea Fish	2016		
MBTA Advisory Board			
Vacant			
Man. Energy Efficiency Programs			
Advisory Board (MEEP)			
Stephen Carr	2016		
Dennis Dixon	2016		
Eric Magers	2016		
Sean Stallings	2016		
David Walls	2016		
William Vachon	2016		
Davis Keniston	2016		
North Shore HOME			
Consortium Representative			
Irene Frontiero	2016		

continued...

North Shore Task Force Rep.		
Andrea Fish, Planning Board		2016
Open Space & Recreation		
Steve Jaworski (Con Com Rep)		2016
Sara Levensohn (Park & Rec Rep)		2016
Francie Caudill (Coastal Stream Team)		2017
Mike Chapman (At Large)		2017
Helen Bethell (At Large)		2018
Frank Marangell (Planning Board)		2018
Vacant (Bike/Pedestrian)		
Parking Clerk		
Denise Samolchuk		2016
Parks and Recreation Committee		
Robert Coyne		2016
Sara Levensohn		2016
Olga Hayes		2017
Kelly Blagden		2018
Sean Daley		2018
Police Chief		
Glenn F. McKiel	9/30/2016	
Registrars, Board of		
Eileen Buckley		2016
Gary P. Giusto		2017
Bruce Warren		2018
Denise Samolchuk (ex officio)		
Seaside One Committee		
Thomas Durkin		2016
Carl Anderson		2017
Merritt Miller		2018
Shade Tree Management & Pest Control		
Mark Hammond		2016
Shellfish Constable		
Thomas Henderson		2016

Town Accountant		
Andrea Mainville		2018
Town Administrator		
Gregory Federspiel		2016
Town Clerk		
Denise Samolchuk		2016
Treasurer/Collector		
Jennifer Yaskell	8/22/17	
Tree Warden		
Thomas Henderson		2016
Welcome to Manchester		
Abby Levendusky		2016
Stacey Lai		2016
Betsy Christie Milne		2016
Tanya Stubbs		2016
Margaret Maher		2017
Patrick Meehan		2017
Julie Smith		2017
Monika Congdon		2018
Ginny Germond		2018
Judy Shipman		2018
Winthrop Field Committee		
Michael Chapman		2016
James E. Moroney		2016
Gar Morse		2017
George Nickless		2017
Matthew Brzezinski		2018
Jay Panetta		2018
Sue Thorne		2018
Wiring Inspector		
Joseph Novello		2016



One of last year's Board of Selectmen's pre-meetings was filled to capacity to honor long-time town employee Beth Heisey. Beth retired after serving the Town for 28 years as the administrative assistant under four town administrators, all of whom attended the celebration. Beth was characterized as being a true Town treasure, an exemplary employee, and an extremely trustworthy person by her former employers and town officials.

ANNUAL REPORTS



Members of the Board of Selectmen (left to right) Paul Barclay, Susan Beckmann, Eli Boling, Vice-Chair Margaret Driscoll, Chairman Tom Kehoe.

BOARD OF SELECTMEN

Your five member Board of Selectmen serves as the principle decision making body for the Town, subject, of course to the primacy of voter decisions made at Town Meeting. Each board member serves for a three year term, with one or two board positions up for election each year. The Spring 2015 elections saw Tom Kehoe being elected for his fourth term and continuing on as Chairman. For the upcoming elections in May, 2016, we have incumbents Susan Beckmann and Eli Boling seeking re-election. At the time of writing this, no other candidates have filed to run. As Selectmen, we are honored to serve the Town in the capacity you have entrusted to us and we look forward to engaging with a broad cross section of the community.

Over the course of a year many issues and projects come before the Board. We are fortunate to have a fine and dedicated municipal staff that professionally guides us in our decision making and insures the proper implementation of our decisions. Town employees work hard for the benefit of all of us and deserve our thanks for jobs well done.

This past year has been busy with numerous planned and unplanned challenges. Some of the unplanned ones included dealing with the aftermath of last year's heavy snow falls that compromised the roof at the water treatment plant and a series of waterline breaks, 13 in all, including the largest one at the intersection of Central and School Streets that caused the entire water system to shut down for a few hours. We continue to develop a new multi-year, comprehensive capital improvement plan that will allow us to catch up on deferred maintenance and thus reduce the likelihood of breaks in the future.

While there were a few unplanned surprises as part of the project, the planned improvements around the Memorial School as part of the grant funded Safe Routes to School project made significant improvements to the safe flow of pedestrians, bicyclists and drivers. The ribbon cutting ceremony in the fall capped a multi-year effort led by the volunteers of the Bike and Pedestrian Committee. The success of the project has spurred other efforts as well, including the new warning lights for the crosswalk near Summer Street and Spy Rock Hill

and numerous mid-street crosswalk yield signs. These efforts well demonstrate the power of citizens volunteering to help create a better community.

A top priority for the Selectmen is to systematically review town departmental services and complete a comparison of our operations with a group of “sister” towns of similar size and characteristics. The process takes a great deal of detailed analysis as each town categorizes its work slightly differently. Initial reports on our public safety operations provided helpful insights into some of the choices Manchester has made over the years and helps to explain why our public safety expenditures are higher than many of our peer communities. Further efforts are underway to develop better metrics for the comparisons in an effort to see what greater efficiencies we might be able to achieve. These efforts will be on-going not only for public safety but eventually for all departments.

Planning for our future is another high priority of the Board. The Master Plan Steering Committee has been busy laying the groundwork for the public engagement phase of their work which will be in full swing later this spring. After a series of “visioning” sessions” – identifying our aspirations as a community – the committee, with the help of consultants, will get down to the technical work of writing the various chapters of the report. Chapters will include town facility needs, land use patterns and desired trends, transportation, housing, economic development and land conservation goals.

Other studies include a Housing Production Plan identifying ways to increase the amount of lower cost housing in town, and the Comprehensive Wastewater Management Plan that spells out how we will handle the proper treatment of wastewater throughout town (small expansion of our sewer service areas with continued reliance on sophisticated on-site disposal systems for the rest of the town). A new Harbor Dredging Committee will be developing plans for how best to dredge the harbor in various phases and recommending a funding mechanism.

We are making improvements to our dispatch operations (consolidating the police and fire dispatch services into one integrated service) while continuing to seek options for a possible regional solution. The majority of those who attended informational meetings on dispatch spoke strongly in favor of keeping the operations in town rather than merging with another entity outside of town despite

the dollar savings that could be realized by a regional approach. This is an example of where the most efficient approach can clash with service preferences citizens may have.

Two services that have been successfully implemented through new regional cooperation are the work of our animal control officer and our veteran’s service agent. For the former we have teamed up with Hamilton and for the latter we have teamed up with Gloucester and Rockport. Both of these new service models are providing enhanced services for either the same cost or less.

2015 was a time of transitions for a number of town personnel. Long time Administrative Assistant to the Selectmen and Town Administrator, Beth Heisey, retired to accolades for her excellent service at Town Hall. Debi Morong has been hired to fill her shoes. Fortunately for us Beth has not gone far - just across the hall where she continues to work part-time in the Building Inspections office. Also, our in-house Veteran Agent, Paul O’Brien, retired as did Fire Chief Glen Rogers. We were lucky to be able to entice recently retired Fire Chief Al Beardsley from Georgetown to serve as our interim chief while we gear up for a citizen’s panel to help choose a successor. Library Director Dorothy Sieredzki retired and was replaced by the very capable Sarah Collins, who already has had a notable career at our library. And Conservation Agent Mary Reilly retired as well. We are pleased to have Chris Bertoni as our new Agent.

Our Employee of the Year, COA Director Nancy Hammond, and Volunteer of the Year, Sue Thorne, were honored at last year’s Annual Town Meeting as well as a ceremony at the Trask House. Nancy continues to serve the needs of our seniors with over 15 years on the job. Fellow employees and many of the seniors she serves took the time to praise the “extra mile” Nancy literally and figuratively takes in carrying out her duties. Often when the COA vans are booked Nancy has been known to provide personal taxi service in her own car. Sue Thorne is certainly no stranger to volunteer work in Town having served on more boards and committees than even she can remember! From Selectmen to Finance Committee to Community Preservation Committee and Housing Authority and more, Sue has worn many hats and epitomizes the role of an engaged citizen giving back to the community she loves.

We are grateful for the privilege of serving as your Board of Selectmen. Manchester by the Sea

is a special place and, working together, we can ensure that this will be the case well into the future. There are ample opportunities for residents to get involved whether you volunteer to serve on a committee or attend a public meeting to express your opinions. We will continue to develop venues for public participation as we seek to foster a well informed and engaged citizenry. We recognize the need for greater outreach and are committed to ensuring your voice can be heard as we manage the affairs of the town. Please join us in the care and stewardship of this fine community.

TOWN ADMINISTRATOR

As I approach my three year mark serving as your Town Administrator, it is a good time to assess the work that we have been able to accomplish. It never ceases to amaze me how busy things can get and the amount of work that it takes to ensure town operations are running smoothly and efficiently. To be sure, there is a steady stream of “surprises” that demand immediate attention like water breaks and snow storms, as well as planned new challenges ranging from grant opportunities to finding replacements for retired staff.

Strong communications and collaboration are important elements to what we are fostering both within our municipal team and with you as citizens. Department leaders are meeting regularly and submitting updates on their activities to me and the Board of Selectmen on a twice monthly basis. Staff know that my door is always open should they have an issue or need support with a given task. More formal quarterly one on one sessions ensures that we are clear on the priority tasks and that we are completing work in a timely fashion, trouble shooting together ways to move a project forward that may have run into a road block.

Communicating with voters is also an important piece. We are in the middle of upgrading the town’s web site and have launched recently a new town Facebook page. Weekly Selectmen Updates in the Cricket along with my columns aim to give timely information on a wide range of projects and issues we have under way. Making it easy to access information and providing opportunities for your needs to be addressed are high priorities here at Town Hall.

As mentioned in the Selectmen’s report, a host of new planning initiatives are underway or have

already been completed. From a new master plan to annual updates of the new Capital Improvement Plan, from the comprehensive waste water management plan to the open space and recreation plan, we are assessing our needs and charting a course forward to ensure we are anticipating the most important priorities of the community in a logical and realistic fashion. It is important that we lay out a clear road map for what we want the community to be. “You get what you plan for” is a planning truism. By articulating what we want as a community we can ensure that we are successful in achieving our vision. The Master Plan needs to be a working document, one that specifies concrete action steps that we follow.

Improved relations with various state agencies have been fostered as a way to assist in our compliance with the array of rules and regulations regarding the operations of our water and waste water systems. By reaching out to the regulators we are able to gain their help in managing these critical systems. Like so much of the nation’s infrastructure, ours needs serious attention. Funding the needed upgrades on a long list of items presents one of our biggest challenges.

Over the past three years we have succeeded in securing a number of grants to help with our planning and infrastructure needs. Over \$1.3 million in grant funded projects have been secured ranging from the new eel grass friendly moorings to new transient docks off of Reed park, from our new K-9 unit in the Police Department to the Safe Routes to School Project at Memorial School, and from the Sawmill Brook flood mitigation study to assessing the impacts of sea level rise. We will continue to pursue grant funding as a way to lessen the burden on our local taxes as we pursue needed improvements around town.

Our finances are on solid ground highlighted in part by our AAA bond rating. We continue to set additional funds aside into our stabilization or “rainy day” account. We are funding our pension and OPEB liability obligations putting us on a path to full funding. We have created multi-year projections to help us assess where we will be 5, 10 and 15 years from now depending on the choices we make as a community. The more we can trim annual increases in expenses the better positioned we will be to tackle the large capital needs we face (new elementary school, new seawalls, etc.) with-

out large tax increases.

Balancing the demands for current services while being able to afford the many capital needs for replacing old infrastructure is perhaps our largest challenge. Like all communities, Manchester has made choices over the years about the type of municipal services desired. Changes are typically incremental and tend to creep upward without fully assessing the long term costs. We are at an inflection point where it would benefit us to examine all the services we provide and reassess if we want to continue to provide them in the same manner. Such careful examination can help us ensure that we are spending our limited tax dollars for the truest needs. With large capital needs looming voters will need to decide whether they are willing to pay more in taxes to keep services the same while at the same time investing in our future infrastructure or whether savings should be realized by trimming services and redirecting the dollars saved towards capital needs. Ultimately these decisions are made by the voters.

How to best make these decisions is almost as important as the decisions themselves. Approving budgets, both for operating expenses and capital projects, at the Town's Annual Town Meeting is a tradition that dates back to the earliest days of the community over 370 years ago. The open town meeting presents a forum for voters to gather, debate the merits of a host of different issues, possibly modify proposals and ultimately vote up or down on the questions. With each voter being able to have a say and vote, some argue that this is the purest form of democracy. But others are not so sure. Typically only 15 to 20% of eligible voters attend, although Manchester has better turnout for town meeting and elections than most municipalities in the state. The meetings can be long and, to some, the structure not very "user friendly." A healthy discussion on how best to structure our governance and how to ensure robust debate on the issues by the maximum number of voters will serve us well as we manage the affairs of the community going forward. This year's petition article calling for budgets to be adopted by ballot at the town elections should stimulate just such a discussion.

The state of the Town is strong and we are making good progress on a number of fronts. However, we face a number of challenges not the least being investing in our infrastructure and assessing our operations. Addressing these challenges will

require strong collective decision making. Take advantage of the upcoming opportunities to be involved. Let your voice be heard and be sure to engage in the important decision making we face in the coming years.

ADA ADVISORY COMMITTEE

The Americans with Disabilities Act Advisory Committee is made up of people with varied backgrounds but with one common mission: equal access for all citizens.

During 2015 the ADA Committee met three times (two meetings were cancelled due to inclement weather).

Some actions taken by the Committee include:

- Met with Greg Crockett of the Manchester/Essex Conservation Trust to discuss what could be done to make the newly renovated Cedar Swamp kiosk area ADA accessible.
- Sent a letter to town business owners encouraging them to consult with the ADA Committee on ways to survey their facilities for accessibility; plan for accessible renovations and identify reasonable and attractive solutions for accessibility.
- Met with Parks and Recreation Director Cheryl Marshall to review the proposed plans for renovation to the Masconomo Park playground area. The Committee made suggestions for handicap parking improvements as well as improvements for accessible entrances to the playground area. Ms. Marshall also noted she plans to apply for CPA Funds to replace the existing handicap access ramp at Singing Beach. The Committee recommended looking into the feasibility of installing a handrail along the ramped access to Singing Beach for more stable access to the beach.
- Looked at options for creating handicap parking for the Public Library which would also serve people visiting Town Hall, area businesses, and other facilities. The Committee recommended that two or three parking spaces be put into the grassy area to the left of the driveway between the Town Hall and the Congregational Church.

ANIMAL CONTROL

In 2015 Animal Control operations changed significantly. Using a concept called an Inter-municipal Agreement the Towns of Manchester

and Hamilton merged the function of Animal Control into one person. Hired for this position was Animal Control Officer Jennifer Gilson. Jenifer came to us having previously served as a 911 Emergency Dispatcher as well as serving previously in our Police Auxiliary Program. This sharing of services and personnel results in cost savings and improved efficiency in operations.

In 2015 Animal Control responded to a total of 376 calls for service. This included: 136 dog calls and 240 calls classified as other animals. Calls for service are handled 24 hours a day, 7 days per week and officers of the Police Department assist in this function when A.C.O. Gilson is unavailable. Messages can be left via voice mail for A.C.O. Gilson at the Police Department or she can be reached by e-mail at animalcontrol@manchester.ma.us. Again in 2015 many of the calls dealt with missing or injured pets. We urge you to help maintain your pet's safety by keeping it on a leash and keeping it secure in your home, on your property or while traveling in your vehicle. Many lost pets came to us without identification or without being properly licensed. Fortunately using our social media outlet many pets were returned soon after being posted. Additionally, having a pet I.D. tag will help us to return your pet quickly and safely to you. We again remind pet owners that the Animal Control Officer has a hand-held microchip scanner available to check lost pets for implanted identification. We are pleased to offer service to the many responsible pet owners in our community, and we remind you that in addition to licensing, all dogs must be under control via voice control or on a leash.

Chief Glenn F. McKiel
On behalf of A.C.O. Gilson

ANIMAL CONTROL BOARD

The Board of Selectmen reappointed the four Animal Control Board members for one, two and three year terms. The responsibilities of the Animal Control Board are to assure that animals do not become a nuisance, that animals are treated humanely, and that the Town by-laws concerning animals are enforced. The Animal Control Board serves as an advisory group to the Board of Selectmen on matters related to Animal Control procedures, facilities, services, and programs. The Animal Control Board is also

responsible for soliciting input from the community to improve animal control, to review policies, procedures, facilities; fees and signage and to make recommendations of any changes to the Board of Selectmen as needed. The Animal Control Committee meets once a month.

BOARD OF ASSESSORS

The Board of Assessors has established as of January 1, 2015, for Fiscal Year 2016, which begins on July 1, 2015 and ends on June 30, 2016 the following assessed values for the town, as required by law.

FY2016 - Real Estate & Personal Property	
Residential Property - 2156 parcels	\$2,095,470,865
Commercial Property - 105 parcels	94,052,039
Industrial Property - 14 parcels	6,705,900
Personal Property - 146 accounts	49,426,790
Total Taxable - 2421 par/acc.	2,245,655,594
Exempt Property - 351 parcels	174,050,500
Tax Rate per \$1,000 of value	\$11.07
Total Taxes Raised	\$24,859,407.43

FY2015 - Real Estate & Personal Property	
Exemptions approved	
(elderly,veterans,blind,etc.)	27
Abatement applications filed	14
Personal Property apps. approved	0
Personal Property apps. Denied	0
Real Estate apps. approved	7
Real Estate applications denied	7
Withdrawn	0
Deemed Denied	0
Late Filing	0

Motor Vehicle & Boat Excise	
2015 Motor Vehicle Excise abatements	237
FY15 Boat Excise abatements	44

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

Thank you for your assistance and cooperation throughout the year.

Louis R. Logue, Chairman

BICYCLE AND PEDESTRIAN COMMITTEE

This Committee promotes walking and bicycling within Manchester. The physical and financial well-being of our citizens is directly related to the per capita miles we are self-propelled. Given our special location and 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: Advocacy, 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.

The Committee of volunteers is comprised of Jared Porter, Amy Coleman, Kurt Svetaka, Freddy Cicerchia, Parker Harrison, Todd Clark, John Carlson, and Terry Cowman.

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 – Advocacy, Safety, and Access. Starting with an assessment in 2009, Manchester was first proposed and then selected as a site for development. A survey within a mile radius of Memorial School identified several critical safety issues that were put forward for engineering design proposal. Areas designated as most in need for engineering were 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, approved in spring, 2014, with an award approximately \$500,000 in Federal DOT monies, commenced in late spring and was completed in November. With redesigned traffic flow, curbs, sidewalks, signage and painting, traffic now flows smoother and safer around Memorial. The Lincoln/Summer intersection was vastly improved with closure of the corner entrance to the gas station, the corner curbed and lengthened, and a human activated flashing sign placed at a new crosswalk into the school. Funds were also directed toward new electric signage at the Spy

Rock/Summer Streets crosswalk. As part of the project, the town was also able to improve the drainage and electrical systems around the school.

This year also saw our Committee's continued engagement with the Downtown Improvement Plan Committee to help forward completion of its mission, begun over a decade ago. Serving our goals to improve safety, we are providing input and support on design and improvements to downtown infrastructure.

The Committee is actively involved with Manchester Schools and the community. In addition to conducting Bike/Walk to School Days in May and September, we also held a helmet assessment and replacement day, replacing over 40 helmets at no cost. We coordinated the development and delivery of an in-school safety program between the Massachusetts Safe Route to School Program and the PE staff at Manchester Memorial Elementary School.

Working with the Police Department, we conducted two crosswalk 'sting' operations to promote crosswalk and pedestrian awareness. This Committee has developed a plan to address the siting, visibility and signage of crosswalks throughout the town.

In part due to the visibility of the efforts above, residents along School Street approached this Committee with safety concerns due to excessive speed. In response, we conducted public meetings in conjunction with two group's expert in safety issues: WalkBoston and MassBikes. Representatives from those groups joined residents, Manchester Police officers, DPW representatives, and Selectmen in putting together a comprehensive survey assessment of School Street between Pleasant and Central Streets. The issues identified as well as proposed corrective actions were summarized in a report issued to the town by WalkBoston.

Amongst the many recommendations, one safety feature was recommended as a priority due to its significant impact and relatively low cost: movable crosswalk signs posted in the center lane of crosswalks. These signs have been proven to have high impact in slowing traffic due to their visibility in the middle of the road surface. Within a very short time following the recommendation, area residents, civic groups, and the town funded seven of these signs, which are all in place and can be removed for snowplowing. Many other School Street recommendations entailing new painting,

striping, signage and other features will be implemented in 2016.

The Committee, using the experience gained from School Street, will address other major streets with a similar approach.

Lastly the Committee continues to look for input from the citizens of Manchester to improve the safety of all those who choose to bike/walk in our community.

Manchester Bicycle Pedestrian Committee,
1/20/16

CABLE ACCESS CORPORATION REPRESENTATIVE

Cape Ann TV (CATV) is a non-profit, membership-based organization dedicated to producing community and institutional programming and to provide 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 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.

More than 90 significant Manchester events were covered during the 2015 calendar year including: Selectmen, Town Hall and School Committee meetings; MERHS sports games; July 4th Parade and Christmas-by-the-Sea celebrations; and Cape Ann Symphony performances.

Paul Jermain, CATV Board President - Manchester Representative

CHEBACCO WOODS LAND MANAGEMENT COMMITTEE

The Committee had a relatively quiet year last year. Sue McLaughlin was busy keeping up with the maintenance at the main entrance to the Woods by keeping supplies available and discarding the trash as needed. Stendahl Tree Service removed various trees which had fallen on trails or posed a danger over some trails. Our biggest accomplishment was to convince Manchester and Hamilton to increase our annual budget to \$2,500. Annual tree

work alone used to strain our former budget of \$1,600. We have authorized the North Shore Nordic Association to use a snow mobile to groom trails for cross-country skiing and we have authorized a class from Gordon College to remove invasive species and do light trail maintenance. Sadly, we lost a valuable member of the Committee, Charlie Kellogg.

Ralph C. Smith, Chair

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.

The Stream Team worked in collaboration with the new group CRAG, Coastal Resilience Advisory Group, to survey the brooks and watershed in Town along with other volunteers. CRAG is the advising group on two grants - Coastal Zone Management and FEMA – and is focused on ways the town can be more prepared for climate change impacts of increased precipitation and sea level rise.

Over the summer we 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 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 extended our 17 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

Now in its tenth year, the Community Preservation Committee (CPC) continues to assist the Town and local non-profit organizations by pro-

viding funding for projects that fall within the three categories for which CPC can expend funds: Affordable Housing, Open Space and Recreation, and Historical Preservation. Some of the initiatives we funded last year include the replacement of the Masconomo Playground equipment, the restoration of town archives and cemeteries, safety improvements at the Library, and \$100,000 funding for both Open Space and Affordable Housing Reserves.

The past year was highlighted by two major issues: the Community Preservation Master Plan and the reduction of the local CPA surcharge from 3% back to 1 ½ %.

Working with Master Plan consultant, Jennifer Goldsen and Town Planner, Sue Brown, the CPC conducted a community workshop and two public hearings to solicit citizen input to the plan. At our meeting in September, the final plan was presented and with a unanimous vote, it was adopted by the CPC. The Plan outlines our commitment to allocate 10% of local CPA receipts to the three categories, 5% to Administration and the remaining 65% to be available to address town and community needs as they occur. Community housing is our primary focus and to that end, the CPC and town officials are working together to develop an Affordable Housing Trust.

With the failure of the Donovan Field Project for which the town had voted in 2014 to increase the local CPA surcharge to 3%, a citizen effort to reduce the surcharge back to 1 ½% prevailed at the Town Elections. Because of the reduction, Manchester is no longer eligible for second and third rounds of State matching funds. This has significantly reduced our ability to assist the town with funding eligible projects that are not otherwise able to be addressed in the town's operating and capital budgets.

We appreciate the support and enthusiasm citizens have shown for the work of the CPC. We will continue to do our best to manage our funds efficiently and bring recommendations to the Annual Town Meeting for voter approval.

Respectfully,

Woody Kelly and Sue Thorne, CPC Co-Chairs

CONSERVATION COMMISSION

The Manchester-by-the-Sea Conservation Commission conducted 20 regular meetings and continued its regulatory and non-regulatory activities in the year 2015.

In 2015, there was a slight increase in wetlands permit applications compared to 2014; most notably in Notices of Intent of which there were 19. These applications are reviewed under both the Massachusetts Wetlands Protection Act and the Town Wetlands Bylaw. The Commission issued 18 Determinations of Applicability, 16 Orders of Conditions, 2 Amended Orders of Conditions, 14 Certificates of Compliance, 5 Enforcement Orders, 4 De Minimis Change Letters, and 1 Abbreviated Resource Delineation. A number of Letter/Tree Permits were issued by the Administrator, and the Commission accepted a new Conservation Restriction on private land.

Mr. Joseph A. Puopolo was appointed to the Commission to fill a vacancy left by Curtis Rising. Mr. Puopolo's first meeting was on October 20th. The Commission wishes to thank Mr. Rising for his service and welcomes Mr. Puopolo to the Commission.

With the completion of the Open Space and Recreation Plan in 2014, the Town appointed six members to the newly-formed Open Space and Recreation Committee. Members include Mike Chapman, Francie Caudill, Helen Bethell, Sara Levensohn, Steve Jaworski and Frank Marangell. The committee started meeting in June and appointed Mike Chapman as its chair.

In addition to the grant from Massachusetts Coastal Zone Management last year, Manchester was awarded a Pre-Disaster Mitigation grant from FEMA to enhance the town's Hazard Mitigation Plan. The enhancement will include an assessment of the potential impacts of climate change on critical town assets—specifically from the effects of sea level rise, extreme precipitation and storm surge. Consultants, hired by the town, are now performing the work for both grants which will eventually result in specific plans to mitigate impacts of climate change and a new version of the Hazard Mitigation Plan.

In July, the Town Administrator hired a new Conservation Administrator, Chris Bertoni, to staff the Conservation Commission and the Conservation Department. The former Administrator, Mary Reilly, continues to work for the Conservation Department on the grant-funded projects noted above.

The Commission members and its Administrator participate on other committees, including the Community Preservation Committee, the Open

Space and Recreation Committee and the Wastewater Committee and work cooperatively with other boards. Commissioners 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 1644; this translates to 30% of the population being over the age of 60. 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 & drug insurance, transportation and affordable housing continue to be key issues facing our seniors.

The following are some of the highlights of the services provided in 2015:

- Monthly “Lunch of the Month” for 35-40 senior citizens
- Provided over 4200 units of transportation to senior and disabled citizens
- Provided over 390 units of outreach service to senior and disabled citizens
- Delivered (by volunteers) approximately 3453 Meals on Wheels to 30 homebound seniors
- Sponsored several health and wellness seminars
- Monthly Low Vision Support Group offering special presentations
- Weekly Yoga Program funded in part by the Friends of the Council on Aging
- StrongWoman exercise program twice weekly with 65 to 70 participants for each 12 week session
- Weekly Zumba Gold Class with 18 to 20 participants
- Annual summer luncheons/events at Tuck’s Point
- The COA newsletter is mailed and/or emailed to over 1100 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 80 senior and disabled citizens
- Provide SHINE (Serving Health Information Needs of Everyone) Counseling
- Provide Medicare Advocacy Counseling

- Develop and promote TRIAD programs

A very big part of the COA growth and success goes to approximately 70 active volunteers who donated thousands of hours in 2015. 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 continued its mission of bringing cultural enrichment and creative and educational opportunities to town residents of all ages. The Fiscal Year 2015 grant allocation of approximately \$4,000 from the Massachusetts Cultural Council enabled us to fund 11 programs.

These programs included classroom workshops and a concert performance by the Cape Ann Symphony Orchestra at the Manchester/Essex Regional High School, presentations for Manchester Memorial School students on “Engineering Windmills”, a workshop on “Edible Centerpieces” at the Seaside Garden Club, a presentation on the American Revolutionary War for Memorial School students, two “Singing and Signing” performances by Wendy Manninen and Vicki Marsh at the Manchester Public Library, also at the Library a program for teens called “Mosaic Magic” and a Summer Reading kick-off performance by Ed the Wizard, an interactive theatrical performance by the Delvena Theatre Company for COA members, two musical performances for COA members; one presented by John Root and the other by Davis Bates and support for one of the Manchester Parks and Recreation “Music in Masconomo” concerts .

The Cultural Council has seven members, who are appointed by the Board of Selectmen to serve three-year terms. We are always seeking new members and encourage those with any interest to contact us.

Anne Cowman, Chair

FIRE DEPARTMENT

The 34 members of the Manchester Fire and Rescue Service include 13 Career and 21 Call Firefighters. Twelve are Paramedics, fifteen are EMTs and six are First Responders. Twenty-five mem-

bers are Massachusetts certified Firefighters I/II.

In 2015 Call Firefighter Tom Aldrich was hired to a career position with the retirement of career Lt Clinton Hatch who proudly served the town for 32 years. With the retirement of Lt Hatch, career Firefighter Dennis Pyburn was promoted to Lieutenant.

Fire and Rescue Service: The Manchester Fire Department responded to 996 calls for emergency fire and medical services during 2015. These included 481 emergency medical service calls. There were 76 hazardous condition calls which included 36 gas leaks. In addition to the requests for emergency service, the department responded to 922 calls for non-emergency service including 239 fire safety inspections and 29 child safety seat inspections.

The department continues aggressive efforts in Fire Prevention and improving life safety. Town residents were invited to the department's Annual Open House during Fire Prevention Week. The very successful event allowed residents of all ages to learn about fire safety, meet Sparky the Fire Safety Dog, tour the station, and share pizza. Fire Prevention Officer, Captain Tod Biggar, organized the event.

The Fire Department received grants from the Department of Fire Services for the program S.A.F.E. (Student Awareness of Fire Education). The Fire Department also received funding under the Senior S.A.F.E. program that is geared towards getting the fire safety message out to our senior population.

The department participated in many town events including: the Memorial Day Parade, the July 4th Celebration, Vehicle Day, the Halloween Program, and the Santa Claus ride throughout the town.

Emergency Management: Co-managed by Tom Kehoe and Captain Tod Biggar, both are continually involved in monitoring storms and preparing for the impact these can have on our community.

Other Activities: During 2015 the Fire Station was made more energy efficient with the addition of insulation throughout the building and new windows. At the same time mold was remediated from the building improving air quality to everyone that works in the building. Lastly, new carpeting was put down throughout the building replacing some extremely well-worn carpeting. As 2015 drew to a close many members picked up paint brushes and started a repainting project to help

with general sprucing up of the building. Also during the year firefighters provided fire and safety coverage while the movie "Joy" was being filmed.

Retirement of Fire Chief Glen Rogers: Chief Glen Rogers retired in early-December of 2015 capping off a 30-year career in the fire service that began in Falmouth and culminated with serving as the Town's Fire Chief for the last three years. We'd like everyone to join us in thanking Chief Rogers for his service and time as Fire Chief.

Appointment of interim Fire Chief: With the retirement of Chief Rogers the town welcomed Albert Beardsley as the Town's Interim Fire Chief. Chief Beardsley recently retired as the Fire Chief in Georgetown and is serving as the Interim Chief until a permanent Fire Chief is appointed.

In closing, I would like to thank the firefighters for their hard work, dedication and commitment to excellence and professionalism in making Manchester By-The-Sea a safer place. On behalf of the department and myself, I would like to thank the Town for its continued support. We remind residents to practice emergency preparedness, make their homes safe from all hazards, have working smoke and carbon monoxide detectors, and an emergency evacuation plan. If you have any questions concerning this report or any safety issue please call or stop by the Fire Station.

Respectfully submitted,
Albert B. Beardsley
Interim Fire Chief

HARBOR ADVISORY COMMITTEE (HAC)

The HAC would like to thank Jim Hatch and Mike MacEahern for their tireless contributions while serving on the HAC. With their leaving, the Board of Selectmen agreed to increase the HAC to 9 members. The new members added in 2015 are Carl Doane, Dan Gray, Steve Lauber and Phillip Leahy.

2015 was another year of harbor improvements. The Waterway Permit renewal season went smoother than the year before. The Harbormaster has indicated that approximately 10 people from the Mooring Waitlist were assigned moorings and 2 people on the Mooring Change List were moved to other moorings.

There was a disappointing delay by the regulatory agencies regarding the many permits for dredging B and C areas of the harbor. In addition to the delay was the realization that the anticipated 75% funding from the State for the dredging

would probably not occur. This information resulted in unavoidable waterway fee increase for the 2016 season.

The Waterway Regulations were reviewed, modified and approved by the Board of Selectmen. The modifications were to a) increase waterway fees, b) define shallow mooring practices and c) allow a waterway permit holder to offer his mooring to a transient boater who is on the waitlist for up to 30 days with harbormaster permission.

The Harbor Advisory Charge was amended and approved by the Board of Selectmen. The changes reflect the conclusion that there is no longer a need for the HAC to be involved operationally, but that the HAC can be of value from a vision or strategic focus while working in concert with the Harbormaster.

There were a number of other projects either initiated or completed in 2015:

- 1) During 2015 most of our floats were refurbished and installed. Those not completed will be completed before the 2016 season, weather permitting.
 - 2) A Boating Infrastructure Grant was approved by the state for the Reed Park transient float area. The intent is to replace and expand the float system at Reed Park to allow boating visitors better access to Manchester's commercial area.
 - 3) The Manchester pump out boat was put in service.
 - 4) The implementation of the new ramp behind Town Hall has begun. It will improve safety for boaters as well as paddle boarders and kayakers. We hope to have it completed before the 2016 boating season.
 - 5) The issue of Sand Dollar Cove Congestion was raised and discussed. The intent is to have all impacted stakeholders aid in the solution, with the path forward being in place before the 2016 boating season.
- On behalf of the Harbor Advisory Committee
Greg Bialy, Chair

HARBORMASTER

The Harbor Department expects the completion of the boat launch, dredging and engineering of the Reed Park float expansion to be the central focus for the coming year.

Infrastructure:

- The grant submitted to US Fish and Wildlife for

the expansion of Reed Park docks to accommodate more transient boaters was awarded to the town in March. The grant will cover seventy five percent up to \$360,000 of the cost of the project. The majority of the town share will be met with in-kind services. Any remaining balance will come from the Waterway Fund.

- Construction of the new boat launch behind town hall is underway. A completion date is expected sometime in April.
- The Harbor Department with the help of cheerful volunteers is making headway with the float replacement project. The last three floats should be done this spring.
- Permitting of the Tuck's Pt floats is in the planning stages. CLE Engineering completed a feasibility study and a decision on how best to move forward will be made this summer.
- The dredging project for Areas B&C moves slowly forward. The harbormaster float non-compliance at Morss Pier will be resolved and a permit issued as part of the dredging permit.

Funds and Revenue:

Mooring & Waitlist Revenue 2015

Total: \$194,866

Boat Excise Revenue 2015

Total: \$18,070

Dredge Fund as of 1/13/2016

Total: \$403,000

Waterway Fund Balance as of 1/13/2016

Total: \$386,000

Waterway permit fees are no longer be collected by the harbormaster. Upon receipt of Waterway Renewal Forms all permit holders must submit payment to the Treasurer's office and bring proof of payment to the harbormaster to receive your stickers.

Boats:

The inaugural season for the Clean Vessel Act pump-out boat was a learning experience. Over one thousand gallons of waste were removed from vessels this year and the number is expected to go up in the coming season. The program continues to be funded at 75% by federal dollars with the balance coming from the Waterway Fund. A T-top was added to the boat which provides shelter for vessel operators.

Records:

Files are available for inspection during office hours. No appointment is necessary.

Moorings & Waitlists:

Waitlists- As of January 11, 2016 there are 385 names on the mooring waitlist, 21 of the names were added since January. The mooring-change list has 68 names and the dinghy waitlist stands at 63.

Moorings- Approximately 10 moorings changed hands in 2015. It is expected 2016 will be an average mooring reassignment year as well. Mooring and waitlist payments may now be done by credit card or electronic check online and at the Harbormaster's office. Mooring and waitlist records including the waitlist ledgers may be accessed during office hours. No appointment is necessary.

Staff:

Many thanks to Tom Aldrich for his years of service to the Harbor Department. Tom is now a full time member of the Manchester Fire Department, good news for them, bad news for the harbor. Best of luck to you Tom. Tim Cronin, Mike MacEachern, Claude Beaudet and Joe Gray continue as Assistant Harbormasters for 2016.

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.

Best, Bion Pike

Manchester Harbormaster

BOARD OF HEALTH

The mission of the Manchester-by-the-Sea Board of Health (BOH) 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 2015.

Mosquito borne illnesses continue to be a health concern in 2015. Threats from the West Nile Virus and Eastern Equine Encephalitis from infected mosquitoes were monitored and evaluated by the Mosquito Control Board during 2015. They provided treatment in the catch basins and monitoring. Such monitoring resulted in the Board not needing to have to resort to ground targeted spraying. The public is reminded that if you would like to "opt out" of spraying on your property contact the BOH for information as soon as possible.

Very intermittent beach closings continued as a result of high coliform bacteria counts over the summer. The Board continued to try to determine

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, and fewer closings existed this past season which may be attributed to the upgrades, and less than normal rainfall this year.

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 Flu Clinics that were well attended. The Clinics were run smoothly and efficiently and were again offered to Town residents and Town Employees. Thank you to all the Cape Ann Nurses, Board Members and residents who assisted Pam with the Clinics.

The Board Members welcomed Deborah Bradley to the Board of Health as a new member this year. Her insight into public health concerns will be an asset to the Board. The Town and the Board of Health want to give special thanks to Dr. William Otto, who resigned from the Board this year. His expertise and thoughtful dedicated service to the town will be missed. Ellen Lufkin, Assistant to the Board of Health, is also thanked 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 2016.

Leslie R. Nitkiewicz, Chairperson

HOUSING AUTHORITY

The Manchester Housing Authority consists of 80 Elderly/Handicapped housing units, located at Newport Park 667-1 constructed in 1963 and The Plains 667-2 in 1974. Also a 4 family housing unit located on Loading Place Road constructed in 1989.

MHA’s focus is to insure that the public housing resources are utilized to their maximum capacity. Our goal is to provide safe, sanitary, affordable housing.

This year we experienced nearly a 22% turnover of our elderly/handicapped units inclusive of 8 units being off line for 9 months fire damage and the family units remained occupied continuously for the last two years.

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 of capital projects.

Included in the 2015 Capital Improvements Plans, the completion of repairs on the porches at both elderly sites were completed. Tree trimming at all sites was done as was the replacement of all smoke detectors at Newport Park. An expansion to the administration office is slated to begin.

The Manchester Housing Authority does not receive funds from the Town of Manchester. The Manchester’s Community Preservation Act Committee does award grants to fund some special projects for MHA.

We thank the town for its 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.

The Manchester Housing Authority Board of Commissioners are, Marc Bliss, Chairman; John Kenney, Sue Throne, Gretchen Wood and Nancy Hammond.

We thank Bruce MacDonald and Jane Metrano for their many years of service to the Board.

We would like to commend our staff, Executive Director Irene Frontiero, Maintenance Mechanics, Mr. Chris Rodier, Brian Bernard 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 contribute and a special thanks to

the First Baptist Church for their assistance in this year’s fall leaf clean up.

We also thank Melanie Loveland-Hale, Asset Management Specialist, Bruce McCarrier, Facilities Manager, Bob Watt, Office of Construction Service and Avalon McLaren, Project Manager, as they have provided great oversight and technical assistance from DHCD during 2015. We thank all the Town boards for their assistance as well.

INSPECTORS

The year of 2015 saw a big change in the Inspectors Office. The office was moved from room 3, where it had been for many years, to room 2 with the Assessor’s Office. We went to on-line permitting in June of 2014 and that has helped with the move. We also saw office staff changes. Beth Heisey who was doing the permitting work from the Selectmen’s Office is now working part-time for the permitting office only and Liz Dukes who does all the Assessor’s clerical work is now doing permitting also.

The Inspectors have not changed and neither have their office hours. The Building Inspector, Paul Orlando is in the office on Tuesday mornings from 7 to 8 a.m. and Thursday evenings from 6 to 8 p.m. The Gas and Plumbing Inspector, Joe Guzzo is in the office on Tuesday and Thursday mornings from 6:30 to 7:30 a.m. The Electrical Inspector, Joe Novello does not hold office hours but can be called for inspections.

The following is a list of permits and fees collected for 2015:

Building Inspector

• Permits Issued	326
– Fees Collected	\$170,993

Plumbing/Gas Inspector

• Plumbing Permits issued	211
– Fees Collected	\$ 13,122
• Gas Permits Issued	177
– Fees Collected	\$ 7,301

Electrical Inspector

• Permits Issued	204
– Fees Collected	\$ 77,519

If you have any questions about permitting for Building, Gas/Plumbing or Electrical please call our office at 978-526-2010. On-line permitting can be found on the main page of the website, www.manchester.ma.us Thank you for your cooperation throughout the year.

LIBRARY TRUSTEES

Serving infants and their caregivers, every age of formal and informal student, the recreational reader of every generation, and those seeking community activities year round, the Manchester Public Library continued to meet the information, reading, and media needs of Manchester by the Sea residents. In 2015, we saw half of our full time staff change with the appointment of a new Head of Youth Services, Kathryn Strong Stadt and a new Library Director, Sara Collins, a 28 year MPL library veteran. Ms. Collins, who has been an integral part of the library since 1988, finally gets her chance to direct the growth of the Library as it reaches to meet our and the town's goals for 2016. We, the Trustees, couldn't be more confident or excited.

The Manchester Community Reads this year focused on works that illustrate how connected we are in this small world. It chose to read *I Am Malala*, by Malala Yousafzai. They organized a talk, with materials by Middle Eastern Studies and Harvard scholar, Jennifer Quigley-Jones on the topic "Women in the Middle East." As always, many age groups participated in similar programs for teens and children.

Other library events included:

1. A new **Books on Singing Beach** monthly book group, with the coordination of Parks and Recreation and the Laughing Gull Snack Bar
2. A **Cookbook Throwdown** which focused on seasonal cookbooks complete with a "taste off" competition for each. This seasonal program bringing cooks and foodies into the Library. Local Cookbook author, Heather Atwood attended the judging of her recent *In Cod We Trust*.
3. **Food, Plants and Gardening** represented areas of great interest this year. Programs included a wide range of topics as diverse as "Gardening Tips" and "Today's GMO Issue."
4. As part of our ongoing and ever popular **Visiting Authors** program, Elisabeth Elo, Shannon Kirk, Matthew Pearl, Carla Neggars, and Sally Goldenbaum gave presentations.

Adult services managed 63 events with more than 700 attendees.

The Children's Summer Reading Program theme was "Every Hero has a Story" with a focus

on both historic and contemporary heroes. Children's services offered several science, art, and zoology programs throughout the year, including, **Junior First Lego League**, **Touch a Truck**, **Pirate Day**, and **The Snakes of New England**. Pirate Day was another example of a successful collaboration, this time with the Manchester Historical Museum, and the Commonwealth's Coordinated Family and Community Engagement Program. Over fifty children and parents participated in a pirate themed story time. They played piratical games, enjoyed sea shanties and completed a pirate's scavenger hunt through town aimed at showing Manchester's privateering history. The Friends of the Library, the Manchester Cultural Council and the Hooper Fund all supplemented the Children's Services programming budget. Teen program highlights in 2015 included a **Summer Science Program** complete with catapults on the library's front lawn, a **Cupcake Decorating Program**, and rethinking the classic **Gingerbread House** to include a haunted version for Halloween. This was just one of the teen's 33 programs in 2015, with a total attendance just shy of 800. The Library also hosted a joint **Child Care Program** with the Manchester Community Center and the Manchester-Essex High School Green Team. In all, the Children's Services held 164 programs with 2,963 in attendance.

Over 50,630 people visited the Library last year. There were 5,694 registered borrowers, 4,803 from Manchester. The Library circulated 62,763 items, in addition to 11,195 borrowed from other MVLC libraries and the Library lent 17,931 items to other MVLC libraries. Library staff answered 2,183 reference and readers' advisory questions. The Library owns 59,443 titles and provides online access to thousands more titles. Other services provided are online and wireless access to the internet, technology instruction, space for tutoring and homework, tax forms, outgoing 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 465 times), program sponsorship such as the **Summer Reading Program** and the **Christmas-by-the-Sea Program** (The Toe Jam Puppet Band complete with indoor snow flurries!), library improve-

ments, such as new shades to accommodate movie nights, provided all refreshments, 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 Susan Olekiw was the guest speaker at the Friends Annual Meeting, bringing her expertise in combining travel with writing mysteries.

Volunteers continue to supplement the Library staff by performing the many tasks necessary for our day-to-day operations. Sixty volunteers helped by processing books, inputting data, weeding the collection and most importantly, shelving returned books. Volunteer hours totaled 1,630, just over 31 hours per week. We cannot thank them enough for their generosity of spirit and time!

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.

Despite a slow start implementing Energy Conservation Measures (remember the RECORD snowfall?), the pace is now picking up. The town has switched to variable speed pumps in our sewer treatment plant, resulting in an anticipated 57,162 kWh savings. Also, our water plant underwent an emergency roof replacement and all the lighting was upgraded to LED's this fall as part of the reconstruction. Other Energy Conservation Measures are slated to be done January 2016 (Town Hall and DPW garage lighting retrofits).

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.

PARKING CLERK

Fees collected in 2015:

Beach Stickers	\$58,560.00
Parking Fines	30,870.00
Walk-on Passes	650.00
Business/Boater Placards	2,320.00
TOTAL	\$ 92,400.00

3778 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 holds monthly meetings and they are open to the public. Please come to a meeting if you have something you would like to discuss.



PARKS AND RECREATION DEPARTMENT

Bringing families and the community together!

It has been another busy year for the Parks & Recreation Department and things are going smoothly. Participation in Parks & Recreation Department programs has continued to increase every year particularly in the *Hornets After-School*

Program (69), the Winter Basketball Program (268) & the Summer Playground Program (322).

The Parks & Recreation Department offers many different activities geared towards all ages and abilities each season with new schedules being released 3 times per year; in April, August, and December. The Parks & Recreation Department has a page on Facebook and can also be found at www.mbtsrec.com as well as through the town's website!

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, 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 2016!

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 14th year in 2016 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 generous residents. Many thanks go out to each of the sponsors 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.

Manchester by the Sea Parks and Recreation will continue to provide places, activities and events for you and your family to grow, laugh, play, and relax.

PLANNING BOARD

The Planning Board consists of seven elected volunteers. The Planning Board makes decisions pertaining to division of land, issues special per-

mits 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 2015, the Planning Board:

- Granted 8 Approval Not Required [ANR] for minor transfers of land between abutters or for new lots and issued Five 'Driveway/Curb Cuts.
- Reviewed a preliminary subdivision application for a four lot subdivision off Walker Road. The application as presented was not approved.
- Granted 4 Special Permits, including cell phone tower antenna replacements, common driveway constructions on Summer St, Topographical changes to a property on Ancient County Way and conversion of a rear yard for overflow parking places.
- Held discussions, had a public hearing and proposed a By-Law on Medical Marijuana Treatment Center which was adopted by April Town Meeting.
- Is currently working on revisions of the Subdivision Rules and Regulations.
- Provided input and approval to the Housing Production Plan.

We look forward to collaborating with the Town Planner and the Master Plan Committee.

We thank all members for their effort: Loren Coons, Andrea Fish, Frank Marangell, Ron Mastrogiacono and Dr. Robert Mehlman. Also, we are ever so appreciative of the wise and able assistance from Administrative Assistant, Helene Shaw-Kwasie.

Carroll Cabot and Peter Canny, Co-Chairmen

POLICE DEPARTMENT

I am pleased to offer the citizens of Manchester-by-the-Sea this annual report on the activities and accomplishments of your Police Department for 2015. The goal of this department remains consistent – to protect and serve our citizens and all those who visit in the most effective and efficient manner with dignity and respect. This is not only a mission, but a mandate that continues to guide us. We are pleased that as a result of embracing and fostering this mandate we are one of the safest and most service oriented communities in the Commonwealth. The challenges facing all aspects of community safety and security are

significant and rapidly changing and we will continue to do all we can to deliver service in a manner that is fair, consistent, safety focused, and cost effective. This is a challenging time for policing in our nation, but we are fortunate to have you, our citizens, who support us in keeping this community safe.

It remains an honor to lead a group of motivated and dedicated officers and civilians who are committed to excellence and the ideals of service, safety, and fairness.

In 2015 the following personnel changes took place: Officer Kevin Gordon transferred to another agency after 5 years of faithful service to our community. Officer Mark Theriault was appointed to a Reserve Officer position and he came to us very well trained and prepared from our Auxiliary Officer program. Appointed to a per diem dispatch position was Jacob Fitzgerald. Jacob too is a successful product of our Auxiliary program and has served previously as a summer parking enforcement officer. Completing the full-time 26 week police academy was Officer Ryan Machain.

I was pleased to offer Official Commendations to officers for some very heroic actions.

In March of 2015 there was a significant fire at the Plains Housing Complex. Officers and Firefighters worked together and acted quickly to prevent injury and achieved a successful evacuation. Although there was damage to the property, there was no loss of life. In May there were 3 events that had successful outcomes as a result of the effective actions of our personnel. These included an individual attempting to harm himself on the train tracks, a home where a resident was held against his will by suspects who fled the area, and a home break in where the homeowner arrived to find a burglar in the home. The latter 2 cases resulted in arrests and the distraught subject trying to harm himself received treatment. Receiving commendations were Lieutenant Fitzgerald, Sergeants Louf and McCoy, Detective Locke, Officer Archambault and K-9 KATO, Officer Gordon, Officer Richard, Officer Richardson, Officer Santamaria, Officer Costa, Officer Rumpf, Dispatchers LaChance and Fitzgerald, and Administrative Assistant Rotondo.

Although these officers were selected to receive commendations, all officers of this department are worthy of recognition for the outstanding

and dedicated work they do each and every day.

For our Police Department's patrol duties, traffic enforcement and investigations remain our core police functions. We also understand and value our Community Policing initiatives which keep us working collaboratively with our citizens. In the area of community outreach programs in 2015 we launched several new initiatives as well as continuing with other tested concepts. New this year was a program entitled "Coffee with a Cop." In this program all officers of the department met with citizens on several Saturday mornings at area coffee shops. This brought citizens and police officers together in an informal setting to meet and exchange ideas. The feedback was very positive. Our presence on social media continues to produce some very favorable results. In addition to Facebook, we launched our Twitter account and to date we have over 7000 followers. Social media outreach remains one of the most effective and rapid means to communicate important information with our citizens. Additionally, we held a senior citizen luncheon, as well as a kickball and ice cream social for our youths in the summer program. We are pleased continue our affiliation with the elder service TRIAD program. We continue working on programs that will keep seniors safe in their homes, on the roads, protect their identity, as well as in the information and social media era. We also participated in several fundraising community programs including food and toy drives and worked with youth groups including the Boy and Girl Scouts. In 2015 we continued our partnership with education with our Community Collaborative Initiative. This program is in cooperation with the District Attorneys Office and the Manchester Essex Regional School District and involves juvenile diversion programs and safety presentations in the schools. Other programs we conducted with the schools include a bicycle safety and helmet day program, Career Day and Halloween safety outreach.

In 2015, we continued with our highly successful and visible motorcycle patrol, bicycle patrol, and foot patrol programs. We continue to be an active member and participant in the Cape Ann Regional Response Team. This team works not only on tactical situations in the region, but also on search and rescue missions and ensures public safety at many different events. An important program that helps ensure our adequate train-

ing ground for new police officers is our highly successful Auxiliary Officer Program. Under the direction of Officer Michael Richard, individuals who have an interest in the police profession, many of whom are working toward a degree in Criminal Justice, get valuable training and experience. These volunteers attend training which is the first step in advancing to a part-time police position. These dedicated individuals work many of the events including the Memorial Day and Fourth of July parades and fireworks amongst other community events. In 2015 these officers contributed over 1000 hours of volunteer service to the community.

In addition to the outreach listed above I would like to highlight the success of our grant funded K-9 program. K-9 KATO continues to be our most popular officer and ambassador for our agency. Working with handler Officer Joseph Archambault KATO is able to track missing and lost individuals as well as track those who may have fled the police. KATO has also been successful in several searches for property that may have been stolen and discarded during a crime. KATO and handler Archambault are also members of The Cape Ann Regional Response Team and have been used with success in the local area. The following is some of the outstanding work that K-9 KATO has performed: 11 demonstrations to groups such as the Boy Scouts, Manchester Club, Rotary Club, Manchester Council on Aging and all schools in the Manchester / Essex Regional School District. Additionally, KATO has performed 8 searches for missing persons, 5 searches at breaking and entering locations, been called out to assist the CART team on 3 occasions, has done 3 criminal apprehension tracks as well as 31 narcotic searches. KATO continues to be our Number 1 attraction on our social media and Facebook page. When his activity is posted on social media his review is always positive and he receives several thousand views. This past summer KATO and handler Archambault came in first place overall at the U.S.P.C.A. police dog trials.



Like all communities in the Commonwealth our municipal fiscal challenges are apparent.

As a result of these limitations it is important that we actively seek grant funding where and when available. Working collaboratively with Gloucester, Rockport, Beverly and Essex we were awarded a funding grant that will focus on reducing youth substance abuse. I am also pleased that we were able to receive funding grants that allowed us to obtain equipment outside of the town's budget. The Department applied for and was awarded a Commonwealth of Massachusetts Executive Office of Public Safety and Security E-911 Grant that allowed for an update to our dispatching operations. The department also received an E-911 Dispatch Training Grant that will keep our personnel on the cutting edge of preparedness. Our dispatch function remains of the highest quality and is served by dedicated and professional individuals who offer superior service at the local level. As our fiscal challenges continue, I renew my pledge to be pro-active in seeking out all funding outside / grant funding opportunities that are available.

Continued, relevant training of our police officers remains central to the effective delivery of quality service to our citizens. As such, officers completed annual in-service and emergency medical training, firearms re-qualifications and emergency medical dispatch recertification. There were many specialized training classes officers attended including classes in emergency vehicle operations, supervisor liability training, domestic violence awareness and prevention, hazard planning for schools, drug impaired driving recognition, defensive tactics, background investigations, field training officers program, response to critical incidents, homeland security, police officer bicycle training, advanced leadership program conducted by the F.B.I., advanced investigative and police techniques, technology advancements in policing and updated investigative techniques and technologies. We continue to expand and develop our expertise in the areas of identity theft and cyber related crimes such as those that are perpetrated using social media sources. For 2015 each officer completed over 90 hours of training.

In 2015 the Manchester-by-the-Sea Police Department logged 13,676 calls for service which included 178 arrests, 1094 calls for follow up / investigation, investigated 62 motor vehicle crashes, and issued 581 traffic citations. The over-

all call volume is up 4% over 2014. As with previous years the trend toward cyber-crime, social media related issues and identity theft continue to be the largest areas in growth of criminal activity we are experiencing. We have investigated several of these crimes and we anticipate this trend will continue. The best advice for crime prevention 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.

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

Glenn F. McKiel, Chief of Police

PUBLIC WORKS

SNOW AND MORE SNOW...that defined the winter! A total of about 11 feet!

Highway Division

Highway staff along with personnel from other divisions and lots of contract help plowed and removed snow nonstop for almost 2 months. The historic snowfall was a challenge to people and equipment in many ways. Finding room for the snow, time for tired people to rest and keeping equipment repaired seemed like unattainable goals. But spring did finally arrive and luckily came gently and the snow melted slowly.

Spring activities included cleaning up and repairing the damage from the winter. Signs and pavement markings were obviously in need of attention. Less visible was the damage to catch basins, manholes and drainage pipes that required repair. Potholes were patched, curbing replaced and sidewalks repaired.

In addition staff maintained town owned facilities including:

- 6 beaches, 5 parks/sports fields and other recreational facilities.
- 5 cemeteries: Pleasant Grove, Rosedale and Rosedale Extension; historic locations include the 1661 and Union Cemeteries.

Highway staff worked with the Tree Warden responding to problems with the 2,300 trees in the

town's right of-ways. One mechanic with part time assistance maintained the DPW rolling stock and the Police Department vehicles.

Milling and resurfacing of Sea Street, Beach Street and Old Neck Road was completed. These roads were the priorities as identified in the pavement management plan, based on the pavement condition index.

Water Division

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

Woodard and Curran continued under contract to operate the treatment plant, water sources and storage facility for the town. They conducted the required sampling and testing of drinking water samples, monitored the plant, Lincoln Street well and Moses Hill tank operations.

The roof on the Water Treatment Plant was compromised by the historic snow load in February. The roof trusses were twisted, so the structural stability was weakened. After the roof was cleared and shoring was constructed inside the plant, operations continued normally while a structural engineer prepared design plans for the repair. The construction was put out to bid in August and was substantially complete in December, with work on the ceiling remaining. Our insurance has covered the cost of repairs.

Water distribution and sewer collection are managed by town staff. Flushing of the water distribution system was conducted in the spring and fall to clean out the inside of the water mains. The staff responded to water main breaks at a rate of approximately one per month. Quarterly meter reading, final reads for property sales and water turn offs were regularly performed. Sewer blockages were cleared, manholes cleaned and the 3 pump stations were maintained.

In January 2015 a consultant performed a leak detection survey of the town's water distribution system. Several leaks were found and repaired, the largest sending 200,000 gallons of drinking water a day into the ocean. This was all under water, about 7 feet deep so it was not visible. Once repaired the treatment plant could see the difference in the amount of water they processed.

Wastewater Division

The consultant working on the Comprehensive Wastewater Management Plan identified areas in the collection system where cleaning and lining of the pipes would help reduce the amount of ground

water entering the sewer system. The majority of the work was completed by December shut down. The contractor will return to complete the manhole reconstructions in the spring of 2016. Reduction of infiltration and inflow into the sewer system continues to be identified and addressed. The Comprehensive Wastewater Plan is in final draft form, and should be complete in late winter 2016.

The Wastewater Treatment Plant still continues to effectively treat the sewerage before discharge. The facility is well maintained, but some energy efficiency improvements are planned along with replacement of some older pumps.

Capital Planning

The pavement management plan continues to be used to maximize the effectiveness of the town’s investment in pavement rehabilitation. This includes optimization of timing and type of treatments.

Construction of a new 14” water line on Pine Street was started, and the north segment was completed. A serpentine pipe was constructed at the Lincoln Street well to increase chlorine contact time to get the residual chlorine levels higher. The contractor will resume work on the southern segment of the Pine Street water line replacement in March 2016. Completion is expected in the summer.

A consultant was engaged to look at the water distribution system needs, short and long term, including the leak detection mentioned earlier. A water audit is in draft form, with a completion date of spring 2016. This will provide the information needed to do long range capital planning and asset management for the town’s water system.

Respectfully Submitted,
Carol Murray, DPW Director

BOARD OF REGISTRARS

Voter registration totals as of December 31, 2015:

Democrat	826
Republican	769
Unenrolled	2,229
United Independent	
Party	24
Green Party USA	0
Green Rainbow	1
Libertarian	4
Socialist	1
Inter 3rd Party	1
TOTAL	3849

The total population figure, gathered from the town census is 5,692.

The required registration sessions were held before the April Town Meeting and the May Town Election. 224 new voters registered in 2015.

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.

MERSD has a reputation of strong academic achievement, high quality faculty, a commitment to small class size and a robust co-curricular program. Throughout 2015 MERSD continued to make progress in fulfilling its goals as outlined in the Strategic and District Improvement Plans. Highlights include continued academic excellence ranking number sixteen on Boston Magazine’s best districts list, recognition as a model district for the implementation of the newly revamped educator evaluation system, implementation of the Youth Risk Behavior Survey to assess the social emotional needs of students, safety improvements in bike and pedestrian access to the Memorial School through Safe Routes to School Grant, the successful negotiation of multi-year teachers’ contract, and continued development of programs and systems to support the belief system of whole child education.

MERSD begins the FY17 budget cycle in a stable and improved financial position due to careful fiscal management and the strong support of Manchester and Essex residents. In FY16, taxpayers provided a one-time revenue correction to make up for nearly a decade of enrollment growth that far exceeded the constraints of Proposition 2.5, which limits property tax increases. Prior to this correction, revenue per student from the towns had grown an average of just 0.6% per year in Essex since enrollment growth began, and actually had declined an average of 0.1% per year in Manchester. In other words, revenue had not kept pace with significant enrollment growth (24% since 2007) and funding per pupil had not kept pace with inflation. However, as a result of the taxpayer approved revenue correction in FY16, MERSD is

on a much firmer financial footing, and no longer has to use rainy day reserve funds to support its annual operating budget. MERSD has also taken significant steps to address long-term financial liabilities, including the cost of mandated health insurance for retirees (known as Other Post-Employment Benefits or OPEB). As a result of a collaborative effort with the Manchester Essex Teachers Association, which agreed to move staff to less costly plans, MERSD is now on a path to full funding, with an estimated \$770K set aside in trust through FY17, funded entirely by savings from employee benefits restructuring.

The FY17 operating budget assumes spending growth of \$721K, or just 3.1% more than FY16. The resulting assessment increase to the towns is a 3.3% increase from FY16, due in part to a slow-down in state aid, which provides the other main source of funding for MERSD's budget. Spending growth excluding the cost of health insurance and OPEB contributions is just 2.2%. Town payments in the FY17 capital budget, which pays for debt service related to construction of the Regional Middle High School, are declining \$61K or 2.6% from the prior year.

Throughout 2015 MERSD made significant progress in facilities planning. In the spring of 2015, MERSD submitted a Statement of Interest (SOI) to the Massachusetts Building Authority (the "MSBA"). The Statement of Interest is an application for grant funding to support school building projects. Applications were made on behalf of both schools, however, it was determined by MSBA standards that the Memorial School would be designated the priority project due to excessive need. We are pleased to report that the MSBA Board of Directors voted to invite the SOI for the Memorial Elementary School into the MSBA's Eligibility Period. The 270-day Eligibility Period formalizes and streamlines the beginning of the MSBA's grant approval process and supports MERSD by providing a schedule for the completion of preliminary requirements, assisting with the determination of financial and community readiness, and identifying needs for planning and budgeting. Acceptance into the MSBA grant program is the culmination of a multi-year process of elementary facilities assessment. Understanding that addressing the District's aging elementary schools will require significant investment from Essex and Manchester taxpayers, MERSD fielded a Facilities

Expansion Survey in both communities and formed an Elementary Configuration Task Force in the of Fall 2013. The goal of these two initiatives was to gauge community awareness of critical facilities issues and to learn stakeholder priorities and preferences. In February of 2014, the Task Force reported its finding to the MERSD School Committee and this work informed the statement of interest process.

The MERSD proudly 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 of our schools.

Pamela Beaudoin, Superintendent of Schools

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 utilizes 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 four wireless mobile computer labs (PCs, iPad, iPad minis) along with classroom-based projectors. Every classroom is equipped with interactive white boards. Funding for this technology came from district funds, the Spaulding Foundation, and the Enrichment Fund. The Activboards™ are located in each classroom and are used throughout the entire school day. These Activboards™ are also equipped with an Activote™ system. Students use a remote to give instant feedback to the classroom teacher, and this assessment system provides immediate information for the teacher to adjust the lesson as needed.

The Essex Elementary School Council developed and presented a school improvement plan that follows a format consistent with Manchester Memorial 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, investigating options for meeting the needs of all learners including high-achieving students throughout all academic domains, and identifying necessary changes to improve the effectiveness of home-school communication. We also investigated the Positive Behavior Interventions and Support model as a way to support the social-emotional well-being of our students. The plan is to pilot this model during the 2015-2016 school year.

Student safety is a top priority for the district. Essex Elementary School has developed a lock-down 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 2015 MCAS results show that the percentage of students scoring proficient or above in all subjects/grades was greater than the state average. Student Growth was also higher than the state average in all 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 and composers. This year, with support from PTO and Spaulding Education Fund, the book *Yen Ties* was purchased for every family at Manchester Memorial School and Essex Elementary School. *Zen Ties* is a disarming story of compassion and friendship that reaffirms the importance of our ties to one another. The book was read throughout the school and students participated in a variety of activities. 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, Ed.D., Principal Essex Elementary School

MEMORIAL ELEMENTARY SCHOOL

Manchester Memorial Elementary School (MMES) has 380 students enrolled in pre-school through grade 5 this school year. The K-5 class-

rooms average roughly 19 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 1-5). 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.

The 2015-2016 school year is one that has been marked by the development of a new student leadership program in grade 5. Interested students participated in a rigorous application process to be considered for the position of a Student Ambassador. Student applications were reviewed and candidates were assigned to committees where they could use their talents and interest while developing their leadership qualities. Community service, school climate, communication, and decision-making are areas that are explored by this group of talented youngsters. Additionally, MMES has entered into a “sister school” relationship with an elementary school in Kyotango City, Japan. MMES was selected by the US Ambassador to Japan, Caroline Kennedy, for this project based on the unique “singing sands beach” that both communities share. This has been an amazing learning experience for the adults and children at Memorial this year and they look forward to continuing to strengthen the relationship in the coming years.

Student safety continues to be a top priority for our district. Some years ago, MMES implemented a “Shelter in Place” (lockdown) procedure to ensure safety for students and staff should a situation arise during the school day where we need to keep all students and staff and safely where they are. This summer, the Principal and MERSD Director of Curriculum were certified as trainers of enhanced lockdown procedures. These procedures are based on research of past incidents and allow staff members to make informed decisions based on the training they have received. All school district staff has been trained in this procedure, and practice drills have been held at each school. The Manchester Police Department has

been an active partner in our desire to have the safest school buildings possible as part of our collaborative partnership with MERSD.

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 REGIONAL MIDDLE SCHOOL

Manchester-Essex Regional Middle School enrolled 386 students in grades 6-8 during the 2015-2016 school year. MERMS is committed to following the middle school model, and providing learning opportunities to students that spark innovation, interdisciplinary skills and a whole-child approach to learning and teaching. Middle level educators at MERMS believe that middle school students are unique learners and require unique approaches and supports to be successful. As a result, teachers at MERMS are flexible, rigorous, nurturing and challenging. Teacher teams meet several times per week, focusing on students’ progress, planning interdisciplinary experiences for students and ensuring that the whole child is supported at school.

For the first time this school year, our student enrollment has grown to its largest population ever, and the town has supported us in this by providing additional staffing to address class size for our biggest grades. Prior to this year, five sections of each core subject (Math, English, Social Studies, Science, Literacy/Information Skills-6th grade or Foreign Language-7th/8th grades) have been scheduled. This year, with the additional staffing, we have been able to schedule six sections each of Math, English, Social Studies and Science in 6th and 7th grades, as well as add additional intervention services for students who are at risk. While this has complicated our schedule, we have been able to retain the middle school model and have team meetings at each grade level.

Another characteristic of middle school philosophy is providing opportunities for students to explore their interests and to discover their passions, and as such, we offer exploratory classes to students in all three grades: Foreign Language (6th

Grade), Art, Health, PE, Music and Engineering (7th and 8th Grades). This year, we have been able to offer general music, chorus and band at all three grade levels, as well as offer a MakerSpace to students during their lunch blocks. Offering MakerSpace, as well as other activities such as Hour of Code is providing opportunities for students to develop exploration and authentic problem-solving skills.

At MERMS, we hold important other aspects of middle school philosophy, such as homerooms, recess and advisory (H Block). We have continued our all-school read program; our book this school year was *Fish in a Tree* by Susan Mullaly Hunt. This book was also selected as the Global Read Aloud selection, and has influenced aspects of our H Block program and provided a common experience for all students. H Block has continued to develop, meeting more regularly during the 15-16 school year, with smaller groups than in previous years (10-15 students this year), allowing for a closer connection between students and advisors. Our H Block program includes academic reflection, anti-bullying programming, community building, holiday reflections, exploring our core values, community service and more. We look forward to continuing to develop our H Block program.

The Spaulding Education Fund has been crucial in supplementing our budget to provide access to Chromebooks to students in the school. As a result, the middle school has been able to make significant headway in effective, integrated use of technology in the classroom. Embedding technology into the classroom is an effective way to provide students with an opportunity to develop their 21st century skills in an authentic way. Our school has made significant headway in developing curriculum in Google Apps for Education, providing access to students more universally, providing opportunities to develop their technology skills and understand what it means to be a good digital citizen. The addition of Digital Learning Specialist has been absolutely crucial in making headway in this area and additional staffing in this area would allow us to further embed technology skills and classes across the curriculum, and also offer opportunities to students for technology in the school day.

Transition is a critical component of the middle school experience. We have worked hard to strengthen the elementary-middle school transi-

tion. This has occurred through additional fifth grade parent information sessions, instituting a Fly-Up Day for all 5th, 6th and 7th graders, and an Orientation Day for incoming 6th Graders and their parents/guardians in August before the start of their middle school experience. The middle school has worked closely with the high school as well, ensuring that 8th graders are provided with information about the high school experience at MERHS so they are able to make informed decisions about freshman courses in conjunction with their parents/guardians at home.

Each grade at Manchester-Essex Regional Middle School provides a unique experience for students, always under the umbrella of the middle school model and our core values. In 6th Grade, students transition to middle school, focus on learning study skills, and explore learning styles and self-awareness. Students are encouraged to start developing self-advocacy and independence skills in a supportive, nurturing environment. Students are required to begin using their planner to monitor their schedules and homework, which serves as an organizational tool that will be used throughout middle school. The sixth grade focuses on developing a positive culture, encouraging students to become more independent while still being supported and monitored for success. This year, students in sixth grade take Math, Science, Social Studies, English and a half year each of Literacy Lab and Information/Library Skills. The 6th Grade Team offers a structured, warm and nurturing transition to middle school. The 7th grade has developed several grade-wide activities such as Quiz Bowl and a Mock Greek Olympics, and continued use of the student planner. The 7th Grade has actively embraced the use of Google Apps for Education as part of their curriculum, encouraging students to collaborate with one another. The 8th Grade continues the focus on growing independence, self-awareness and self-advocacy. 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 cultural diversity, and attending the class trip to Washington, DC. On this trip, students experience both social and emotional growth, as well as independence; students experience learning come alive by exploring

both the city itself and various museums.

At MERMS, we understand that the social and emotional health of our students is crucial to their academic success. Our Guidance and Counseling Department works closely with classroom teachers and parents/guardians to ensure that students are supported as needed during times of struggle, crisis and stability alike. We have one counselor for our entire school, Kevin O'Maley. Mr. O'Maley works closely with all teams to embed study skills and planner use in all three grades; he works to support students in and out of the classroom, and helps to provide structure and support to all students. Our School Psychologist, Dr. Kate McGravey and our School Adjustment Counselor, Holly Brabson, both work closely to ensure that students are supported properly in the classroom and that social/emotional needs are met. With our growing student population and the changing needs of our students, this is a high priority area for additional staffing.

We are committed to offering opportunities for all students to explore interests and passions, holding the Hour of Code, the National Geography Bee, sending 8th Grade representatives from both Essex and Manchester to a statewide community service and leadership institute, Project 351, and offering opportunities to shine in and out of the classroom: we have collaborated with the YMCA Theatre Company to offer Seussical, Jr., have a robust band and chorus program, offer Homework Club, STEM Club, Engineering Club, Journalism Club, Student Council and Middle School Green Team. Students are able to participate in middle school sports and activities, as well as some high school sports (waivers are issued by the MIAA on an annual basis), providing many opportunities for students to participate in our community outside the school day.

Manchester-Essex Regional Middle School is an outstanding place for middle school students to learn, grow and explore; we are thankful for fantastic teachers and a supportive parent/guardian community. We look forward to an excellent and productive 2016!

Steve Guditus, MERMS Principal

MANCHESTER ESSEX HIGH SCHOOL

Manchester Essex Regional High School continues to progress in an effort to provide all students with a broad based curricular experience.

The curriculum aims to assist students to gain valuable skills focused on creating, evaluating and analyzing that will support later successes.

The students at Manchester Essex Regional High School continue to achieve at high levels. Ninety eight percent of the Class of 2015 moved onto to post-secondary academic options. One hundred thirty seven students took Advanced Placement courses during the 2014-2015 school year. Those students took 305 AP course ending exams with 85% of the students scoring 3 – 5 (levels that are deemed acceptable for college credit). Three MERHS students were named as National Merit Scholarship Semi-Finalists as a result of their performance on the PSAT. Nine more students were named as a Commended Students by the National Merit Scholarship Board for their academic promise. MERHS students also did very well on the Commonwealth's competency exam, MCAS. Ninety-eight percent of students achieved proficient or advanced scores on the English Language Arts exam. Ninety-three percent of students achieved proficient or advanced in Mathematics. Ninety percent achieved advanced or proficient in Science.

During the 2014-2015 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 curriculum review in all disciplines. The results are newly implemented curricular pathways, new courses and a broader curricular experience for students. New courses such as English 12 Electives, Women in Engineering and Sustainability 101 were added to the Program of Studies.

MERHS has adopted a focus on student's social emotional help. During the fall, the Signs of Suicide Program was implemented. This program teaches students to "ACT." Acknowledge a friend that communicates that are down or thinking of hurting themselves, Care for the friend, and Tell a trusted adult. Faculty members have shadowed students during the school day to experience what it is like to be a high school student. Teachers found that students experience a number of physical and mental transitions during the school day. They also found the hallways and cafeteria to be

chaotic and stressful. This experience helped to inform a new bell schedule that will be implemented over the upcoming two school years.

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 Heifer International 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. Hydroponics has been a focus on the group. New Hydroponic towers can be found on the third floor of the high school. This program provides real-world learning opportunities for students. MERHS DECA continues to find success in regional, state and international competitions. MERHS scored the highest exam averages of all competing schools and achieved sixteen of the top 20 written exam scores. Ninety seven percent of MERHS DECA teams finished in the top ten of the district competition. MERHS students were recognized as the most professional school at the conference.

The School Council at the high school level is having a productive year. The Council is reviewing the student handbook and has administered a School Climate Survey to faculty, students and parents. The results of the survey will inform future policy and goals of the high school.

Students continue to participate in a large variety of co-curricular, extra-curricular and athletic programs. Last spring the sailing team won the state championship and competed at Nationals in Baltimore. During the fall of 2015, both the boys' and girls' cross country team won the state divisional championship.

For the sixth 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 listened 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 \$5000 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

DISTRICT CURRICULUM AND TECHNOLOGY

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

There have been myriad collaborative projects this year, some of which include:

- Coordinating with the Director of Student Services to provide high quality professional development opportunities for all staff, using a variety of formats (teacher-led, specialized workshops, exposure to thought leaders)
- Spearheading a dynamic process with the Director of Finance to automate the scheduling and on-boarding of qualified substitute teachers
- Working with the high school principal and several neighboring school districts to develop a dual enrollment program which would allow high school student to earn college credits and high school credits simultaneously
- Partnering with the middle school principal, a team of teachers and the Department of Elementary and Secondary Education to develop a teacher-leader model to help ensure organizational sustainability
- Launching a comprehensive crisis preparedness training program for all district staff with an elementary school principal
- Supporting an elementary principal in the development of an approach for organizing evidence-based interventions that enhance academic, social and behavioral outcomes for students
- Implementing an instructional management system (IMS) with the district network administrator to support the creation of departmental curriculum maps and to easily sync with digital library resources
- Facilitating the decision process for the transi-

tion to a new website and future development of a mobile app in collaboration with the district technology team and administrative colleagues

Although this is only a partial list of projects, the overall goal of the Curriculum Office, along with every other administrative office in the district, is to work collaboratively in order to provide the best possible educational experience for the students within our regional school district.

ESSEX TECHNICAL HIGH SCHOOL

This year the school is entering its second year at its new location at a 166 acre campus. The participating seventeen communities that make up the group recognize the need for students to supplement their education with learning a vocation. Our alliance with many North Shore businesses and placing of students with them, through our intern program, has proven to lead prospective students to a fulltime vocation once they have graduated. Our staff of guidance counselors meets with the students regularly to guide them on furthering their education, if that is their option.

This is the second year of the plumbing program which was initiated because of the shortage of apprentices in the trade. Essex Technical High School recognized this shortage and with the assistance of Scott Milne, founder of Milne Plumbing and Heating, joined the Board of Directors of the Plumbing Program and was instrumental in bringing this new program to light.

The school is in the process of exploring new programs in all phases. One that is being considered is a Welding Program. We are also working on bringing in other communities to join our Vocational/Education Programs that are not currently part of any vocational school.

Essex Technical High School will continue to lead its participating communities in "harnessing one's mind through the use of their hands".

Joseph G. Sabella

Manchester by the Sea

School Committee Representative

SEASIDE ONE COMMITTEE

2015 was a busy year at Seaside No. 1. Along with hosting an increased number of visitors during the open house season, a significant amount of maintenance was performed during the year.

Improvements included work on the gutters and downspouts, painting the channel-side exterior and a portion of the interior, and adding additional insulation to the basement/crawl space. As always, the improvements were completed at no expense to the Town.

TOWN CLERK

The following monies were collected by this office in 2015.

Marriage Licenses	\$ 635.00
Vital certificates	3,490.00
By-Laws	40.00
Map/Copies	102.90
Street Lists	760.00
Dog Licenses	18,666.00
Dog Fines	2,155.00
Business Certificates	1,960.00
Miscellaneous	335.00
Court Fines	0.00
Harbor Fines	25.00
Smoking Fines	0.00
Marijuana Fines	1,500.00
ZBA Filing Fees	5,985.00
Planning Board Filing Fees	7,125.00
HDC Filing Fees	300.00
TOTAL	\$43,078.90

There were 915 dog licenses issued in 2015.

VITAL CERTIFICATES RECORDED IN 2015

Births	15 (6 male, 9 female)
Deaths	43
Marriages	18

C. Denise Samolchuk, Town Clerk

WELCOMING COMMITTEE

The Manchester-by-the-Sea Welcoming Committee is comprised of volunteers who welcome new property owners to Town by hosting "Welcome Receptions" where they can meet other new homeowners and town officials.

Our 2016 goal is to become more involved with the new residents of Manchester and offer a welcome phone call, reception and introduction to town services (electronically).

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

Stacey Lai, Chair

WINTHROP FIELD COMMITTEE

The Winthrop Field Committee is an advisory committee to the Selectmen in the preservation and management of Winthrop Field in accordance with the restrictions applicable to it. The committee met each month and, with the assistance of our Advisors, completed several projects in 2015.

The committee worked with the Manchester Historical Museum to plan the restoration of the stone wall along Bridge Street. The boundaries of the field were surveyed and marked in advance of the restoration. Wall restoration was planned to be completed during the fall of 2015.

In August, 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 committee with volunteers from the Manchester Essex Green Team cleared brush around trees, removed brush from around the pond and made plans to clear brush along the northern boundary of the field. In November, DeRosa Environmental cleared invasive plant species from the restored wetlands area along Jersey Lane.

Winthrop Field was used by the Cub Scouts for model rocket launching while town residents used the area for activities such as dog walking, kite flying, remote controlled airplane flying, snow shoeing and cross country skiing in 2015.

All projects and expenditures in 2015 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

In 2015, the Zoning Board of Appeals (“ZBA”) conducted thirteen (13) public hearings, two (2) of which were special hearings; conducted thirty-one (31) site visits; considered twenty-one (21) new special permit applications; considered four (4) new variance applications; considered one (1) abutter’s request for modification of a special permit; considered one (1) application to amend a special permit; and, considered one (1) appeal of an administrative decision by the Town’s Building Inspector. Nine (9) applications were continued at least once and then considered at a subsequent hearing. One (1) application was withdrawn with-

out prejudice, and one (1) application was dismissed without prejudice. The ZBA issued eighteen (18) special permits and three (3) variances.

Members of the ZBA visited each site at least once before the site’s application was fully heard and decided. All applications were filed according to the ZBA’s existing procedures, and the ZBA notified all applicants and abutters of each hearing by advertisement in the Manchester Cricket, by mail and each hearing also was advertised by posting at Town Hall. The ZBA endeavored to reduce costs by, for instance, delivering notices by regular instead of certified mail. Also, the ZBA endeavored to improve its performance by increasing and improving its communication and coordination with other Town Boards and by improving and clarifying its own procedures and forms. The Clerk of the ZBA prepared minutes relating to each hearing. With respect to each application on which a decision was made, the ZBA filed an explanatory decision with the Town Clerk and notified abutters of the decision and corresponding appeal period. In any case where no appeal was filed within the operative appeal period, the ZBA filed its decision with the Registry of Deeds.

The ZBA’s filing fees have not changed since 2013 and they are as follows: Special Permit \$240; Variance \$265; Special Permit & Variance \$290; Appeal of Administrative Decision (varied); and, Comprehensive Housing Permit \$500.

Michael T. Sullivan, Esq., Chairman
Zoning Board of Appeals

ANNUAL TOWN MEETING

The Annual Town Meeting of the Town of Manchester-by-the-Sea was held on Monday, April 6, 2015 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 Bruce Warren were in charge of the check-in tables. They were assisted at the front and on the floor in the Auditorium by Cyndie Manos, Lee Simonds, Carol Powers, Nancy Hammond, Pamela Thorne, Kathy Ryan, Beth Heisey, Carolyn Kelly and Paul Clark. Four hundred and four voters checked in for the meeting. A quorum was reached at 6:47 PM, and the meeting was called to order at 7:00 PM. Moderator Alan Wilson asked that the meeting rise for the invocation given by Pastor David Forsythe from the First Baptist Church of Manchester, 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 2014. 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

JOHN D. GOODALL

Conservation Commission
Recycling Committee

— * —

NANCY F. JONES

School Library Volunteer

— * —

INGRIDA RAUDZENS

High School Debate Team
Volunteer

— * —

ROBERT A. JERMAIN

Volunteer for Household Hazardous Waste Collection
Manchester Energy Efficiency Project
Recycling Committee

JOSEPH WROBEL

Library Volunteer
Volunteer of the Year 2006

— * —

DORIS DIGES

Library Volunteer

— * —

RONALD J. PASEK

High School Teacher
Coach
Lifeguard

— * —

CONSTANCE A. EPPEL

Town and School Library
Volunteer

DAVID N. WOOD

Assistant Moderator

— * —

DAVID FITZGERALD

DPW Employee

— * —

RITA A. SULLIVAN

COA Volunteer

— * —

ELSA N. MARTZ

School Committee

— * —

JOAN BROWN

Library Volunteer
Planning Board
Recycling Committee

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

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

Traditional and Honorary Offices			
Pound Keeper	Adele Q. Ervin	Measurers of	
Fence Viewers	Gail Gang	Lumber	Paul Clarke
	George Nickless		Daniel Daley
	Amy Swift Crosby		Nicholas Chareas
	Shannon Erdmann		
	Scott Susko	Measurers of	
		Wood and Bark	Virginia Matthews
Field Drivers	Rebecca Jaques		Priscilla Duda
	Robert Willwerth		Nicholas White
	Florence Johnson		

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



The MERHS Boys and Girls Cross Country teams finished their historic seasons at the MLAA All-State meet in November of 2015, finishing 5th (Boys) and 6th (Girls) of all teams in the entire State. The tiny running powerhouse by the sea placed two boys in the top 20 (Patrick Guinee 9th and Charlie Davis 20th) and two girls in the top 40 (Eve Feuerbach 6th and Evelyn Lantz 39). Connor Senay, not pictured, ran an outstanding race as the fifth man, even with an illness, to secure 5th pace for the team. [From Left to Right - Top Row: Matt Kenney, Seniot Nathan Evans, Senior Megan Clark, Senior Charlie Davis, Patrick Guinee, Spencer Feuerbach, Holly Fossa, Julia Potter; Bottom Row: Jared Zaval, Connor Duda, Evelyn Lantz, Niahm Dalton, Maura McCormack and Eve Feuerbach.



The 2015-2016 Kindergarten Team with coaches left to right; Clay Colarusso, Todd Carpenter, Aaron Hughes and Mark Donohoe. The Kindergarten basketball program is run through Manchester Parks and Rec.



Manchester Essex Interscholastic "All Star" boys' ski team. Back row (left to right): Coach "Senior" Wonson, Parker Edington, Brad Graves, Cole Spencer, Chris McAuliff, William Kiley, Wolf Hahn. Front row (left to right): Aidan Burbridge, Luca Schwartz, Matt Kenney.

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 sixth day of April, two thousand and fifteen 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

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; or take any other action relative thereto.

Moderator	\$0.00
Chairman, Selectmen	\$0.00
Other four Selectmen	\$0.00
Per petition of the Board of Selectmen	

The Finance Committee and the Board of Selectmen recommended approval.

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

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

Per petition of the Board of Selectmen

Selectman Eli Boling moved that the town raise and appropriate \$80,307 and that it be funded by taxation, for the purpose stated in the article. Selectman Susan Beckmann seconded the motion.

The Finance Committee and the Board of Selectmen recommended approval.

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

ARTICLE 4. To see what sums of money the Town will raise by taxation or otherwise to pay Town debts and charges for the ensuing 12 months, effective July 1, 2015, and appropriate the same.

Per petition of the Board of Selectmen

**DEPARTMENTAL REQUESTS AND
FINANCE COMMITTEE RECOMMENDATIONS**

Item No.	Appropriations FY '15	Requests FY '16	Recommendations FY '16	Funding Sources
GENERAL GOVERNMENT 31.23% OF ARTICLE 4				
SELECTMEN'S DEPARTMENT				
1 Salaries	203,794	186,069	186,069	TAXATION
2 Expenses	14,400	26,400	26,400	TAXATION
3 Audit	42,000	35,000	35,000	TAXATION
4 Information Technology	96,000	106,000	106,000	TAXATION
MODERATOR				
5 Expenses	50	50	50	TAXATION
FINANCE COMMITTEE				
6 Salaries	1,589	2,000	2,000	TAXATION
7 Expenses	405	405	405	TAXATION
8 Reserve Fund	175,000	170,000	170,000	TAXATION
			OVERLAY SUR.	45,000.00 125,000.00
ELECTION & REGISTRATION				
9 Salaries	3,800	3,300	3,300	TAXATION
10 Expenses	10,800	10,300	10,300	TAXATION
11 Town Reports	11,500	-	-	TAXATION
ACCOUNTING				
12 Salaries	123,325	126,212	126,212	TAXATION
13 Expenses	4,370	4,370	4,370	TAXATION
ASSESSORS				
14 Salaries	132,505	137,365	137,365	TAXATION
15 Expenses	40,070	39,820	39,820	TAXATION
TREASURER/COLLECTOR				
16 Salaries	152,984	155,086	155,086	TAXATION
17 Expenses	25,818	26,840	26,840	TAXATION
TOWN CLERK				
18 Salaries	85,001	89,937	89,937	TAXATION
19 Expenses	5,900	6,050	6,050	TAXATION
LEGAL				
20 Expenses	100,000	100,000	100,000	TAXATION
APPEALS BOARD				
21 Salaries	17,800	17,800	17,800	TAXATION
22 Expenses	12,900	13,600	13,600	TAXATION
PLANNING BOARD				

23	Salaries	34,641	34,641	34,641	TAXATION	
24	Expenses	2,820	17,820	17,820	TAXATION	
25	Professional Services	15,000	-	-	TAXATION	
TOWN HALL & COMMON						
26	Expenses	57,600	61,650	61,650	TAXATION	
27	Seaside One	1,750	-	-	TAXATION	
PENSIONS						
28	Contributory	821,748	943,343	943,343	TAXATION	859,480
					SEWER RATES	47,450
					WATER RATES	36,413
29	Non-Contributory	2,400	2,400	2,400	TAXATION	
INSURANCE						
30	Group Health Insurance	1,595,000	1,559,928	1,559,928	TAXATION	1,449,593
					SEWER RATES	66,158
					WATER RATES	44,177
31	Workers' Compensation	65,000	65,000	65,000	TAXATION	45,000
					SEWER RATES	10,000
					WATER RATES	10,000
32	Fire/Auto/Liability	125,000	125,000	125,000	TAXATION	103,000
					SEWER RATES	11,000
					WATER RATES	11,000
33	Unemployment Compensation	20,000	20,000	20,000	TAXATION	
34	FICA-Medicare	79,438	81,424	81,424	TAXATION	75,274
					SEWER RATES	3,075
					WATER RATES	3,075
Total General Government		4,080,408	4,167,810	4,167,810	TAXATION	3,800,462
					OVERLAY SUR.	125,000
					SEWER RATES	137,683
					WATER RATES	104,665
						4,167,810.00
PUBLIC SAFETY						
23%						
POLICE						
35	Salaries	1,498,282	1,518,207	1,518,207	TAXATION	
36	Expenses	112,300	112,450	112,450	TAXATION	
PARKING CLERK/RESIDENT PARKING						
37	Salaries	8,739	8,727	8,727	TAXATION	
38	Expenses	8,760	10,355	10,355	TAXATION	
FIRE						
39	Salaries	1,098,369	1,125,231	1,125,231	TAXATION	
40	Expenses	95,000	118,475	118,475	TAXATION	
41	Ambulance Billing Expenses	20,000	-	-	TAXATION	
HARBOR MASTER						
42	Salaries	84,050	89,651	89,651	MOORING FEES	
43	Expenses	11,850	18,800	18,800	MOORING FEES	
44	Care of Floats	6,500	-	-		
BUILDING DEPARTMENT						
45	BUILDING INSPECTOR	19,909	43,080	43,080	TAXATION	

46	GAS/PLUMBING				
	INSPECTOR	11,755	12,049	12,049	TAXATION
47	SEALER OF WIGHT'S				
	& MEASURES	3,312	3,395	3,395	TAXATION
48	ELECTRICAL				
	INSPECTOR	11,755	12,049	12,049	TAXATION
49	INSPECTORS'				
	EXPENSES	4,800	4,800	4,800	TAXATION

EMERGENCY MANAGEMENT

50	Salaries	8,713	8,931	8,931	TAXATION
51	Expenses	1,000	1,000	1,000	TAXATION
52	Emergency Notification	5,500	5,500	5,500	TAXATION

ANIMAL CONTROL

53	Salaries	13,644	13,985	13,985	TAXATION
54	Expenses	5,500	5,500	5,500	TAXATION
	Total Public Safety	3,029,738	3,112,185	3,112,185	TAXATION 3,003,734
					MOORING FEES 108,451
					3,112,185.00

PUBLIC WORKS 13%

DEPARTMENT OF PUBLIC WORKS

55	Salaries	713,214	703,085	703,085	TAXATION
56	Expenses	162,600	235,800	235,800	TAXATION
57	Park/Beach Maintenance	30,000	-	-	
58	Maintenance	60,000	-	-	
59	Trees	15,000	-	-	

SNOW REMOVAL

60	Salaries	31,000	31,775	31,775	TAXATION
61	Expenses	145,000	170,000	170,000	TAXATION
62	STREET LIGHTING		95,000	95,000	TAXATION

SANITATION/COMPOSTING/RECYCLING

63	Salaries	22,550	22,550	22,550	TAXATION
64	Expenses	65,000	55,000	55,000	TAXATION
65	Rubbish Collection/Recycling	287,202	295,818	295,818	TAXATION -
66	Disposal	120,000	108,000	108,000	TAXATION
	Total Dept. of Public Works	1,746,566	1,717,028	1,717,028	TAXATION 1,717,028
					1,717,028.00

OTHER ENVIRONMENTAL 1%

HISTORIC DISTRICT COMMISSION

67	Salaries	5,353	5,487	5,487	TAXATION
68	Expenses	1,200	1,200	1,200	TAXATION

CONSERVATION COMMISSION

69	Salaries	58,411	60,471	60,471	TAXATION 45,471
					WETLANDS FD. 15,000

70	Expenses	2,650	2,650	2,650	TAXATION	
71	CHEBACCO WOODS	1,250	1,250	1,250	TAXATION	
	Total Other Environmental	68,864	71,058	71,058	TAXATION WETLANDS FD.	56,058.00 15,000.00 71,058.00

**HUMAN SERVICES
2%**

HEALTH

72	Salaries	59,316	60,868	60,868	TAXATION	
73	Expenses	56,095	60,650	60,650	TAXATION	
74	HAZARDOUS WASTE DEPOSAL	4,500	-	-		

VETERANS' SERVICES

75	Veterans' Agent	12,228	12,534	12,534	TAXATION	
76	Expenses	550	550	550	TAXATION	
77	Veterans' Benefits	2,000	2,000	2,000	TAXATION	

COUNCIL ON AGING

78	Salaries	121,954	134,388	134,388	TAXATION	
79	Expenses	14,700	15,900	15,900	TAXATION	

	Total Human Services	271,343	286,890	286,890	TAXATION	286,890.00
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**LIBRARY
3.26%**

LIBRARY

80	Salaries	282,670	293,393	293,393	TAXATION	
81	Expenses	147,062	147,757	147,757	TAXATION	

	Total Culture and Informational Services	429,732	441,150	441,150	TAXATION	441,150.00
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**RECREATION
3%**

PARKS & RECREATION

82	Salaries	122,414	125,884	125,884	TAXATION	-
83	Expenses	8,550	63,550	63,550	TAXATION	-

SINGING BEACH OPERATIONS

84	Salaries	62,325	62,325	62,325	TAXATION	
85	Expenses	14,325	14,325	14,325	TAXATION	

LIFEGUARDS

86	Salaries	50,160	50,160	50,160	TAXATION	
87	Expenses	3,400	3,400	3,400	TAXATION	

TUCK'S POINT

88	Salaries	2,000	4,000	4,000	TAXATION	
89	Expenses	35,300	32,370	32,370	TAXATION	

OTHER RECREATION

90	ATHLETIC FIELD MAINTENANCE	25,000	-	-		
91	MEMORIAL DAY	1,500	3,000	3,000	TAXATION	
92	FOURTH OF JULY	10,000	10,000	10,000	TAXATION	

	Total Recreation	334,974	369,014	369,014	TAXATION	369,014.00 369,014.00
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DEBT SERVICE
14%

DEBT SERVICE

PRINCIPAL ON BONDS	1,556,779	1,507,380	1,507,380
INTEREST ON BONDS	251,587	208,939	208,939
TEMPORARY			
LOANS/INTEREST	30,000	30,000	30,000
WPAT ADMINISTRATION			
FEES	2,517	1,783	1,783

93	Total Debt Service	1,840,883	1,748,102	1,748,102
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TAXATION	1,425,032
SEWER RATES	323,070
	1,748,102.00

ENTERPRISE FUNDS
11%

SEWER FUND

94	Salaries	263,039	258,757	258,757
95	Expenses	235,300	275,150	275,150
96	Maintenance	30,000	-	-

SEWER RATES
SEWER RATES
SEWER RATES

WATER FUND

97	Salaries	243,097	245,317	245,317
98	Distribution Expenses	57,500	91,500	91,500
99	Treatment Expenses	524,046	532,204	532,204
100	Maintenance	37,500	-	-

WATER RATES
WATER RATES
WATER RATES
WATER RATES

Total Enterprise Funds	1,390,482	1,402,928	1,402,928
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SEWER
RATES
533,907.00
WATER
RATES
869,021.00
1,402,928.00

TOTAL ARTICLE 4	13,192,990	13,316,165	13,316,165
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EXPENSES BUDGET SUMMARY

GENERAL

GOVERNMENT	31%	4,080,408	4,167,810	4,167,810
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TAXATION	3,800,462.00
OVERLAY	
SUR.	
125,000.00	
SEWER	
RATES	
137,683.00	
WATER	
RATES	
104,665.00	
4,167,810.00	

PUBLIC SAFETY	23%	3,029,738	3,112,185	3,112,185
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TAXATION	3,003,734.00
MOORING	
FEES	
108,451.00	
3,112,185.00	

DEPARTMENT OF

PUBLIC WORKS	13%	1,746,566	1,717,028	1,717,028
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TAXATION	1,717,028.00
1,717,028.00	

OTHER

ENVIRONMENTAL	1%	68,864	71,058	71,058
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TAXATION	56,058.00
WETLANDS	
FD.	
15,000.00	
71,058.00	

HUMAN SERVICES	2%	271,343	286,890	286,890	TAXATION	286,890.00
LIBRARY	3%	429,732	441,150	441,150	TAXATION	441,150.00
PARKS & RECREATION	3%	334,974	369,014	369,014	TAXATION	369,014.00 369,014.00
DEBT SERVICE	13%	1,840,883	1,748,102	1,748,102	TAXATION SEWER RATES	1,425,032.00 323,070.00 1,748,102.00
ENTERPRISE FUNDS	11%	1,390,482	1,402,928	1,402,928	SEWER RATES WATER RATES	533,907.00 869,021.00 1,402,928.00
TOTALS	100%	13,192,990	13,316,165	13,316,165		13,316,165.00

FUNDING SOURCES SUMMARY

TAXATION	11,099,368.00
OVERLAY SURPLUS	125,000.00
MOORING FEES	108,451.00
WETLANDS FD	15,000.00
SEWER RATES	994,660.00
WATER RATES	973,686.00
TOTAL	13,316,165.00

Tom Kehoe moved and George Putnam III seconded that the Town Raise by taxation or otherwise to pay Town debts and charges for the ensuing 12 months, effective July 1, 2015 and appropriate the same as presented in the “Expenses Budget Summary” section under the “recommended” and “funding sources” columns of the Finance Committee Report, page 21 and 22 under Article 4, provided however that, with prior approval of the Board of Selectmen and the Finance Committee, the Town Administrator is authorized to transfer unexpended funds within a summary category (for example, with General Government).

The Finance Committee recommended approval as indicated in the “Recommendations” column and funding as indicated in the “Funding Source” column. The Board of Selectmen recommended approval.

ARTICLE 4, MOTION BY TOM KEHOE, SECONDED BY GEORGE PUTNAM III, 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.

	Dept.	Item	Requested	Recommended	Funding Source
1	DPW	Road Resurfacing	\$178,000	\$178,000	Taxation
2	DPW	Storm drains	\$100,000	\$100,000	Taxation
3	DPW	Compressor	\$18,000	\$18,000	Taxation
4	DPW	Mechanic Tools/Equipment	\$8,000	\$8,000	Taxation
5	DPW	Garage Bays & Office Additions	\$300,000	\$300,000	Taxation
6	Town Hall	Interior Upgrades; Alarm System	\$20,000	\$20,000	Fund Bal
7	Library	Wiring/Office Upgrade	\$10,000	\$10,000	Fund Bal
8	Public Safety	Fire Engine Fund	\$60,000	\$60,000	Fund Bal
9	Public Safety	Fire Station Upgrades	\$225,000	\$140,000	Taxation
10	Public Safety	Police Cruiser Replacement	\$37,000	\$37,000	Taxation
11	Public Safety	Police Station Upgrades	\$55,000	\$54,000	Taxation
12	Harbormaster	Harbor Channel Dredging & related work	\$188,000	\$188,000	Waterway Fund
13	Water	General Plant/Pumps Upgrades	\$150,000	\$150,000	Water Fund
14	Sewer	Plant Improvements	\$75,000	\$75,000	Taxation
15	Sewer	Infiltration and Inflow Improvements	\$250,000	\$250,000	Sewer Fund & Taxation
		Total	\$1,674,000	\$1,588,000	

Per petition of the Board of Selectmen

The Finance Committee recommended approval as indicated in the "Recommended" column. The Board of Selectmen recommended approval.

MOTION 1. To appropriate the following amounts in order to pay the costs of various capital items as set forth in Article 5 including payment of all costs incidental and related thereto.

ITEMS 1,2,3,4,5,9,10,11,AND 14: \$910,000.00 BE FUNDED BY TAXATION;
ITEMS 6, 7, & 8: \$90,000.00 BE FUNDED BY UNDESIGNATED FUND BALANCE (FREE CASH);

ITEM 12 \$188,000.00 BE FUNDED BY WATERWAYS FUNDS;

ITEM 13 \$150,000.00 BE FUNDED BY WATER FUNDS;

ITEM 15 \$150,000.00 BE FUNDED BY TAXATION, AND \$100,000.00 FROM SEWER FUNDS;

MOTION #1 MADE BY PAUL BARCLAY, SECONDED BY GEORGE PUTNAM III, WITH THE EXCEPTION OF HOLD ITEM 10, APPROVED BY A UNANIMOUS VOTE, TO BE FUNDED AS INDICATED IN THE ARTICLE.

MOTION 2 That the Town approves \$35,000 for Item 10, Public Safety Police Cruiser, to be funded by taxation.

MOTION #2 MADE BY PAUL BARCLAY, SECONDED BY GEORGE PUTNAM III, APPROVED, THE MOTION PREVAILED.

ARTICLE 6. To see if the Town will appropriate the following unexpended amount of money that was initially borrowed to finance capital projects that are nearly complete, and for which no further unaccountable liability remains, to pay costs of the installation of new water and sewer pipes as part of the Town’s water and sewer pollution abatement efforts, as permitted by Chapter 44, Section 20 of the General Laws; or take any other action relative thereto.

Unexpended Amount	\$375,000
Date of Approval	April 1, 2013
Warrant Article	Article 8
Original Purpose	Environmental engineering, testing, design and cleanup of parcels of land on Pine Street and Rockwood Hts. Road

Per petition of the Board of Selectmen

The Finance Committee and the Board of Selectmen recommended approval.

ARTICLE 6, MOTION BY MARGARET DRISCOLL, SECONDED BY ELI BOLING, APPROVED BY A UNANIMOUS VOTE.

ARTICLE 7. 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 fifteen; or take any other action relating thereto.

Per petition of the Manchester-Essex Regional School Committee

Motion #1

Linda Crosby 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 fifteen. School Committee member Shannon Erdmann seconded the motion. The Finance Committee and the Board of Selectmen recommended approval.

MOTION #1 WAS APPROVED WITH A UNANIMOUS VOTE

Motion #2

Linda Crosby of the School Committee moved that the Town raise and appropriate \$12,356,951 to fund the Town’s assessment from the Manchester Essex Regional School District for the fiscal year beginning July first, two thousand fifteen for the gross operating and budget, and further, to raise and appropriate the additional sum of \$492,792, which supplemental appropriation shall be contingent upon voter approval of a so-called Proposition 2 ½ override, in accordance with the provisions of G.L. c.59, §21C. School Committee member Shannon Erdmann seconded the motion.

The Finance Committee and the Board of Selectmen recommended approval.

MOTION #2 PREVAILED WITH A MAJORITY VOTE.

AT THE MAY 19, 2015 ELECTION, THE PROPOSITION 2 ½ OVERRIDE FOR \$492,792.00 WAS QUESTION 2, WHICH PASSED 844 YES VOTES TO 395 NO VOTES.

Motion #3

Linda Crosby of the School Committee moved that the Town raise and appropriate \$1,566,122 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 fifteen. School Committee member Shannon Erdmann seconded the motion.

The Finance Committee and Board of Selectmen recommended approval.

MOTION #3 WAS APPROVED WITH A UNANIMOUS VOTE DECLARED BY THE MODERATOR.

ARTICLE 8. To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2016 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 2016; and further to reserve for future appropriation a sum of money from the Community Preservation Fund estimated annual revenues for open space, including land for recreational space, historic resources, and community housing purposes, as well as a sum of money to be placed in the 2016 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 as follows; or take any other action relative thereto.

- 1) To appropriate \$35,000 from the Community Preservation Fund FY-2016 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.
- 2) To appropriate \$285,000 from the Community Preservation Fund FY-2015 undesignated fund balance for recreation; for Town Hall Boat Ramp rehabilitation.
- 3) To appropriate \$50,000 from the Community Preservation Fund FY- FY-2015 undesignated fund balance for recreation; for the purchase of a beach rake for the protection and grooming of the town beaches, including ensuring public health and avoiding environmental degradation.
- 4) To appropriate \$40,000 from the Community Preservation Fund FY-2015 undesignated fund balance for recreation; for Sweeney Park site engineering design and parking lot improvements.
- 5) To appropriate \$45,000 from the Community Preservation Fund FY-2015 undesignated fund balance for recreation; for Sweeney Park bathrooms.
- 6) To appropriate \$100,000 from the Community Preservation Fund FY-2015 undesignated fund balance for recreation; for Masconomo Park playground replacement.
- 7) To appropriate \$25,000 from the Community Preservation Fund FY-2015 undesignated fund balance for recreation; for a Singing Beach septic system engineering study in order to prevent harm to public health and avoid environmental degradation.
- 8) To appropriate \$25,000 from the Community Preservation Fund FY-2015 undesignated fund balance for open space; to hire a Title Examiner to research certain parcels identified by the Town Assessor as owner unknown for possible open space acquisition.

- 9) To appropriate \$5,000 from the Community Preservation Fund FY-2015 undesignated fund balance for open space; for conducting a professional environmental resource assessment of Gordon College woods within Manchester's watershed.
- 10) To appropriate \$100,000 from the Community Preservation Fund FY-2016 estimated annual revenues for open space; to set aside funds in the open space recreation reserve fund.
- 11) To appropriate \$8,500 from the Community Preservation Fund FY-2015 undesignated fund balance for recreation; for improvements to the Powder-house Hill and Dexter Pond recreation areas.
- 12) To appropriate \$1,000 from the Community Preservation Fund FY-2015 undesignated fund balance for open space; for Friends of Manchester Trees to purchase a portable water tank for the preservation of Town open space plantings.
- 13) To appropriate \$20,000 from the Community Preservation Fund FY-2015 undesignated fund balance for recreation; for trail-head and trail enhancements for the Trustees of Reservations within the newly expanded Agassiz Rock Reservation.
- 14) To appropriate \$15,000 from the Community Preservation Fund FY-2015 undesignated fund balance for community housing; for a community housing consultant to develop a housing production plan to be included in the development of the Town Master Plan.
- 15) To appropriate \$8,800 from the Community Preservation Fund FY-2015 undesignated fund balance for community housing; for a generator at The Plains sewer pump lift station to prevent public harm and destruction of housing stock during power outages
- 16) To appropriate \$100,000 from the Community Preservation Fund FY-2016 estimated annual revenues for community housing; for the Community Housing reserve fund.
- 17) To appropriate \$1,000 from the Community Preservation Fund FY-2016 estimated annual revenues for historic preservation; for the restoration of the Masconomo Park Bandstand weathervane.
- 18) To appropriate \$5,000 from the Community Preservation Fund FY-2016 estimated annual revenues for historic preservation; for the ongoing preservation of permanent Town records.
- 19) To appropriate \$15,000 from the Community Preservation Fund FY-2015 undesignated fund balance for historic preservation; and \$45,000 from Community Preservation Fund FY-2016 estimated annual revenues for historic preservation; for continued cemetery restoration work at the 1661, Rosedale, and Union cemeteries.
- 20) To appropriate \$48,200 from the Community Preservation Fund FY-2015 undesignated fund balance for historic preservation; for restoration of clock faces and clapboards at First Parish Church.
- 21) To appropriate \$15,000 from the Community Preservation Fund FY-2016 estimated annual revenues for historic preservation; for the purpose of advancing design work for the preservation and expanded use of Crowell Chapel.
- 22) To appropriate \$50,000 from the Community Preservation Fund FY-2016 estimated annual revenues for historic preservation; to preserve the names of Veterans on a Veterans Honor Roll Memorial, provided that the funds shall not be expended until the total amounts necessary for the project have been secured.
- 23) To appropriate \$8,000 from the Community Preservation Fund FY-2015 undesignated fund balance for historic preservation; for Manchester Historic Museum, Trask House climate control.
- 24) To appropriate \$25,000 from the Community Preservation Fund FY-2016 estimated annual revenues for historic preservation; for electrical and other safety improvements at the Manchester Public Library to prevent public harm and protect against the destruction of the historic building.
- 25) To appropriate \$25,000 from the Community Preservation Fund FY-2016 estimated annual revenues for historic preservation; for design work for the Manchester Train Station inbound train canopy.

Estimated Revenue FY2016

FY-2016 Total estimated Annual Revenues= \$800,953 = \$640,762 (3% surcharge) + \$160,191 (estimated Mass. State matching revenue at 25%). Due to Manchester adopting the 3% surcharge, the town is eligible for additional second and third round funding.

Undesignated fund balances as of February 26, 2015

Reserved for Open Space and Recreation Fund balance= \$455

Reserved for Community Housing balance= \$69,028

CPC Undesignated fund balance= \$599,244

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

ARTICLE 8,

MOTION #1 BY CHRISTOPHER KELLY, SECONDED BY SUE THORNE, WITH THE EXCEPTION OF HOLD ITEMS 3, 7, 9, AND 13, APPROVED, THE MOTION PREVAILED.

MOTION #2 BY CHRISTIPHER KELLY, SECONDED BY SUE THORNE, TO APPROPRIATE \$50,000 FROM THE COMMUNITY PRESERVATION FUND FY -2015 UNDESIGNATED FUND BALANCE FOR RECREATION; FOR THE PURCHASE OF A BEACH RAKE FOR THE PROTECTION AND GROOMING OF THE TOWN BEACHES, INCLUDING ENSURING PUBLIC HEALTH AND AVOIDING ENVIRONMENTAL DEGRADATION, APPROVED, MOTION PREVAILED BY A MAJORITY VOTE.

MOTION #3 BY CHRISTOPHER KELLY, SECONDED BY SUE THORNE, TO APPROPRIATE \$25,000 FROM THE COMMUNITY PRESERVATION FUND FY-2015 UNDESIGNATED FUND BALANCE FOR RECREATION; FOR A SINGING BEACH SEPTIC SYSTEM ENGINEERING STUDY IN ORDER TO PREVENT HARM TO PUBLIC HEALTH AND AVOID ENVIRONMENTAL DEGRADATION, APPROVED, THE MOTION PREVAILED WITH 214 YES VOTES TO 85 NO VOTES.

MOTION #4 BY CHRISTOPHER KELLY, SECONDED BY SUE THORNE, TO APPROPRIATE \$5,000 FROM THE COMMUNITY PRESERVATION FUND FY-2015 UNDESIGNATED FUND BALANCE FOR OPEN SPACE; FOR CONDUCTING A PROFESSIONAL ENVIRONMENTAL RESOURCE ASSESSMENT OF GORDON COLLEGE WOODS WITHIN MANCHESTER'S WATERSHED, APPROVED BY A UNANIMOUS VOTE.

MOTION #5 BY CHRISTOPHER KELLY, SECONDED BY SUE THORNE, TO APPROPRIATE \$20,000 FROM THE COMMUNITY PRESERVATION FUND FY – 2015 UNDESIGNATED FUND BALANCE FOR RECREATION; FOR TRAIL-HEAD AND TRAIL ENHANCEMENTS FOR THE TRUSTEES OF RESERVATIONS WITHIN THE NEWLY EXPANDED AGASSIZ ROCK RESERVATION, APPROVED, THE MOTION PREVAILED BY A MAJORITY VOTE.

ARTICLE 9.

To see if the Town will vote to amend its acceptance of the Community Preservation Act, General Laws Chapter 44B, Sections 3 through 7, inclusive, originally approved under Article 15 and 16 of the 2005 Annual Town Meeting and accepted at the May 2005 Town Election, and subsequently modified at the 2010 and 2014 Annual Town Meeting and Elections, to decrease the surcharge on real property from the

present level of 3.0% to 1.5% beginning in Fiscal Year 2016, such amendment to become effective upon the approval of the voters at the May 19, 2015 Town election, or to take any other action in relation thereto.

Per Petition of 10 or more citizens

The Finance Committee recommendation vote as evenly split. The Board of Selectmen recommended approval.

ARTICLE 9, MOTION BY WENDY DIXON, SECONDED BY DENNIS DIXON, APPROVED, THE MOTION PREVAILED WITH 167 YES VOTES AND 125 NO VOTES.

AT THE MAY 19, 2015 ELECTION, THE DECREASE IN THE SURCHARGE IMPOSED UNDER CHAPTER 44B OF THE GENERAL LAWS, FROM 3.0% TO 1.5% WAS QUESTION 1, WHICH PASSED 753 YES VOTES TO 455 NO VOTES.

ARTICLE 10. To see if the Town will vote to raise and appropriate or transfer from available funds \$231,750 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.

ARTICLE 10, MOTION BY PAUL BARCLAY, SECONDED BY TOM KEHOE, APPROVED, THE MOTION PREVAILED.

ARTICLE 11. To see if the Town will vote to replace in its entirety Article X Section 28 of the Town’s General Bylaw with the following new Section 28: Animal Control; or take any other action relative thereto:

SECTION 28 Animal Control

A. Purpose and Authority

The purpose of this by-law is to set forth guidelines for the control of animals to prevent injury to the health, welfare and property of the residents of the Town and to prevent inhumane treatment of animals. This by-law is adopted pursuant to G.L. c.140, §173 and is intended to be administered in conjunction with and consistently with G.L. c.140, §136A to 173E inclusive while providing additional and supplemental practices, procedures and standards for animal control and welfare in the Town.

B. Administration

1. **Animal Control Board.** The Board of Selectmen shall appoint annually an Animal Control Board made up of five residents of the Town. The Animal Control Board, in consultation with the Animal Control Officer, shall evaluate animal control and welfare issues within the Town and shall recommend solutions or actions necessary to resolve such issues. The Animal Control Board may also recommend to the Board of Selectmen appropriate rules, regulations or by-law amendments for the care and control of animals.
2. **Animal Control Officer.** The Animal Control Officer is a person or persons appointed by the Town Administrator, with recommendations from

the Animal Control Board and the Chief of Police, to carry out the provisions of the Town by-laws and regulations concerning animals. The Animal Control Officer shall be duly qualified and trained in accordance with state law.

C. Control of Domesticated Animals

1. No owner or keeper of a domesticated animal shall permit such animal to become a public nuisance or danger. For purpose of this by-law, the term “domesticated animal” shall be as defined by G.L. c.140, §136A.
2. No owner or keeper may maintain more than a total of four (4) domesticated animals of the same species over the age of three (3) months without a permit from the Board of Health. Any owner or keeper with more than four (4) dogs over three (3) months of age requires an appropriate kennel license, available at the Town Clerk's office.
3. Female Domesticated Animals in Heat. If the Animal Control Officer determines that a female domesticated animal in heat, even when confined, is attracting other animals thus causing a disturbance or damage to neighboring property or public area, he or she may require the owner or keeper to keep said domesticated animal, while in heat, in a kennel, or to remove it from the immediate area so that the nuisance is abated.
4. The following conduct is prohibited:
 - (a) No owner or keeper of a dog shall permit such dog to trespass on Town playgrounds and parks, Town cemeteries, or Town Hall, Public School or Public Library property or grounds in the Town.
 - (b) No owner or keeper of a dog shall permit such dog to trespass on any Town beaches from April 15 through October 14. [Amended 2011, 2013]
 - (c) No owner or keeper of a dog shall permit such dog to run at large in the Town of Manchester-by-the-Sea. A dog shall be deemed running at large when it is both off the premises of the owner or such person in custody or control of, and is not on a leash or under direct voice command of a person able to control the dog.
 - (d) The owner or keeper of a dog shall remove and dispose of any feces left by such dog on any beach, sidewalk or street, in any park or other public place, or on any private property neither owned, leased nor otherwise permissibly occupied by said person. Disposal shall be accomplished by transporting feces to the property owned, leased or otherwise permissibly occupied by the owner or keeper of the dog, or to an appropriate waste receptacle. Disposal in Town storm drains, or any water body or wetland, is prohibited.

Service animals, as defined by the Americans with Disabilities Act or other applicable provisions of state or federal law, may be exempt, in appropriate circumstances, to the extent that the service animal is acting in service to a person with a disability.

D. Licensing Procedures and Identification Tags

1. Dogs, cats and ferrets six (6) months of age or older are required to be vaccinated for rabies, unless otherwise exempted by state statute. Individuals licensing dogs must present to the Town Clerk, at the time of such licensing, a current certificate or certificates signed and dated by a licensed veterinarian describing the animal and stating that it has been vaccinated against rabies, or is otherwise exempt from vaccination,

under the requirements of G.L. c.140, §145B.

2. A dog required to be licensed must wear the tag issued by the Town Clerk and the tag issued by a veterinarian at all times when the animal is off the premises of the owner as required by state law.
3. Fees are as follows: \$25 for male or female dogs or \$20 for spayed or neutered dogs. Dog licenses expire on March 31 of each calendar year. No fee shall be charged for a license for a service animal as defined by the Americans with Disabilities Act or the regulations promulgated thereunder.

E. Abuse of Animals

1. No person shall abandon or neglect, abuse or intentionally injure any domesticated animal.
2. No person may permit, cause or procure any animal to be subjected to unnecessary torture, suffering or cruelty.
3. An owner or keeper of a domesticated animal is required to provide proper food and water, shelter or protection from the weather, veterinary attention needed to reduce or end suffering from disease or injury and a sanitary environment with adequate heat and ventilation.

Nothing in this by-law is intended to limit or restrict criminal enforcement under G.L. c.272 §77 or other applicable Massachusetts General Laws or Town By-laws.

F. Use of Animals as Prizes

No person shall give away any live animal as a prize for or as an inducement to enter any contest, game or other competition, or as an inducement to enter any place of amusement or business, or offer such animal as an incentive to enter into any business agreement whereby the offer was for the purpose of attracting trade.

G. Enforcement of By-laws

1. Notice of Violation and Assessment of Fine. Upon reasonable investigation and determination that Article X Section 28 (C), (D), (E), or (F) of the Town by-laws has been violated, the Animal Control Officer may issue a Notice of Violation and thereby assess the appropriate fine.
2. Taking of Animals. The Animal Control Officer may take and impound in an animal shelter (no kill wherever possible) approved by the Animal Control Board:
 - (a) any domesticated animal not properly licensed and of undetermined ownership;
 - (b) any dog the Animal Control Officer reasonably believes to be a nuisance or dangerous dog as defined by state law; or
 - (c) any domesticated animal the Animal Control Officer reasonably believes may pose an immediate danger to the health, safety and public welfare of the people of the Town.

The owner or keeper of such domesticated animal shall be responsible for the costs of care and confinement and must pay such costs as a condition of release of the domesticated animal.

3. If the Animal Control Officer reasonably believes that a dog is a nuisance or dangerous dog, as defined by state law, he or she may order the dog humanely restrained and may file a complaint to the Board of Selectmen as the Hearing Authority, in accordance with G.L. c.140, §157

H. Impoundment and Disposition of Domesticated Animals

1. As soon as possible but no later than two (2) days after the impoundment of

any animal, the owner or keeper shall be notified, or if the owner or keeper of the animal is unknown, or after reasonable efforts, is not contacted, written notice shall then be posted on a bulletin board in the office of the Town Police Department, in a local newspaper, and on the Town website and other reasonable media outlets describing the animal, place and time of taking and conditions required for the release of said animal.

2. The owner or keeper may obtain the release of an impounded animal upon:
 - (a) obtaining a license and tag if required by law and the payment of a late fee;
 - (b) agreement of the owner or keeper to undertake restriction or control of the animal as the Animal Control Officer shall require; and
 - (c) payment of all impound fees and fines, if any, before the animal is released.

Nothing in this by-law is intended to limit or restrict the authority of the Board of Selectmen to act in accordance with G.L. c.140, §157.

3. Unless reclaimed by their owners, impounded animals shall be kept for the minimum number of days required by state law in an approved animal shelter. In the case of a dog where a dangerous dog complaint was filed, a public hearing on the issue was held and euthanasia was ordered, the dog may be humanely euthanized only after consultation with a licensed veterinarian and only in accordance with state law.

I Transportation of Injured Animals

Upon the Animal Control Officer's reasonable determination that any animal is seriously injured and should receive veterinary care, and such animal is of unknown ownership and unattended, the Animal Control Officer shall make reasonable efforts to transport or arrange for transportation to a licensed veterinarian such animal.

J. Fines

1. The Animal Control Officer and Town Police Officers shall be the enforcing authorities.
2. Any person violating any provisions of this by-law may, upon issuance by the Animal Control Officer of a Notice of Violation, be penalized by non-criminal disposition as provided in G.L. c.40, §21D and/or G.L. c.140, §173A, as applicable, in accordance with the following schedule: First offense: \$10.00; Second offense: \$25.00; Third and Subsequent offenses: \$50.00.
3. If a dog is picked up for being unlicensed or in violation of any section of these by-laws the owner must pay, in addition to appropriate fines, a pick-up fee of \$10.00 and, where applicable, a boarding fee.

K. Severability

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

Per Petition of the Board of Selectmen

The Finance Committee and the Board of Selectmen recommended approval.

ARTICLE 11, MOTION BY KERRI BISNER, SECONDED BY BING FISHMAN, APPROVED BY A UNANIMOUS VOTE.

(Approved by the Attorney General on August 31, 2015. Effective September 8, 2015)

ARTICLE 12.

To see if the Town will vote to replace in its entirety Article X, Section 29, of Town's General Bylaw with the following new Section 29 and to seek authorization of the bylaw through a petition to the Massachusetts General Court for approval of a special act authorizing the Town to assess betterments under G.L. c.80 for permanent repairs and/or improvements to private ways, such replacement to take effect, however, only upon the approval by the General Court of said special act, and to further authorize the Board of Selectmen to file a petition for such special legislation; or take any other action relative thereto:

Section 29 Private Ways, Repairs, Liability and Assessments

- A. The Board of Selectmen is authorized to make temporary repairs under the provisions of G.L. c.40, §6N and permanent repairs and/or improvements under the provisions of Chapter ____ of the Acts of _____ on private ways within the corporate limits of the Town that have been open to the public for a period of at least six (6) years, out of funds appropriated for said purpose by Town Meeting. In all cases, the entire cost shall be assessed as a betterment on those properties which benefit from the repairs.
- B. The Board of Selectmen shall make a determination that such repairs are required by public convenience and necessity before the repairs may be undertaken, which may include, but are not limited to, repairs and/or improvements for the purpose of providing (i) adequately drained ways; and/or (ii) adequate passable ways for public safety vehicles from public ways to residences. Temporary repairs shall not include the construction, reconstruction, or resurfacing of a way.
- C. The Town shall have no liability as a result of undertaking such repairs and/or improvements to private ways, except as may be provided by law, and shall be held harmless on account of any damages whatsoever caused by such repairs and/or improvements by agreement executed by the abutters who petitioned therefor, as provided below.
- D. Such temporary and permanent repairs and/or improvements to a private way shall be made only if the Board of Selectmen receives written agreements signed by at least seventy-five percent (75%) of the abutters on the way, stipulating that the way in question is private and is open to public use, agreeing to the repairs and/or improvements, and further indemnifying and holding harmless the Town, its officers, employees and agents, from all claims arising out of the carrying out of said repairs, or out of the Town's failure to make repairs to any portion of the way at any time, including all claims brought pursuant to G.L. c.84, §25.
- E. The agreement to be signed by the foregoing abutters shall provide that: (i) the Town shall not be liable to such abutters by making the repairs; (ii) the abutters shall indemnify and hold harmless the Town with respect to such statutory liability and any and all other liability for claims caused by alleged defects in the way; (iii) such repair shall not constitute "maintenance" of such way, so as to give the way the status of a way "maintained and used as a public way" under the Massachusetts Subdivision Control Law; (iv) if assessed

for repairs and/or improvements, the abutters shall not appeal the amount of the assessment and agree that the assessment may be apportioned over such number of years as determined by the Board of Assessors; and (v) such other provisions as may be deemed advisable by the Board of Selectmen.

- F. The private way shall have been opened to the public to use for six (6) years or more prior to the undertaking of such repairs, and shall remain open to the public for a period of at least twenty (20) years from the date of the last repair, for permanent repairs, and for a period of at least seven (7) years from the date of the last repair, for temporary repairs.
- G. The Board of Selectmen shall determine the scope of repairs, including whether and to what extent any of the following shall be undertaken: grading, paving, resurfacing, scraping and filling of holes and impressions with sand, gravel or other suitable materials. Drainage repairs shall be included to the extent required by public convenience and necessity, as determined by the Board of Selectmen, upon advice and cost estimates from the Director of Public Works.
- H. The costs of the repairs and/or improvements and of borrowings undertaken by the Town pursuant to this bylaw and Chapter ____ of the Acts of _____ shall be assessed to and apportioned among the benefited property owners along the way so repaired or improved as a betterment pursuant to G.L. c. 80. Benefited property owners shall be owners of those properties that can be accessed using the repaired and/or improved way. Unless otherwise required by any applicable law, the formula to be used for such assessments shall be to equally apportion such costs to the owner of each property that is listed in the records of the Board of Assessors as directly abutting along and/or adjacent to the way to be repaired/improved, whether or not such property directly abuts the way or is located along the portion of the way where the specific repairs are undertaken pursuant to this bylaw, on the basis of the total costs of such repairs and/or improvements and borrowings. The provisions of G.L. c.80 shall govern the betterments assessed hereunder.
- I. The Board of Assessors may, and, at the request of the owner, shall, apportion all assessments or unpaid balances thereof into such number of equal portions, not exceeding twenty (20) years, or for such shorter period of time, as determined by the Board of Assessors. The Town shall accept settlement in cash of an owner's full assessment within thirty (30) days after the assessment has been committed to the Collector. All assessments shall bear interest at a rate established by the Board of Selectmen on recommendation of the Town Treasurer, such rate to be at a minimum rate of two percent (2%) above the rate of interest charged said Town on any funds borrowed by the Town for this purpose. The Town Treasurer shall take steps to ensure that the Town shall record appropriate orders to secure payment of the amounts due under this Article in the same manner as the Town acquires liens for betterments assessed pursuant to G.L. c. 80.
- J. This bylaw does not confer any obligation or duty on the Town or its agents to either initially place or to thereafter maintain, repair and/or improve said private ways so that they are safe and convenient for travel by being free from defects or want of repair. The making of such repairs and/or improve-

ments to a private way, no matter how often or to what extent, does not constitute an acceptance by the Town of such a private way as a public way, nor does it constitute a way being "maintained and used as a public way" under the Massachusetts Subdivision Control Law.

Per Petition of the Board of Selectmen

The Finance Committee and the Board of Selectmen recommended approval.

Motion 1 To adopt the By-law amendment as printed in the Warrant with the following two changes:

In Section E (iv), strike the words "by the Board of Assessors" and insert instead "in accordance with Section I below".

In Section I, at the end of the first sentence, add the words "in consultation with the Board of Selectmen". That sentence would then read: "The Board of Assessors may, and, at the request of the owner, shall, apportion all assessments or unpaid balances thereof into such number of equal portions, not exceeding twenty (20) years, or for such shorter period of time, as determined by the Board of Assessors in consultation with the Board of Selectmen."

MAIN MOTION, MADE BY ELI BOLING, SECONDED BY MARGARET DRISCOLL, APPROVED, THE MOTION PREVAILED.

Motion 2 To amend the main motion so that section H, second sentence will read; Unless otherwise required by the applicable law, the formula to be used for such assessments shall be apportioned to the owner of each property that is listed in the records of the Board of Assessors as directly abutting along and/or adjacent to the way to be repaired/improved in proportion to the assessed value of each property, whether or not such property directly abuts the way or is located along the portion of the way where the specific repairs are undertaken pursuant to this bylaw, on the basis of the total costs of such repairs and /or improvements and borrowings. The provisions of G.L. c.80 shall govern the betterments assessed hereunder.

MOTION 2 TO AMEND MADE BY PAT RIORDAN, SECONDED FROM THE FLOOR, THE MOTION DID NOT PREVAIL.

Motion 3 To amend the main motion so that section H, second sentence will read; Unless otherwise required by the applicable law or requested by the petitioning residents, the formula to be used for such assessments shall be to equally apportion such costs to the owner of each property that is listed in the records of the Board of Assessors as directly abutting along and /or adjacent to the way to be repaired/improved, whether or not such property directly abuts the way or is located along the portion of the way where the specific repairs are undertaken pursuant to this bylaw, on the basis of the total costs of such repairs and/or improvements and borrowings. The provisions of G.L. c.80 shall govern the betterments assessed hereunder.

MOTION 3 TO AMEND MADE BY PAULA FILIAS, SECONDED FROM THE FLOOR, THE MOTION DID NOT PREVAIL.

Approved by the Attorney General on August 31, 2015. Effective September 8, 2015

ARTICLE 13. To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow up to \$200,000 for the purpose of making repairs and improvements to Loading Place Road, a private way open to the public, and to assess the entire cost thereof as betterments to the property owners along the private way, provided, however, that the funds appropriated hereunder shall not be expended unless and until the special legislation contemplated under Article 12 is approved by the General Court; or take any other action relative thereto.

Per Petition of the Board of Selectmen

The Finance Committee and the Board of Selectmen recommended approval.

Eli Boling moved that the Town appropriate \$200,000 to pay costs of making temporary repairs and improvements to Loading Place Road, a private way open to the public, and for the payment of all other costs incidental and related thereto; 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(6) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor; that betterments shall be assessed to defray the cost of such repairs upon the property owners along this private way in accordance with Article X, Section 29 of the Town’s General By-laws, provided, however, that the funds appropriated hereunder shall not be expended unless and until the special legislation contemplated under Article 12 is approved by the General Court.

ARTICLE 13, MOTION BY ELI BOLING, SECONDED BY MARGARET DRISCOLL, APPROVED, THE MOTION PREVAILED BY MORE THAN 2/3.

ARTICLE 14. To see if the Town will vote to amend the Zoning Bylaw of the Town of Manchester by the Sea by adding a new Section 4.4.7 and Section 6.19 Medical Marijuana Treatment Centers as follows; or take any other action relative thereto:

Section 4.4.7 By special permit from the Planning Board, Medical Marijuana Treatment Centers, as defined by Section 6.19 of the Zoning By-Law.

Section 6.19 REGULATION OF MEDICAL MARIJUANA TREATMENT CENTERS OR REGISTERED MARIJUANA DISPENSARIES

6.19.1 Purpose

The purposes of this By-Law are:
to exercise lawful oversight and regulation of Medical Marijuana Treatment Centers (also known as Registered Marijuana Dispensaries), consistent with Chapter 369 of the Acts of 2012, 105 CMR 725.00 et seq., and the Town's regulatory powers; and to limit the siting and operation of Medical Marijuana Treatment Centers to locations appropriate to such use, and to regulate such use through conditions necessary to protect community safety while ensuring legitimate patient access.

6.19.2 Applicability

1. The commercial cultivation, production, processing, assembly, packaging, retail or wholesale sale, trade, distribution or dispensing of marijuana for medical use is prohibited unless permitted as a Medical Marijuana Treatment Center under this By-Law.

2. No Medical Marijuana Treatment Center shall be established except in conformity with this By-Law; with all regulations promulgated by the Board of Health; and with the requirements of 105 CMR 725.00 et seq.
3. Nothing in this By-Law shall be construed to supersede any state or federal laws or regulations governing the sale and distribution of narcotic drugs.

6.19.3 Definitions

Marijuana means all parts of the plant *Cannabis sativa* L., whether growing or not; the seeds thereof; and resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds or resin. It does not include the mature stalks of the plant, fiber produced from the stalks, oil, or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks, except the resin extracted therefrom, fiber, oil, or cake or the sterilized seed of the plant which is incapable of germination. Marijuana also includes Marijuana-infused Products (MIPs) except where the context clearly indicates otherwise.

Marijuana-infused Product (MIP) means a product infused with Marijuana that is intended for use or consumption, including but not limited to edible products, ointments, aerosols, oils, and tinctures. These products, when created or sold by a Registered Marijuana Dispensary, shall not be considered a food or a drug as defined in M.G.L. c. 94, § 1.

Medical Marijuana Treatment Center means a not-for-profit entity registered under 105 CMR 725.100, to be known as a Registered Marijuana Dispensary (RMD), that acquires, cultivates, possesses, processes (including development of related products such as edible MIPs, tinctures, aerosols, oils, or ointments), transfers, transports, sells, distributes, dispenses, or administers Marijuana, products containing Marijuana, related supplies, or educational materials to registered qualifying patients or their personal caregivers, as those terms are defined under 105 CMR 725.004. Unless otherwise specified, RMD refers to the site(s) of dispensing, cultivation, and preparation of Marijuana.

Medical use of marijuana means the acquisition, cultivation, possession, processing (including development of related products such as tinctures, aerosols, or ointments), transfer, transportation, sale, distribution, dispensing, or administration of Marijuana, for the benefit of qualifying patients in the treatment of debilitating medical conditions, or the symptoms thereof, as those terms are defined under 105 CMR 725.004.

Registered Marijuana Dispensary (RMD) has the same meaning as Medical Marijuana Treatment Center.

Special Permit Granting Authority (SPGA) pursuant to this By-Law shall be the Planning Board.

6.19.4 Eligible Locations

1. Medical Marijuana Treatment Centers may be allowed by Special Permit in the Limited Commercial Zoning District, subject to all requirements of this Zoning By-Law, the requirements of the Board of Health, and of 105 CMR 725.00 et seq.

6.19.5 General Requirements and Conditions

The following requirements and conditions shall apply to all Medical Marijuana Treatment Centers:

1. All Medical Marijuana Treatment Centers must obtain a special permit from the Planning Board pursuant to the requirements of Section 6.4 (Signs), 6.9 (Site Plan Review Special Permit), Section 7.5 (Special Permits) and the requirements of Section 6.19. The Planning Board may grant a single special permit incorporating the requirements of Sections 6.4, 6.9, 7.5 and 6.19 for a Medical Marijuana Treatment Center.
2. No Special Permit shall issue without demonstration by the applicant of compliance with all applicable state laws and regulations, and with all local regulations.
3. No Medical Marijuana Treatment Center shall be located within 300 feet of a residential zoning district, or within 500 feet of any lot containing a school, child care facility, or playground.
4. No smoking, burning or consumption of any product containing Marijuana or Marijuana-infused products shall be permitted on the premises of a Medical Marijuana Treatment Center.
5. No products shall be displayed in the facilities windows or be visible from any street or parking lot.
6. Signs for all Medical Marijuana Treatment Centers shall, at a minimum, comply with Section 6.4 of the Zoning By-Law, the provisions of 105 CMR 725.105(L) ("Marketing and Advertising Requirements") and the terms and conditions of the special permit issued pursuant to Section 6.19, et seq.

6.19.6 Special Permit Requirements

A Medical Marijuana Treatment Center shall be allowed only by Special Permit in accordance with G.L. c. 40A, s. 9; with the requirements of Section 7.5 et seq. of the Zoning By-Law, with the terms and conditions of the special permit issued pursuant to Section 6.19, et seq. and with the additional requirements contained in this Section (6.19.6), below.

1. Uses. A Special Permit for a Medical Marijuana Treatment Center shall be limited to one or more of the following uses:
 - A. cultivation of Marijuana for Medical Use
 - B. processing and packaging of Marijuana for Medical Use, including Marijuana that is in the form of smoking materials, food products, oils, aerosols, ointments, and other products; or
 - C. retail sale or distribution of Marijuana for Medical Use to Qualifying Patients, as that term is defined in 105 CMR 725.004.
2. Application. In addition to the application requirements set forth in the rules of the Special Permit Granting Authority, a Special Permit application for a Medical Marijuana Treatment Center shall include the following:
 - A. the name and address of each owner of the establishment and property owner;
 - B. copies of all required licenses and permits issued to the applicant by the Commonwealth of Massachusetts and any of its agencies for the establishment;
 - C. evidence of the applicant's right to use the site for the establishment, such as a deed, or lease;

- D. Proposed security measures for the Medical Marijuana Treatment Center demonstrating compliance with all requirements of 105 CMR 725.110, "Security Requirements for Registered Marijuana Dispensaries," including but not limited to secure storage areas, limited access areas, security and alarm systems compliant with 105 CMR 725.110(D). A copy of the approved security measures shall be provided to the Police Department.

Pursuant to 105 CMR 725.200 (C), the above information is confidential and exempt from the provisions of G.L. c. 66; as such, it shall not be part of the public record.

- E. Proposed Operations and Maintenance Manual for the Medical Marijuana Treatment Center demonstrating compliance with all requirements of 105 CMR 725.110, "Security Requirements for Registered Marijuana Dispensaries," including but not limited to procedures for limiting access to the facility to persons authorized under 105 CMR 725.110(A); and procedures for transport of Marijuana and/or MIPs as provided under 105 CMR 725.110(E).

Pursuant to 105 CMR 725.200 (C), the above information is confidential and exempt from the provisions of G.L. c. 66; as such, it shall not be part of the public record.

3. Hours of Operation. The hours of operation of a Medical Marijuana Treatment Center shall be established by the Special Permit Granting Authority.
4. Term of a Special Permit. Special Permits shall be valid for a period of two (2) years from the effective date of the special permit.
5. Transferability of a Special Permit. Special Permits may be transferred only with the approval by the Special Permit Granting Authority, in the form of an amendment to the Special Permit, conditioned upon satisfactory submission of all information required for an original Special Permit.
6. Renewals. A Special Permit may be renewed for successive two (2) year periods provided that a written request for renewal is made to the Special Permit Granting Authority not less than three (3) months prior to the expiration of the then-existing term. Any request for a renewal of a Special Permit shall be subject to publication notice requirements as required for an original application for a Special Permit. Such notice shall state that the renewal request will be granted unless, prior to the expiration of the existing Special Permit, a written objection, stating reasons for such objection, is received by the Special Permit Granting Authority.
 - 6.1. If any such objection is received, the Special Permit Granting Authority shall hold a public hearing on the renewal request and shall proceed in a manner consistent with the proceedings required for an original application.
 - 6.2. The Special Permit shall remain in effect until the conclusion of the public hearing and decision of the Special Permit Granting Authority either granting or denying the Special Permit renewal request.
 - 6.3. In granting any renewal, the Special Permit Granting Authority may alter or impose additional conditions, and/or may provide for revocation of the Special Permit if any identified violations of this By-Law or any other applicable regulation are not corrected within a specified time period.

6.19.7 Severability

If any provision of this Section or the application of any such provision to any person or circumstance shall be held invalid, the remainder of this Section, to the extent it can be given effect, or the application of those provisions to persons or circumstances other than those to which it is held invalid, shall not be affected thereby, and to this end the provisions of this Section are severable.

Per Petition of the Planning Board

The Finance Committee and the Board of Selectmen recommended the advice of the Planning Board.

Becky Jacques moved the Article as written in the warrant; that the Town amend the Zoning By-law of the Town of Manchester by the Sea by Adding a new Section 4.4.7 and Section 6.19 Medical Marijuana Treatment Centers.

ARTICLE 14, MOTION BY BECKY JAKUES, SECONDED BY CARROLL CABOT, APPROVED BY A UNANIMOUS VOTE.

Approved by the Attorney General August 31, 2015. Effective April 6, 2015.

ARTICLE 15.

To see if the Town will vote to accept a gift of land from the Manchester-Essex Conservation Trust consisting of 2.623 acres and shown on the Assessor's Map 35, lot 49, to be managed by the Conservation Commission as part of the Dexter Pond Conservation Area; or take any other action relative thereto.

Per Petition of the Board of Selectmen

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

ARTICLE 15, MOTION BY TOM KEHOE, SECONDED BY CHARLES KELLOGG, APPROVED BY A UNANIMOUS VOTE.

ARTICLE 16.

To see if the Town will vote to amend the Zoning Bylaw of the Town of Manchester by the Sea by adding a new sub-section 6.1.2.1 as follows; or take any other action relative thereto:

6.1.2.1: Notwithstanding the foregoing provisions of 6.1.2, extensions, alterations, reconstructions or structural changes to a single family or two family residential structure located on a lot with insufficient area, insufficient frontage, insufficient width or which encroaches upon one or more required yard or setback areas where the extension, alteration, reconstruction or structural change will comply with all current setback, yard lot coverage, building height requirements and any other relevant dimensional requirements, shall not be deemed to increase the nonconforming nature of said structure.

Per Petition of 10 or more Residents

The Finance Committee took no position. The Board of Selectmen recommended passing over, taking no action.

ARTICLE 16, MOTION BY GARY GILBERT, SECONDED FROM THE FLOOR, TO PASS OVER, TAKE NO ACTION, APPROVED BY A UNANIMOUS VOTE.

ARTICLE 17.

To see if the Town will vote to reauthorize the Recreation Programs revolving fund established pursuant to the provisions of Chapter 44, section 53E1/2 of the Massachusetts General Laws, for the fiscal year beginning July 1, 2015, said

fund to be expended by the Recreation Director for costs associated with Town of Manchester recreation programs:, with registration fees, or other funds intended to support the programs offered by the Recreation Department deposited into the fund, and total annual expenditures from the fund not exceeding 1% of the FY 2015 tax levy, or \$236,000; or take any other action relative thereto.

Per petition of the Board of Selectmen

The Finance Committee and the Board of Selectmen recommended approval.

ARTICLE 17, MOTION BY PAUL BARCLAY, SECONDED BY ELI BOLING, APPROVED BY A UNANIMOUS VOTE.

ARTICLE 18. 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 of \$100,000 to be appropriated from the Undesignated Fund Balance.

ARTICLE 18, MOTION BY TOM KEHOE, SECONDED BY GEORGE PUTNAM III, TO TRANSFER \$100,000 FROM THE UNDESIGNATED FUND BALANCE TO THE STABILZATION FUND, APPROVED BY A UNANIMOUS VOTE.

ARTICLE 19. To see what sum of money the Town will vote to appropriate or transfer from available funds 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 recommended approval of \$250,000 to be transferred from the Undesignated Fund Balance for the purpose of reducing the tax rate and enabling us to handle our snow and ice deficit.

ARTICLE 19 MOTION BY TOM KEHOE, SECONDED BY GEORGE PUTNAM III, TO TRANSFER \$250,000 FROM THE UNDESIGNATED FUND BALANCE FOR THE PURPOSE OF REDUCING THE TAX RATE AND ENABLING THE TOWN TO HANDLE THE SNOW AND ICE DEFICIT, APPROVED BY A UNANIMOUS VOTE.

At 10:00 PM, Selectman Tom Kehoe moved to dissolve the meeting. Town Clerk Denise Samolchuk seconded the motion and it was a unanimous vote to do so.

Respectfully submitted,

Denise Samolchuk
Town Clerk

A Special Town Meeting of the Town of Manchester-by-the-Sea was held on Wednesday, September 9, 2015 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 Bruce Warren were in charge of the check-in tables. They were assisted at the front and on the floor in the Auditorium by Lee Simonds, Paul Clark, Nancy Hammond, Pamela Thorne, Carolyn Kelly and Beth Heisey. One hundred and forty-one voters checked in for the meeting. A quorum was reached at 7:00 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 Rabbi Judith Epstein of Manchester, followed by the Pledge of Allegiance to the flag.

The Moderator read the usual list of procedural points and announced that orange voting cards would be used for this meeting. He thanked the volunteers who were assisting in conduct of the meeting.

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



SPECIAL 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 Wednesday, the ninth day of September, two thousand and fifteen AD, at seven o'clock in the evening, for the purpose, to wit:

ARTICLE 1.

To see if the Town will vote to transfer from available funds, or borrow a sum of money for the purpose of reconstructing the roof to the water treatment plant, including all costs and expenses incidental and related thereto, and further, that the amount of borrowing shall be reduced by the amount of any insurance proceeds that the Town may receive in connection with weather-related damage to the roof of the water treatment plant, or take any other action relative thereto.

Per petition of the Board of Selectmen

Selectman Tom Kehoe moved that the Town appropriate \$1,750,000 to pay costs of making repairs and improvements to the Town's Water Treatment Plant, and for the payment of all other costs incidental and related thereto; 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(3A) of the General Laws, or pursuant to any other enabling authority, and to issue

bonds or notes of the Town therefor; and furthermore, that the amount of borrowing shall be reduced by the amount of insurance proceeds that the Town may receive in connection with weather related damage to the roof of the Water Treatment Plant.

Selectman Paul Barclay seconded the motion.
The Finance Committee and the Board of Selectmen recommended approval

ARTICLE 1, MOTION BY TOM KEHOE, SECONDED BY PAUL BARCLAY, APPROVED, THE MOTION PREVAILED BY MORE THAN THE REQUIRED 2/3 VOTE.

ARTICLE 2. To see if the Town will appropriate the following unexpended amount of money that was initially appropriated to finance a comprehensive waste water management plan that is nearly complete, and for which no further unaccountable liability remains, to pay costs of the installation of new water pipes as part of the Town's water system.

<i>Unexpended Amount</i>	<i>Date of Approval</i>	<i>Warrant Article</i>	<i>Original Purpose</i>
\$250,000	April 7, 2014	Article 6	Fund the development of a CWMP

Per petition of the Board of Selectmen

Selectman Paul Barclay moved that the Town appropriate the following unexpended amount of money that was initially borrowed to finance a capital project that is complete, and for which no further unaccountable liability remains, to pay costs of the installation of new water and sewer pipes as part of the Town's water and sewer pollution abatement efforts, as permitted by Chapter 44, Section 20 of the General Laws.

<i>Unexpended Amount</i>	<i>Date of Approval</i>	<i>Warrant Article</i>	<i>Original Purpose</i>
\$250,000	April 7, 2014	Article 6	Fund the development of a CWMP

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

ARTICLE 2, MOTION BY PAUL BARCLAY, SECONDED BY MARGARET DRISCOLL, APPROVED WITH A UNANIMOUS VOTE.

ARTICLE 3. To see if the Town will vote to accept the provisions of Massachusetts General Laws Chapter 44, Section 55C, and to establish a trust to be known as the Manchester-by-the-Sea Affordable Housing Trust Fund, whose purpose shall be to provide for the creation and preservation of affordable housing in the Town of Manchester-by-the-Sea for the benefit of low and moderate income households , and in implementation thereof will vote to amend the Town's Manchester-by-the-Sea General By-Laws by adding the following as Title XXI, or to take any other action relative thereto.

**Town of Manchester-by-the-Sea General By-laws
Article XXI Affordable Housing Trust**

There shall be a Manchester-by-the-Sea Affordable Housing Trust, the purpose of which shall be to provide for the preservation and creation of affordable housing in the Town Manchester-by-the-Sea for the benefit of low and moderate income households. The Trust shall be governed by

Trustees in accordance with Massachusetts General Laws Chapter 44, Section 55C and the authority granted by Town Meeting, as revised from time to time.

A. Name of the Trust — The Trust shall be called the "Manchester-by-the-Sea Affordable Housing Trust", herein referred to as the Trust.

B. Purpose — The purpose of the Trust shall be to provide for the preservation and creation of affordable housing in the Town of Manchester-by-the-Sea for the benefit of low and moderate income households.

C. Board of Trustees — There shall be a Board of Trustees (the "Board") consisting of seven (7) Trustees who shall be appointed by the Board of Selectmen. The members of the Board shall be comprised of as follows:

- one (1) member of the Board of Selectmen, or its designee;
- one (1) member of the Community Preservation Committee or its designee;
- one (1) member of the Manchester Housing Authority or its designee;
- one (1) member of the Planning Board or its designee;
- one (1) member of the Finance Committee or its designee; and
- two (2) citizens at large.

Only persons who are residents of the Town of Manchester-by-the-Sea shall be eligible to hold the office of Trustee. Trustees shall serve for a term of two (2) years, except that three (3) of the initial appointments shall be for a term of one (1) year. The Board of Selectmen may reappoint Trustees for succeeding terms, and there is no limit on the number of terms that a Trustee can serve. Any Trustee may resign by written instrument signed and acknowledged by such Trustee and duly filed with the Town Clerk. If a Trustee shall die, resign, or for any other reason cease to fulfill the duties of Trustee hereunder before his/her term of office expires, a successor shall be appointed by the Board of Selectmen to fill the remainder of the term of such vacancy provided that said appointment and acceptance in writing by the newly appointed Trustee are filed with the Town Clerk. Upon the appointment of any Trustee and the filing of such appointment with the Town Clerk, the title to the Trust estate shall thereupon and without the necessity of any conveyance be vested in such succeeding Trustee jointly with the remaining Trustees. Reference to the Trustee shall mean the Trustee or Trustees for the time being hereunder. Trustees may be removed at any time for cause by a majority vote of the Board of Selectmen following a properly noticed public hearing. Cause shall include, but not be limited to, violation of any local, state, or federal law; incapacity to perform the duties of a Trustee; acts of the Trustee, that in the opinion of the Board of Selectmen, are negligent or detrimental to the Town of Manchester-by-the-Sea or the Trust.

D. Meetings of the Trust — The Trust shall meet at least quarterly at such time and at such place as the Trustees shall determine. Notice of all meetings of the Trust shall be given in accordance with the provisions of the Open Meeting Law, Massachusetts General Laws Chapter 39, Sections 23A, 23B and 23C, and its successor statutes, Massachusetts General Laws Chapter 30A, Sections 18-25. A quorum at any meeting shall be a majority of the Trustees qualified and present in person. Minutes of all meetings shall be kept with the Town Clerk in accordance with the provisions of the Open Meeting Law, Massachusetts General Laws Chapter 39, Sections 23A, 23B and 23C, and its successor statutes, Massachusetts General Laws Chapter 30A, Sections 18-25.

E. Powers of Trustees — The Powers of the Trustees shall have the following powers, which shall be carried out in accordance with and in furtherance of the provisions of Massachusetts General Laws Chapter 44, Section 55C, as outlined below, except that the Trustees shall have no ability to borrow money, or mortgage or pledge Trust assets, purchase, sell, lease, exchange, transfer or convey any interest in real property, without the prior approval of the Manchester-by-the-Sea Board of Selectmen:

- (1) with the approval of the Board of Selectmen upon recommendation of the Trustees, to accept and receive property, whether real or personal, by gift, grant, contribution, devise, or transfer from any person, firm, corporation or other public or private entity, including without limitation grants of funds or other property tendered to the Trust in connection with any by-law or any general or special law or any other source, including money from Massachusetts General Laws Chapter 44B, and the provisions of any zoning bylaw or any other bylaw;
- (2) with the approval of the Board of Selectmen upon recommendation of the Trustees, to purchase and retain real or personal property, including without restriction investments that yield a high rate of income or no income;
- (3) with the approval of the Board of Selectmen upon recommendation of the Trustees, to sell, lease, exchange, transfer or convey any personal, mixed, or real property at public auction or by private contract for such consideration and on such terms as to credit or otherwise and to make such contracts and enter into such undertakings relative to Trust property as the Trust deems advisable notwithstanding the length of any such lease or contract;
- (4) with the approval of the Board of Selectmen upon recommendation of the Trustees, to execute, acknowledge and deliver deeds, assignments, transfers, pledges, leases, covenants, contracts, promissory notes, releases and other instruments sealed or unsealed, necessary, proper or incident to any transaction in which the Trustees engage for the accomplishment of the purposes of the Trust;
- (5) with the approval of the Board of Selectmen upon recommendation of the Trustees, to employ advisors and agents, such as accountants, appraisers and lawyers as the Trustees deem necessary;
- (6) with the approval of the Board of Selectmen upon recommendation of the Trustees, to pay reasonable compensation and expenses to all advisors and agents and to apportion such compensation between income and principal as the Board deems advisable;
- (7) to apportion receipts and charges between income and principal as the Trustees deem advisable, to amortize premiums and establish sinking funds for such purpose and to create reserves for depreciation, depletion or otherwise;
- (8) with the approval of the Board of Selectmen upon recommendation of the Trustees, to participate in any reorganization, recapitalization, merger or similar transactions; and to give proxies or powers of attorney with or without power of substitution to vote any securities or certificates of interest and to consent to any contract, lease, mortgage, purchase or sale of property, by or between any corporation and any other corporation or person;
- (9) with the approval of the Board of Selectmen upon recommendation of the Trustees, to deposit any security with any protective reorganization committee and to delegate to such committee such powers and authority with relation thereto as the Board may deem proper and to pay out of Trust property, such portion of expenses and compensation of such committee as the Board may deem necessary and appropriate;
- (10) with the approval of the Board of Selectmen upon recommendation of the Trustees, to borrow money on such terms and conditions and from such sources as the Trustees deem advisable, to mortgage and pledge trust assets as collateral;
- (11) to carry property for accounting purposes other than acquisition date values;
- (12) with the approval of the Board of Selectmen upon recommendation of the Trustees, to make distributions or divisions of principal in kind;

- (13) with the approval of the Board of Selectmen upon recommendation of the Trustees, to compromise, attribute, defend, enforce, release, settle or otherwise adjust claims in favor or against the Trust, including claims for taxes and to accept any property, either in total or partial satisfaction of any indebtedness or other obligation and subject to the provisions of state statutes, to continue to hold the same for such period of time as the Trustees may deem appropriate;
- (14) with the approval of the Board of Selectmen upon recommendation of the Trustees, to manage or improve real property and to abandon any property which the Trustees determine not to be worth retaining;
- (15) to hold all or part of the Trust property un-invested for such purposes and for such time as the Trustees may deem appropriate;
- (16) with the approval of the Board of Selectmen upon recommendation of the Trustees, to extend the time for payment of any obligation to the Trust;
- (17) to monitor the expiring use of any affordable housing in Manchester-by-the-Sea;
- (18) with Board of Selectmen approval upon recommendation of the Trustees, to establish a plan, guidelines, criteria and/or qualifications for recipients and expenditures in accordance with the Trust's state purposes; and
- (19) to adopt rules and regulations governing the conduct of the Trustees, consistent with the General Laws.

F. Funds Paid to the Trust — Notwithstanding any general or special law to the contrary, all monies paid to the Trust in accordance with any Town of Manchester-by-the-Sea zoning bylaw, exaction fee, or private contribution shall be paid directly into the Trust and need not be appropriated or accepted and approved into the Trust.

Funds appropriated by the Town of Manchester-by-the-Sea Town Meeting for payment into the Trust become Trust property and these funds need not be further appropriated to be expended except as set forth in paragraph E herein. All monies remaining in the Trust at the end of any fiscal year, whether or not expended by the Trust, remain Trust property. The Trust shall comply with any conditions stipulated in the article's motion for monies appropriated by the Manchester-by-the-Sea Town Meeting.

G. Acts of Trustees — A majority of Trustees may exercise any or all of the powers of the Trustees hereunder, unless otherwise provided, and may execute on behalf of the Trustees any and all instruments with the same effect as though executed by all the Trustees. No Trustee shall be required to give bond. No license of court shall be required to confirm the validity of any transaction entered into by the Trustees with respect to the Trust Estate. Any expenditure or donation by the Trust to any one party in a single event shall not exceed \$50,000 or a cumulative amount exceeding \$200,000 during one calendar year; said vote shall require a super majority vote (2/3) of the combined Trustees and the Board of Selectmen. Any borrowing by the Trust shall also be approved by a majority vote at a Town Meeting prior to finalizing the transaction.

H. Liability — Neither the Trustees nor any agent or office of the Trust shall have the authority to bind the Town of Manchester-by-the-Sea, except in the manner specifically authorized herein. The Trust is a public employer and the Trustees are public employees for the purposes of Massachusetts General Laws Chapter 268A. The Trust shall be deemed a municipal agency and the Trustees special municipal employees for the purposes of General Laws Chapter 268A. The Trustees shall be provided the same scope and degree of municipal insurance coverage as is provided to other appointed board and commission members within the Town of Manchester-by-the-Sea.

I. Taxes — The Trust is exempt from General Laws Chapter 59 and 62, and from any other provisions concerning payment of taxes based upon or measured by property or income imposed by the Commonwealth or any subdivision thereto.

J. Custodian of Funds — The Town of Manchester-by-the-Sea Treasurer shall be the custodian of the funds of the Trust. The books and records of the Trust shall be audited annually by an independent auditor in accordance with accepted accounting practices for municipalities. Cost associated with the independent audit shall be borne by the Trust.

K. Governmental Body — The Trust is a governmental body for purposes of Sections 23A, 23B and 23C of Massachusetts General Laws Chapter 39, and its successor statutes, Massachusetts General Laws Chapter 30A, Sections 18-25.

L. Board of the Town — The Trust is a board of the Town for purposes of General Laws Chapter 30B and Section 15A of Massachusetts General Laws Chapter 40; but agreements and conveyances between the Trust and agencies, boards, commissions, authorities, departments and public instrumentalities of the Town shall be exempt from said Chapter 30B.

M. Duration of the Trust — This Trust shall be of indefinite duration until terminated by a vote of the Manchester-by-the-Sea Town Meeting. Upon termination of the Trust, subject to the payment of or making provisions for the payment of all obligations and liabilities of the Trust and the Trustees, the net assets of the Trust shall be transferred to the Town of Manchester-by-the-Sea and held by the Board of Selectmen for affordable housing purposes. In making any such distribution, the Trustees may, subject to the approval of the Board of Selectmen, sell all or any portion of the Trust property and distribute the net proceeds thereof to the Town of Manchester-by-the-Sea. The powers of the Trustees shall continue until the affairs of the Trust are concluded. Once the Manchester-by-the-Sea Town Meeting has voted to terminate the Trust, the Board of Selectmen shall have the power to approve all financial transactions made on behalf of the Trust.

N. Registry of Deeds — The Board of Selectmen may authorize the Trustees to execute, deliver and record with the Registry of Deeds any documents required for any conveyance authorized hereunder.

O. Titles — The titles to the various Articles herein are for convenience only and are not to be considered part of said Articles nor shall they affect the meaning or the language of any such Article.

P. Compensation of Trustees — Trustees shall not receive a salary, stipend, bonus or other means of compensation for their service as a Trustee, nor shall they be eligible for any benefits from the Town of Manchester-by-the-Sea. Trustees may be compensated for reasonable out-of-pocket expenses for travel and other Trust-related expenses. All such out-of-pocket expenses shall be fully documented with receipts for expenses prior to payment by the Trust.

Q. Amendments — The provisions of this Trust can only be amended by a vote of the Manchester-by-the-Sea Town Meeting.

R. Annual Report — The Trustees shall prepare an annual report describing the activities of the Trust on a calendar year basis. The annual report shall be submitted to the Manchester-by-the-Sea Board of Selectmen by February 12th of each year. The annual report shall list all financial transactions conducted by the Trust including all revenues and costs, provide a balance sheet of liabilities and assets of the Trust, list an inventory of all affordable housing units created, sold, and/or managed by the Trust, and any other pertinent information related to the business of the Trust.

ARTICLE 4

To see if the Town will vote to transfer \$100,000 currently in the Community Preservation Affordable Housing Reserve fund to the newly established Affordable Housing Trust Fund, if created by Article 3 above; or to take any other action relative thereto.

Per petition of the Board of Selectmen

Selectman Eli Boling moved to pass over, take no action, on Article 3 and 4. Susan Beckmann seconded the motion.

Moderator Wilson explained that he would allow discussion of passing over Articles 3 and 4 together.

The Finance Committee and the Board of Selectmen recommended passing over Articles 3 and 4.

ARTICLES 3 AND 4, MOTION BY ELI BOLING, SECONDED BY SUSAN BECKMANN, TO PASS OVER, TAKE NO ACTION, WAS APPROVED WITH A UNANIMOUS VOTE.

At 7:21 PM, Selectman Tom Kehoe moved to dissolve the meeting. Town Clerk Denise Samolchuk seconded the motion and it was a unanimous vote to do so.

Respectfully submitted,

Denise Samolchuk
Town Clerk



Dozens of grateful citizens stopped by on March 29th of last year to wish retiring Manchester librarian Dorothy Sieradzki good luck at an informal open house at the library. Dot served the town over the past ten years and brought a lot of innovation to our local library. Sara Collins, 27-year library veteran, has been tapped to fill Dot's shoes. Pictured at Dorothy Sieradzki's retirement send-off are (left to right): Library Trustees Alison Anholt-White, Alida Bryant, Dot and Trustee Tim Browne.

ANNUAL TOWN ELECTION

MANCHESTER-BY-THE-SEA, MASSACHUSETTS

MAY 19, 2015

The ballot box was checked and found to be empty by Town Clerk Denise Samolchuk, Warden Lee Simonds, Clerk Carol Powers and Officer Howard Lewis. 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 Michelle Baer, Clerks- Carol Powers, Martha Gubbins and Susan Mirak, Tellers-Jane Pomeroy, Carolyn Kelly, Alison Anholt-White, Bruce Warren, Pamela Thorne, Pat Plummer, Sally Scott, Sally Curry and Carole O'Neil, Ballot Box Attendants-Tim Logue, Adele Q. Ervin, 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 8:11, and the workers were dismissed at 8:35. 1239 votes were cast, which represented 32% of the 3875 registered voters at the close of registration.

*Elected

Housing Authority for five years	
Constance Sullivan	376
*Susan W. Thorne	689
Blanks	173
Write-ins	1
Library Trustee for three years	
*Timothy P. Browne	960
Blanks	275
Write-ins	4
Moderator for one year	
*Alan Wilson	1035
Blanks	200
Write-ins	4
Planning Board for three years	
*Frank P. Marangell	625
*Robert D. Mehlman	723
Blanks	1127
Write-ins	3
School Committee for three years	
*Shannon O. Erdmann	904
Blanks	333
Write-ins	2
School Committee for two years	
*Shannon O. Erdmann	739
Blanks	414
Write-ins	1
Selectman for three years	
*Thomas P. Kehoe	918
Blanks	316
Write in	5

Question 1.

Shall the Town of Manchester-by-the-Sea decrease the surcharge imposed under Chapter 44B of the General Laws, from 3.0% to 1.5%, as approved by the April 6, 2015 Annual Town Meeting, a summary of which appears below?

In 2005, the Town accepted sections 3 to 7 of Chapter 44B of the General Laws of Massachusetts, also

known as the Community Preservation Act (“Act”), which established a dedicated funding source for community preservation purposes as set forth in the Act. The Act allows a maximum for a 3.0% surcharge on real estate taxes. The Town initially set the surcharge at 0.5%, increasing it in accordance with the requirements of the Act to 1.5% in 2010 and to 3% in 2014. A decrease in the surcharge would reduce the funds available for community preservation purposes under the Act. If this question is approved, the surcharge to be collected will be reduced to 1.5% for the fiscal year beginning July 1, 2015.

Yes	753
No	455
Blanks	31

Question 2.

Shall the Town be allowed to assess an additional \$492,792.00 in real estate and personal property taxes for the purposes of funding the Town’s assessment for the operating budget of the Manchester-Essex Regional School District, for the fiscal year beginning July 1, 2015?

Yes	844
No	395
Blanks	0

A True Copy, Attest:

C. Denise Samolchuk
Town Clerk



State Representative Brad Hill, left, and Senator Bruce Tarr, far right, brought greetings and citations from the House of Representatives and State Senate in honor of Manchester’s 2014 Volunteer and Employee of the Year - Sue Thorne and Nancy Hammond. The award, which is given out each year, spotlights a Manchester volunteer and an employee, who go far beyond their required duties and as a result have a positive impact on the community at large.

TAX COLLECTOR'S REPORT FISCAL YEAR 2015

REAL ESTATE OUTSTANDING AS OF 6/30/2015

FISCAL YEAR 2014	-
FISCAL YEAR 2015	213,261.06

CALENDAR YEAR 2011	2,124.27
CALENDAR YEAR 2012	996.35
CALENDAR YEAR 2013	3,140.21
CALENDAR YEAR 2014	5,877.90
CALENDAR YEAR 2015	68,602.23

PERSONAL PROPERTY OUTSTANDING AS OF 6/30/2015

FISCAL YEAR 2008	122.24
FISCAL YEAR 2009	303.45
FISCAL YEAR 2010	630.37
FISCAL YEAR 2011	191.08
FISCAL YEAR 2012	636.49
FISCAL YEAR 2013	1,289.39
FISCAL YEAR 2014	1,921.75
FISCAL YEAR 2015	2,684.92

BOAT EXCISE OUTSTANDING AS OF 6/30/2015

FISCAL YEAR 2005	15.00
FISCAL YEAR 2006	105.00
FISCAL YEAR 2007	128.00
FISCAL YEAR 2008	196.00
FISCAL YEAR 2009	426.00
FISCAL YEAR 2010	360.00
FISCAL YEAR 2011	693.02
FISCAL YEAR 2012	789.15
FISCAL YEAR 2013	38.00
FISCAL YEAR 2014	748.03
FISCAL YEAR 2015	836.78

MOTOR VEHICLE EXCISE OUSTAND- ING AS OF 6/30/2015

CALENDAR YEAR 2004	43.96
CALENDAR YEAR 2009	2,424.06
CALENDAR YEAR 2010	2,577.72



The scouts from Manchester Troop 3 prepared and served a meal at the Open Door Food Pantry in Gloucester on June 18th, 2015. Pictured in front: Spencer Meek, Gabriel West, Colin Genta, and Michael Galli; in back: Colton Tosi and Ben Wolsieffer. They had a great crowd, served 72 meals and enjoyed the evening.

**TREASURER'S TRUST FUND REPORT
FISCAL YEAR 2015**

CEMETERY PERPETUAL CARE FUND

	General Ledger	Bank Balance	Due to (Due from)
Balance June 30, 2014	\$322,396.94		
Income from perpetual care	\$23,800.00		
Interest Earned	\$2,863.15		
Withdrawals			
Balance June 30, 2015	\$349,060.09	\$349,060.09	\$-

CEMETERY SALE OF LOTS FUND

Balance June 30, 2014	\$71,850.41		
Income from sale of lots	\$23,800.00		
Interest Earned	\$742.61		
Withdrawals			
Balance June 30, 2015	\$96,393.02	\$96,393.02	\$-

MISCELLANEOUS FUNDS

6/30/14 General Ledger	INCOME	DEPOSITS	EXPENDITURES	6/30/15 General Ledger	6/30/15 Bank Balance	Due to (Due from)
B.L. Allen Fund						
\$1,307.11	\$10.58	\$100.00	\$(100.00)	\$1,317.69	\$1,317.69	\$-
Tuck's Point Invest						
\$8,817.37	\$71.37			\$8,888.74	\$8,888.74	\$-
Post War Rehab						
\$4,653.06	\$37.66			\$4,690.72	\$4,690.72	\$-
Essex Woods Park						
\$14,942.51	\$120.96			\$15,063.47	\$15,063.47	\$-
Clara Winthrop						
\$32,395.24	\$347.90	\$10,000.00		\$42,743.14	\$42,743.14	\$-
Susan Crowell						
\$11,080.86	\$89.67			\$11,170.53	\$11,170.53	\$-
Knight Cemetery						
\$7,234.57	\$58.53			\$7,293.10	\$7,293.10	\$-
Julia Ware Fund						
\$2,597.57	\$21.02			\$2,618.59	\$2,618.59	\$-
Odd Fellows						
\$3,833.25	\$31.03			\$3,864.28	\$3,864.28	\$-
Stabilization Fund						
\$1,154,569.26	\$9,232.33	\$100,000.00		\$1,263,801.59	\$1,263,806.50	\$4.91
OPEB						
\$549,328.08	\$34,769.74	\$231,750.00		\$815,847.82	\$815,847.82	\$-

**DEBT SERVICE
FISCAL YEAR 2015**

Water Pollution Abatement Trust (96-49)

	Principal	Interest
Date of Issue 4/1/1997		
FY 2014 Ending Balances	\$1,335,271.00	\$143,479.48
FY 2015 Payments	\$(431,690.00)	\$(72,466.34)
Total Balances Outstanding	\$903,581.00	\$71,013.14

Water Pollution Abatement Trust (96-49-A)

	Principal	Interest
Date of Issue 10/1/1999		
FY 2014 Ending Balances	\$370,000.00	\$58,131.23
FY 2015 Payments	\$(55,000.00)	\$(17,730.69)
Total Balances Outstanding	\$315,000.00	\$40,400.54

Municipal Purpose Loan

	Principal	Interest
Date of Issue 2/15/03		
FY 2013 Ending Balances	\$2,095,000.00	\$199,250.00
FY 2014 Payments	\$(300,000.00)	\$(41,338.00)
Total Balances Outstanding	\$1,505,000.00	\$122,574.50

Municipal Purpose Loan of 2005 (G.O.)

	Principal	Interest
Date of Issue 7/1/2005		
FY 2014 Ending Balances	\$1,440,000.00	\$92,475.00
FY 2015 Payments	\$(515,000.00)	\$(53,212.50)
Total Balances Outstanding	\$925,000.00	\$39,262.50

Article 5 TM 4/05/10 & Land Acquisition

	Principal	Interest
Date of Issue 5/26/2011		
FY 2014 Ending Balances	\$2,535,000.00	\$761,981.00
FY 2015 Payments	\$(135,000.00)	\$(82,868.76)
Total Balances Outstanding	\$2,400,000.00	\$679,112.24

Municipal Purpose Loan of 2014 (G.O.)

	Principal	Interest
Date of Issue 2/13/14		
FY 2014 Ending Balances	\$2,651,000.00	\$551,369.00
FY 2015 Payments	\$(271,000.00)	\$(62,369.35)
Total Balances Outstanding	\$2,380,000.00	\$488,999.65

**ACCOUNTANT'S REPORT
FISCAL YEAR ENDING JUNE 30, 2015
RECEIPTS GENERAL FUND**

TAXES

REAL ESTATE TAXES	22,979,213.89
PERSONAL PROPERTY TAXES	525,770.28
TAX LIENS REDEEMED	10,850.62
SEWER BETTERMENT	2,668.29
MOTOR VEHICLE EXCISE	945,672.63
BOAT TAX	18,070.16
AMBULANCE CHARGES	252,504.95
INTEREST/CHARGES RE & PP TAXES	48,375.61
INT. CHGS. REL. MV TAXES	16,026.06
INTEREST/SEWER BETTERMENTS	2,401.46
INTEREST/CHARGES ON BOAT TAXES	1,921.40
INTEREST ON TAX LIENS	526.01
INTEREST/P. P. TAX	489.04

FEES AND CHARGES

FEES-PARKING STICKERS	60,295.00
FEES-RECREATION PROGRAMS	48,550.00
FEES-NON-RESIDENT PARKING	31,678.00
FEES-SPECIAL DUTY-ADMIN.	14,039.94
FEES-CONSERVATION COMMISSION	13,462.50
FEES-FILM/PHOTO	11,350.00
FEES-PLANNING BOARD	11,065.00
FEES-BOARD OF APPEALS	7,710.00
FEES-MUNICIPAL LIENS	6,135.00
FEES-COMM-FLU CLINIC REIMB.	4,831.04
FEES-MOORING WAITING LIST FEES	3,620.00
FEES-VITAL CERTIFICATES	3,490.00
FEES-STREET LISTS	1,405.00
FEES-MISCELLANEOUS-FIRE DEPT.	1,335.00
FEES-CABLE	933.50
FEES-HISTORIC DISTRICT	600.00
FEES-OIL BURNER INSPECTIONS	475.00
FEES-PLAN REVIEW	420.00
FEES-INSURANCE REPORTS	410.00
FEES-COPYING	319.22
FEES-MISCELLANEOUS-TOWN CLERK	198.11
FEES-SALE OF MAPS	91.25
FEES-MISCELLANEOUS-DPW	78.40
FEES-UNDERGROUND STORAGE	60.00
FEES-COPIES-ZONING BY-LAWS	45.70

RECEIPTS ALL OTHER FUNDS

HARBOR MASTER FUND

TRANSFER FROM HARBOR IMPROV.	217,898.66
MOORING FEES	191,246.00
BOAT EXCISE TAX	18,070.00
<u>COMMUNITY PRESERVATION ACT</u>	
R.E. TAXES-COMMUNITY PRESERV.	619,251.39
COMM.-COMMUNITY PRESERVATION	94,021.00
TAX LIENS REDEEMED	8,128.29
EARNINGS ON INVESTMENTS	6,020.89
INTEREST ON TAX LIENS	795.31
INTEREST/R.E. TAXES	773.66
<u>RECREATION REVOLVING</u>	
RECREATION RECEIPTS	252,226.65
PLAYGROUND RECEIPTS	45,973.00
CONCERTS RECEIPTS	2,354.79

RENTALS

RENTALS-SPRINT-SCHOOL ANTENNA	71,331.08
RENTALS- STATION CELL TOWER	47,645.87
RENTALS-WATER TOWER ANTENNA	36,360.00
RENTALS-TUCK'S POINT	32,275.00
RENTALS-SINGING BEACH CANTEEN	13,500.00
RENTALS-LANDFILL	9,600.00
RENTALS-ATHLETIC FIELD	4,650.00
RENTALS-KAYAK RACK	2,700.00
RENTALS-CROWELL CHAPEL RENTAL	925.00

CEMETERIES

CEMETERIES-BURIALS/CREMATIONS	16,400.00
CEMETERIES-FOUNDATIONS	5,507.60

FINES & FORFEITURES

FINES-PARKING	32,888.00
FINES-COURT	17,485.95
FINES-DOGS	3,320.00
FINES-LIBRARY	1,358.80
FINES-MARIJUANA	900.00
FINES-HARBOR VIOLATIONS	125.00
FINES-BUILDING PERMITS	63.00

STATE AID

COMM.-CSI-STATE AID UNRESTRICTED	197,885.00
COMM.-CSI-LOSS OF TAXES ELDERLY	16,766.00
COMM-EXTRA POLLING HOURS	348.00

Continued . . .

TRANSFERS INTO GENERAL FUND

TRANSFERS FROM SEWER	449,642.00
TRANSFERS FROM WATER	148,000.00
TRANSFER FROM SPECIAL REVENUES	15,000.00
TRANSFER HARBOR IMPROVEMENT	6,000.00

MEALS TAX COLLECTIONS	70,194.30
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RECREATION-BEACH PASSES	89,891.50
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INVESTMENT INCOME	16,679.16
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NON-RECURRING-MISCELLANEOUS	10,171.09
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CAPITAL IMPROVEMENTS ATM 04/14

BORROWING	226,260.00
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STORM DAMAGE FY-2013

MISC. RECEIPTS	8,979.60
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HIGHWAY IMPROVEMENT FUND

CHAPTER 90 REIMBURSEMENT	22,352.00
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SEWER FUND

UTILITY USAGE RECEIVABLES	1,120,852.68
SEWER HOOKUP	-

LICENSES AND PERMITS

PERMITS-BUILDING	137,469.96
PERMITS-ELECTRICAL	61,329.96
LICENSES-DOG	20,235.00
PERMITS-PLUMBING	14,093.37
LICENSES-LIQUOR	12,275.00
LICENSES-SEPTIC PUMP	9,505.00
PERMITS-GAS	8,988.83
PERMITS-DIS. WORK CONSTRUCTION	7,795.00
PERMITS-FOOD SERVICE PERMITS	6,970.00
PERMITS-SMOKE ALARM INSPECTION	5,850.00
PERMITS-ROAD OPENING	3,850.00
PERMITS-TITLE V INSPECTION REV	3,640.00
LICENSES-SEPTIC SYSTEMS	2,530.00
PERMITS-BUSINES/BOATER PLACARD	2,375.00
PERMITS-PERC TESTING	2,310.00
LICENSES-BUSINESS CERTIFICATES	2,240.00
PERMITS-OPEN BURNING	1,270.00
PERMITS-LPG	1,075.00
LICENSES-MARRIAGE INTENTIONS	795.00
LICENSES-FIREARMS	787.50
LICENSES-COMMON VICTUALERS	550.00
LICENSES-SWIMMING POOL	475.00

PERMITS-TANK REMOVAL	425.00
PERMITS-WELL	420.00
LICENSES-SUNDAY ENTERTAINMENT	400.00
LICENSES-CAMP	270.00
LICENSES-ONE(1)-DAY LIQUOR	200.00
LICENSES-USED CAR DEALER	100.00
PERMITS-BLASTING	100.00
LICENSES-FISH TRAP	75.00
LICENSES-INN HOLDERS	75.00
PERMITS-LODGING HOUSE	50.00
LICENSES-TAXI AND LIVERY	25.00
PERMITS-DEMOLITION	25.00
PERMITS-KEEPING OF ANIMALS	10.00

PAYMENTS IN LIEU OF TAXES	4,743.90
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TRASH-RUBBISH STICKERS	175,962.00
TRASH-TRANSFER STATION STICKER	34,511.20

<u>TOTAL RECEIPTS GENERAL FUND</u>	<u>26,868,502.13</u>
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WATER FUND

UTILITY USAGE RECEIVABLES	523,930.32
WATER HOOKUP	1,600.00
SALE OF WATER METERS	15,327.50

WATER TREATMENT

UTILITY USAGE RECEIVABLES	511,788.38
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STABILIZATION FUND

EARNINGS ON INVESTMENTS	854.10
TRANSFERS IN	300,000.00

OTHER POST EMPLOYEE BENEFITS

EARNINGS ON INVESTMENTS	8,895.88
TRANSFERS IN	440,112.00

TOTAL RECEIPTS ALL OTHER FUNDS	<u>4,637,712.10</u>
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<u>GRAND TOTAL ALL RECEIPTS</u>	<u>31,506,214.23</u>
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**SPECIAL REVENUE FUNDS
FISCAL YEAR ENDING JUNE 30, 2015**

SPECIAL REVENUE FUNDS	BALANCE 06/30/14	EXPENDITURES	RECEIPTS	ADJUSTMENTS & TRANSFERS (-)/+	RESERVED FOR JULY1, 2015
<u>Gift's Accounts Fund 200</u>					
Young Adult Library Position	-	250.00	250.00	-	-
Library Gifts	9,464.15	6,006.65	7,692.00	(250.00)	10,899.50
Library Children's Room Gifts	-	353.67	459.32	-	105.65
Winthrop Field	30,943.72	7,300.00	13,200.00	1,000.00	37,843.72
Debeaumont Fund	-	13,628.57	-	50,000.00	36,371.43
Selectmen Veterans Honor	1,046.12	-	-	-	1,046.12
Tuck's Point Gift Account	4,567.15	-	50.00	-	4,617.15
Library 125th Anniversary Gifts	5,174.80	1,566.46	540.00	-	4,148.34
Police Gifts Account	17,866.65	5,258.59	1,025.00	-	13,633.06
Adopt A Bench Gifts	0.00	-	8,003.68	-	8,003.68
Cultural Council Gifts	0.00	0.03	0.03	-	0.00
Selectmen's Gifts	19,797.82	10,622.62	7,600.00	-	16,775.20
Fire Gifts	3,111.06	-	525.00	-	3,636.06
Fire CPR Gifts	359.65	276.96	2,920.00	-	3,002.69
Recreation 4TH OF JULY GIFTS	5,398.50	28,431.12	32,747.00	10,000.00	19,714.38
Friends of COA	1,614.03	14,237.25	13,083.69	-	460.47
 Total	 99,343.65	 87,931.92	 88,095.72	 60,750.00	 160,257.45

Continued . . .

**SPECIAL REVENUE FUNDS
FISCAL YEAR ENDING JUNE 30, 2015**

SPECIAL REVENUE FUNDS	BALANCE 06/30/14	EXPENDITURES	RECEIPTS	ADJUSTMENTS & TRANSFERS (-)/+	RESERVED FOR JULY 1, 2015
<u>Performance Bonds & Deposit's Fund 260</u>					
Planning Landmark School	840.00	840.00	0.00	0.00	0.00
Zoning 40 Masconomo Street Bond	800.00	0.00	0.00	0.00	800.00
Zoning Board - 601 Summer Street Bond	1,299.75	0.00	0.00	0.00	1,299.75
Zoning Masconomo Park Performance Bond	1,940.00	0.00	0.00	0.00	1,940.00
Planning Board - Windover	0.00	6,323.50	9,700.00	0.00	3,376.50
Conservation Tennis Court Escrow	420.77	202.50	0.00	0.00	218.27
Conservation Beaver Dam Bond	1,260.00	0.00	0.00	0.00	1,260.00
Conservation Brookwood School Bond	17,500.00	2,750.93	0.00	0.00	14,749.07
Conservation 10 Boardman	7,500.00	0.00	0.00	0.00	7,500.00
Conservation Commission-10 Boardman Ave.	182.52	0.00	0.00	0.00	182.52
Conservation Commission-Kings Way	8,547.00	5,309.50	0.00	0.00	3,237.50
Conservation Windover Bond	25,000.00	0.00	0.00	0.00	25,000.00
Zoning Athletic Club Bond	10,000.00	0.00	0.00	0.00	10,000.00
Planning Marina Antenna-Terrasearch	5,373.60	0.00	10.78	0.00	5,384.38
Zoning First Parish Church Antenna-T Mobile	3,195.38	0.00	6.39	0.00	3,201.77
Appeals Board-Omni point	964.20	0.00	0.00	0.00	964.20
Planning Board Athletic Club	5,880.95	0.00	21.27	0.00	5,902.22
Appeals Board-Eisgrau	750.00	0.00	0.00	0.00	750.00
Conservation Windover Bond	1,927.11	1,495.90	0.00	0.00	431.21
Conservation Commission-Kings Way	50,000.00	0.00	0.00	0.00	50,000.00
Planning Board Bond One Beaver Dam Road	22.50	22.50	0.00	0.00	0.00
Appeals Board-Kimball	1,500.00	0.00	0.00	0.00	1,500.00
Appeals Board-Crooked Lane	100.00	0.00	0.00	0.00	100.00
Planning 601 Summer Street Bond	9,267.53	1,920.90	0.00	0.00	7,346.63
Planning - Nolly/Kings Way	0.00	2,346.78	5,000.00	0.00	2,653.22
Total	154,271.31	21,212.51	14,738.44	0.00	147,797.24

**SPECIAL REVENUE FUNDS
FISCAL YEAR ENDING JUNE 30, 2015**

SPECIAL REVENUE FUNDS	BALANCE 06/30/14	EXPENDITURES	RECEIPTS	ADJUSTMENTS & TRANSFERS (-)/+	RESERVED FOR JULY1, 2015
<u>State and Federal Grants Fund 290</u>					
FEMA Hazard Mitigation Grant	0.00	0.00	7,850.00	0.00	7,850.00
CZM Resiliency Grant	0.00	34,607.90	14,378.42	0.00	(20,229.48)
MassPort Mooring Replacements	178,283.00	131,719.20	0.00	0.00	46,563.80
Bulletproof Vests Grant	2,837.50	0.00	0.00	0.00	2,837.50
Law Enforcement Grant	15,807.62	26,667.31	28,459.73	0.00	17,600.04
Law Enforcement Canine Grant	11,340.38	675.67	4,000.00	0.00	14,664.71
Mass. Technology Grant	1,800.75	0.00	0.00	0.00	1,800.75
Police Community Policing Grant	4,367.81	340.77	0.00	0.00	4,027.04
MAPC Fire Training Grant	3,808.03	10,792.13	6,984.10	0.00	0.00
Fire Local Prepared Grant	5,610.08	7,974.20	8,418.00	0.00	6,053.88
Library Children's Room Grant	2,838.91	2,889.14	2,250.00	0.00	2,199.77
State Aid for Libraries	0.00	4,094.25	6,733.11	0.00	2,638.86
Cultural Council-State Grant	2,727.73	3,312.40	4,371.75	0.00	3,787.08
H.M. Pump Out Grant Program	0.00	17,580.93	10,953.58	0.00	(6,627.35)
Senior Home Care Grant	147.39	0.00	0.00	0.00	147.39
Council on Ageing State Formula Grant	0.00	750.00	750.00	0.00	0.00
DPW - Recycling Dividends	0.00	29,224.80	33,788.24	0.00	4,563.44
CZW MASS. DIP Grant	0.00	99,514.88	20,558.00	0.00	(78,956.88)
Total	229,569.20	370,143.58	149,494.93	0.00	8,920.55

Continued . . .

**SPECIAL REVENUE FUNDS
FISCAL YEAR ENDING JUNE 30, 2015**

SPECIAL REVENUE FUNDS	BALANCE 06/30/14	EXPENDITURES	RECEIPTS	ADJUSTMENTS & TRANSFERS (-)/+	RESERVED FOR JULY1, 2015
<u>Other Special Revenue Fund 320</u>					
Special Detail Police	11,504.05	261,320.10	258,608.78	0.00	8,792.73
Special Detail Fire	6,088.00	15,720.00	16,540.00	0.00	6,908.00
Insurance Reimbursement Water Treatment Plant	0.00	161,888.49	200,000.00	0.00	38,111.51
Town Technology Fund	50,098.20	44.00	28,731.68	0.00	78,785.88
Tuck's Point Deposits	7,086.39	0.00	0.00	0.00	7,086.39
Conservation Fund	38,582.47	3,061.19	93.40	0.00	35,614.68
Wetlands Protection Fund	78,068.65	6,387.30	6,742.50	(12,000.00)	66,423.85
Police Cell Block Fees	13,116.64	3,018.98	3,650.00	0.00	13,747.66
Police Narcotic Fund	5,495.22	566.76	611.16	0.00	5,539.62
Tax Collectoer Agency Account	354.00	9,876.00	9,522.00	0.00	0.00
Fire Hazmat	7,662.27	11,420.18	8,641.01	0.00	4,883.10
Total	218,055.89	473,303.00	533,140.53	(12,000.00)	265,893.42
<u>Recreation Revolving Account Fund 220</u>					
Recreation Programs	109,513.97	138,155.20	252,226.65	0.00	223,585.42
Playground	(5,116.23)	59,918.84	45,973.00	0.00	(19,062.07)
Concert Gifts	1,793.00	960.00	2,354.79	0.00	3,187.79
Total	106,190.74	199,034.04	300,554.44	0.00	207,711.14

**RECAPITULATION
FISCAL YEAR ENDING JUNE 30, 2015**

RECAPULATION	BALANCES FROM ENCUMBRANCES FY-2014	APPROPRIATIONS ANNUAL FY-2014 TOWN MEETING	TRANSFERS RECEIPTS In + Out (-)	REVISED BUDGET FY-2015	EXPENDITURES FY-2015	RESERVED FOR ENCUMBRANCES FY-2015	TRANSFERRED TO UNRESERVED FUND BALANCE
<u>GENERAL GOVERNMENT</u>							
<u>EXECUTIVE/LEGISLATIVE</u>							
Selectmen's Department							
Salaries	-	203,794.00	-	203,794.00	202,845.26	-	948.74
Expenses	-	14,400.00	-	14,400.00	10,812.87	2,500.00	1,087.13
Audit	6,000.00	42,000.00	-	48,000.00	38,000.00	-	10,000.00
Information Technology	25,367.00	96,000.00	-	121,367.00	116,450.85	4,916.15	-
Moderator							
Expenses	-	50.00	-	50.00	-	-	50.00
Finance Committee							
Salaries	-	1,589.00	-	1,589.00	1,160.81	-	428.19
Expenses	-	405.00	-	405.00	264.25	-	140.75
Reserve Fund	-	175,000.00	(174,617.00)	383.00	-	-	383.00
Election & Registration							
Salaries	-	3,800.00	-	3,800.00	3,752.13	-	47.87
Expenses	-	10,800.00	-	10,800.00	10,800.00	-	-
Town Reports	-	11,500.00	-	11,500.00	10,572.00	-	928.00
<u>FINANCIAL ADMINISTRATION</u>							
Accounting Department							
Salaries	-	123,325.00	-	123,325.00	123,325.00	-	-
Expenses	-	4,370.00	-	4,370.00	3,973.88	-	396.12
Assessors Department							
Salaries	-	132,505.00	-	132,505.00	132,505.00	-	-
Expenses	-	40,070.00	-	40,070.00	39,966.30	-	103.70
Treasurer and Collector's Department							
Salaries	-	152,984.00	-	152,984.00	152,320.22	-	663.78
Expenses	-	25,818.00	-	25,818.00	22,984.60	-	2,833.40

Continued . . .



The Manchester Police & Fire Departments held their annual 9-11 Day of Remembrance last year at the fire station. Those who lost their lives during the 9-11 tragedy were remembered especially former Manchester resident Ralph Kershaw.



Five Troop 3 Scouts who graduated from the BSA National Youth Leadership Training course in Kingston, NH in August of 2015 were joined by Troop 3 Senior Patrol Leader Thomas Ambrose who completed the course the previous year and served as a Staff Member and instructor in 2015. The NYLT is a 6-day course that centers around the concepts of what a leader must be, what he must know and what he must do. Content is delivered in a troop and patrol outdoor setting with an emphasis on immediate application of learning in a fun environment. Troop 3 Scouts who graduated from the BSA National Training course (left to right): Connor Coale, Liam Falk, Mason Camile, Thomas Ambrose, Brandon Goode and Thomas Surette.

Town Clerk's Department							
Salaries	-	85,001.00	-	85,001.00	84,884.06	-	116.94
Expenses	-	5,900.00	-	5,900.00	2,300.08	-	3,599.92
Legal Services							
Expenses	20,000.00	100,000.00	24,000.00	144,000.00	100,512.43	43,487.00	0.57
Zoning Board of Appeals							
Salaries	-	17,800.00	-	17,800.00	17,679.56	-	120.44
Expenses	-	12,900.00	-	12,900.00	11,883.86	-	1,016.14
Planning Board							
Salaries	-	34,641.00	-	34,641.00	34,641.00	-	-
Expenses	-	2,820.00	-	2,820.00	1,048.98	-	1,771.02
Professional Services	3,660.00	15,000.00	-	18,660.00	5,156.25	13,503.75	-
Town Hall & Common							
Expenses	6,595.52	57,600.00	-	64,195.52	64,195.52	-	-
Seaside One							
Expenses	-	1,750.00	-	1,750.00	1,663.96	-	86.04
Pensions							
Contributory Pensions	-	821,748.00	-	821,748.00	821,748.00	-	-
Non-Contributory Pensions	-	2,400.00	-	2,400.00	2,110.78	-	289.22
Insurance							
Workers' Compensation	-	65,000.00	-	65,000.00	40,172.00	24,828.00	-
Unemployment Compensation	-	20,000.00	-	20,000.00	5,745.16	-	14,254.84
FICA	-	79,438.00	-	79,438.00	73,935.20	-	5,502.80
Group Insurance-Town's Share	-	1,595,000.00	(35,764.00)	1,559,236.00	1,407,135.85	-	152,100.15
Insurance-Liability, Fire, Auto	-	125,000.00	-	125,000.00	120,508.27	-	4,491.73
 TOTAL GENERAL GOVERNMENT	 61,622.52	 4,080,408.00	 (186,381.00)	 3,955,649.52	 3,665,054.13	 89,234.90	 201,360.49

Continued . . .

PUBLIC SAFETY

Police Department

Salaries	-	1,498,282.00	-	1,498,282.00	1,473,283.54	-	24,998.46
Expenses	-	112,300.00	-	112,300.00	112,176.37	-	123.63

Parking Clerk

Salaries	-	8,739.00	-	8,739.00	8,739.00	-	-
Expenses	-	8,760.00	-	8,760.00	8,760.00	-	-

Fire Department

Salaries	-	1,098,369.00	-	1,098,369.00	1,066,841.74	-	31,527.26
Expenses	-	95,000.00	20,000.00	115,000.00	114,880.11	-	119.89
Ambulance Billing Expenses	-	20,000.00	-	20,000.00	19,141.88	858.12	-

Harbor Master

Salaries	-	84,050.00	-	84,050.00	82,905.69	-	1,144.31
Expenses	-	11,850.00	-	11,850.00	10,843.47	-	1,006.53
Care of Floats	-	6,500.00	-	6,500.00	5,936.58	-	563.42

Inspections

Building Inspector	-	19,909.00	-	19,909.00	19,909.00	-	-
Gas/Plumbing Inspector	-	11,755.00	-	11,755.00	11,755.00	-	-
Sealer of Weights and Measures	-	3,312.00	-	3,312.00	3,000.00	-	312.00
Electrical Inspector	-	11,755.00	-	11,755.00	11,755.00	-	-
Inspectors' Expenses	-	4,800.00	-	4,800.00	4,057.95	-	742.05

Emergency Management

Salaries	-	8,713.00	-	8,713.00	7,499.98	-	1,213.02
Expenses	-	1,000.00	-	1,000.00	1,000.00	-	-
Emergency Notification	-	5,500.00	-	5,500.00	5,022.99	-	477.01

Animal Control

Salaries	-	13,644.00	-	13,644.00	3,523.75	-	10,120.25
Expenses	-	5,500.00	-	5,500.00	4,502.95	-	997.05

TOTAL PUBLIC SAFETY

-	3,029,738.00	20,000.00	3,049,738.00	2,975,535.00	858.12	73,344.88
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PUBLIC WORKS

Department of Public Works

Salaries	-	713,214.00	(52,397.00)	660,817.00	615,224.29	-	45,592.71
Expenses	-	162,600.00	88,161.00	250,761.00	250,761.00	-	-
Park/Beach Maintenance	8,515.00	30,000.00	-	38,515.00	35,999.07	2,515.93	-
Maintenance/Repairs	5,430.00	60,000.00	-	65,430.00	64,485.00	-	945.00
Trees	2,827.00	15,000.00	-	17,827.00	17,568.00	-	259.00
Snow Removal							
Snow Removal Salaries	-	31,000.00	-	31,000.00	95,686.94	-	(64,686.94)
Snow Removal Expenses	-	145,000.00	350,000.00	495,000.00	596,400.15	-	(101,400.15)
Street Lighting							
Expenses	-	95,000.00	-	95,000.00	90,587.47	-	4,412.53
Sanitation/Composting/Recycling							
Sanitation Salaries	-	22,550.00	-	22,550.00	21,888.97	-	661.03
Sanitation Expenses	28,317.00	65,000.00	-	93,317.00	66,938.21	12,000.00	14,378.79
Rubbish and Garbage Collection	-	287,202.00	-	287,202.00	288,055.51	-	(853.51)
Rubbish and Garbage Disposal	3,500.00	120,000.00	-	123,500.00	117,556.81	-	5,943.19
TOTAL PUBLIC WORKS	48,589.00	1,746,566.00	385,764.00	2,180,919.00	2,261,151.42	14,515.93	(94,748.35)

OTHER ENVIRONMENTAL

Historic District Commission

Salaries	-	5,353.00	-	5,353.00	1,815.27	-	3,537.73
Expenses	-	1,200.00	-	1,200.00	243.28	-	956.72
Conservation Commission							
Salaries	-	58,411.00	-	58,411.00	58,411.00	-	-
Expenses	-	2,650.00	-	2,650.00	1,638.20	-	1,011.80
Expenses (Chebacco Woods)	-	1,250.00	-	1,250.00	-	-	1,250.00
TOTAL OTHER ENVIRONMENTAL	-	68,864.00	-	68,864.00	62,107.75	-	6,756.25

Continued . . .

HUMAN SERVICES

Health Department						
Salaries	-	59,316.00	-	59,316.00	57,247.96	- 2,068.04
Expenses	-	56,095.00	-	56,095.00	36,829.23	1,100.00 18,165.77
Hazardous Waste Disposal	-	4,500.00	-	4,500.00	2,286.50	- 2,213.50
Veterans' Services						
Veterans' Agent	-	12,228.00	-	12,228.00	12,228.00	- -
Expenses	-	550.00	-	550.00	304.71	- 245.29
Benefits	-	2,000.00	-	2,000.00	-	- 2,000.00
Council on Aging						
Salaries	-	121,954.00	-	121,954.00	121,954.00	- -
Expenses	-	14,700.00	-	14,700.00	14,541.96	- 158.04
TOTAL HUMAN SERVICES	-	271,343.00	-	271,343.00	245,392.36	1,100.00 24,850.64

CULTURE AND INFORMATIONAL SERVICES

Public Library						
Salaries	-	282,670.00	-	282,670.00	281,896.61	- 773.39
Expenses	-	147,062.00	-	147,062.00	146,886.34	- 175.66
TOTAL CULTURE SERVICES	-	429,732.00	-	429,732.00	428,782.95	- 949.05

RECREATION

Recreation						
Salaries	-	122,414.00	-	122,414.00	122,414.00	- -
Expenses	-	8,550.00	-	8,550.00	7,157.02	260.00 1,132.98
Singing Beach Operations						
Salaries	-	62,325.00	-	62,325.00	60,816.24	- 1,508.76
Expenses	-	14,325.00	-	14,325.00	14,233.31	- 91.69
Lifeguards						
Salaries	-	50,160.00	-	50,160.00	49,903.50	- 256.50
Expenses	-	3,400.00	-	3,400.00	3,397.81	- 2.19

Tuck's Point							
Salaries	-	2,000.00	-	2,000.00	2,000.00	-	-
Expenses	15,000.00	35,300.00	-	50,300.00	27,979.59	19,700.00	2,620.41
Other							
Athletic Field Maintenance	18,849.00	25,000.00	-	43,849.00	21,485.62	22,363.38	-
Memorial Day	724.00	1,500.00	-	2,224.00	2,224.00	-	-
Fourth of July	-	10,000.00	-	10,000.00	10,000.00		
TOTAL RECREATION	34,573.00	334,974.00	-	369,547.00	321,611.09	42,323.38	5,612.53

DEBT SERVICE

INTEREST AND MATURING DEBT

Principal on Bonds	-	1,556,779.00	-	1,556,779.00	1,556,778.05	-	0.95
Interest on Bonds	-	251,587.00	-	251,587.00	251,584.74	-	2.26
Temporary Interest and Cost on Issuing Bonds	-	30,000.00	-	30,000.00	2,550.00	-	27,450.00
WPAT Administration Fees	-	2,517.00	-	2,517.00	2,516.65	-	0.35
TOTAL DEBT SERVICE	-	1,840,883.00	-	1,840,883.00	1,813,429.44	-	27,453.56

ENTERPRISE FUNDS

Sewer Fund

Salaries	-	263,039.00	(13,766.00)	249,273.00	248,878.77	-	394.23
Expenses	9,133.00	235,300.00	13,766.00	258,199.00	246,537.45	2,340.00	9,321.55
Maintenance/Repairs	-	30,000.00	-	30,000.00	30,000.00	-	-

Water Fund

Salaries	-	243,097.00	(27,948.00)	215,149.00	214,914.25	-	234.75
Expenses	-	57,500.00	27,948.00	85,448.00	83,526.80	1,921.20	-
Treatment Expenses	-	524,046.00	-	524,046.00	509,769.77	86.98	14,189.25
Maintenance/Repairs	-	37,500.00	-	37,500.00	37,500.00	-	-

TOTAL ENTERPRISE FUNDS	9,133.00	1,390,482.00	-	1,399,615.00	1,371,127.04	4,348.18	24,139.78
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TOTAL ARTICLE 4 OPERATING	153,917.52	13,192,990.00	219,383.00	13,566,290.52	13,144,191.18	152,380.51	269,718.83
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Treasures Tax Liens (tax title)						
Tax Title Purposes	-	10,000.00	-	10,000.00	2,777.00	- 7,223.00

ARTICLE 3 & 7 - EDUCATION

North Shore. Regional Vocational School Dist. -	117,406.00	-	117,406.00	86,428.00	-	30,978.00
Manchester Essex Regional School	- 11,756,951.00	-	11,756,951.00	11,756,951.04	-	(0.04)
Manchester Essex Regional School Debt	- 1,598,794.00	-	1,598,794.00	1,598,794.00	-	-
TOTAL EDUCATION	- 13,473,151.00	- 13,473,151.00	13,442,173.04	-	30,977.96	

CAPITAL PROJECTS GENERAL FUNDS

98	Selectmen					
	Town hall Roof Replacement & Repair	5,658.00	-	- 5,658.00	480.00	5,178.00 -
	Pine Street Land Closer	23,900.00	-	- 23,900.00	23,517.37	382.63 -
	Computer Network Replacement	- 65,000.00	-	65,000.00	36,064.24	28,935.76 -
	Police					
	Police Car	- 36,300.00	-	36,300.00	36,299.20	- 0.80
	Fire					
	Vehicle Rehab	69,871.48	-	- 69,871.48	69,819.50	- 51.98
	Fire Engine Fund	- 50,000.00	-	50,000.00	-	50,000.00 -
	Fire Radio Communication Upgrade	- 50,000.00	-	50,000.00	50,000.00	- -
	Fire Station Renovations	- 65,000.00	-	65,000.00	65,000.00	- -
	Public Works					
	Cat Walkway	1,029.00	-	- 1,029.00	-	1,029.00 -
	Electrical Upgrades	20,000.00	-	- 20,000.00	-	20,000.00 -
	Road Maintenance & Construction	10,363.00	127,000.00	- 137,363.00	137,363.00	- -
	Loading Place Road - Art-22 ATM 04/14	- 20,000.00	-	20,000.00	1,260.01	18,739.99 -
	Pickup Truck Replacement	- 35,000.00	-	35,000.00	35,000.00	- -
	DPW Office & Garage Replacement & Repairs	80,603.00	250,000.00	- 330,603.00	89,392.06	241,210.94 -
	DPW Mower	- 13,000.00	-	13,000.00	4,799.00	8,201.00 -
	Dump Truck Body Replacement	- 8,000.00	-	8,000.00	8,000.00	- -
	Mechanic Equipment	- 7,700.00	-	7,700.00	6,839.05	860.95 -
	DPW Snow Sidewalk Tractor	- 95,000.00	-	95,000.00	95,000.00	- -

Central Street Culvert Article 19 - ATM 04/2013	47,000.00	-	-	47,000.00	15,983.55	31,016.45	-
Conservation							
Chebacco Woods Trail Restoration	-	5,000.00	-	5,000.00	-	-	5,000.00
Library							
Exterior Painting	-	7,000.00	-	7,000.00	4,350.00	2,650.00	-
Recreation							
Sweeney Parking Lot Re-paving	-	40,000.00	-	40,000.00	-	40,000.00	-
Harbor Master							
Dock Replacements	-	55,000.00	-	55,000.00	24,470.79	30,529.21	-
Boat Ramp	3,120.10	-	-	3,120.10	3,120.00	-	0.10
TOTAL CAPITAL GENERAL FUND	261,544.58	929,000.00	-	1,190,544.58	706,757.77	478,733.93	5,052.88

NON-APPROPRIATED EXPENSES

NON-APPROPRIATED EXPENSES

MV PARK SURCHARGE	-	4,540.00	-	4,540.00	4,540.00	-	-
MOSQUITO CONTROL	-	35,012.00	-	35,012.00	35,012.00	-	-
AIR POLLUTION CONTROL	-	3,210.00	-	3,210.00	3,210.00	-	-
MET. AREA PLANNING COUNCEL	-	2,608.00	-	2,608.00	2,608.00	-	-
MBTA	-	111,001.00	-	111,001.00	111,001.00	-	-
TOTAL NON-APPROPRIATED EXPENSES	-	156,371.00	-	156,371.00	156,371.00	-	-

COMMUNITY PRESERVATION FUND

ARTICLES

Title Examiner to Research Certain Parcels	-	-	25,000.00	25,000.00	-	25,000.00	-
Environmental Resource Assessment of Gordon Woods	-	-	5,000.00	5,000.00	-	5,000.00	-
Trail-head and Trail Enhancements							
Agassiz Rock Reservation	-	-	20,000.00	20,000.00	-	20,000.00	-
Housing Production Plan	-	-	15,000.00	15,000.00	75.00	14,925.00	-

Continued . . .

Winthrop Fields	18,800.00	-	-	18,800.00	1,000.00	17,800.00	-
Historic Museum Repairs	13,945.00	-	-	13,945.00	13,805.00	140.00	-
First Parish Church Steeple							
Bell Tower	20,000.00	-	-	20,000.00	18,450.00	1,550.00	-
First Parish Church Steeple Clock	-	-	48,200.00	48,200.00	-	48,200.00	-
CPC Administrative Costs	9,800.93	20,000.00	-	29,800.93	22,867.57	431.81	6,501.55
Historic Preservation of Town Records	-	15,000.00	-	15,000.00	5,755.22	9,244.78	-
Crowell Chapel Phase (5)	15,713.20	-	-	15,713.20	13,924.05	1,789.15	-
Tuck's Point Chowder House	-	40,000.00	-	40,000.00	239.96	39,760.04	-
Trask House Climate Control,							
Manchester Historical Museum	-	-	8,000.00	8,000.00	-	8,000.00	-
Singing Beach Septic System							
Engineering Study	-	-	25,000.00	25,000.00	-	25,000.00	-
Sweeney Park Engineering Study	-	-	85,000.00	85,000.00	-	85,000.00	-
Town Hall Boat Ramp	-	40,000.00	285,000.00	325,000.00	43,451.68	281,548.32	-
Historic Property Survey	3,000.00	-	-	3,000.00	-	3,000.00	-
Beach Rake	-	-	50,000.00	50,000.00	-	50,000.00	-
Masconomo Park Playground Replacement	-	-	100,000.00	100,000.00	-	100,000.00	-
Powderhouse Hill and Dexter Pond							
Improvements	-	-	8,500.00	8,500.00	-	8,500.00	-
Portable Water Tank for Friends of							
Manchester Trees	-	-	1,000.00	1,000.00	-	1,000.00	-
MORSS Pier Repairs	3,967.03	-	-	3,967.03	-	3,967.03	-
MHA - Generators	15,000.00	-	8,800.00	23,800.00	4,280.00	19,520.00	-
Cemetery Restoration Work	30,305.75	-	15,000.00	45,305.75	35,600.42	9,705.33	-
Restore Doughboy Statue	2,615.00	-	-	2,615.00	-	2,615.00	-
Cedar Swamp Wetlands	34,955.00	30,000.00	-	64,955.00	41,670.55	23,284.45	-
Masconomo Park Walkway	15,905.93	-	-	15,905.93	15,905.93	-	-
Crowell Chapel Windows	3,500.00	-	-	3,500.00	-	3,500.00	-
Singing Beach Bath House Floors	34,611.46	-	-	34,611.46	136.86	34,474.60	-
Library Retaining Wall	3,310.00	-	-	3,310.00	-	3,310.00	-
Donovan Properties Legal and Survey	6,212.50	-	-	6,212.50	6,212.50	-	-
TOTAL COMMUNITY PRESERVATION FUND	231,641.80	145,000.00	699,500.00	1,076,141.80	223,374.74	846,265.51	6,501.55

HARBOR IMPROVEMENT FUND

Harbor Dredging Account	220,613.02	-	-	220,613.02	4,190.69	216,422.33	-
Transfer to General Fund	-	-	6,000.00	6,000.00	6,000.00	-	-
Transfer to Harbor Master (budget fund 019) -	-	157,400.00	-	157,400.00	375,298.66	-	(217,898.66)
HARBOR IMPROVEMENT FUND	220,613.02	157,400.00	6,000.00	384,013.02	385,489.35	216,422.33	(217,898.66)

STORM DAMAGE REPAIRS

ATM 04/2014	345,730.58	-	-	345,730.58	21,166.03	324,564.55	-
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MULTI PURPOSE ATM 04/2013

SEWER REPAIRS & MAINTENANCE	3,500.00	-	-	3,500.00	3,500.00	-	-
WATER MAIN UPGRADES	72,205.61	-	-	72,205.61	72,205.61	-	-
ELECTRICAL CONTROL UPDATE	20,000.00	-	-	20,000.00	20,000.00	-	-
MULTI PURPOSE 2013	95,705.61	-	-	95,705.61	95,705.61	-	-

PINE STREET CLEANUP

AND CLOSE	1,703,935.13	-	(375,000.00)	1,328,935.13	1,117,348.99	211,586.14	-
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WATER/SEWER PIPE

REPLACEMENT ATM 4/2015	-	-	375,000.00	375,000.00	-	375,000.00	-
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CAPITAL PROJECTS ENTERPRISE FUNDSSewer Fund

VARI Drive Upgrades	12,000.00	-	-	12,000.00	-	12,000.00	-
Sewer Plant Fencing	3,400.00	-	-	3,400.00	-	3,400.00	-
Rockwood Heights Lift Station	16,459.94	-	-	16,459.94	-	16,459.94	-
Portable Gensets	3,270.80	-	-	3,270.80	-	3,270.80	-
Vacuum Aeration Tank Grit	11,078.30	-	-	11,078.30	5,175.00	5,903.30	-
Sewer Plant Grit Pump	3,500.00	-	-	3,500.00	-	3,500.00	-

Continued . . .

General Water Updates	34,260.28	150,000.00	-	184,260.28	177,244.80	7,015.48	-
Valve / Hydrant replacement	15,000.00	-	-	15,000.00	15,000.00	-	-
Lincoln Street Well Compliance	25,000.00	-	-	25,000.00	23,750.00	1,250.00	-
Truck	9,834.00	-	-	9,834.00	3,297.54	6,536.46	-
Water Office & Garage	7,967.67	-	-	7,967.67	7,967.67	-	-
Lincoln St. Well equip upgrades	10,200.00	-	-	10,200.00	4,852.94	5,347.06	-
Round/Gravelly Pond Dredging	14,250.00	-	-	14,250.00	-	14,250.00	-
Rebuild Round Pond Pumping Station	42,964.52	-	-	42,964.52	27,256.68	15,707.84	-
Water Treatment Plant	1,027.35	-	-	1,027.35	1,027.35	-	-
Lincoln Street Well Equipment Upgrade	22,200.30	-	-	22,200.30	-	22,200.30	-
TOTAL WATER	182,704.12	150,000.00	-	332,704.12	260,396.98	72,307.14	-

Transfers to the General fund	-	449,642.00	-	449,642.00	449,642.00	-	-
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Transfers to the General fund	-	148,000.00	-	148,000.00	148,000.00	-	-
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Water Main Improvements	-	1,440,000.00	-	1,440,000.00	-	1,440,000.00	-
Wastewater Management Plan	-	500,000.00	-	500,000.00	226,260.00	273,740.00	-
Sewer Pipe Replacement & Repairs	-	250,000.00	-	250,000.00	-	250,000.00	-

Capital Improvements 04/13	-	2,190,000.00	-	2,190,000.00	226,260.00	1,963,740.00	-
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RECREATION REVOLVING

Transfers To the General Fund	-	48,550.00	-	48,550.00	48,550.00	-	-
RECREATION	-	-	-	-	138,155.20	-	(138,155.20)
PLAYGROUND	-	-	-	-	59,918.84	-	(59,918.84)
CONCERTS	-	-	-	-	960.00	-	(960.00)
RECREATION REVOLVING	-	48,550.00	-	48,550.00	247,584.04	-	(199,034.04)

Grand Totals	3,261,011.63	31,755,104.00	1,287,250.12	36,303,365.75	31,499,681.67	4,901,142.56	(97,458.48)
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RESERVE FUND FISCAL YEAR 2014

	Account Number	Date	Amount
RESERVE FUND	01113-57810	FY-2015	
<u>APPROPRIATIONS</u>			
ORIGINAL BUDGET FY-2015		04/01/14	175,000.00
<u>TRANSFERS</u>			
<u>Account Descriptions</u>			
Fire dept - Auto/Truck repairs	01203-52640	12/15/14	(20,000.00)
DIP Grant	29000-32970	07/08/15	(17,534.00)
FEMA Hazard Mitigation	29000-32052	07/08/15	(7,850.00)
MRI Public Safety Audit	01145-53050	07/08/15	(24,000.00)
Snow & Ice	01405-52950	07/08/15	(100,000.00)
DIP Grant	29000-32970	07/08/15	(3,024.00)
Harbor Grant	29000-32612	07/08/15	(2,209.12)
		Total	(174,617.12)
		Balance 06/30/2015	382.88



In August of 2015, Jack Davis was honored at the Board of Selectman's meeting in recognition of more than 41 years of service to the town. Pictured left to right: MPD Lieutenant Todd Fitzgerald; Thalia Hatcher, DPW Administrative Assistant; Shawn Johnson, Highway Foreman; Mark Hammond, Foreman of the Grounds and Buildings; and Carol Murray, DPW Director. Jack is seated in the chair he was awarded—which is decorated with the Manchester-by-the-Sea crest.

TRUST FUNDS
FISCAL YEAR ENDING JUNE 30, 2015

	BALANCE 06/30/14	ADJUSTMENTS & TRANSFERS (-)/+	RECEIPTS	EXPENDITURES	RESERVED FOR JULY 1, 2015
<u>Non-Expendable Trust Funds</u>					
B.L. Allen Fund	1,300.00	0.00	0.00	0.00	1,300.00
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	311,050.51	0.00	25,550.00	0.00	336,600.51
Perpetual Care Fund-Odd Fellows	3,000.00	0.00	0.00	0.00	3,000.00
Knight Cemetery Fund	1,806.20	0.00	0.00	0.00	1,806.20
Crowell Cemetery Fund	3,000.00	0.00	0.00	0.00	3,000.00
Total Non-Expendable Trust Funds	330,077.30	0.00	25,550.00	0.00	355,627.30
<u>Expendable Trust Funds</u>					
B.L. Allen Interest Fund	7.11	0.00	10.57	0.00	17.68
Tuck's Point Interest Fund	2,817.37	0.00	71.26	0.00	2,888.63
Post War Rehabilitation Fund	732.47	0.00	37.61	0.00	770.08
Essex Woods Park Fund	14,942.51	0.00	120.80	0.00	15,063.31
Perpetual Care Interest Fund	11,346.43	0.00	2,860.65	0.00	14,207.08
Cemetery Sale of Lots Fund	71,850.41	0.00	26,292.90	0.00	98,143.31
Winthrop Library Fund	32,395.24	0.00	10,347.43	0.00	42,742.67
Crowell Cemetery Interest Fund	8,080.86	0.00	89.55	0.00	8,170.41
Knight Cemetery Fund	5,428.37	0.00	58.45	0.00	5,486.82
Julie Ware Library Fund	2,597.57	0.00	20.99	0.00	2,618.56
Cemetery Odd Fellows Fund	833.25	0.00	30.99	0.00	864.24
Beaumont Beautification Fund	50,000.00	(50,000.00)	0.00	0.00	0.00
Expendable Trust Funds	201,031.59	(50,000.00)	39,941.20	0.00	190,972.79
<u>Other Trust Funds</u>					
Stabilization Fund	1,154,569.26	100,000.00	9,237.24	0.00	1,263,806.50
Other Post Employee Benefits (OPEB)	549,328.08	231,750.00	34,769.74	0.00	815,847.82
TOTAL TRUST FUNDS	2,235,006.23	281,750.00	109,498.18	0.00	2,626,254.41

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	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
ASSETS							
Cash	4,232,863.68	2,561,783.81	944,626.53	2,641,955.14	997,152.47		11,378,381.63
Petty Cash	585.00						585.00
Property Tax Receivable:							-
Real Estate	213,261.06	6,548.11					219,809.17
P/P Tax	7,779.69						7,779.69
Other Accounts Receivable:							-
Motor Vehicle Excise	85,786.66						85,786.66
Boat Excise	4,335.04						4,335.04
Tax Liens	206,022.77						206,022.77
Water & Sewer User Charges					84,025.87		84,025.87
Departmental	261,344.33						261,344.33
Due form the Commonwealth							-
Tax Foreclosure	10,727.36						10,727.36
CPA							-
Other Assets							-
Amount Provided Bond Payments						8,428,581.00	8,428,581.00
Total Assets	5,022,705.59	2,568,331.92	944,626.53	2,684,372.14	1,081,178.34	8,428,581.00	20,687,378.52

TOWN OF MANCHESTER
COMBINED BALANCE SHEET-ALL FUND TYPES AND ACCOUNT GROUPS
JUNE 30, 2015
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	179,560.42	102,073.54	33,475.84		69,468.95		384,578.75
Accrued Payroll	197,513.23						197,513.23
Payroll Withholdings	51,826.06						51,826.06
Other Liabilities	18,058.54						18,058.54
Deferred Revenue	333,531.06	6,548.11					340,079.17
Reserve for Abatements	455,725.85						455,725.85
Bonds and Notes Payable						8,428,581.00	8,428,581.00
Total Liabilities	1,236,215.16	108,621.65	33,475.84	-	69,468.95	8,428,581.00	9,876,362.60
FUND EQUITY							
Fund Balances:							
Retained Earnings					674,998.60		674,998.60
Reserved for Encumbrances	596,237.05	1,093,217.05	911,150.69		336,710.79		2,937,315.58
Reserved for Expenditures	90,000.00						90,000.00
Reserved for Petty Cash	585.00						585.00
Reserved for Special Duty				15,700.73			15,700.73
Reserved for Open Space		455.00					455.00
Reserved for Community Housing		69,028.00					69,028.00
Designated Overlay Surplus	125,000.00						125,000.00
Designated Appropriation Deficits (Snow)	(166,087.09)						(166,087.09)
Undesignated	3,140,755.47	1,297,010.22		2,626,254.41			7,064,020.10
Fund Equity (Deficit)	3,786,490.43	2,459,710.27	911,150.69	2,641,955.14	1,011,709.39	-	10,811,015.92
Total Liabilities & Fund Equity	5,022,705.59	2,568,331.92	944,626.53	2,641,955.14	1,081,178.34	8,428,581.00	20,687,378.52

KEY TELEPHONE NUMBERS

Police 911 (526-1212 for regular business)

Fire 911 (526-4040 for regular business)

Ambulance 911 (526-4040 for billing information)

Accountant	526-2020
Assessors.....	526-2010
Board of Selectmen / Town Administrator	526-2000
Building Department.....	526-2010
Conservation	526-4397
Council on Aging	526-7500
Harbormaster.....	526-7832
Health	526-7385
Jr. – Sr. High School	526-4412
Library.....	526-7711
Memorial School.....	526-1908
Parks & Recreation	526-2019
Public Works	526-1242
School Superintendent	526-4919
Town Clerk / Voter Registration	526-2040
Treasurer / Collector	526-2030
Veteran’s Agent.....	281-9740
Water / Sewer	526-4450